

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 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

Mari Shotts  
Authorized Signature

9-19-2018  
Date

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

09/19/18 12:26:26  
WI Purchasing Division

**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.

Mari Stotts Architect  
(Name, Title)  
TRACI STOTTS ARCHITECT  
(Printed Name and Title)  
11283 Emerson Ave Parkersburg WV  
(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contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated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)  
Mari Stotts Architect  
(Authorized Signature) (Representative Name, Title)  
TRACI STOTTS ARCHITECT  
(Printed Name and Title of Authorized Representative)  
9-19-2018  
(Date)  
304-464-5305 304-464-4428  
(Phone Number) (Fax Number)

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(f), 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 §61-6-3) 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: 9-19-2018

State of West Virginia

County of Kanawha to-wit:

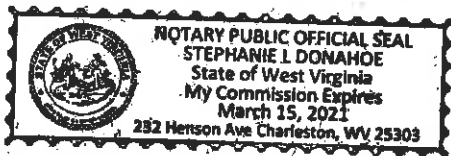
Taken, subscribed, and sworn to before me this 19<sup>th</sup> day of September, 2018.

My Commission expires March 15<sup>th</sup>, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

Purchasing Affidavit (Revised 01/19/2018)



West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Pickering Associates Address: 11283 Emerson Ave  
Parkersburg, WV 26104

Name of Authorized Agent: Traci Stotts Address: Same

Contract Number: C201 0314 HST 190000001 Contract Description: Architectural/Engineering Services

Governmental agency awarding contract: WV Miner's Health, Safety and Training

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: 9-19-2018

**Notary Verification**

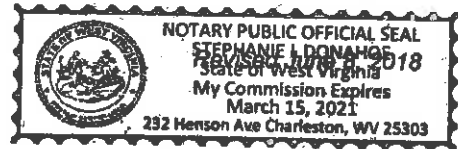
State of West Virginia, County of Kanawha:

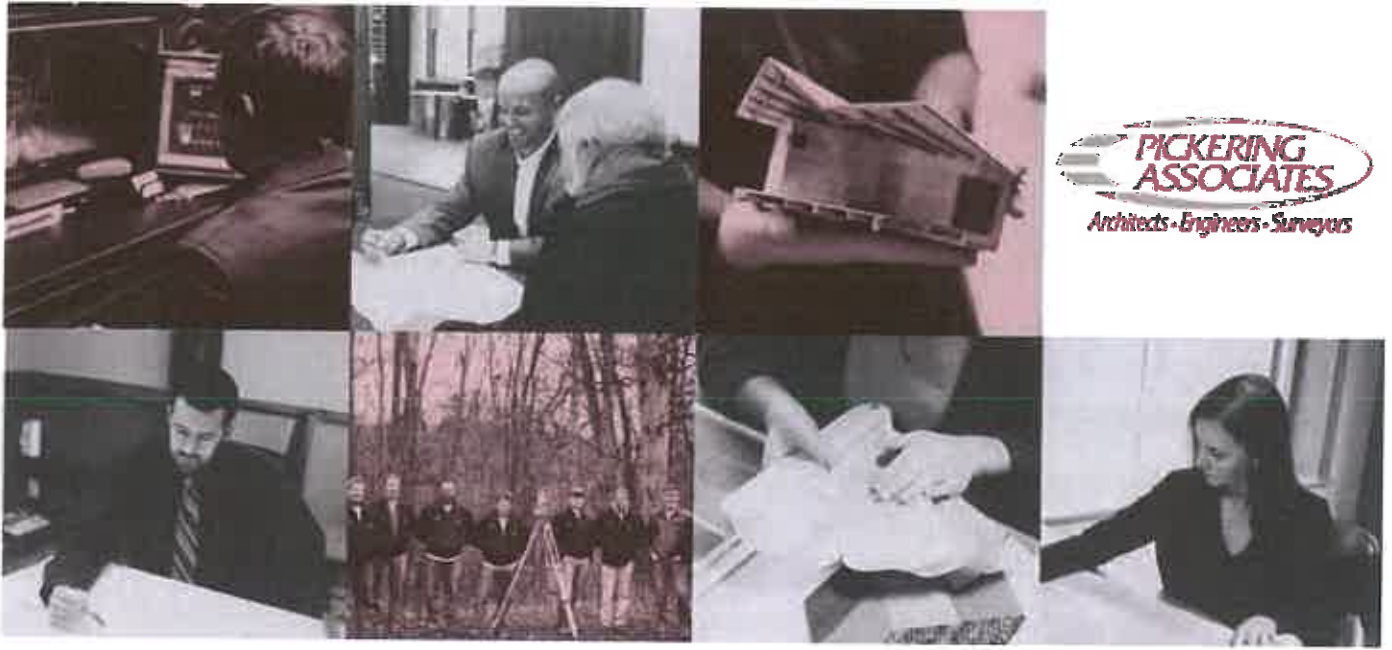
I, Traci Stotts, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 19<sup>th</sup> day of September, 2018.

