



*Architects • Engineers • Surveyors*

**A&E SVC's for Winfield & Huntington  
Boating Facilities**

**DNR1700000002**

**Statement of Qualifications**

**for**

*Architectural/ Engineering Design Services*

10/26/16 09:35:13  
Purchasing Division

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

Guy Nisbet  
Department of Administration, Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305-0130



Mr. Nisbet,

Pickering Associates is pleased to have the opportunity to submit this proposal for providing Architectural/Engineering services for the Boating Facilities at the end of Garfield Street in Winfield, WV and at the end of Buffington Street in Huntington, WV. We feel confident our design team is uniquely qualified to provide design services for this project.

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

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

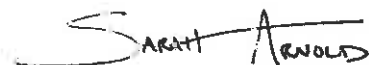
After this initial meeting, the Pickering Associates' Project Manager will review the requirements with our management team, develop a resource plan based on current workload, sequence activities to dedicate these resources, estimate costs, and provide the Division of Natural Resources with the assurance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

Next, the Project Manager will oversee project execution through close monitoring and control. Progress tracking, coordination, review and maintaining tight control of the scope, schedule and budget are integral parts of the design development phase, as well as continuous communication with the Owner and other stakeholders.

Once the project is designed and reviewed by the Division of Natural Resources, Pickering Associates will assist with bidding, negotiating, and contracting. Clear instructions and control of the bidding process will allow contractors to provide accurate pricing and reduce the number of contractor requested change orders.

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

Respectfully submitted,



Sarah Arnold, Director of Marketing

sarnold@pickeringusa.com

(304) 464.5305



*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-Ohio Valley for over twenty-five years. Our company is the product of three generations and more than 75 years of construction experience. This experience plus state-of-the-art engineering practices create a full-service, multi-discipline, architectural, engineering and surveying firm serving a wide range of needs and featuring innovative, customized solutions.

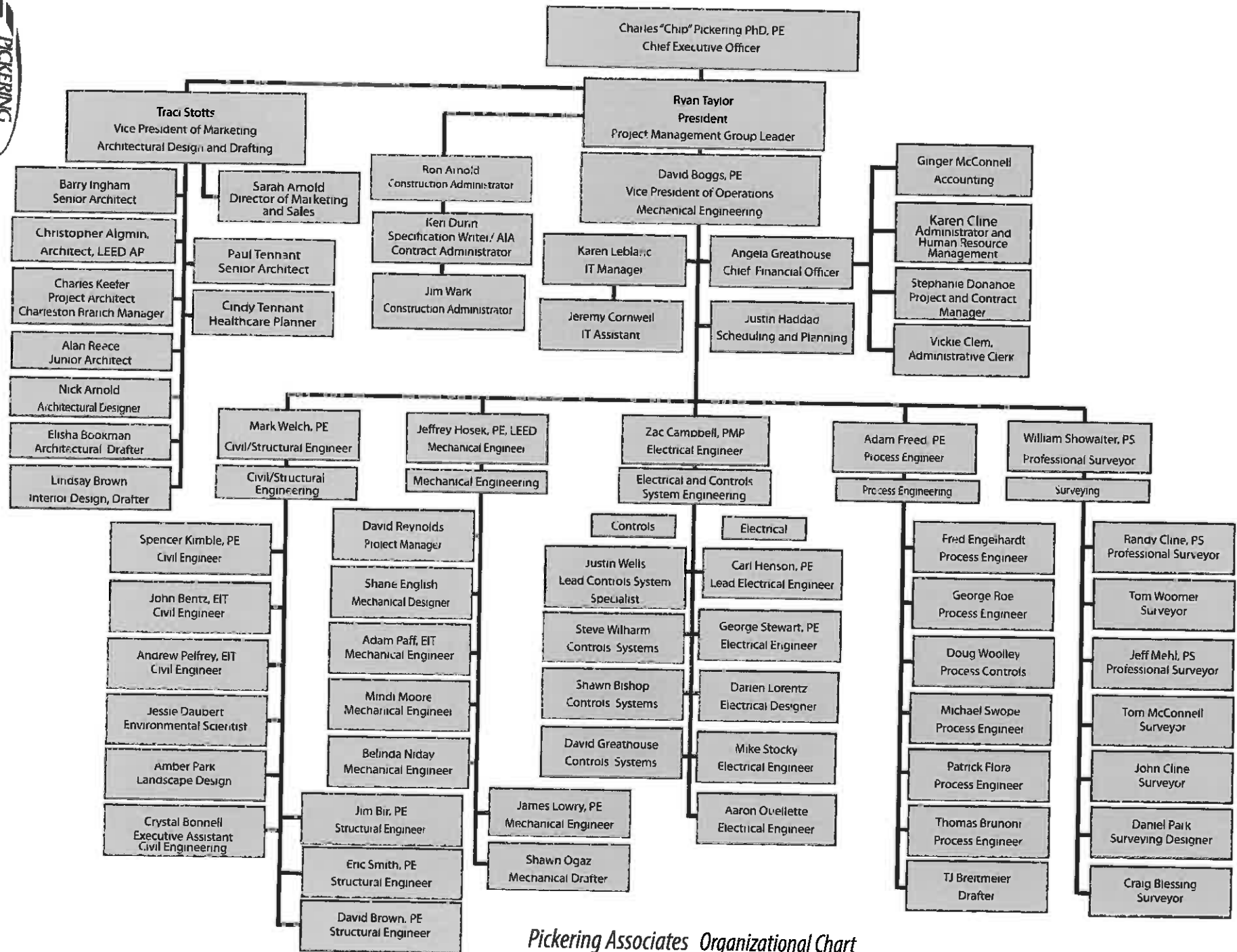
Our architectural, engineering and surveying firm consists of an exceptional balance of experience and the desire to provide our customers with a quality product at a fair price. Our highly qualified staff includes licensed professional engineers, professional surveyors, licensed architects, designers,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

