

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

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

RECEIVED  
2018 MAY -3 PM 12: 07  
WV PURCHASING  
DIVISION

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

PICKERING ASSOCIATES

Company

Maai F. Holt

Authorized Signature

May 3, 2018

Date

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

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

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

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

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

**DEFINITIONS:**

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

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

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

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

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: PICKERING ASSOCIATES

Authorized Signature: [Signature] Date: 5/3/18

State of West Virginia

County of Kanawha, to-wit:

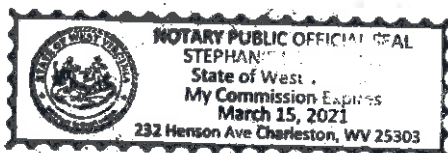
Taken, subscribed, and sworn to before me this 3<sup>rd</sup> day of May, 2018.

My Commission expires March 15, 2021.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** [Signature]

*Purchasing Affidavit (Revised 01/19/2018)*



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

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: Pickering Associates Address: 318 Lee Street, West  
Suite 200  
Authorized Agent: Traci Stotts Address: Charleston, WV 25302  
Contract Number: LOT 1800000001 Contract Description: WV Lottery Bldg  
Envelope study  
Governmental agency awarding contract: West Virginia Lottery Commission

☐ Check here if this is a Supplemental Disclosure

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

1. Subcontractors or other entities performing work or service under the Contract

☐ Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

☐ Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

☐ Check here if none, otherwise list entity/individual names below.

Signature: Traci Stotts Date Signed: 5/13/18

**Notary Verification**

State of West Virginia, County of Kanawha:

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

Taken, sworn to and subscribed before me this 3<sup>rd</sup> day of May, 2018.

Stephanie L. Donahoe

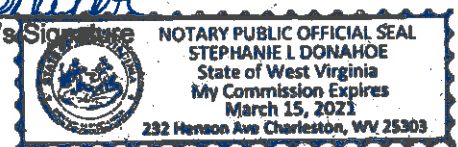
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_