Stephanie L. Donahoe  
Notary Public's Signature

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





## **PICKERING ASSOCIATES**

### **EXPRESSION OF INTEREST: West Virginia Miner's Health, Safety and Training**

New Office Complex Renovations

Oak Hill, West Virginia

September 20th, 2018

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

Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305



To the Review Committee,

Pickering Associates is pleased to have the opportunity to submit this proposal for providing Architectural and Engineering design services, as well as construction administration to oversee renovations for the Miner's Health, Safety, and Training for West Virginia's State Miner's Health. We feel confident our design team is uniquely qualified to provide design services for this project.

Our unique approach will offer advantages in methodology and delivery, which will elevate the success of your project both now and for years to come. Our firm is capable of providing full architectural and engineering services, in house, to complete the scope of your project and has had the opportunity to provide full architectural and engineering services to multiple governmental agencies throughout our history. Our team, through our past projects and experiences, has learned unique ways to meet even the most challenging of demands. We will take the time to review and evaluate not only the existing equipment but also understand the issues and challenges the owner and personnel are struggling with on a daily basis. Our task following these evaluations will be to provide the owner's team with options to meet their needs and budget. We focus not only on just the initial cost but also life cycle cost to the owner's bottom line and provide insight to all aspects of the scope to allow the owner to make an informed decision; insuring that every dollar is spent wisely.

Team work is the spirit and foundation of our organization. We acknowledge the importance of a quick turn-around and excellent quality services which our administrative procedures, overall organization and depth of experience are posed to provide you. As you will see from our resumes and company experience, we are uniquely qualified to offer the professional services required and to ensure that your project becomes a reality.

Through the years, Pickering has taken pride in finding unique solutions to some of the most challenging problems. From a very short delivery/need based schedule for emergency work to limited and stretched budgets/funds. You will find a growing list of repeat clients who come back to Pickering because of the importance we place on each and every job we work on as well as every single client we interact.

Another challenge can come from multiple design firms on one project. With Pickering, our company can provide full services in all areas of architecture and engineering without stepping foot outside our company. Each project/client gets assigned a project lead who handles all coordination within our organization. This structure removes the traditional deflection of responsibility when an issue arises, and gives the client and the project lead a direct understanding of roles and responsibility on the project.

