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WV PURCHASING  
DIVISION



**EXPRESSION OF INTEREST**

**West Virginia State Capitol Clay Tile Repairs Project**

CEOI 0211 GSD1900000003

Charleston, West Virginia

January 23, 2019



*Architects • Engineers • Surveyors*

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

Ms. Michelle L. Childers  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305



Ms. Childers,

Pickering Associates is pleased to have the opportunity to submit this proposal for providing Architectural/Engineering design services for Clay Tile Repairs at West Virginia's State Capitol Complex. We feel confident our design team is uniquely qualified to provide design services for this project.

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

Pickering has a great deal of experience with healthcare and industrial projects that require minimal disruption to the daily activities or a phased approach to take advantage of slower or down times. With these type of projects there are third party-authorities having jurisdiction over the plans, such as WV OHFLAC, WV State Fire Marshal and DEP. The skills we have developed from our prior projects will be of great value to your project.

We understand the importance of maintaining the historic integrity of the WV State Capitol Clay Tiles but also understand the need to improve the structure and make it more viable. In order to meet those expectations Pickering would begin the project with an initial meeting with all project stakeholders. During this planning phase, our team would assist 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 would 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 General Services Division, WV State Historic Preservation Office and Capitol Building Commission with the assurance that we can meet project expectations. Our firm employs a full-time resource scheduler who utilizes proprietary software specifically designed for A/E firms to maintain scheduled work-flow for each employee. This allows our team to plan projects without overbooking and scheduling deadlines we can't meet.

Next, the Project Manager would 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 would 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, WV State Historic Preservation Office, Capitol Building Commission and the project team have finalized the design for the project, Pickering Associates would 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.

We look forward to personally discussing our qualifications to complete this project on time, within budget and exceeding the standards of any firm you may have worked with previously.

Should you have any questions regarding this proposal, please do not hesitate to contact us.

Respectfully submitted,

A handwritten signature in red ink, reading "Sean G. Simon, AIA, NCARB". The signature is written in a cursive style and is positioned above the printed name.

Sean G. Simon, AIA, NCARB

ssimon@pickeringusa.com | 304.345.1811



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*Your Project  
and  
Our Services*

### **Your Project - Plan & Goals**

Pickering Associates has experienced personnel available to complete the design and management for the repairs to the WV State Capitol Clay Tile Repairs Project. We have all architectural and engineering services in-house with over 90 employees on staff ready to serve you and work on your project. We are a WV firm with a local presence in the Capitol City, less than five miles from the Clay Tile Repairs Project.

We will provide consistent communication with your project team and all stake-holders 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, Sean Simon, AIA, assigned to your project will attend all meetings as well as any other project leads that may need to be involved during the design process.

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

We also understand the importance of meeting a schedule for a project. We will 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:

Our **first step** in evaluating your project will include: a site visit to evaluate the existing conditions, obtain copies of all previous investigation and emergency work on this issue, obtain the dates and scope of work on the Dome Repair Project and assess how it may impact this project. We would do a 3D scan of the existing conditions of areas of the Capitol to document the problems. Our unique approach of 3D scanning will offer advantages in the delivery of your project from the reduction of time in capturing the existing conditions to the accuracy of the measurements. Our Architect and Structural Engineer will be on site to review the existing conditions and point out areas that warrant further documentation. Some selective demolition may be required to access a particular area or assess a given element. These areas would be noted and revisited at a later date, after discussion with other government agencies as to timing of that work.

The **second step** of your project would be to assess the existing conditions from the data collected by the scanner. Pickering Associates team of architects and engineers will formulate a plan of corrections for the identified areas and help to identify impact of repair work on other activities in the building. Our firm has full architectural and engineering services, in house, to complete the scope of your project. This approach is also the most efficient course of action saving time and money. We will take the time to review and evaluate not only the existing conditions but also understand the issues and challenges for the owner. One of the challenges for the WV State Capitol Building is the daily activity that goes on in the building not only for the government employees but also the public visitors. Our team, through our past projects and experiences with multiple governmental agencies, healthcare and industrial clients, has learned unique ways to meet even the most challenging of demands. We will review the desired programming needs for the facilities and compare those to the existing conditions and budget to create the scope for the designs. Pickering has completed several renovations and additions to historic facilities. We understand the challenges involved and importance and remaining true to the original look and feel.

