



*Architects • Engineers • Surveyors*

***Expression of Interest:***

*State of West Virginia Tax and Revenue Center*

*Building 22 Server Rooms and Check Scanner Areas*

*HVAC Renovations*

*Solicitation No.: # CEOI 0211 GSD1700000002*

12/20/16 10:17:22  
WV Purchasing Division

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



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

Ms. Chambers,

Please accept the attached statement of qualifications packets from Pickering Associates as an expression of our interest in working with the State of West Virginia Tax and Revenue Center for the Building 22 Server Rooms and Check Scanner Areas HVAC Renovations. As you will see, we have extensive experience with HVAC renovations. We would like to utilize our knowledge and experience to benefit the Tax and Revenue Center.

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.

Some challenges that can occur with these types of projects can come from multiple sources but most will stem from the uniqueness of each building and the conditions found in each. 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.

The attached statement of qualifications will offer you a small glimpse of our company and professional employees. After review, I hope you are interested in learning more. Please, feel free to call our office with any follow-up questions or to schedule an interview. Thank you for your time and consideration!

Respectfully submitted,

A handwritten signature in black ink that reads "Sarah Arnold". The signature is written in a cursive style with a long horizontal line extending from the start of the name.

Sarah Arnold  
Director of Marketing and Sales  
sarnold@pickeringusa.com  
304.464.5305 x1104



# *Management and Staffing*

**Charleston**

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

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**Parkersburg**

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

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**Marietta**

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

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**Athens**

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

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Founded in 1988, Pickering Associates has been providing architectural, engineering and surveying services to the Mid-OhioValley for over twenty-five years. Our company is the product of three generations and more than 75 years of construction experience. This experience plus state-of-the-art engineering practices create a full-service, multi-discipline, architectural, engineering and surveying firm serving a wide range of needs and featuring innovative, customized solutions.

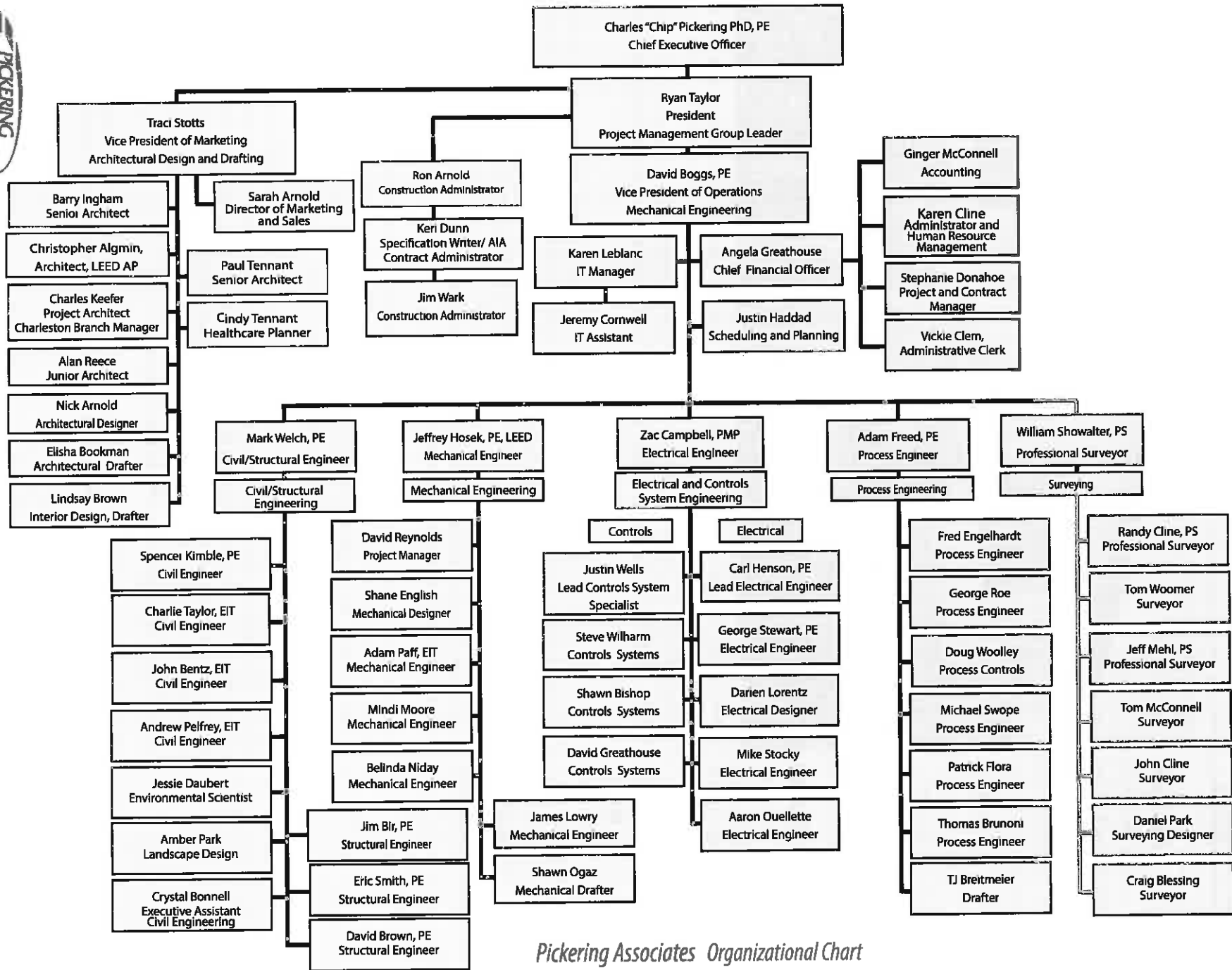
Our architectural, engineering and surveying firm consists of an exceptional balance of experience and the desire to provide our customers with a quality product at a fair price. Our highly qualified staff includes licensed professional engineers, professional surveyors, licensed architects, designers,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