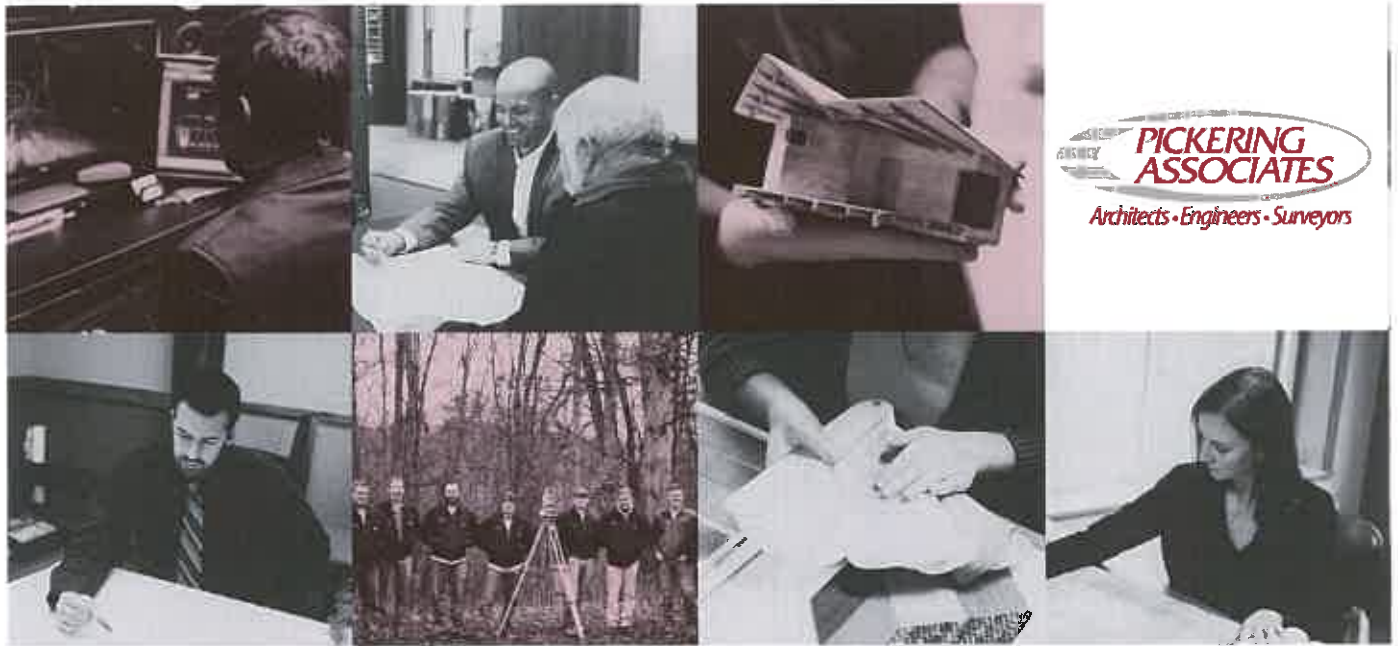


**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

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

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

PICKERING ASSOCIATES  
(Company)  
Traci Stotts, ARCHITECT  
(Authorized Signature) (Representative Name, Title)  
TRACI STOTTS, ARCHITECT  
(Printed Name and Title of Authorized Representative)  
May 3, 2018  
(Date)  
304-464-5305 304-464-4428  
(Phone Number) (Fax Number)



## **PICKERING ASSOCIATES**

### **EXPRESSION OF INTEREST: WEST VIRGINIA LOTTERY**

A/E Services for Building Study  
CEOI 0705 LOT1800000001

Charleston, West Virginia

May 3, 2018

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



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



Ms. Childers,

Pickering Associates is pleased to have the opportunity to submit this proposal for providing Architectural/Engineering services for the evaluation of the conditions of Lottery building envelope and the causes of air infiltration, frozen pipes, etc. Pickering Associates has done work for previous tenants of the building and possess drawings of the building.

We understand the scope of this project is to provide recommendations to alleviate the air infiltration issues and provide construction documents for corrective actions. Pickering is to provide construction project administration once the project has begun as well.

You will see that 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.

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 the owner and other stakeholders to define the project scope, determine budget, develop a schedule and identify any risks.

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

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

Once the WV Lottery representatives and the project team have finalized the recommendations and provided construction documents for the project, Pickering Associates will assist with bidding, negotiating, contracting and construction administration. 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,

A handwritten signature in blue ink, reading "Traci L. Stotts", is positioned below the "Respectfully submitted," text.