***Your Project - Plan & Goals***

The **third step** in the project process would be for Pickering Associates to engage with WV State Historic Preservation Office, WV Capitol Building Commission, and WV State Fire Marshals' Office to ensure our path of corrections is inline with their requirements and guidelines. We would schedule meetings with all interested parties to review the issues and possible solutions. As pointed out in the previous work done by WDP & Associates there will be several options to consider. By having both Architects and Engineers in house, Pickering Associates can best provide the leadership and the technical solutions required for this project.

**Step Four** will be to produce construction documents that accurately reflect the agreed upon solutions. We have used a combination of drawings and photographs to document existing conditions as well as show the new work to be completed. After the construction documents are complete, they would be reviewed with each of the State Agencies to ensure recommendations in **Step Two** above have been documented correctly.

And lastly, **Step Five** will be Construction Administration including site observations. Pickering deeply believes that involvement during construction is vitally important to the success of the project. An Architect will be doing all the site observations and project management for the Pickering Team. Our Structural Engineer will be on site as needed to review conditions and if things are found that are different than expected to help identify a solution.

### **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 of our architectural and engineering leads, designers, and drafters are trained, proficient, and up to date on BIM software. We even have an in-house BIM coordinator that routinely provides training and updates to our staff to ensure that everyone has the proper training to perform the work we do.

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

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

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 work-flows. 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.





*Our Company  
and  
Project Team*

**Company Background** *Pickering Associates*

**Charleston**

318 Lee Street W.  
Suite 200  
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(P) 304.345.1811  
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**Parkersburg**

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**Marietta**

326 3rd Street  
Marietta, OH 45750  
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(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 West Virginia and Ohio Regions for over thirty years. Our company is the product of three generations and more than 75 years of construction experience. This experience plus state-of-the-art engineering practices create a full-service, multi-discipline, architectural, engineering and surveying firm serving a wide range of needs and featuring innovative, customized solutions.

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

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

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

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

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





Founder  
Charles Pickering, PhD, PE

President and CEO  
Ryan Taylor

VP of Marketing  
Traci Stotts, AIA

VP of Operations  
David Boggs, PE

**Architecture**  
Traci Stotts, AIA  
  
Pamela Wean, AIA  
Jeremy Hobson, Designer  
Lindsay Brown, Interior Designer  
Frank Rose, BIM Specialist  
Alan Fleece, Architectural Assoc.  
TJ Clegg, Architectural Assoc.  
Stephanie Donahoe

**Marketing & Sales**  
Jessica Lee  
Marketing Coordinator  
  
Christopher Burk  
Client Services Manager

**Project Management**  
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Todd Deem  
Jesse Daubert, CES  
Darcey Hile

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Michael Camardi, IT Assistant

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Ginger McConnell  
Vickie Clem  
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Jim Work  
Al Thacker  
Sean Simon  
Haley Washburn

**BIM**  
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Nick Arnold, BIM Coordinator

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Bill Showalter, PS  
  
Randy Cline, PS  
Jeff Mehl, PS  
Tom Woormer  
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John Cline  
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Craig Blessing

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Taylor Niemi, BIM Specialist  
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Shane English  
Justin Womack  
Mike Garrett  
Patrick Goff