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

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

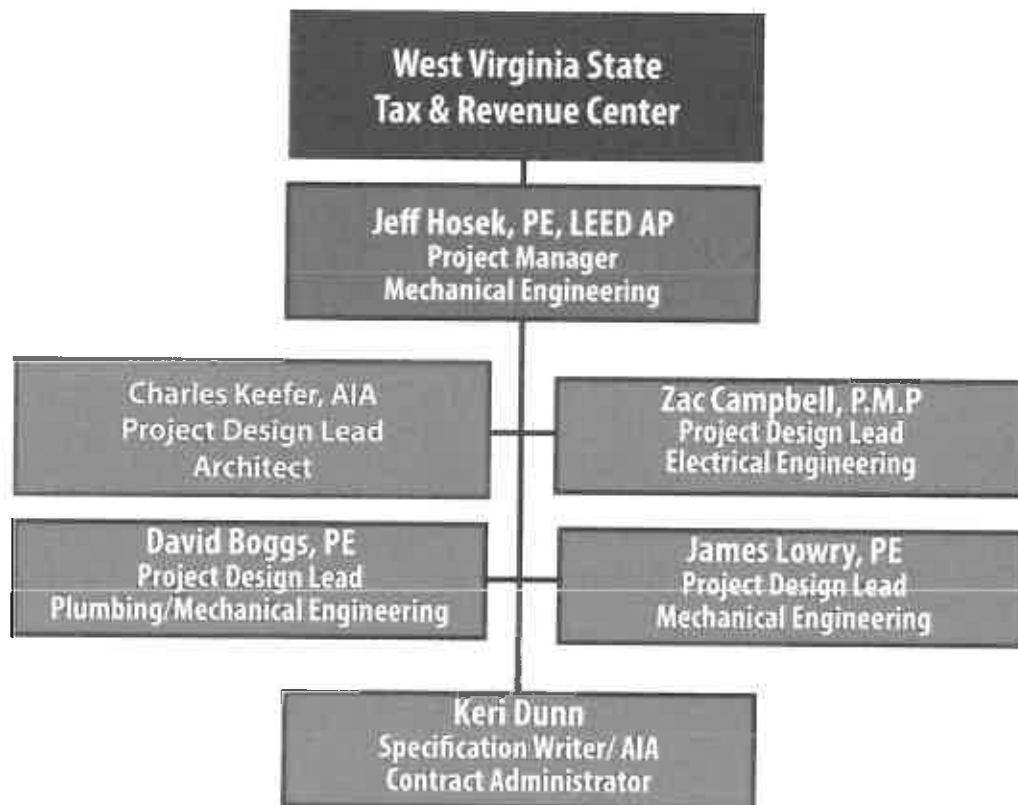
In choosing Pickering Associates, your project will be performed to your specifications with frequent meetings and status reports to keep you up-to-date on the status of the project. Our sole focus is your full satisfaction with the completed quality installation.