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

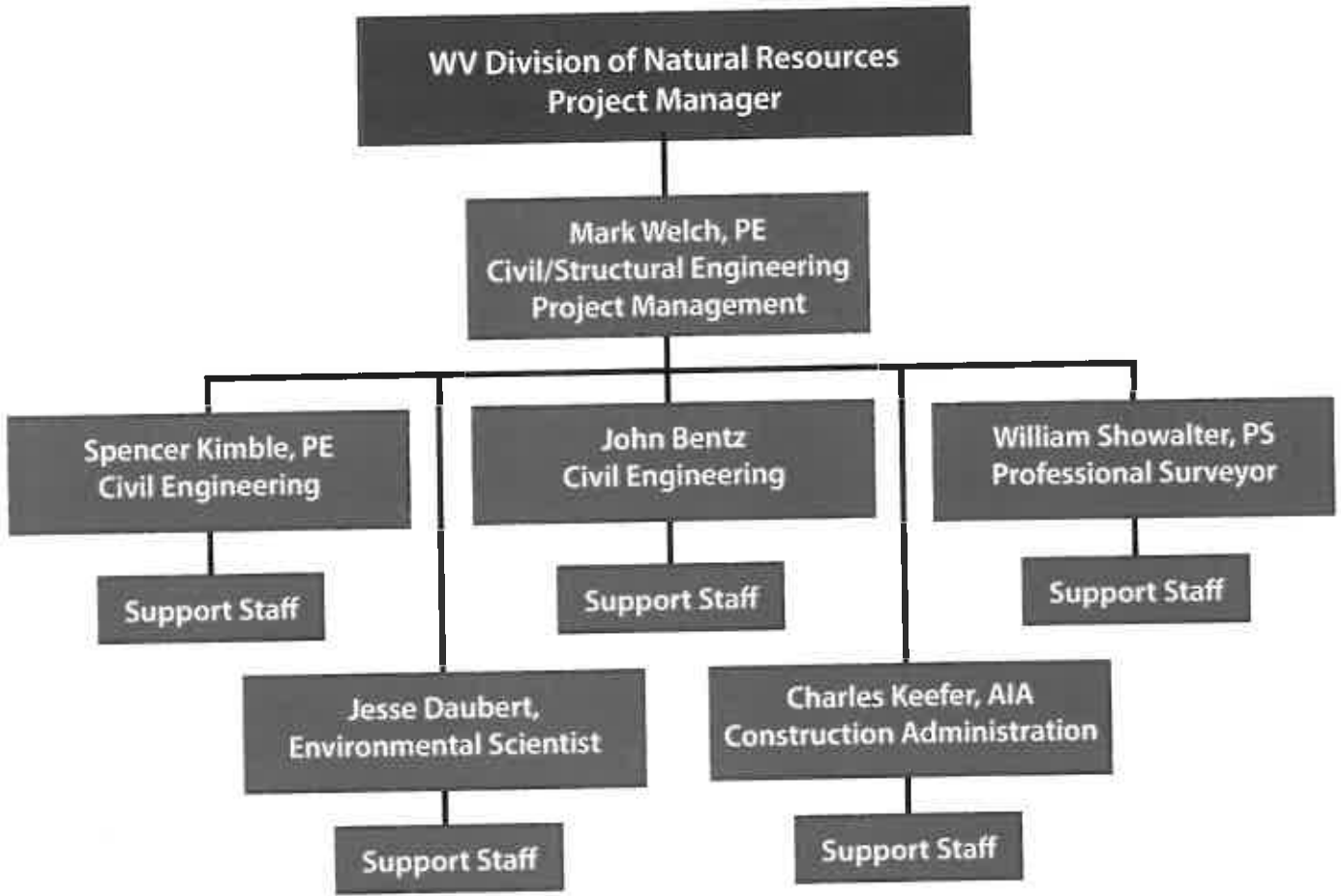
Our broad client base is representative of the area and includes education, healthcare, retail, utilities, municipal, chemicals and plastics, metals, and power generation among others. The types of projects we provide range from conceptualization and construction estimates to full turn-key design including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