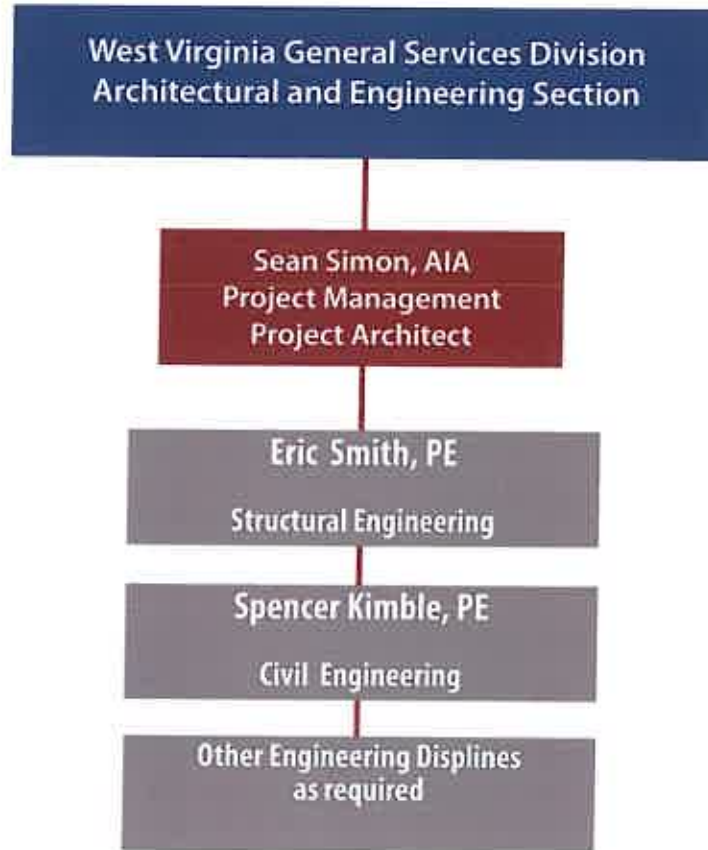
**Electrical Engineering**  
Controls & Automation  
Zac Campbell, PMP  
  
Carl Henson, PE  
George Stewart, PE  
Mark Moore, PE  
John Zoller, PE  
Shawn Bishop  
Steve Wilharm  
David Greathouse  
Jeff Sturm  
Mike Stocky  
Mason Greathouse  
Elisha Bookman, BIM Specialist  
Corey Whitlatch  
Morgan Bryant

**Civil Engineering**  
Spencer Kimble, PE  
  
John Bentz, PE, BIM Specialist  
Caleb Jenkins, EI  
Tyler Epoley, EI  
Amber Park

**Mechanical Engineering**  
Jeff Hosek, PE, LEED AP  
  
Eric Berggren, PE  
David Reynolds  
Mindl Moore  
Shawn Ogaz, BIM Specialist

**Structural Engineering**  
Eric Smith, PE  
  
Jim Bir, PE  
David Brown, PE  
Britt Simmons, PE, PhD  
TJ Dellirocili, EI  
Sean Cottrill, EI  
Dillon Sturm, BIM Specialist

**Process Engineering**  
Adam Freed, PE  
  
Fred Engelhardt  
George Roe  
Mike Swope  
Ryan Gibson, PHA Facilitator  
TJ Breitmeyer





# *Technical Expertise*





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

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**Position/Title**

Senior Construction Administrator  
Project Architect

**Duties**

Project Administration  
Project Management  
Project Architect

**Education**

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

**Licenses**

Professional Architect - WV

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

*Aristotle*

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

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

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

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

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

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

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

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

**Project Architect for constructing a new clinic for the Lost River Vet Clinic.** Project scope included a pull thru area for when large animals were being brought in a trailer could drop them off and the animals could be placed in a large animal stall.

**Project Architect for the renovation of the Eastern Community College.** Project scope for the renovation of the original 2 story 28,000 sf facility including classrooms, administrative offices, and library spaces.

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

**Project Architect for an office headquarter design that was 2 stories at 35,000 sf and designed for a future 3rd floor.** The project scope included front features including a large section of curtain wall glazing and bands of green tinted glazing, while the rest of the red brick structure had a traditional masonry detailing. Interior features included polished granite and slate lobbies with cherry wainscot in the hallways. The building itself held office personnel from 7 different locations and custom designed desks were made for many of the mid-level management.

# The West Virginia Board of Architects

certifies that

**SEAN GEORGE SIMON**

is registered and authorized to practice  
Architecture in the State of West Virginia.

In testimony whereof this certificate has been issued  
by the authority of this board.

Certificate Number



*The registration is in good standing until June 30, 2019.*

A handwritten signature in cursive script, reading "Emily Papadopoulos", written in black ink on a light-colored background.

Board Administrator



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

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***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*

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

*Vince Lombardi*

**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 superstructure design engineer for bridge reactions and necessary abutment details to incorporate the superstructure bearing. Also, assisted with the construction drawing package.