Pickering Associates Organizational Chart

*Pickering Associates*  
*Organizational Chart of Proposed Team*





*Technical Expertise*



*Jeffrey D. Hosek, P.E.*

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*Position/Title*

*Mechanical Engineer*

*LEED Project Engineer*

*Mechanical Engineering Department Manager*

*Duties*

*Mechanical Engineer*

*Education*

*University of Akron*

*B.S., Mechanical Engineering*

*Dr. Seuss*

*Licenses*

*Professional Engineer WV, OH, KY, PA*

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



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

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

**Lead Mechanical Engineer and Project Manager for the renovation of an existing HVAC system at a primary and middle school in Elizabeth, WV.** Assisted school in assessment of existing HVAC, determining scope of work, creating a probable construction budget and preparing a report to request funding. Also, provided mechanical engineering for the design including replacement of multiple HVAC units, towers, pumps, and boilers, as well as, new building automation controls for the middle and primary schools.

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

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

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

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

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

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

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

**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.

**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.





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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*

**Provided Electrical design for the renovation of an existing HVAC system at a middle school in Elizabeth, WV.**

Design services included disconnecting and removing existing electrical feeders, adjusting the building's existing electrical distribution, and installing new electrical components and feeders for the new mechanical equipment.

**Provided Electrical Design for the renovation of and 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 the Grayson Fire Department.**

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

**Electrical Engineer for the Vienna Police Department Annex in Vienna, WV.**

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

**Provided design and engineering for new exhaust and ventilation equipment for 14 welding stations at a technical school in Parkersburg, WV.**

**Electrical Engineer for a Generator for the Vienna Police Department.**

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

**Electrical Engineer for the Vienna Volunteer Fire Department.**

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

**Electrical Engineer for renovation of City Hall in Marietta, OH.**

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

**Electrical Engineer for the renovation projects at 700 Market Street in Parkersburg, WV.**

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

**Electrical Engineer for Energy Audit on multiple buildings for Wood County Commission.**

Completed energy audit through several buildings including the courthouse, health building, and the maintenance garage. Project included changing lamps to CFL, wall pack replacements, occupancy sensors, boiler commissioning, VAV commissioning and duct sealing.

**Lead Electrical Engineer for the design of a new chilled water system for an existing reactor in Franklin, LA.**

Design team created drawings for pipe routing, piping supports, foundation pads, access platforms, electrical service and distribution, and automation/ control services.





## *Charles Keefer, AIA*

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### *Position/Title*

*Architect,  
Charleston Branch Manager*

### *Duties*

*Architect and Project Manager*

### *Education*

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

### *Licenses*

*Professional Architect WV, OH, and PA*

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

*Frank Lloyd Wright*

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

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

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

**Lead Architect and Construction Administrator for Chief Logan Recreational Center in Logan, WV.** The Chief Logan Recreational Center was designed as a state-of-the-art, stand-alone mixed development facility. Programming for the center included: an aquatic center with Olympic-style 25-meter / 8-lane competition swimming pool, climate controlled fitness center, professional sports shop with equipment and accessories, multi-purpose areas for indoor soccer, volleyball, and basketball, three indoor tennis courts, elevated walking track, locker rooms with amenities, showers, and daily-use lockers. Programming also included meeting rooms and miscellaneous support spaces for the center. Construction costs were approximately \$4.5M.

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

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

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

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





*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*

**Project Manager for the conversion of a multi-unit HVAC system into a more efficient single unit system at the Caperton Center located on the campus of West Virginia University at Parkersburg.** Responsibilities for this ARRA funded project included coordination among all Mechanical, Electrical, Plumbing, Structural and Architectural disciplines and the client.

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

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

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

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

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

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

**Lead Plumbing Engineer for the renovation projects at 700 Market Street in Parkersburg, WV.** Lead engineer for the design of plumbing; including sanitary drainage, storm drainage, domestic potable water, and natural gas piping. Design includes recirculating potable hot water systems for tank or instantaneous systems.