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





Pickering Associates Organizational Chart



*Project Team Pickering Associates*





*Technical Expertise*



*Mark Welch, P.E.*

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*Position/Title*

*Civil Engineer,  
Civil/Structural Engineering Department Manager*

*Duties*

*Civil Engineer and Project Manager*

*Education*

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

*Licenses*

*Professional Engineer WV, OH, LA*

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*“The joy of engineering is  
turning today’s dream into  
tomorrow’s reality.”*



**Lead Civil Engineer and Project Manager for 40 acres of Marina Development in Williamstown, WV.** Project included roadway design, stormwater management, environmental permitting, utility extensions and a layout for site development of a commercial complex.

**Lead Civil Engineer and Project Manager for Edison Hill Subdivision in Parkersburg, WV.** Subdivision included seven houses, four townhouse buildings, a clubhouse and a playground. Project included more than 2,000 ft. of city streets and utilities. Project required team to obtain 8 different permits prior to construction; all permits were successfully obtained during design prior to the client issuing bidding drawings.

**Lead Civil Engineer and Project Manager for Phase 1 and Phase 2 of the Larry Lang First Colony Development.** Phase 1 included roadway design, site development for two hotels, two restaurants and a retail store, stormwater management, landscape design, environmental permitting, and surveying.

**Lead Civil Engineer and Project Manager for Bank Erosion Repair and Boat Ramp Design project in Parkersburg, WV.** Removed old non-compliant boat ramp and designed new concrete boat ramp for manufacturing plant's fire boat. Completed design for access road, grading plan, site plan, and design of ramp.

**Lead Civil Engineer and Project Manager for waterline replacement at Hadley & Sherry Drive in Marietta, OH.** The City of Marietta is replacing approximately 1,750 ft of existing waterline in Sherry Drive and 2,800 feet of existing waterline in Hadley Lane. Responsibilities include creating utility drawings, designing profiles, developing construction drawings and construction quantities, reviewing submittals and providing construction administration services.