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

**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.

**Search: Details**

**Name:** ERIC S. SMITH

**WV Professional Engineer:** PE License Number: [REDACTED]

**PE License Status:** Active

**PE Issue Date:** 12/17/2009

**PE Expiration Date:** 12/31/2020

**Continuing Education Claim:** Qualifying Hours from Last Renewal or Reinstatement: 45.00

**Carryover Hours for Next Renewal:** 15.00

**Last Renewal or Reinstatement Date\*:** 12/7/2018

**WV Engineer Intern:** EI Certification Number: [REDACTED]

**EI Issue Date:** 07/13/2005

**Primary Address of Record:** [REDACTED]

**Primary Employer of Record:** PICKERING ASSOCIATES  
11283 EMERSON AVENUE  
PARKERSBURG, WV 26104

\* This date reflects the most recent license renewal (or reinstatement) date for this licensee. Continuing education hours earned prior to this date may not be used for future renewals.

This data was retrieved on 1/21/2019.



## *Spencer Kimble, P.E.*

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### *Position/Title*

*Civil Engineering Department Manager*

### *Duties*

*Civil Engineer*

*Project Manager*

### *Education*

*West Virginia University*

*B.S., Civil Engineering*

### *Licenses*

*Professional Engineer WV, OH*

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*A ship in port is safe, but that is not  
what ships are for. Sail out to sea and  
do new things.*

*Rear Admiral Grace Hopper*

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

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

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

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

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

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

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

**Civil Engineer for Phase 1 and 2 of the Larry Lang First Colony Development.**

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

**Civil Engineer for two new \$8M full service maintenance facilities for state DOT operations.** Project scope included a main office, truck storage, mechanics/welding bays, wash bay, salt storage building, cold storage building, and AST fuel island. Design included demo of existing facility, site grading, site layout, truck turning analysis, multiple construction phases, and stormwater permitting.

**Lead Civil Engineer for construction of a new 4 story hotel in Parkersburg, WV.** The project was located on a challenging site with a large grade change from the main roadway and soft soils. Design included site grading, earthwork, site layout, water retention/detention design, truck turning analysis, utility design, etc. The project also involved design of a new turn lane on the main WV state roadway which had to be designed and constructed according to WVDOH standards and specifications.



**Search: Details**

**Name:** SPENCER L. KIMBLE

**WV Professional Engineer:** PE License Number: [REDACTED]

**PE License Status:** Active

**PE Issue Date:** 05/26/2011

**PE Expiration Date:** 12/31/2020

**Continuing Education Claim:** **Qualifying Hours from Last Renewal or Reinstatement:** 45.00

**Carryover Hours for Next Renewal:** 15.00

**Last Renewal or Reinstatement Date\*:** 12/5/2018

**WV Engineer Intern:** EI Certification Number: [REDACTED]

**EI Issue Date:** 03/10/2006

**Primary Address of Record:** [REDACTED]

**Primary Employer of Record:** PICKERING ASSOCIATES  
11283 EMERSON AVENUE  
PARKERSBURG, WV 26104

\* This date reflects the most recent license renewal (or reinstatement) date for this licensee. Continuing education hours earned prior to this date may not be used for future renewals.

This data was retrieved on 1/21/2019.



# *Related Prior Experience*

*Type*  
Government

*Services*  
Architecture  
Project  
Management  
Construction  
Administration



The Washington County Public Library contacted Pickering Associates after discovering the need to replace the existing clay tile roof and tin lingering in the existing built-in gutter at the Main Branch Library in Marietta, Ohio. The building was built in 1918 and expanded in 1997 to include a second floor and mezzanine. Several repairs have taken place over the years in an effort to extend the life-span of the existing roof and tin lined gutter.

Pickering Associates provided the design services to replace the clay tile roof and tin lining in the built-in gutters in order to provide a long term solution for the Washington County Public Library's roof issues. Additionally, Pickering Associates provided project management, bidding and construction administration services.

Pickering Associates' team performed the field surveying of the existing roof area and recorded relevant information for design purposes, documented the existing conditions required for new design, and inspected the wood roof framing and decking for water damage.