**Lead Plumbing Engineer 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.



*James Lowry, P.E.*

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*Position/Title*

*Mechanical Engineer*

*The way to get started is to quit  
talking and begin doing.*

*Duties*

*Mechanical Engineering*

*Education*

*Walt Disney*

*West Virginia University Institute of Technology  
B.S., Mechanical Engineering*

*Licenses*

*Professional Engineer WV, OH, MD*

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**Mechanical Engineer for Pleasant Hill Elementary School Renovations for Calhoun County Schools.** Duties included initial evaluation of the facility, supporting Calhoun County Schools in preparing for grant submissions, design and construction administration for a new 8 classroom addition.

**Mechanical Engineer for Eastern Greenbrier Middle School Addition for Greenbrier County Schools.** Duties included the HVAC design and construction administration for a new gymnasium addition to the existing facility.

**Mechanical Engineer for Greenbrier West High School Additions and Renovations, for Greenbrier County Schools.** Duties included initial evaluation of the facility, supporting Greenbrier County Schools in preparing for grant submissions(project phased over several funding cycles), design of the HVAC renovations for the existing facility.

**Mechanical Engineer for HVAC Renovations at South Charleston High School for Kanawha County Schools.** Duties Included the project management, design and construction for renovation of the HVAC systems for the Gymnasium and Auditorium.

**Mechanical Engineer for HVAC Renovations at Leager/Panther Elementary School for McDowell County Schools.** Duties included design and construction administration for the HVAC systems a new Elementary School for McDowell County Schools.

**Mechanical Engineer for HVAC Renovations at Princeton Senior High School for Mercer County Schools.** Duties included initial evaluation of the facility, supporting Mercer County Schools in preparing for grant submissions, design and construction administration for HVAC renovations of the vocational facility.

**Mechanical Engineer for HVAC Renovations for Mercer County Technical Education Center.** Duties included initial evaluation of the facility, supporting Mercer County Schools in preparing for grant submissions (SBA and DEP), design and construction administration for HVAC renovations of the vocational facility.

**Mechanical Engineer for HVAC Renovations at Lashmeet/Matoaka Elementary School for Mercer County Schools.** Duties included initial evaluation of the facility, supporting Mercer County Schools in preparing for grant submissions (SBA and DEP), design and construction administration for HVAC renovations of the vocational facility.

**Mechanical Engineer for Renovations at Montcalm High School for Mercer County Schools.** Duties included initial evaluation of the facility, supporting Mercer County Schools in preparing for grant submissions (SBA and DEP), design and construction administration for HVAC renovations of the vocational facility.

**Mechanical Engineer for HVAC and Plumbing Renovations at Ritchie County Middle School and High School.** Duties included initial evaluation of the facility, supporting Raleigh County Schools in preparing for grant submissions, design and construction administration for HVAC renovations for the entire facility.

**Mechanical Engineer for Renovations at Glade Elementary/Middle School for Webster County Schools.** Duties included initial evaluation of the facility, supporting Webster County School in preparing for grant submissions(project phased over several funding cycles), design and construction administration for the HVAC renovations for the existing facility.

**Mechanical Engineer for HVAC Renovations at Davis Thomas Elementary/Middle School for Tucker County Schools.** Duties included initial evaluation of the facility, supporting Tucker County Schools in preparing for grant submissions, design and construction administration of the HVAC systems and plumbing for an addition to and complete renovation of the existing facility.