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



# *Management and Staffing*

**Charleston**

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

**Parkersburg**

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

**Fairmont**

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

**Marietta**

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

**Athens**

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

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



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

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

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

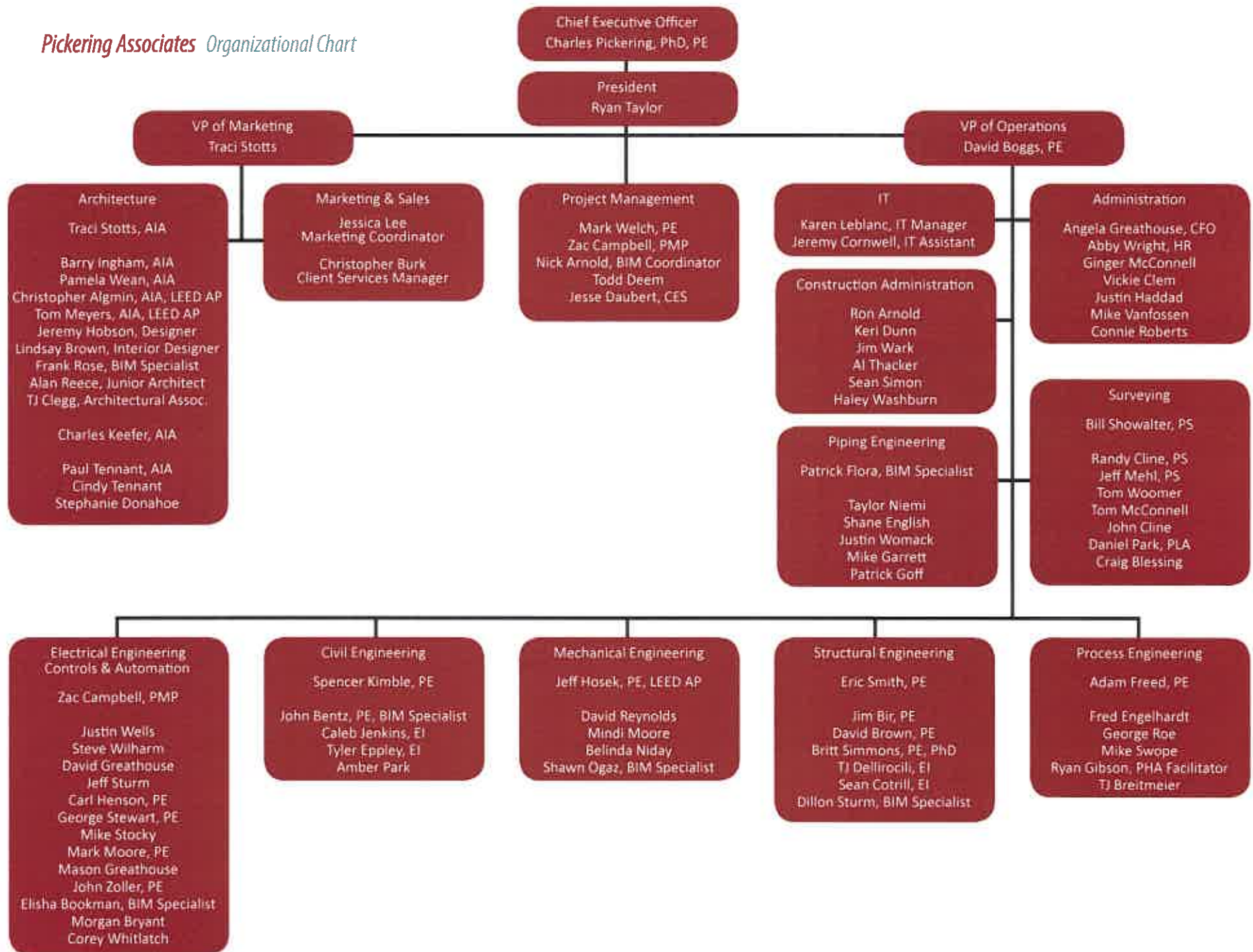
Our broad client base is representative of the area and includes education, healthcare, retail, utilities, municipal, chemicals and plastics, metals, and power generation among others. The types of projects we provide range from conceptualization and construction estimates to full turn-key design including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

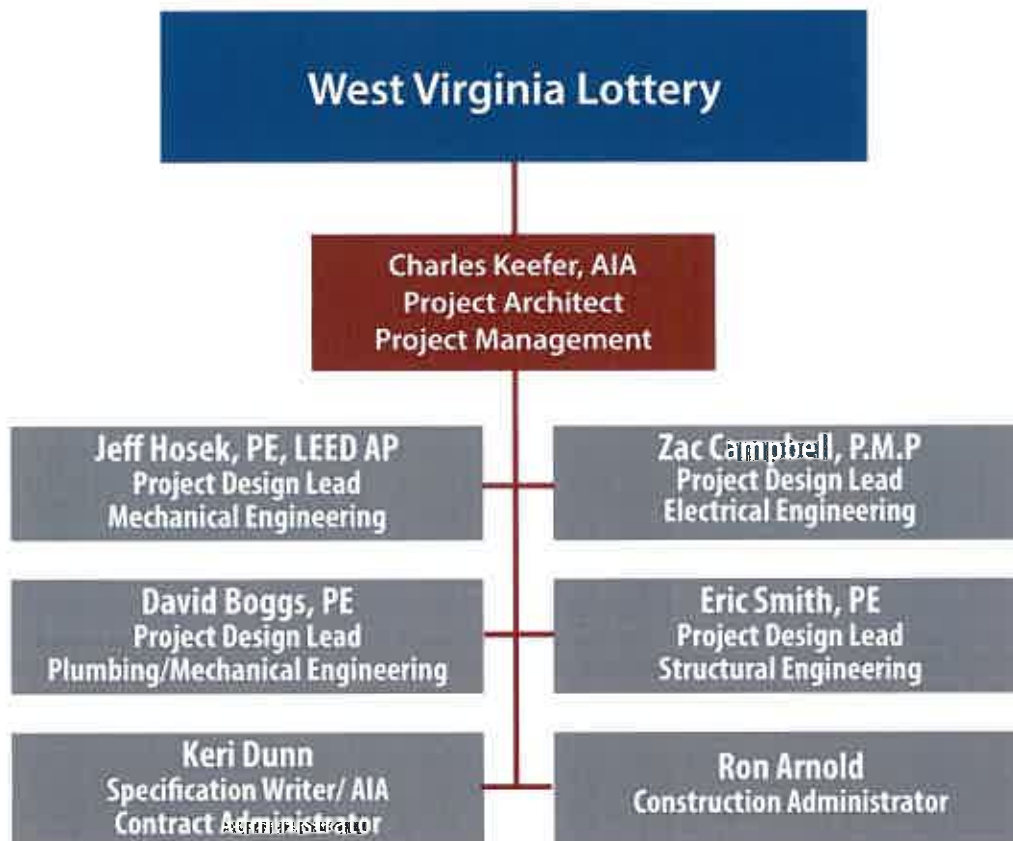
In choosing Pickering Associates, your project will be performed to your specifications with frequent meetings and status reports to keep you up-to-date on the status of the project. Our sole focus is your full satisfaction with the completed quality installation.