Pickering Associates' architectural team created bid and construction documents. The construction documents consisted of the demolition roof plan and coded notes, new roof plan and coded notes, and roof details pertaining to new roof materials, existing roof materials to remain, built in gutters, roof penetrations, and flashings to convey work to be completed within project scope.

Pickering Associates' project manager and construction administrator reviewed the existing project area and discussed the conditions (known and visible) with the owner. Our project manager/construction administrator created both the AIA front end documents and the roof specifications for bidding the project. Our team distributed the bid packages, scheduled and lead the pre-bid meeting, handled RFI's, scheduled and lead a public bid opening, assisted the owner with contractor selection, scheduled and lead a pre-construction meeting at the site with all involved parties, and scheduled and managed a contract signing/negotiating meeting.

This project was completed on time and on budget.

*Type*

Government

*Services*

Architectural

Civil

Survey

Structural

Mechanical

Electrical

Construction  
Administrator

*Primary Office*

Parkersburg, WV



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 constructibility 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](mailto:ericlambert@mariettaoh.net)

*Type*

Private

*Services*

Structural

Civil



The Ritchie County Historical Society received grant funding to complete repairs to The Old Stone House (OSH) including the Boarding House. Pickering Associates analyzed the structures and found repairs were needed on the ground floor and roof of both the OSH and Boarding House.

Pickering Associates provided the civil and structural engineering design services for the project. Our team prepared construction drawings, specifications, and a cost estimate for the client, as well as bid documents.

The engineering scope of the Old Stone House Rehabilitation included investigating the possible reconstruction/repair/reinforcement options and materials for roof and ground floor structures, designing the reconstruction/repair/reinforcement details as related to the structures, investigating crawlspace ventilation options, designing site grading and drainage as related to foundation moisture.

This project was completed on time and within budget.

*Type*

Private

*Services*

Architectural  
Electrical  
Mechanical  
Plumbing  
Structural  
Construction  
Administration



Pickering Associates was hired by the Historic Colony Theatre Association to provide engineering and architectural design services for the historical renovation of the theatre, working closely with the Theatre Association and grant funding sources as well as the State Historic Review Board to ensure that the project was being designed to meet all necessary requirements.

Our services included architectural, mechanical, electrical, plumbing, structural design and construction administration. Architectural design included design for a new concession area in the main lobby, modifications to the second floor lobby and rest rooms, a new pump room, and coordination with Copperleaf Interiors for material and color selections.

The project was partially funded through Ohio Historic Tax Credits as well as private donors. The theatre is a cornerstone of Marietta's downtown community and recently was chosen as the location for Governor Kasich's State of the State Address.

Contact: Hunt Brawley | 740.373.0894

*Our Work* Peoples Bank Renovation, Marietta Branch

*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.

*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, counter tops, partitions and other accessories.



*Type*

Education

*Services*

Project Management

Architectural

Civil

Mechanical

Plumbing

Electrical

Structural

Construction

Administration



The Wood County Board of Education requested a study of Edison Middle School in order to submit a 'Needs' proposal to the SBA for obtaining grant funding for the project.

Proposed project includes various renovations and an addition to the existing Middle School, for added security and fire code compliance. A small addition was added to connect the two existing buildings on campus, and was designed to contain five additional classrooms that assist in alleviating their current classroom space deficiencies. The addition also provides a safer, enclosed walkway between buildings for both students and staff.

The project provides much needed assistance for health and safety concerns as follows:

- The enclosed walkway addition provides a covered and secure access for students and staff between existing buildings. Currently, the students and staff are routinely required to travel outside through an insecure, open area, to traverse from the main building to the building that contains additional classrooms, music, band, and cafeteria areas.
- Minor renovations and additions at the main building entrance of the school create a reception area large enough for visitors and principal's office. This addition, along with minor interior renovations, allows for reconfiguration of the entrance area that includes a safer controlled access into the building, monitoring of activities, and privacy for staff and students.
- Provides a sprinkler system for the existing building to comply with West Virginia State Fire Code. This sprinkler system allows for a safer environment for the students and staff by providing a safer egress from the building in the case of a fire.