## *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*

*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*

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

**Recent projects include:**

- Roof Replacement at Parkersburg High School Field House.
- Roof Replacement at Camden Clark Medical Center.
- Roof Replacement for the Washington County Public Library.
- Facade Renovations at West Virginia University at Parkersburg's Downtown Center.
- New Elevator Installation at West Virginia University at Parkersburg's Downtown Center.
- Electrical Service and Distribution at West Virginia University at Parkersburg's Downtown Center.
- Roof Replacement at West Virginia University at Parkersburg's Downtown Center.
- Asbestos Abatement at West Virginia University at Parkersburg's Downtown Center.
- Chiller Replacement at West Virginia University at Parkersburg's main campus.
- Salt and Motorcycle Storage Building at West Virginia University at Parkersburg's main campus.
- HVAC Upgrade project at West Virginia University at Parkersburg's Caperton Center.
- Fire Alarm Upgrades at West Virginia University at Parkersburg's main campus.
- Elevator Control Modernization at West Virginia University at Parkersburg's main campus.
- New Spec Process Building in Davisville, WV - multiple prime contracts.
- New Industrial Plant in Millwood, WV - multiple prime contracts.
- Energy Saving Implementation for Wood County Commission - multiple prime contracts.
- Access Safety at all Wood County School locations.
- Structural Repairs at Wood County Board of Education.
- Brick Repairs at an elementary school for Wood Co. Schools
- Boiler Replacement at an Elementary School in Wood County, WV.
- Welding Shop Ventilation replacement at the Wood County Technical Center.
- Access Safety renovations at all Wirt County School locations.
- Access Safety renovations at several addition entrances for Wood County Schools.
- Access Safety and Main Entrance Renovations for Wood County Schools - four phases of implementation.
- Electrical Upgrades at two elementary schools for Wood County Schools.
- HVAC Renovations at the Wood County Courthouse for the Wood County Commission.
- Fifth Floor Renovations at Camden Clark Medical Center - Memorial Campus.
- Third Floor Renovations at Camden Clark Medical Center - Memorial Campus.
- Roof Replacement at the Polymer Alliance Zone in Davisville, WV.





## *Our Services*

### **Comprehensive Design**

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



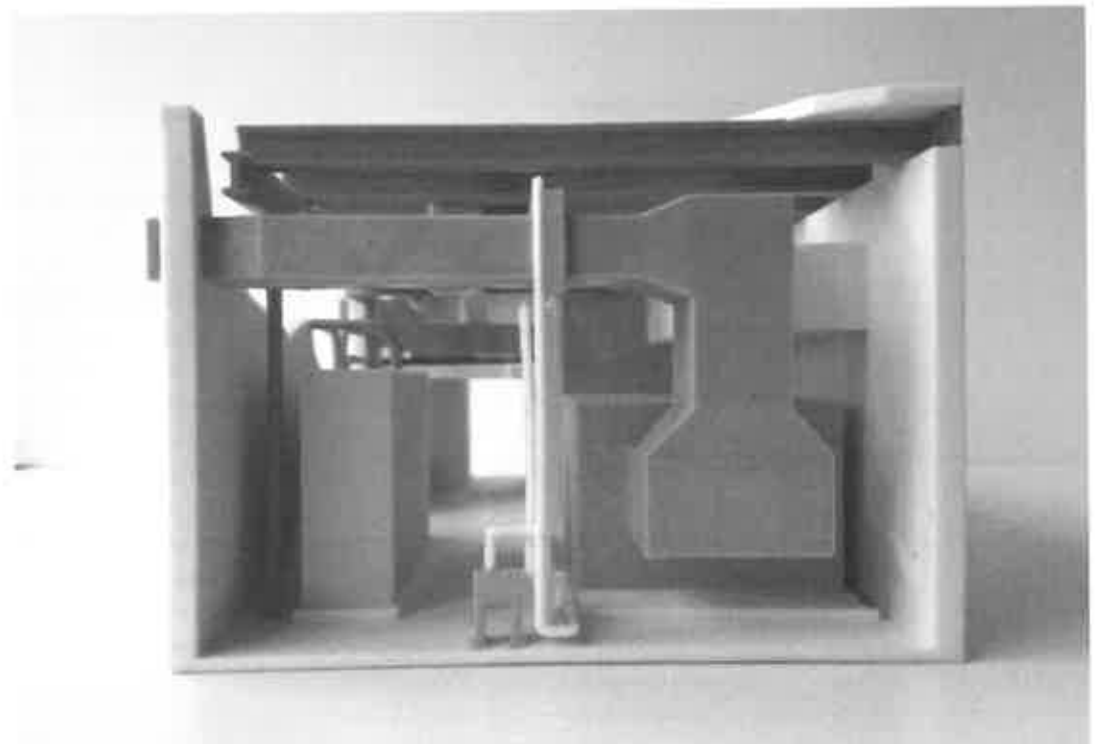
### ***Building Information Modeling***

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***

In addition to utilizing BIM, Pickering Associates has an in-house gypsum-based 3D printer that allows our team to streamline communication and cooperation between stakeholders. Our firm uses 3D printed models to illustrate conceptual design, create fundraising materials, and problem solve complex space planning challenges.