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,

Jessica Lee, Marketing Coordinator

jlee@pickeringusa.com | 304.464.5305 EXT: 1115

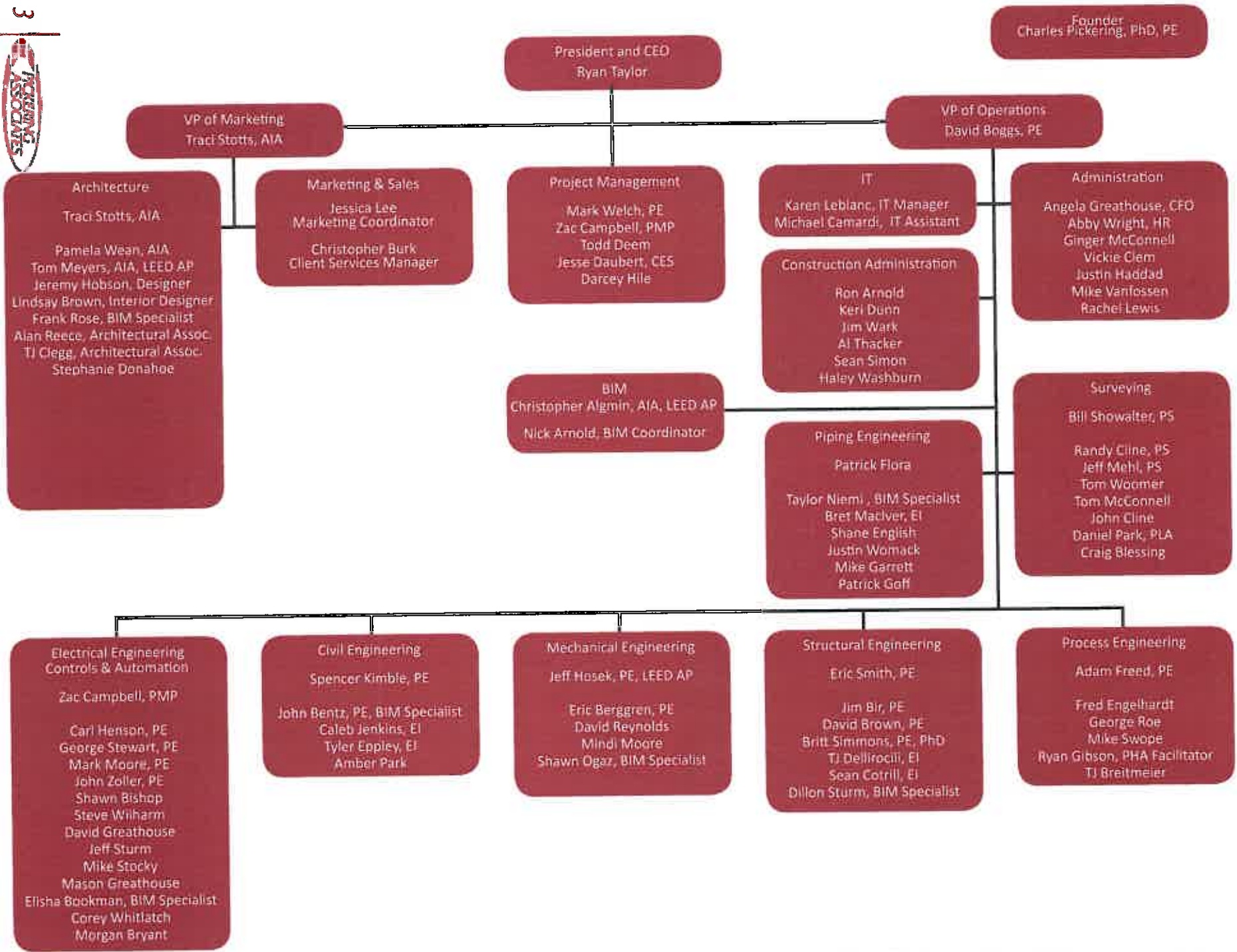
# *Contents*

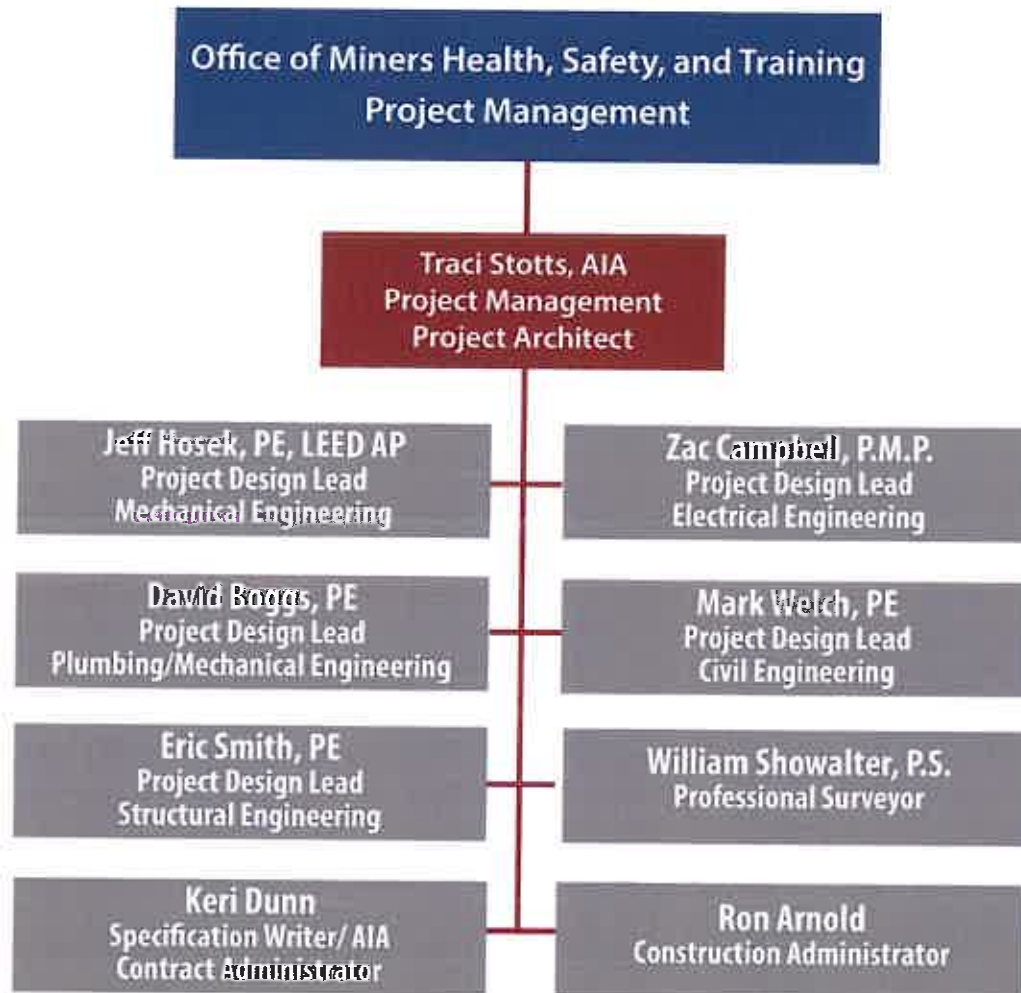
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# *Our Company*