## Pickering Associates Organizational Chart







## *Technical Expertise*



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

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

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

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

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





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

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

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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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**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.





**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 determine 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 determine underground sanitary tie-in location, providing design and engineering for the medical gas distribution systems for the expansion, etc.



## *Eric Smith, P.E.*

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### *Position/Title*

*Structural Engineering Department Manager  
Civil/Structural Engineer*

### *Duties*

*Civil/Structural Engineer*

### *Education*

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

### *Licenses*

*Professional Engineer WV, OH*

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

*Vince Lombardi*

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

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

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

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

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

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

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

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

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

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



***Ronald D. Arnold***

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***Position/Title***

*Senior Construction Administrator,  
Estimator*

***Duties***

*Project Administration  
Construction Estimating*

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

*David McCullough*

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

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

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

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

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

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

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

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

**Construction Administrator for the roof replacement at Camden Clark Medical Center.** Scope included scheduling and leading pre-construction meetings with contractor and client, bi-weekly progress meetings during construction, provide weekly site visits, submittal review, RFI's, request for payments, change orders, and certificate of substantial completion. Arnold performed a thorough inspection of the jobsites and confirmed that the entire scope of the project was complete.





**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.





*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 Keeler, AIA, worked with the Kanawha County Commission and key stakeholders to make sure all programmatic needs were accommodated. The completed project cost was more than \$10 million.

Contact: Sheriff Jonathan D. Rutherford | 304.357.0216

*Type*

Private

*Services*

Architectural

Mechanical

Electrical

Structural



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

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

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



### Type

Government

### Services

Architectural

Civil

Survey

Structural

Mechanical

Electrical

Construction  
Administrator



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

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

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

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

Contact: Eric Lambert, City Engineer | 740.373.5495 | [ericlambert@mariettaoh.net](mailto:ericlambert@mariettaoh.net)



***Type***

Education

***Services***

Structural

Architecture

Project  
Management

Construction  
Administration



Due to repair and maintenance concerns and the general age of the plaza deck on the Rod Oldham Athletic Center at Parkersburg South High School, Wood County Schools contracted with Pickering Associates to prepare bidding and construction documents for the replacement of the plaza deck waterproofing system and brick wall and railing bordering two sides of the plaza deck at Parkersburg South High School in Wood County.

The existing plaza deck was constructed in 1972 covering approximately 2,450 SF. Pickering Associates prepared bidding and construction documents for the plaza deck replacement, which included demolition plans, new plaza deck plans, waterproofing details as necessary and specifications.

The project was completed on time, and came in under budget.