Our firm also utilizes a 3D laser scanner to more quickly and accurately document existing site conditions. This tool is especially useful at facilities that are particularly dense with information. With ease, our team can capture existing conditions and create a measureable digital point-cloud model. Not only is this method more accurate than traditional field work, it reduces costs for stakeholders and our design team, and can expedite a project's schedule.





A decorative graphic on the left side of the page depicts a hand holding a pencil. The hand is rendered in a light gray, semi-transparent style, with the fingers curled around the pencil. The pencil is also light gray and is oriented horizontally, pointing towards the right. The entire graphic is set against a white background.

## *Our Approach*

### **Your Project**

The State of West Virginia Tax and Revenue Center is located in a State-owned building in downtown Charleston, WV. Over the last few years, the Department of Revenue has added automated equipment to their server room, work space and work processes with little consideration to HVAC requirements or work processes, compromising the efficiency and interior comfort of the building.

#### **Phase 1:**

Pickering Associates will assess the equipment loads, work processes and HVAC requirements in the areas designated for server and check scanner rooms in Building 22.

#### **Phase 2:**

Pickering Associates will provide a comprehensive report of the assessment to the agency. The report will include condition status, recommended remediation, and estimated costs for remediation.

#### **Phase 3:**

Our team will provide bidding documents and construction administration services for the owner-agreed items for remediation.

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Pickering Associates will perform a complete site survey and detailed review of the existing conditions to develop a complete as-built set of drawings to be utilized for the owner-approved system renovations. We will rely on our project team experience and previous applicable project development procedures to move forward with detailed design drawing development to meet the needs and expectations of the proposed project scope, once remediations have been approved by the owner.

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 utilize cost control methods to make sure that the overall project budget does not increase without the client's knowledge or prior approval. We will 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.

Project management and communication will be key in establishing and managing all project stakeholders expectations, and ensuring that we will continually meet and exceed those expectations along with the typical project constraints of scope, cost, and schedule. Internal and external design review meetings will be applied reduce the Project Team's risk to changes or adjustments during construction. Our experienced team will use established relationships and previous procedures with state and other governing authorities to make the permit and plan approval process streamlined.

Our approach to projects is to see the project through from conception to commissioning. We will support the project team through continuous communication and attention to detail from design throughout construction to deliver a successful project in the end.

Our team will provide Construction Administration services, from our Charleston office located at 318 Lee St. W.





*Related Prior Experience*



*Type*  
Government

*Services*  
Architectural  
Project Management  
Construction Administration

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

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

Contact: Sheriff Jonathan D. Rutherford | 304.357.0216



*Our Work* Air Handling Unit Replacement, Camden Clark Medical Center

*Type*  
Healthcare

*Services*  
Architectural  
Electrical  
Mechanical  
Plumbing  
Construction  
Administration



Camden Clark Medical Center contracted Pickering Associates to replace an Air Handling Unit located over their maintenance shop due to the areas being conditioned by the unit growing considerably over the years. The existing unit was replaced with a new dual-duct roof mounted air handler with hot water heat and chilled water cooling.

The existing ductwork had to be replaced while allowing the system to continue to run concurrently, so a temporary system had to be put into place. Design was provided for a new dual duct roof mounted air handler with hot water heat and chilled water cooling. The new unit did not use 100% outdoor air and an economizer section was added to provide "free cooling," both which helped reduce energy costs. Re-commissioning was required for adjustments of air flow into each zone while piping modifications were limited to within the unit.

Pickering Associates created the demolition plan and designed the roof opening modifications, additional roof openings, and support anchorage needed for the new roof top unit curb. Structural modifications to the existing roof system had to be added to support the new unit. To accomplish this, the frame had to be reinforced under it while flashing into the existing roof.

Pickering Associates coordinated the \$216,000 project with Martin Best, the Corporate Director of Engineering, and provided cost estimating, bidding and contracting assistance as well as construction administration.