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

**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.

**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.



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*Charles Keefer, AIA, NCARB*

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*Position/Title*

*Architect,  
Charleston Branch Manager*

*Duties*

*Branch 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 for 52,000 SF Industrial Expansion Project in Eleanor, WV.** Phased project included an addition of 35,000 SF of factory floor space and an addition of 17,000 SF of additional warehouse space complete with four new loading docks.

**Lead Architect and Construction Administrator for 27,000 SF Expansion of an Manufacturing Building in Randolph County, WV.** Project includes an expansion of an existing manufactured metal building - addition will be climate controlled, including the installation of a new HVAC system. Project is currently in design.

**Lead Architect and Construction Administrator for 70,000 SF Innovation Center in Charleston, WV.** Providing design and construction administration for the new Russell & Martha Wehrle Innovation Center for the University of Charleston. The new facility will house the first-class intercollegiate athletic facility for basketball and volleyball as well as an innovation Hub for inspiring and fostering entrepreneurialism among students, faculty and community residents. Total project cost is estimated to be \$16.1 million.

**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 and Construction Administrator for Kanawha County Sheriff's Office Renovations in Charleston, WV.** Provided design and construction administration for renovations to two existing historic buildings to accommodate the Kanawha County Sheriff's Department and the Kanawha County Prosecuting Attorney's Office. Overall project cost was \$10 million.

**Lead Architect and Construction Administrator for Mixed Use Project in Historic Chestnut Hill in Philadelphia, PA.** Building included 25,000 sq. ft. retail first floor, 3,500 sq. ft. 'back of store' space, an enclosed delivery dock, 20 \$1 million plus highend condominiums, and a full access 40 car parking garage on the basement level. This facility was a total of 110,000 square feet in five stories, with a total project cost of \$35 million.

**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 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.

**Project Experience includes: Office, institutional, recreational, medical, retail, renovations, residential, educational, religious, parks, restaurants, historic preservation, mixed-use, adaptive reuse, programming and housing developments.**





*Spencer Kimble, P.E.*

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*Position/Title*  
*Civil Engineer*

*Duties*  
*Civil Engineer*

*Education*  
*West Virginia University*  
*B.S., Civil Engineering*

*Licenses*  
*Professional Engineer WV, OH*

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*“Engineering is a form of art and has  
filled the world with things of obvious  
visual beauty but also subtle forms.”*

*Louis Brown*

**Civil Engineer for 40 acres of Marina Development in Williamstown, WV.** Project included roadway design, stormwater management, environmental permitting, utility extensions and a layout for site development of a commercial complex.

**Civil Engineer for Edison Hill Subdivision in Parkersburg, WV.** Subdivision included seven houses, four townhouse buildings, a clubhouse and a playground. Project included more than 2,000 ft. of city streets and utilities. Project required team to obtain 3 different permits prior to construction; all permits were successfully obtained during design prior to the client issuing bidding drawings.

**Civil Engineer for Phase 1 and Phase 2 of the Larry Lang First Colony Development.** Phase 1 included roadway design, site development for two hotels, two restaurants and a retail store, stormwater management, landscape design, environmental permitting, and surveying.

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

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

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

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

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

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

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

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





*John Bentz*

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*Position/Title*  
*Civil Engineer*

*“Engineering is a form of art and has  
filled the world with things of obvious  
visual beauty but also subtle forms.”*

*Louis Brown*

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*Duties*  
*Civil Engineer*

*Education*  
*Ohio University*  
*B.S., Civil Engineering*

**Civil Engineer for 40 acres of Marina Development in Williamstown, WV.** Project included roadway design, stormwater management, environmental permitting, utility extensions and a layout for site development of a commercial complex.

**Civil Engineer for Edison Hill Subdivision in Parkersburg, WV.** Subdivision included seven houses, four townhouse buildings, a clubhouse and a playground. Project included more than 2,000 ft. of city streets and utilities. Project required team to obtain 3 different permits prior to construction; all permits were successfully obtained during design prior to the client issuing bidding drawings.