Pickering Associates provided a Needs Submittal for this project outlining the needs and current deficiencies at the Middle School which included a preliminary cost estimate for the proposed project. Exploring the campus areas through 3D visualization software, we were able to better communicate with our client throughout the process. The 'Needs' proposal was completed by Pickering and approved by the SBA upon review.

The project team includes Traci Stotts, AIA, Ron Arnold, Spencer Kimble, PE, Charlie Taylor, EIT, Jeff Hosek, PE, David Boggs, PE and Zac Campbell, PMP. The total construction cost for this project is \$2.1 million, this is \$700,000 under budget.



**Type**

Higher Education

**Services**

Architecture,

Electrical

Structural

Mechanical

Construction Administration,

Project Management

Washington State Community College and OFCC engaged Pickering Associates to assist in replacing the membrane roofing systems on two existing buildings at their campus on Colegate Drive in Marietta, Ohio. The two buildings to be replaced were the Arts & Science Building and the Library Building. A design alternate was provided for replacement of an existing HVAC Roof-Top Unit on the Library building. Structural design was limited to portions of the Arts & Science Building at or above the roof level as required for roof replacement. The new roof replacement design incorporated a new 30-year, adhered EPDM roofing system with an R30 total insulation value to meet current code. The project was designed in conjunction with the needs of Washington State Community College and OFCC and is being locally administered. The team is utilizing OAKS CI as needed for this project.

*Type*

Healthcare

*Services*

Architectural

Electrical

Civil

Mechanical

Plumbing

Structural

Construction

Administration



Pickering Associates worked with the Client to renovate the entire fourth floor of the main hospital at their Memorial Campus location. This project included renovations to approximately 19,600 SF at the north tower, east wing and west wing. Additional patient rooms were added to this floor to achieve a unit with 33 private acute care patient rooms, 10% of these rooms were be required to be ADA compliant. The project also include provisions for a physical therapy gym and joint camp, ADL training and occupational therapy room, nurse stations, work alcoves, 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.

Finishes on this floor were updated to give the unit an overall renewed and unified appearance, and exterior windows within the project area were replaced. Design consisted of architectural, mechanical, electrical, and plumbing engineering for the renovations. This project was constructed in two phases to allow the physical therapy staff to relocate prior to completion of the overall project, in order to free up their existing space for another renovation that needed to begin.

**Type**

Healthcare

**Services**

Architectural

Electrical

Mechanical

Plumbing

Structural

Construction  
Administration



Camden Clark Medical Center contracted with Pickering Associates to construct a new addition for two new operating rooms above an existing Cath Lab Mechanical Room in the OR Suite. The exterior of the building was designed match the adjacent building to provide a consistent look to the facility, and the new spaces were to match the South Tower Operating Rooms in features and amenities. Each room was approximately 600 sq ft in area and the new Operating Rooms were placed in a location that allowed for the best overall flow of the department.

Pickering Associates provided professional services for project management, structural, architectural, mechanical, plumbing, electrical design, bidding services, and construction administration services for the project.

*Type*

Healthcare

*Services*

Architectural

Civil

Electrical

Mechanical

Plumbing

Construction

Administration

Project

Management



Pickering Associates worked with Camden Clark Medical Center to provide a new 1,130 SF retail pharmacy in an area of the former emergency department on the ground floor of the main hospital building.

The renovation area for the retail pharmacy was designed as one large space that included areas for customer drop off and pick up, a small private consult room, a will-call/holding area, a prescription filling area, inventory work space, shelving for inventory, and a packing area. The scope of work included architectural and engineering services as well as limited construction administration. Bidding was handled by the client and negotiated with a local contractor for purposes of meeting a tight time schedule. Pickering was able to provide an accelerated design for the client so construction could begin to meet the Client's required move in date of January 1, 2018.

The design of this project was coordinated with the Client and their pharmacy consultant, Sean Daniel, with Danco Medical Systems. Pickering coordinated permitting with the State Fire Marshal's office and OHFLAC. No issues were encountered.

Project was completed in December of 2017.