# *Our Services & Your Project*

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

Pickering Associates has experienced personnel available to do a full design for renovations to the West Virginia's Miner's Health, Safety, and Training center into office space for staff and establish a testing facility for training of future and existing employees in the mining industry in Oak Hill, WV. 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. Provide full-service architectural and engineering design for complete renovations.
2. Evaluate the existing facility to determine existing conditions.
3. Provide a complete redesign to transform the 15,000 square feet into adequate office space and testing facility.
4. Provide Construction Administration and documentation for the construction phases for renovations being completed.

Design documents are reviewed by the owner and stakeholders at major phase gates for approval before moving onto the next phase.

### Comprehensive Design

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

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

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

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

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

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

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

### **Consensus Building**

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

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

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

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

### **Cost Control**

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

### **Quality of Work**

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

### ***Performance Schedule***

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





# *Technical Expertise*



## *Traci L. Stotts, AIA*

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### *Position/Title*

*Architect,  
Vice-President of Marketing and Development*

### *Duties*

*Architect and Project Manager*

### *Education*

*The Ohio State University*

*B.S., Architecture*

*University of North Carolina Charlotte*

*Professional Bachelor of Architecture*

*Marshall University*

*Master of Science in Technology Management*

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

*Ralph Waldo Emerson*

### *Licenses*

*Professional Architect WV, OH*

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

**Architect and project manager for the renovation of the existing Emergency Department at a local hospital in Parkersburg, WV.** Renovations encompassed approximately 15,000 SF on the ground floor and 1,500 SF on the first floor for emergency department expansion. Scope of work included relocating central registration, offices and vending areas to the first floor, reworking the nurse triage and triage waiting spaces, adding a new chaplain office adjacent to the emergency department, creating two additional behavioral health holding rooms, addition of a padded holding room, reworking the security and guest relation spaces with the waiting area, and adding a 700 SF fast-track area with two exam rooms, a procedure room and a nurse station. Other renovations included minor finish upgrades and ensuring that the spaces met code and ADA compliance.

**Lead Architect for an addition and renovation to an existing funeral home in Belpre, Ohio.** Concerns with gaining additional space to enlarge the facility so as to better serve clientele drove the project. New designs features space to increase the current viewing area, new arrangement room, new entrance vestibule and new porte-cochere. Renovations to the existing facility were slated to better for functional requirements including addition of a multi-purpose room for dinners and other functions, redesign of existing toilet facilities and addition of a children's play area and new kitchen. Exterior upgrades included stone veneer, trellis area and canopies to enhance aesthetic quality.

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

**Lead Architect and Project Manager for design-build renovations of an abandoned lodge into physician's assistant instructional space in Marietta, Ohio.** The 14,000 SF, three-story design incorporated departmental offices, conference rooms, toilets, large classroom, instruction space with exam tables, clinical instruction exam rooms, computer lab and student break rooms.

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

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

**Women's Center on the ground floor of the Medical Office Building.** Renovation included 3,100 sq. ft. area offering a comfortable place for women to receive diagnosis consultation and treatment including ultrasound, digital mammography, stereotactic biopsy, and bone density.

**First East renovations included three areas of the first floor of the main hospital for their existing medical/surgical nursing unit and for relocating and expanding dialysis services.** The medical/surgical nursing unit included 18 private patient rooms with 4 rooms specifically designed for infection control.



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## *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*

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

*Tommy Lasorda*

**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 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 sub-panels 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) uninterruptible 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.



## *Jeffrey D. Hosek, P.E.*

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### *Position/Title*

*Mechanical Engineer  
LEED Project Engineer  
Mechanical Engineering Department Manager*

### *Duties*

*Mechanical Engineer*

### *Education*

*University of Akron  
B.S., Mechanical Engineering*

*Dr. Seuss*

### *Licenses*

*Professional Engineer WV, OH, KY, PA*

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

**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.





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

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**Position/Title**

Senior Mechanical Engineer, Plumbing Engineer  
Vice President of Operations

**Duties**

Mechanical and Plumbing Engineer

**Education**

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

**Licenses**

Professional Engineer WV, OH

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

*Abraham Lincoln*

**Lead Plumbing Engineer 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.



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**Mark Welch, P.E.**

**Position/Title**

Senior Project Manager  
Civil/ Structure Engineer

**Duties**

Project Management

**Education**

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

**Licenses**

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

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

**Assisted with site selection and planning for a new salt and motorcycle storage building for a local university in Parkersburg, WV.**

**Designed grading, drainage and pavement of site development for a new fast-food restaurant in Parkersburg, West Virginia.** Provided foundation design for a pre-designed corporate prototype building.