**Civil Engineer for Phase 1 and Phase 2 of the Larry Lang First Colony Development.** Phase 1 included roadway design, site development for two hotels, two restaurants and a retail store, stormwater management, landscape design, environmental permitting, and surveying.

**Performed design services for commercial clients including conceptual design, grading, utility coordination, storm water system design, permitting, sediment and erosion control, and cost estimating.**

**Design of oil and gas drilling sites in Ohio and WV, including the design of access roads, production pads, and stockpiles.**

**Performed all necessary calculations for balancing of earthwork, drainage, and slope stability for oil and gas drilling site projects**

**Performed HEC-RAS analyses to serve as impact studies for water crossing infrastructure for various clients**

**Assisted with annual bridge inspections, collected necessary measurements of each bridge and performed load rating services**

**Performed research on freight transport trends, modeling, and optimization within the Ohio River Basin.**

**Designed various spreadsheets in Microsoft Excel to aide in engineering designs based on engineering codes and standards. (i.e. Elastomeric Bearing Pads)**

**Collected data, produced sketches, performed calculations, and compiled Fracture Critical Reports for load ratings of truss bridges**

**Served as team member with local high school teacher to present research presentations and promote STEM education to students in the classroom.**

**Collaborated with Computer Science students on the development of STEM-related educational games to be utilized in high school settings.**

**Assisted with traffic studies and data extraction for Transportation Engineering**

**Performed mapping and other elementary tasks within ArcGIS**



## *Jesse Daubert*

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### *Position/Title*

*Environmental Scientist*

### *Duties*

*Environmental Science*

### *Education*

*Marietta College,  
B.S., Environmental Science*

### *Certification*

*Wetland Professional in Training - Society of  
Wetland Scientists*

*Certified Environmental Scientist – National  
Registry of Environmental Professionals*

*Ohio EPA Credible Data Program: Level 2 – Habitat  
Assessment – QHEI*

*Ohio EPA Credible Data Program: Level 2- Benthic  
Macroinvertebrate Assessment- Sample  
Collection, Identification and Data Evaluation*

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*“Engineering is the art of  
directing the great sources of  
power in nature for the use and  
convenience of man.”*

*Thomas Tredgold*



**Pickering Associates**

• **Phase 1 Environmental Site Assessments**

- o Conduct Phase 1 Assessment in accordance with ASTM Standard Practice E1527-13

• **Stream and Wetland Delineations**

- o Delineate the boundaries of streams and wetlands within sites being designed for development

- o Aid Civil Engineers and the associated clients in determining project impacts to these resources and the appropriate avoidance/minimization measures to be taken

• **Threatened and Endangered Species Surveys**

- o Conduct surveys for potential Indiana Bat habitat and maternity roost trees
- o Develop Indiana Bat Conservation Plans

• **Permitting and Consultations**

- o Write and manage all activities associated with Clean Water Act Section 404 and 401 permitting including application development, submitting section 7 (threatened and endangered species) and section 106 (historical significance) consultations, and mitigation planning and assistance

• **Mitigation Planning**

- o Identify mitigation opportunities, construct detailed Mitigation Plans, and coordinate all required mitigation activities

• **ArcGIS Cartography**

- o Coordinates all GIS mapping associated within the Civil Engineering department utilizing aerial imagery, land use data, Digital Elevation Models, topography, GPS data and numerous other sources of GIS data

- o Create representations of GIS data/projects in useable formats including .pdf files, images and Google Earth data

• **Environmental Due Diligence**

- o Assess the environmental impact and integrity of vertical oil/gas wells
- o Conduct Phase 1 Environmental Site Assessments

• **Erosion and Sediment Control Reviews**

- o Review the integrity and functionality of post construction erosion and sediment control BMP's on oil/gas well pads and other construction sites

**Friends of Lower Muskingum River**

• **Southern Watershed Action Plan**

- o Through a grant from the Ohio Department of Natural Resources, developed a Watershed Action Plan that was fully endorsed by the State of Ohio
- o Assisted the Ohio EPA TMDL program in inventorying surface water resources