Contact for this project

Barry Justice | 304,424.2287 | bkjustice@cmh.org



**Type**

Government

**Services**

Structural  
Architectural

**Contact**

Kristpher R. Wilcoxon

P) (304) 993.0480

E) Kristopher.R.Wilcoxon@  
wv.gov

Pickering Associates was hired by the West Virginia Department of Health and Human Resources, the Bureau for Behavioral Health & Health Facilities to conduct a phased project for Masonry Repairs for the Eastridge Health Systems facility in Martinsburg, WV. As part of the schematic design and design development phase, Pickering's team developed a Building Structural Assessment in order to develop the preliminary designs for the clients renovations.

Pickering Associates used 3-D scanning, surveying and hands on inspection of the complete building exterior. The inspection defined the scope of the project. 3-D scanning provided a quantitative and qualitative profile of the building's exterior elevations. Base Map (aerial image) of site and surrounding area. As well as a minimum of 3 permanent control points, coordinates. As apart of the inspection a cursory survey was performed to develop the limits of the project site. This information will be used to develop the contractor's site plan. The contractor's site plan will show lay down areas for material storage and facilities. The contractor site plan will show where the contractor can work while the building is occupied. It will detail the facilities egress requirements.

When Pickering Associates presented their findings to the Client, they were able to work together on developing a scope of work to repair the issues in order to meet their budget of \$250,000. The project is currently still in design and development stage and is set to be completed in 2020.

*Type*

Industrial

*Services*

- Architectural
- Structural
- Electrical
- Mechanical
- Plumbing
- Civil
- Construction
- Administration



When this major plastics manufacturer expanded its operations to Mineral Wells, WV from Vernon, California, Pickering Associates was there to provide the necessary professional design support. This company is a leading producer of PETE thermoformed packaging and is now a leader in recycling plastic.

Phase V included an new 80,000 square foot pre-engineered metal building addition to an existing concrete tilt-up panel production and warehouse facility. This facility contains a state-of-the-art plastics recycling process including specialized lab and all associated equipment designs from 2 highly specialized vendors. The new design incorporated 6 elevated truck docks and one truck dock 20 x 20 with Earth ramp for heavy machinery access into building. The building will also contain office areas, restroom facilities, Q/A lab, shipping area, locker room, and a break room.

A packaged wastewater treatment plant was incorporated and housed into the facility allowing the recycled process water to be handled through a specialized trench system.

All utilities in the demolition and underground utility design package interfaced with the building boundaries. An electrical package was developed for 480 volt distribution. After completion of design for the building and utilities, Pickering Associates provided an equipment plan and utility tie-in for equipment purchased by PWP.

Coordination among all design professionals involved provided a unique opportunity to strengthen relationships among client, vendors and other partners in this state-of-the-art facility.



# *References*





## 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

CHARTERED IN 1836

215 Fifth Street • Marietta Ohio 45750 4031 • Phone: 710.376 4000 • [www.marietta.edu](http://www.marietta.edu)



*Come grow with us!*

May 19, 2016

To Whom It May Concern:

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

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

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

Sincerely,

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

Karen Facemyer  
President/CEO  
Polymer Alliance Zone, Inc.



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

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

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January 10, 2019

To: Whom It May Concern

Subject: Customer Reference – Pickering Associates

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

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

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

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

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

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

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

Sincerely,

Martin Best

Physical Plant Director



*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 "Traci Stotts", is written over the word "Sincerely,".



June 1, 2018

To Whom It May Concern:

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

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

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

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

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

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

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



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March 22, 2018

Traci Stotts  
Pickering Associates  
11283 Emerson Avenue  
Parkersburg, WV 26104

Dear Traci,

On behalf of the College, I would like to thank you and the entire team at Pickering Associates for the outstanding care provided to us during our recent Kitchen Renovation project. The team you spearheaded provided exceptional design services in architectural and engineering for the renovations of our Kitchen and Food Service Prep Areas. We selected Pickering Associates for their expertise and project management skills and also for their ability and willingness to complete the project within our limited time frame.

Our project required Pickering Associates work with several College and kitchen staff to understand the design intent of the area being renovated, as well as the vision of the leadership of the College. Although the project was unpretentious in the area, it included many aspects that required specific architectural, electrical and mechanical expertise and design. In addition, the aesthetic flow of surrounding areas was needed. We are grateful for the way all these items were addressed.