**Project Manager for the Civil/Architectural/Structural departments for a 3,500 sf restaurant in Weston, WV.** Responsibilities include assisting with the design and drafting of project documents and coordination between architectural and structural engineering departments.

**Project Manager for the field examination and research on the cause of roof shingle damage on an insurance building in Mason, WV.** Other duties involved writing investigation reports and providing engineering recommendations for fixing the existing conditions without a repeat occurrence.

**Project Manager for an investigation and reporting on the cause of a structural collapse of the fifth floor roof at a hospital in Parkersburg, WV.** Responsibilities included the development of the structural analysis report and recommendations to fix the issues at hand.

**Structural design and drafting on a rad room renovation at a hospital in Parkersburg, WV.** Work included installation of a new x-ray machine and new structural supports.

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

**Project Manager and Designer for the grading, site layout and drawings of a state-of-the-art skate board park in Marietta, OH.**

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

**Coordinated the Civil/Structural department involvement as well as assisted with the design of the structural & civil disciplines to construct a new viewing room addition, driveway, porte-cochere and pedestrian walkways on a funeral home in Belpre, WV.**

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

**Prepared bid documents for multiple oil and gas projects throughout Ohio and West Virginia.** Responsibilities included final assembly of drawings and specifications, preparation of pre-bid agendas, providing responses to Requests for Information (RFIs), and leading Pre-Construction meetings between contractors and clients.

**Performed construction administration for multiple oil and gas projects in Ohio and West Virginia.** Responsibilities included close communication with owner, preparation of agendas, attending/leading weekly progress meetings, reviewing and approving Applications for Payment, initiating and reviewing necessary Change Order documentation, performing routine site inspections, and reviewing construction-related reports.

**Performed remediation design for multiple existing drill pads in Ohio.** Remediation measures include preliminary design/layout of embankment toe support (incl. retaining walls), addressing subsurface drainage deficiencies, and overall slope stability, along with required plan development and approval through governing agencies within the Ohio Department of Natural Resources.



***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.



*Ronald D. Arnold*

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*Position/Title*

*Senior Construction Administrator,  
Estimator*

*Duties*

*Project Administration  
Construction Estimating*

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

*David McCullough*

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

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

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

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

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

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

**Project Manager for the 2nd floor renovations and an elevator addition to the City of Vienna Senior Center in Vienna, WV.** This project included initial client meetings to establish project scope, design team coordination, multiple client reviews, bidding, and negotiation. As with any public project, there were a multitude of statutes to be adhered to.

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

**Construction Administrator for the roof replacement at Camden Clark Medical Center.** Scope included scheduling and leading pre-construction meetings with contractor and client, bi-weekly progress meetings during construction, provide weekly site visits, submittal review, 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.





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***William B. Showalter, P.S.***

***Position/Title***

*Professional Surveyor,  
Surveying Department Manager*

***Duties***

*Surveyor*

***Education***

*B.S., Civil Engineering*

***Licenses***

*Konrad Adenaur*

*Professional Surveyor* [REDACTED]

*WV Society of Professional Surveyors, National  
Society of Professional Surveyors*

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

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

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

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

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

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

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

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

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

**Lead Surveyor on the Green Street Waterline Replacement in Marietta, OH.** Provided boundary surveying for transfer of property, topographic surveying and utility mapping for engineering design and construction layout or control placement for construction purposes.

**Lead Surveyor on the Sherry Drive Waterline Replacement in Marietta, OH.** Provided boundary surveying for transfer of property, topographic surveying and utility mapping for engineering design and construction layout or control placement for construction purposes.

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

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

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



***Keri L. Dunn***

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***Position/Title***

*Specification Writer  
AIA Contract Administrator*

***Duties***

*Specification Writer, Bid Administration  
and Contract Administration*

***Education***

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

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

*Dale Dauten*

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

**Recent projects include:**

- Roof Replacement at Parkersburg High School Field House.
- Roof Replacement at Camden Clark Medical Center.
- Roof Replacement for the Washington County Public Library.
- Facade Renovations at West Virginia University at Parkersburg's Downtown Center.
- New Elevator Installation at West Virginia University at Parkersburg's Downtown Center.
- Electrical Service and Distribution at West Virginia University at Parkersburg's Downtown Center.
- Roof Replacement at West Virginia University at Parkersburg's Downtown Center.
- Asbestos Abatement at West Virginia University at Parkersburg's Downtown Center.
- Chiller Replacement at West Virginia University at Parkersburg's main campus.
- Sait 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.