**Related Course Work:**

- Modern Biology
- Environmental Toxicology
- Field Biology Techniques
- Flowering Plants
- Environmental Impact Assessment
- Ecology
- Politics/Global Ecology
- Environmental Policy and Law
- Land Use Planning
- GIS/GPS Mapping
- Environmental Geology
- Scientific Imaging
- General Chemistry I
- General Chemistry II
- Biology Research Capstone

**Training Certificates**

- Ohio Department of Transportation, Office of Environmental Services – Ecological Training (February 18, 2015)
- Richard Chinn Environmental Training, Inc. – 38 Hour Army Corps of Engineers Wetland Delineation Program (July 2014)
- Ohio EPA Primary Headwater Habitat Training (May 2012)
- Ohio EPA Credible Data Program: Habitat Assessment Method Training - Level 2 QHEI (October 2011)
- Ohio EPA Credible Data Program: Biological Method Training - Level 2 Macro-invertebrate (June 2011)
- Ohio Watershed Academy (June 2011)



*William B. Showalter, P.S.*

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*Position/Title*

*Professional Surveyor,  
Surveying Department Manager*

*Duties*

*Surveyor*

*Education*

*B.S., Civil Engineering*

*Licenses*

*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.”*

*Konrad Adenauer*

**Lead Surveyor on American Land Title Association (ALTA) Survey for the construction of a cogeneration plant.** Land Survey and research of utility easements, road/highway rights of ways for the placement and construction of a new facility. Survey 50+ Acres, Cost < \$20,000, Manage office and field work.

**Lead Surveyor for Triad Hunter -Ormet 2-15 Boundary, topographic and construction layout of multi-million dollar oil and gas facility.** 300+ Acres, Cost > \$40,000, Manage office and field work

**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 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 Camden Clark Memorial Hospital South Tower Expansion.** Boundary and topographic survey of pre construction (existing) facilities. Construction layout of South Tower Expansion. 2+ Acres, Cost > \$20,000, Manage office and field work.





*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 schedule constraints are met.

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

We always involve the authorities-having-jurisdiction during the schematic design to make certain that we address any and all concerns that they may have, thus reducing costly changes during design and/or construction. We have a close working relationship with agencies such as the West Virginia State Fire Marshal's Office and 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.