**Type**

Healthcare

**Services**

Architecture  
Construction  
Administration



Camden Clark Medical Center noticed a need to replace the existing roof areas at various locations on the Memorial Campus. The project consisted of replacing the existing built-up roof areas at different places with EPDM membrane. CCMC contacted Pickering Associates to handle the architectural design, bidding services, and construction administration for the project.

The areas were divided into four bid packages that were bid to contractors. The projects were to be awarded based on available funding, but all four packages were accepted and completed.

The architectural scope for the CCMC roof replacements included site visits to verify existing conditions, documentation of the existing conditions, and creation of drawings, providing documentation required for bidding to contractors, and front end documents and specifications.

The bidding services provided included the distribution of bid documents to invited contractors, responding to questions for contractors and creating bid document addendums, reviewing bids with CCMC and assisting the owner with award and contract, preparing standard AIA contract and working with CCMC legal representation, and scheduling and managing a contract signing/negotiating meeting.

The construction administration scope included scheduling and leading pre-construction meetings with contractor and client, bi-weekly progress meetings during construction, provide weekly site visits, submittal review, RFIs, request for payments, change orders, and certificate of substantial completion. At the project's end, our construction administrator performed a thorough inspection of the jobsites and confirmed that the entire scope of the project was complete.

The project team consisted of Traci Stotts, AIA, Ron Arnold and Sarah Arnold. Total construction cost equaled \$547,000.00 and the engineering cost was \$35,800.00.

**Type**

Healthcare

**Services**

Electrical

Mechanical

Plumbing

Structural

Construction  
Administration



Pickering Associates worked with Camden Clark Medical Center on structural issues at the brick façade of the North Tower. The existing brick on the northern face of the building built in approximately 1973, was beginning to show moderate signs of localized deterioration.

Pickering Associates worked to review the existing conditions and prepare an assessment report that would outline the current structural adequacy of the face brick and determine possible causes for the visible distress. Once the assessment report was complete, the owner proceeded with exploration and construction to fix the deterioration issues. Pickering provided services to prepare construction drawings and perform visual site inspections during the exploration and construction.

## ***Our Work*** *North Tower Window Replacement, Camden Clark Medical Center*

### ***Type***

Healthcare

### ***Services***

Architectural

Structural



Camden Clark Medical Center contacted Pickering Associates to replace the windows in the North Tower on the Fourth Floor. The windows units were removed and replaced with new storefront windows with one inch insulated glass. These windows were similar in design to the windows for the Third Floor renovations that Pickering Associates designed. The windows incorporated new louvers for the PTAC units.

Pickering Associates' engineers documented the existing conditions as pertaining to the project scope of work and verified the existing conditions as shown on CCMC's existing drawings. Our engineers created window evaluations, as well as schedule and details as required. Additionally, Pickering engineers created on drawing specifications for construction materials. Lastly, our engineers created project specific front-end documents to be included as part of the construction documents and bidding package.





**Type**

Healthcare

**Services**

Architectural

Civil

Structural

Electrical

Mechanical

Plumbing

Construction

Administration



Following a merger between the two major hospitals in the area, Camden Clark Medical Center wished to obtain architectural and engineering services for a cursory assessment and report for all existing buildings and sites at their St. Joseph campus and Belpre facility. The assessment included Architectural, Civil, Structural, Mechanical, Plumbing, and Electrical evaluation of the existing buildings, sites, and systems.

The goal of the project was three-fold: Assess the current condition of the existing facilities, create a prioritized list of repairs and/or upgrades, and provide estimated costs associated with the various repairs or upgrades. Cost estimates were prioritized by areas that needed maintenance or repairs immediately, with 5 years, and within 10 years.

As part of the assessment, the architectural scope of services included evaluation of the existing condition of elevators and dumbwaiters for compliance with ANSI code, all automatic-opening doors and roll-up gates, windows and sealant, and skylights in the lobby area. Pickering Associates also evaluated the major public circulation areas and reviewed for ADA accessibility compliance. Furthermore, an evaluation of the surface conditions of the existing roof material and determination of the existing life of each roof system was provided.