## *Related Prior Experience*

*Type*

Healthcare

*Services*

Architectural

Civil

Mechanical

Electrical

Plumbing

Structural

Construction  
Administration



Emerson Square is a single story office complex with basement offices which exit through the rear of the building at ground level, offering two tenants the opportunity to have separate entrances and parking. The building is home to internal medicine, orthopedic, marriage and family therapy, and dentistry practices.

This project was designed for a lateral-force-resisting system for prefabricated wood construction. Essentially, the walls are constructed off-site, and once the foundations, elevator shaft and floor trusses are in place, the walls are delivered to the site and erected in place. Roof trusses were placed immediately following and the entire building was under roof within a few short days. This system of construction allowed the rough carpentry work and foundation and ground work to happen simultaneously thereby reducing the construction time.

The mechanical, electrical, and plumbing design required a deep understanding of the various tenants. The mechanical design was zoned for the various tenants. Plumbing design included a dental vacuum and air systems.

The final part of our contract was to oversee construction on a daily basis and commission the building for the owners. Pickering Associates provided a Construction Manager on-site full-time throughout the construction process.

Due to the success of this project, Pickering Associates was also contracted to provide services to renovate an adjacent residence for the Hopkins'. This project was also great success.

*Type*

Healthcare

*Services*

Architectural

Civil

Electrical

Mechanical

Plumbing

Construction  
Administration

Project  
Management



Pickering Associates worked with Camden Clark Medical Center to design a 63,000 sf expansion to house their emergency department and new inpatient unit. The 44-bed emergency department was designed as a split-flow model where the most seriously ill patients are cared for at the ambulance entrance and high acuity patients utilize a walk-in section. The emergency department boasts of three new state-of-the-art trauma rooms, CT scanner, diagnostic room, digital x-ray facility, stat lab, and behavioral health wing.

On the floor above, a new 30-bed inpatient unit connects to the existing operating suite. The design includes 15 surgical beds and 15 advanced care beds and allows staff to move patients more quickly to the operating rooms if immediate surgery is required. All patient rooms are private and spacious, each with its own private toilet room with shower. Pickering Associates provided complete surveying, engineering, and architectural services, guided hospital leadership through the bidding process and oversaw the project throughout construction with full-time on-site representation.

**Our Work** Garfield Medical Complex, CONT'D

**Type**

Healthcare

**Services**

Architectural

Civil

Electrical

Mechanical

Plumbing

Construction  
Administration

Project  
Management



Pickering Associates was hired to design two new Professional Medical Office Buildings on Garfield Avenue for use as office building tenant space primarily for doctors and health care professionals, including: Doctors' Offices, Physical Therapy Offices, Dentistry Office, and a Retail Pharmacy.

The plumbing engineering scope included: Reviewing project documentation and coordinating/compiling design requirements, investigating site and reviewing survey utility information, contacting the City of Parkersburg Sanitary and Domestic Water and organizing connections with building capacity requirements, communicating with Dominion Hope and coordinating connections with building capacity requirements, multiple gas meter design tree is planned, calculating design loads based on fixture counts, occupant loading and equipment requirements based on Approved Architectural Floor Plans per tenant, working with civil engineer for applicable routing of underground utilities, construction drawings, plumbing specifications on drawings, and prepare construction cost estimate.

The mechanical engineering scope included: Reviewing project documentation and coordinate/compile design requirements, calculating design loads from Approved Architectural Floor Plans based on occupant loading, tenant environmental requirements, overall building design and any special equipment, Working with plumbing and electrical engineer for support utilities for proposed equipment, construction drawings, creating HVAC specifications on drawings, and preparing construction cost estimate.

The electrical engineering scope included: Reviewing project documentation and coordinate/compile design requirements, investigating the site and reviewing survey utility information, Contacting the power company and coordinate connections with building capacity requirements, Calculating design loads based on building and equipment load requirements with an estimated 25% expansion capability, working with civil engineer for applicable routing of underground utilities and placement of transformer, providing light fixture cut sheets and schedules for owner approval, construction drawings that included building power plans, lighting plans (interior/exterior), communication plans, fire alarm plans, sections and details, and schedules, creating electrical specifications on drawings, preparing construction estimate.

Pickering Associates also provided project management and construction management for this project. The team from Pickering consisted of Ryan Taylor, Christopher Algrin, AIA, NCARB, Traci Stotts, AIA, Zac Campbell, PMP, David Boggs, PE, CPE, and Spencer Kimble, PE.