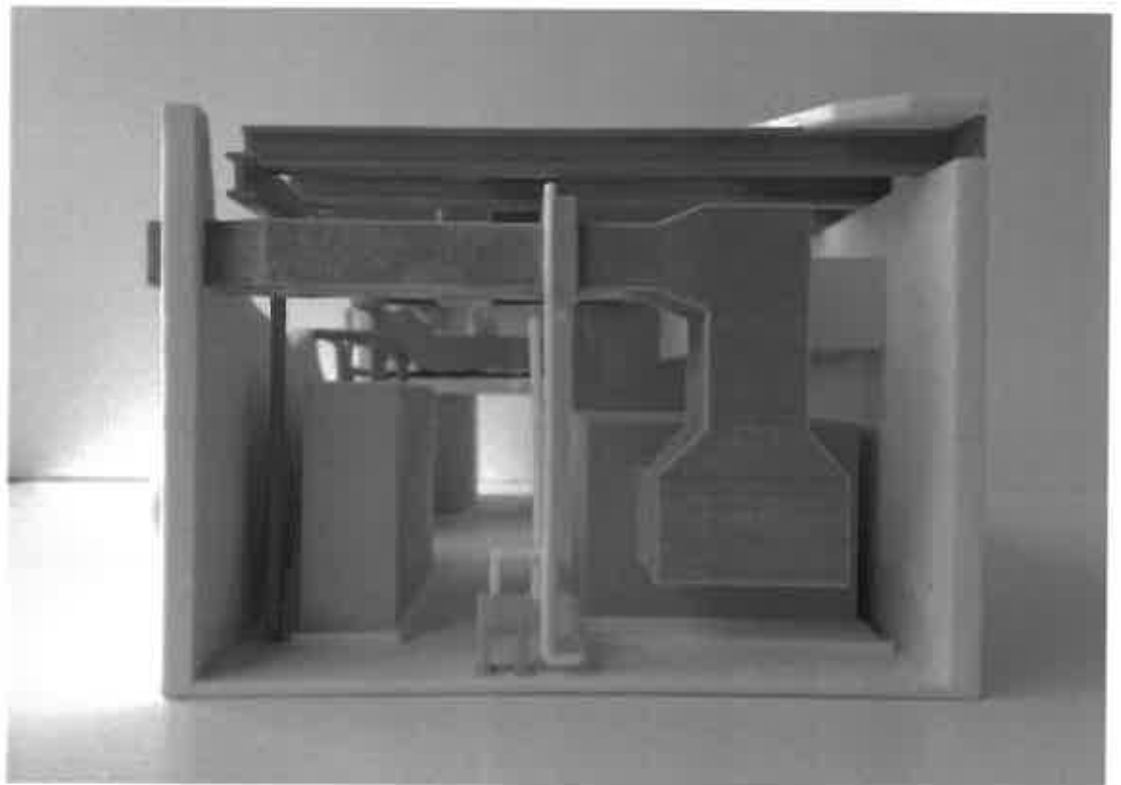
### ***Building Information Modeling***

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.







*Related Prior Experience*

*Type*  
Private

*Services*  
Civil  
Survey  
Project Management  
Construction  
Administration



Pickering Associates is working with Mondo Building and Excavating on the design of a new commercial development surrounding a marina in Williamstown, WV. The planned development will include four condo buildings, restaurants and retail, and a new boating marina including a concrete ramp and docks.

Pickering Associates completed all site design, utility design, grading layouts and design, stormwater management design, and concrete and paving design. The marina and new concrete boat ramp have been constructed, the docks are currently under construction.

As the project is located along the Ohio River, the team worked with the EPA and the Army Corp. of Engineers for permitting.

The project team consisted of Mark Welch, PE as the lead civil engineer, project manager, and construction administrator; Spencer Kimble, PE and John Bentz as civil engineers, and Bill Showalter as lead surveyor.

*Type*

Private

*Services*

Civil

Survey

Project Management

Construction Administration



Pickering Associates was hired by Ergon for a bank erosion and boat ramp construction project along the Ohio River. The project scope included a topographic survey, floodplain and building permits, Army Corp. of Engineers permitting, and construction drawings to repair the river bank and reconstruct the boat ramp.

The old non-compliant boat ramp was removed, and a new concrete ramp was constructed. The ramp was constructed for the plant's fire boat, so that potential fires could be fought from the river. Pickering Associates provided access road design, grading plans, site plans, and the design of the new ramp.

The project was completed in summer of 2016.

The project team consisted of Mark Welch, PE as the lead civil engineer, project manager, and construction administrator; Spencer Kimble, PE and John Benz as civil engineers, and Bill Showalter as lead surveyor.

*Type*

Recreation

*Services*

Architecture

Project Management

Construction Administration



Prior to merging with Pickering Associates in 2016, Associated Architects was hired to design a new trailhead recreational facility for the Hatfield - McCoy trail system in Boone County, WV. The new building was designed to provide trail riders with a central location to purchase trail permits, restroom facilities and parking. The building is the showpiece for all south-bound trail riders.

The total project cost was approximately \$1 million.

Type

Government

Services

Electrical

Mechanical

Plumbing

Construction

Administration



Pickering Associates worked in conjunction with Associated Architects on this state of the art recreation center, which is located on entrance road approaching Chief Logan Lodge and Conference Center.

This stand-alone facility features 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 area for indoor soccer, volleyball, and basketball; three indoor tennis courts; elevated walking track; and locker rooms with amenities, showers and daily-use lockers.

Extensive design was necessary for the aquatic center in order to control the humidity associated with the indoor pool. The fitness center's climate control system allows users to work out in a comfortable environment.

Lighting for the tennis courts was designed to be tournament approved.