Recommendations on replacements and/or maintenance requirements were provided as well as ways to comply with ADA where deficiencies existed. Finally, Pickering Associates provided an evaluation and report on existing asbestos and mold, and provided cost estimates associated with proper remediation of each.

A final building assessment report was presented to the owner as the deliverable, including the findings of our evaluation, along with cost estimates that were prioritized for areas needing maintenance and/or repairs.

**Type**

Education

**Services**

Architectural

Mechanical

Structural

Mechanical

Construction

Administration



Pickering Associates assisted West Virginia University with the phased renovations of their new Downtown Center. The building is a 1930s era utilitarian commercial property in the heart of Downtown Parkersburg. Each phase was performed as the university received the grants and funding required.

The first phase of design entailed the facade renovation. Pickering Associates was able to provide the client with 3D renderings in order to effectively communicate the design and for use in securing grant funding.

The second phase replaced the decades old electrical services to the building which allows the college to have adequate service for their new learning environments.

The third phase involved construction of a new elevator shaft and control room as well as installation of a new 2,500 pound, three stop, hole-less hydraulic elevator. This new elevator was located in what will become the main entrance lobby of the ground floor and will serve three floors of the building.

The fourth phase of the project was roof replacement encompassing approximately 20,700 sq. ft. at two levels. The existing roof membrane and existing insulation was removed, all damaged sheathing was replaced and a new high performance, modified membrane roofing system was installed. Project also included replacement of gutters and downspouts, and new coping/parapet caps.

Other projects completed by Pickering Associates at this facility include window replacement, demolition, and abatement.

The team for this project consisted of Ron Arnold, Zac Campbell, PMP, David Boggs, PE, and Traci Stotts, AIA.





**Type**

Government

**Services**

Architecture

Project  
Management

Construction  
Administration



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

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

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

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

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

This project was completed on time and on budget.

**Type**

Education

**Services**

Structural



Franklin Elementary School was experiencing severe masonry wall cracking concentrated at mid-span of a wall at the music building addition and turned to Pickering Associates to provide recommendations for the remediation of this issue. This Wall/Foundation Assessment serves as an example of our experience regarding investigation and analysis of masonry and foundation deterioration issues.

Portions of the cracking became significantly worse over the summer of 2007 with a distinct vertical wall crack suddenly appearing at the end of the summer. Though conditions had stabilized since that time, the school wanted to tackle the issue to prevent further, more costly damage. The urgency of the situation was intensified when Pickering Associates later discovered a structural bar joist was located directly over the crack.

Pickering Associates assembled and reviewed the existing drawings, structural history and other relevant documentation and performed a visual site inspection along with a building survey. Based on this gathered data, we were able to prepare an assessment report that included probable causes, general repair recommendations and associated conceptual cost estimates.

*Type*

Education

*Services*

Structural



Williamstown Elementary School is over 100 years old and was experiencing severe seepage through the cut stone foundation walls for many years. The site adjacent to the walls exhibited poor drainage. Several years ago, an attempt was made to waterproof the wall but saw very little success or positive change in the situation.

Due to this moisture infiltration, air quality issues were raised in the basement classrooms. Wood County Schools then called on Pickering Associates to review and evaluate the situation, assist with the bid process and monitor the repair process. Pickering Associates prepared bid documents for complete site drainage and foundation wall waterproofing work to minimize this seepage.

The project consisted of the removal of the existing storm water drainage system on the north side of the school. A new storm line will connect all downspouts into a new catch basin. A new underdrain storm line will be installed and connected to the new catch basin. The site will be re-graded to ensure positive drainage away from the building and into the new catch basin. A pump will be installed into the catch basin that will pump all storm water into the city storm water system. A clay membrane liner will be installed on the exterior foundation wall.





## *Your Project and Our Approach*

### ***Your Project - Plan & Methodology***

Pickering Associates has experienced personnel available to evaluate the conditions and investigate the cause of cold air infiltration, frozen interior pipes, water leaks, etc. and provide recommendations and construction documents for corrective action, and construction project administration on the building envelope of the Lottery building. We have all architectural, engineering and construction administration services in-house that will be needed to complete your project. We have over 90 employees on staff ready to serve you and work on your project.