**Our Work** Mountain River Physical Therapy

**Type**

Healthcare

**Services**

Architectural

Electrical

Civil

Plumbing

Mechanical

Structural

Project Management

Construction

Administration



The Mountain River Physical Therapy project was developed to consolidate all administrative services for a busy multiple office practice in Parkersburg, West Virginia. As a part of the project a large portion of square footage was dedicated to a Cross-Fit training center.

The owner wanted to make a statement with the building and allowed the architect to design a building that is not typical to the area. The team settled on a large barrel roof area for the Cross-Fit area in the middle section with two flat roof areas flanking the barrel roof for the administration areas.

The project ran into some issues with the site development when a small dump was found buried beneath a section of the project site. Also, some non-suitable soil issues caused some increased cost in the site development.

The architect's budget estimate was \$2,070,000 and the owner's negotiated price with the contractor was \$1,490,795. The total project cost including the A&E fee came to \$1,850,321.43. Ten change orders were issued totaling \$240,525.43.

Pickering Associates provided the architecture, electrical engineering, structural engineering, mechanical engineering and civil engineering for the project. The project bid in August of 2013 and was completed in March of 2014.

*Type*

Healthcare

*Services*

Architecture

Civil

Electrical

Mechanical

Plumbing

Structural

Construction

Administration



PARS Neurological Associates of Parkersburg WV had a dream of bringing together a facility to house all the disciplines surrounding treatment and care of neurological disorders. This vision and conceptual plan led way to the purchase of over 3 acres of land in downtown Parkersburg, WV. After an initial interview, Pickering Associates was chosen out of three other firms, and commenced preliminary design and site development.

The initial concept drawing and end result were very close in form and function. The current building, now called the PARS Brain and Spine Institute, is home to a Physical Therapy outpatient rehabilitation with an exercise gym, a Pharmacy, a world renowned Orthotics practice with its own manufacturing facility for custom prosthetics, a pain clinic, the owners' neurosurgery offices, a blood drawing lab and finally, a restaurant with attached dining auditorium for special events.

The building site had many challenges - most notably was the overwhelming presence of groundwater requiring massive efforts to dewater the site during construction. The final design of the site involved convenient parking and access from both roadways, Murdoch and Garfield Avenues. Another prominent feature of the site was a 300 ft. curved terraced segmental retaining wall following the building's foot print. Our structural engineers chose to go with deep foundations; auger cast piles for the foundation and structural steel to accommodate the irregular shape of the building and owner's requirement for wide open spaces and over 10 foot ceiling heights in the gym and auditorium.

The mechanical, electrical, and plumbing design was challenging and required a deep understanding of the various tenants. Our design had to be sensitive to all the different uses and tenant functions ranging from a 60 seat auditorium to a manufacturing area. The final part of our contract was to oversee construction on a daily basis and commission the building for the owners. This project was a great success.

**Type**

Private

**Services**

Architecture

Mechanical

Plumbing

Electrical

Construction  
Administration



Pickering Associates began this multi-phase relationship with THM Properties Management with the opportunity to transform an abandoned urban site into the thriving business it is today.

Excited about the prospect of bringing to life a site so close to the thriving traffic circle of Parkersburg, our engineering team jumped right into conceptual site designs involving extensive development of storm water management and strategies of addressing the busy street of Ohio Avenue, each of which were important to both client and city officials.

From there, the rest of the design seemed to fall right into place. Client and employee interviews were conducted to lay grounds for the building programming requirements and space needs. Soon, an array of floor plan options were brought to the table to best facilitate the client's current working strategy while still allowing for future development.

Pickering Associates, in conjunction with the selected contractor, then worked together to develop a highly detailed cost estimate in an effort to help the client best understand the financial commitment it would be facing.

This project then was set into full motion with in house code reviews and consultations with proper authorities to ensure the best public interaction with the site and building, construction documents, and full service, on-site construction administration to guarantee a quality facility.

*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 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](mailto:ericlambert@mariettaoh.net)

**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 A/A 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.

*Type*

Government

*Services*

Architectural

Structural

Mechanical

Plumbing

Electrical



Pickering Associates was hired to conduct renovations to a communal office building location in Parkersburg, WV. The facility houses three different government agencies including, the Department of Labor, Social Security Administration, and the Internal Revenue Service. The team worked with all of the clients to develop a renovation design for the entire facility. This required demolition plans, overall fire safety and code review services, and a completely new design layout for the entire work space, including most of the common space areas, toilet room renovations, storage spaces, data and communications rooms.

The renovations included providing a replacement for an existing split system for a new central air handler station with VAV zones. Design also included updates to the kitchenette area for new plumbing and sink installation, as well as a coffee bar station. The team also developed a new electrical plan for the entire floor to ensure installation of a new lighting system and emergency/egress lighting would meet requirements. A new security system was installed and all the specifications for a new communications and wiring system.