Contact: Barry Justice, Director of Engineering | 304.424.4111 | [bkjustice@ccmh.org](mailto:bkjustice@ccmh.org)



## *Our Work* Wood County Courthouse Air Handler Replacement

### *Type*

Government

### *Services*

Mechanical

Electrical



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

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

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

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

Contact: Melvin Swiger | 304.424.1955 | [mswiper@woodcountyywv.com](mailto:mswiper@woodcountyywv.com)



*Type*

Education

*Services*

Architectural

Mechanical

Electrical

Structural

Construction

Administration



Pickering Associates assisted Wirt County School in developing a project submittal to apply for WV School Building Authority "Needs" Funding to replace a variety of HVAC equipment at both the Wirt County Middle School and Primary School. Pickering Associates reviewed the project site & existing equipment, met with the school principal and maintenance staff, and determined the scope of work necessary for the project to take place. A probable construction cost estimate was generated to be included with the grant application materials as well as a description of the work and equipment. Pickering completed the Needs Executive Summary stating the funding required, county match amount, and general school information.

A report was completed to show existing HVAC conditions in the two schools and included photos to convey the importance of the HVAC needs for this school system. Funding was awarded for the middle school with work at the primary school to follow as funding allowed.

Pickering Associates was contracted by Wirt County Board of Education to provide design and engineering services to renovate the existing HVAC systems for Wirt County Middle Schools. There were repeated maintenance issues with both the cooling tower and boiler system in recent years. The scope of work includes replacing gas-fired, electric cooling rooftop units in kind and temperature adjustment thermostat. The project also calls for the replacement of the cooling tower as well as replacing the cooling tower pumps and heating water boilers. In addition, control over these units will be added to the new building automation system (BAS).

Bids for this phase of the work came in significantly lower than expected, which has allowed the WV SBA to approve work at the primary school. This scope of work includes replacing several small units with fewer larger units and the addition of variable air volume control boxes with electric heat and temperature controls in each classroom. Pickering Associates provided assistance with bidding and provided construction administration for the \$1.4M project. Construction was phased over winter/summer breaks and did not interrupt school.

Contact: Mary Jane Pope Albin | 304.275.4279 | albinm@boe.wirt.k12.wv.us



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

### Type

Government

### Services

Architectural

Construction  
Administration

Project  
Management



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

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

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





**Our Work** West Virginia University at Parkersburg, Caperton Center HVAC Rework



**Type**  
Education

**Services**  
Architectural  
Mechanical  
Electrical  
Plumbing  
Construction  
Administration

Pickering Associates worked with West Virginia University at Parkersburg to rework HVAC in four classroom bays in the Caperton Center for Applied Technology Building. Existing rooftop air handling units originally installed for a group of hands-on, heavy machinery training bays have become inefficient as a result of educational programming changes. Conditioning spaces that are now set up for more traditional style classrooms and labs, WVUP sought out our services to consolidate the HVAC system for these areas into a single unit to more efficiently and quietly service the bays.

The existing bays are served by individual roof mounted air handlers. The four main rooms consist of training areas for either high school students or college students for the training of firefighters, electrical, computer, and lab training rooms. Each of the four bays has a training area and an individual office. It has been the experience of the faculty and staff that this setup proves difficult to easily keep a comfortable, learning atmosphere.

As part of the project, a suspended ceiling and modified lighting was designed for each bay/classroom. This will help both acoustics and aesthetics by better containing a dense network of drains, electrical busses and ductwork. Four existing transformers, previously located within these classrooms, were relocated to storage areas.

Pickering Associates also provided design & specifications for replacing the entire roof area that was affected as a result of the work. This was bid as an alternate to only patching affected areas.

The team for this project included Zac Campbell, PMP, Jeff Hosek, PE, David Boggs, PE, and Traci Stotts, AIA.

Contact: David White, Director of Facilities | 304.424.8225 | [dwhite2@wvup.edu](mailto:dwhite2@wvup.edu)





*Type*

Healthcare

*Services*

Architectural

Electrical

Mechanical

Plumbing

Structural

Construction  
Administration

Project  
Management

Pickering Associates has been involved in the design and construction of multiple projects for Cabell Huntington Hospital in Huntington, West Virginia. Projects types range from one discipline to all disciplines depending on the requirements. Some of our projects include:

Full-service engineering and design services to develop construction documents to install two new rooftop HVAC units to supplement cooling to the two existing operating rooms.

Investigation of adjacent air handling systems to the Cystoscopy room to determine if the required airflow can be attained from the nearby system.

Mechanical, Plumbing, and Electrical Design for proposed renovations to the first floor of the medical building at Cabell Huntington Hospital, in coordination with Ed Tucker Architects.