This project has become a valuable attraction for the Chief Logan State Park Lodge and Conference Center.

Pickering Associates and Associated Architects were both hired by, and worked for, E.L. Robinson Engineering for this project. Design was completed on 12/21/09.

Reference: Eric Coberly | 304.776.7473



*Type*

Government

*Services*

Architecture  
Project Management  
Construction  
Administration



Prior to merging with Pickering Associates in 2016, Associated Architects was hired to design two new dormitories for Cabwayingo State Forest near South Charleston, WV. Both dormitories provided 25 beds for both men and women as well as four counselor beds and restroom facilities.

Total project cost was approximately \$1 million.



## *References*

# KANAWHA COUNTY SHERIFF'S OFFICE

## LAW ENFORCEMENT DIVISION

**JOHN RUTHERFORD**  
SHERIFF



**MICHAEL Y. RUTHERFORD**  
CHIEF DEPUTY

April 27, 2016

To Whom It May Concern:

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

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

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

Sincerely,



Michael Y. Rutherford  
Chief Deputy

MYR/dlh

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

301 VIRGINIA STREET, EAST • CHARLESTON, WV 25301

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





**ENGINEERING DEPARTMENT**  
301 Putnam Street - Marietta, Ohio 45750  
Phone (740) 379-5155 - Fax (740) 379-9000  
[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,

Joseph R. Tucker, PE  
City of Marietta



*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.



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.

# **LARRY LANG EXCAVATING, INC.**

**19371 ST RT 60**

**BEVERLY, OH. 45715**

*Phone (740) 984-4750 Fax (740) 984-2871 doubleldozer@lidozer.com*

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December 9, 2015

To Whom It May Concern:

We have worked with Pickering Associates for many years on many projects with great success and they are also a great customer for us. They work well with owners and contractors and if there are any issues that might arise they seek to find a solution that both parties can agree on.

We have had many opportunities for bid projects from Pickering and we would also recommend them to our clients when they need services for their Design and Building projects.

Their design teams are knowledgeable in Building Design, Engineering, and site work and communicate well with our staff and Superintendents.

They now have a great way of communicating through their new and enhanced Web Portal. They can share the Owner Project so the contractors can see the projects that our available for bids. Online Plan room where you can find projects anytime or anywhere and View Drawings Order Prints or Upload Files are very useful tools for communication.

The quality and level of the advice and information that we receive from Pickering is superior to other firms.

We all know that good planning and design work is very important in any project. And we are impressed with both the attention to detail and their scheduling that Pickering shows with each new project.

We trust Pickering and Associates and look forward to working with them on future projects.

Sincerely

  
Larry Lang

President



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

Larry Lang, Larry Lang Excavating  
740.350.7313  
doubleldozer@myway.com

John Anderson, Mondo Building and Excavating  
740.376.9396  
john@mondobuilding.com

**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.

DAVID A. BOGGS VP of OPERATIONS  
 (Name, Title)  
DAVID A. BOGGS VP of OPERATIONS  
 (Printed Name and Title)  
11283 EMERSON AVE. PARKERSBURG, WV 26104  
 (Address)  
304-464-5305 / 304-464-4428  
 (Phone Number) / (Fax Number)  
dboggs@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, INC.  
 (Company)  
DAVID A. BOGGS VP of OPERATIONS  
 (Authorized Signature) (Representative Name, Title)  
DAVID A. BOGGS VP of OPERATIONS  
 (Printed Name and Title of Authorized Representative)  
10/25/16  
 (Date)  
304-464-5305 / 304-464-4428  
 (Phone Number) (Fax Number)

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

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

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

**DEFINITIONS:**

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

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

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

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: PICKERIN ASSOCIATES, INC.

Authorized Signature: [Signature] Date: 10/25/16

State of WV

County of WOOD, to-wit:

Taken, subscribed, and sworn to before me this 25<sup>TH</sup> day of OCTOBER, 2016

My Commission expires MARCH 9, 2017.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** [Signature]

*Purchasing Affidavit (Revised 08/01/2015)*