*Type*

Education

*Services*

Architectural

Structural

Electrical

Mechanical

Construction Administration

Project Management



The One-Stop Enrollment Center was designed to better serve students at WVU at Parkersburg by combining and streamlining the financial aid, registration and enrollment process.

Architect Traci Stotts and Designer Sarah Arnold worked with faculty and staff to accommodate all provided student services and ensure that students were able to easily move from one department to the next. Previously, students were standing in the hallways and outside offices throughout the school taking care of scheduling, financial aid and advising. The new center uses a triage space to determine what a student's needs to do, and to direct students to advisors for enrollment, financial aid, registration, admissions and academics. Included is a comfortable waiting area, and a new testing facility.

This project was completed both ahead of schedule and under budget.

*Type*

Private

*Services*

Architectural

Mechanical

Plumbing

Electrical

Interior Design



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

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



# References

## **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, catheterization lab expansion and renovations, multiple patient room area renovations, imaging area renovations, and various other projects. The Architectural, Engineering, and Construction Administration services they provide have proven to be a wonderful complement to our own administrative professionals. Pickering Associates often provides initial project planning, design development, bidding, contracting, construction administration and closeout.

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

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

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

Sincerely,



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



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.

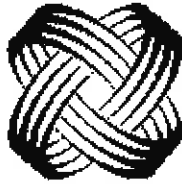
We have always received prompt, professional, collaboration, and insight when working with them. From simple phone call Q & A, to full service project management, and the myriad of negotiations and regulations of a project, Pickering Associates delivers the services that keep us building projects, year 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)



**RITCHIE**  
REGIONAL HEALTH CENTER

ADMINISTRATIVE OFFICE  
P.O. Box 373  
Harrisville, WV 26362  
(304) 643-4005 • (304) 643-4007 fax

February 13, 2012

To Whom It May Concern:

RE: Pickering Associates Reference Letter

Pickering Associates have recently been involved with three projects for Ritchie Regional Health Center at two Wood County School locations. Included are: Renovations at Jefferson Elementary for relocation of their School Based Health & Wellness Center, a new paved parking lot and covered walkway at Jefferson Elementary, and Site & Utility Design for a new modular building at South Parkersburg High School.

The Architectural and Engineering Services they have provided for us have been performed in a timely and professional manner. As a local company they were able to provide punctual responses to our project needs.

Pickering Associates has completed all of these projects for us on time and within our budget. Their team has provided quality construction drawings and specifications that allow us to receive accurate bids on our projects. They have the expertise that is necessary for our projects, and it has been a pleasure to work with their staff.

Sincerely,

Bill Snider, CEO  
Ritchie Regional Health Center  
P.O. Box 373  
Harrisville, WV 26362

**WEST UNION**  
117 West Main St., P.O. Box 181  
West Union, WV 26156  
304-873-1401

**ELLENBORO**  
at Ritchie County High School  
107 School Road  
Ellenboro, WV 26346  
304-869-1670

**ST. MARYS**  
at St. Marys High School  
1002 2nd St.  
St. Marys, WV 26170  
304-664-1276

**PARKERSBURG**  
at Jefferson Elementary  
1200 Stephenson Avenue  
Parkersburg, WV 26101  
304-428-5819



### 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:

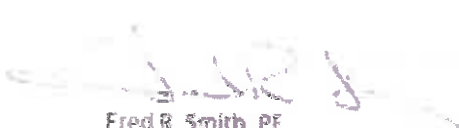
- Master Plan and design for the upgrade and extension of underground high voltage distribution system. This work was completed in four phases to support five major construction projects. Pickering Associates coordinated design effort, design schedule, and phased completion of work with five different 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 1815

215 Fifth Street • Marietta, Ohio 45750-1651 • Phone: 740-376-9400 • www.marietta.edu



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

December 17, 2015

To Whom It May Concern:

Pickering Associates has been involved in several projects at Camden Clark Medical Center. The Architectural, Engineering, and Construction Administration Services they provide have added value to our construction dollars.

From initial project planning, design development and bidding, through contracting, construction administration and closeout, Pickering Associates have been essential to Camden Clark Medical Center. Their expert staff not only provide a needed service, but provide any necessary support to make our projects successful.

We recently hired Pickering Associates to design and manage the construction for roof replacement projects at various locations on the Memorial Campus. Ron Arnold and his team provided us with quality bidding/construction drawings and specifications allowing us to receive accurate bids. They have also shown a clear understanding of the bidding and contract administration process, which truly makes our job easier.

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

Sincerely,

Barry K. Justice

A handwritten signature in blue ink, appearing to read "Barry K. Justice", written over a horizontal line.

Director of Engineering  
Camden Clark Medical Center



**CAMDEN CLARK MEDICAL CENTER**



*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.