Above average and uncommon performances by your team included most importantly the listening and addressing of our needs for this project. The guidance and recommendations provided, which required a high level of extra time and involvement by each member of the team including architects, engineers and support staff, were immeasurable.

We are also very appreciative that the design team was able to provide the architectural and engineering services for our project that were necessary to obtain the required permits. Those activities were again within an extremely tight and uncommon time frame. Once again the team was able to effectively coordinate with numerous authorities having jurisdiction and obtained the approvals that were necessary for the construction to start.

We have enjoyed working with the entire Pickering team and are looking forward to future projects with you and your organization.

With sincere gratitude,

A handwritten signature in blue ink that reads "Jess N. Raines".

**Jess N. Raines**

**JESS N. RAINES, CPA**  
VICE PRESIDENT OF FINANCE & OPERATIONS  
TREASURER

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222 1/2 Putnam Street, Marietta, Ohio 45750  
740-373-0894 - info@hipp1919.com  
www.peoplesbanktheatre.com

May 23, 2016

Re: Pickering & Associates Letter of Recommendation

To whom it may concern:

Pickering & Associates was the Architect and Project Manager for the restoration work at the Colony Theatre Rehabilitation project (recently renamed The Peoples Bank Theatre) which was completed in December of 2015. This was a \$7.5 million theatre restoration project which needed to comply with the National Park Service standards for historic rehabilitation as we used both the Federal and Ohio State historic tax credits as part of our funding package.

As the Development Director of the Hippodrome/Colony Historical Theatre Association and now Executive Director, I worked closely with Project Manager, Ron Arnold, but also many other members of the Pickering team. They provided architectural services, as well as engineering work for some of the more complicated electric and HVAC work at the theatre.

In all instances they were responsive to our needs and diligently managed the construction work, keeping in mind the need to comply with historic preservation standards.

I am happy to answer any questions in the future and can recommend them highly for projects of similar scale and construction features.

Sincerely,

R. Hunt Brawley, I.D.  
Executive Director



## CAMDEN CLARK MEDICAL CENTER

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

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

To Whom It May Concern,

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Barry K Justice'.

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



**ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:**

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

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

**Addendum Numbers Received:**

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

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

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

Pickering Associates  
Company

*Amelie Linn, NA, NCARB*  
Authorized Signature

1.23.19  
Date

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

**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.

(Name, Title)  
Sean G. Simon, AIA, NCARB Project Architect  
(Printed Name and Title)

(Address)  
304-345-1811 Fax 304-345-1813  
(Phone Number) / (Fax Number)  
ssimon@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)

*Sean G. Simon, AIA, NCARB / Project Architect*  
(Authorized Signature) (Representative Name, Title)

Sean G. Simon, AIA, NCARB / Project Architect  
(Printed Name and Title of Authorized Representative)

01/23/19  
(Date)

304-345-1811 Fax 304-345-1813  
(Phone Number) (Fax Number)

West Virginia Ethics Commission  
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Pickering Assoc Address: 318 Lee St, West Suite 200 Charleston, WV 25300  
Name of Authorized Agent: Traci Stotts Address: 1283 Emerson Ave, Parkersburg, WV 26101  
Contract Number: 0211 GSD190000003 Contract Description: Architect/Eng.  
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.

Ryan Taylor

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: 1/22/19

Notary Verification

State of West Virginia, County of Kanawha:

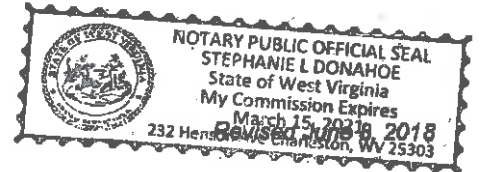
I, Traci Stotts, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 22<sup>nd</sup> day of January, 2019.

Stephanie W. Donahoe  
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: \_\_\_\_\_  
Date submitted to Ethics Commission: \_\_\_\_\_  
Governmental agency submitting Disclosure: \_\_\_\_\_



STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

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

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

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

**DEFINITIONS:**

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

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

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

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

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Pickering Associates

Authorized Signature: [Signature] Date: 1/22/19

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 22nd day of January, 2019.

My Commission expires March 15, 2021

**AFFIX SEAL HERE**

**NOTARY PUBLIC** [Signature]