The design for a permanent installation of piping and power to a temporary chiller to cool the operating rooms at Cabell Huntington Hospital to maintain operation while plans are developed for a new water-cooled chiller.

Study for centralizing the hospital's chiller plant operations, which include four water-cooled units and one air-cooled unit. Our team developed a five year plan for centralizing the chilled water operations of the CHH medical facility as well as replacing the existing operating room(s) air handling units.

Designed supplementary direct expansion (DX) coiling coils that were installed in OR rooms, which have maintained temperature and humidity levels within the ASHRAE Standard. We have also been asked to investigate options to reduce the overall room levels to within the Standard and prepare plans for implementing the necessary changes to meet humidity levels of 20-60% RH and temperature levels of 65-70 degrees F.

We used our 3D scanner to document the mechanical room to coordinate existing and new utilities, allowing for documentation to be completed quickly so that we could move into design.

Contact: Ken Jackson | 304.526.2040 | [kenneth.jackson@cchi.org](mailto:kenneth.jackson@cchi.org)





## *References*



ENGINEERING DEPARTMENT  
304 Putnam Street - Marietta, Ohio 45750  
Phone (740) 876-8400 - Fax (740) 876-3000  
[www.mariettaohio.net](http://www.mariettaohio.net)

April 20<sup>th</sup>, 2016

To whom it may concern,

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

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Joseph R. Tucker". The signature is written in a cursive style with a large, sweeping "T" at the end.

Joseph R. Tucker, PE  
City of Marietta

# KANAWHA COUNTY SHERIFF'S OFFICE

## LAW ENFORCEMENT DIVISION

**JOHN RUTHERFORD**  
SHERIFF



**MICHAEL Y. RUTHERFORD**  
CHIEF DEPUTY

April 27, 2016

To Whom It May Concern:

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

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

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

Sincerely,

Michael Y. Rutherford  
Chief Deputy

MYR/dlh



*Mayor*  
**Randall C. Rapp**

*Recorder*  
**Cathy Smith**

*City Council*  
**Roger Bibbee**  
**Jim Miracle**  
**Bruce Rogers**  
**Steve Stephens**  
**Tom Azinger**

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

To whom it may concern,

Pickering Associates has worked with the City of Vienna on our Police Department Annex, Volunteer Fire Department, and Senior Center, as well as multiple other projects over the past several years, providing Architectural, Engineering and Surveying services for the city.

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

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

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

Sincerely,  




December 9, 2015

To Whom It May Concern:

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

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

Sincerely,

A handwritten signature in black ink that reads 'Mark Mondo'. The signature is written in a cursive, flowing style.

**Mark Mondo**  
President  
Mondo Building & Excavating, Inc.



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

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

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February 14, 2012

**TO: Whom It May Concern:**

**SUBJECT: Customer Reference - Pickering Associates, Inc.**

Wood County Schools contracted with Pickering Associates, Inc. in 2008, 2009, and 2011 to design and manage our access control projects throughout the school system. In addition, the architectural/engineering firm was hired to design a domestic waterline project at Vienna School in 2007, electric updates at Lubeck School and Van Devender Middle School in 2009, boiler renovation at Kanawha School and welding shop ventilation update at Wood County Technical Center in 2011, and chiller replacement at Martin School this year.

Ryan Taylor and his project team did an exemplary job carrying out their contract responsibilities. The architectural firm was very good at renovating existing buildings and concurrently controlling cost; all contract deadlines were met in a timely manner.

Based on our experience, any customer should be more than pleased with Pickering Associates, Inc. as a service provider.

Sincerely,

**Garry H. Cooper**  
**Physical Plant Director**



February 9, 2011

To Whom It May Concern:

Pickering Associates has been involved in several projects at West Virginia University at Parkersburg. The Architectural, Engineering, and Construction Administration services they provide have proven to be a wonderful complement to our own Facilities staff. From initial project planning, design development and bidding, through contracting, construction administration and closeout, Pickering Associates has been beside WVU-Parkersburg to not only provide a needed service, but provide any necessary support needed to make our projects successful. As a local company, they are aware of the community dynamics, they are in-tune to the users of our facility and most of all they are a true stakeholder in our success.

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. They have shown a clear understanding of the bidding and contract administration process, which truly makes our job easier.

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,



David G. White, Director of Facilities  
West Virginia University at Parkersburg