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

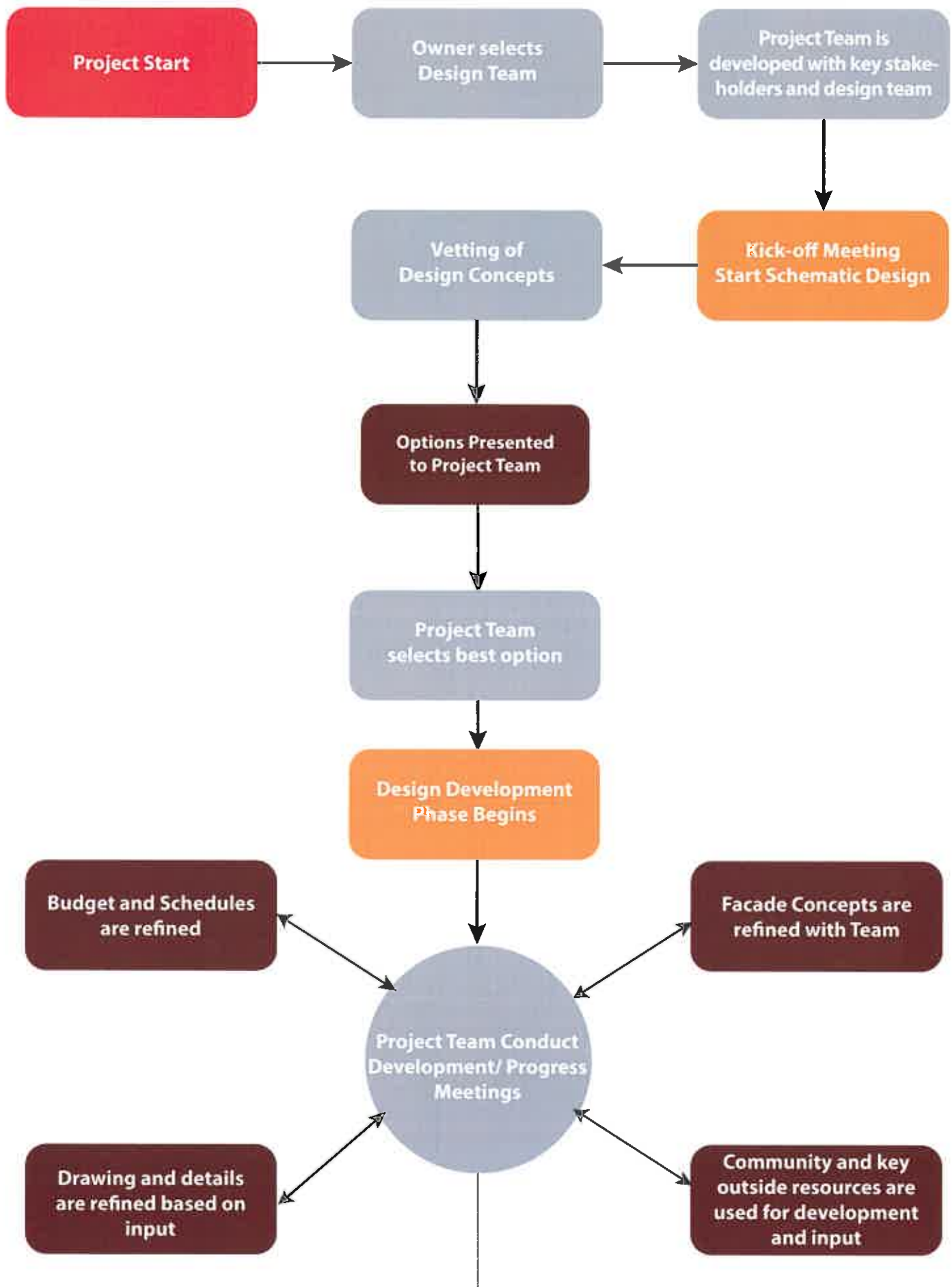
Our firm has a history of making sure that we clearly understand our customer's project scope of work, goals, schedule, and available budget prior to beginning design. We typically prepare estimates of probable construction costs throughout the design process at each phase deliverable to ensure that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

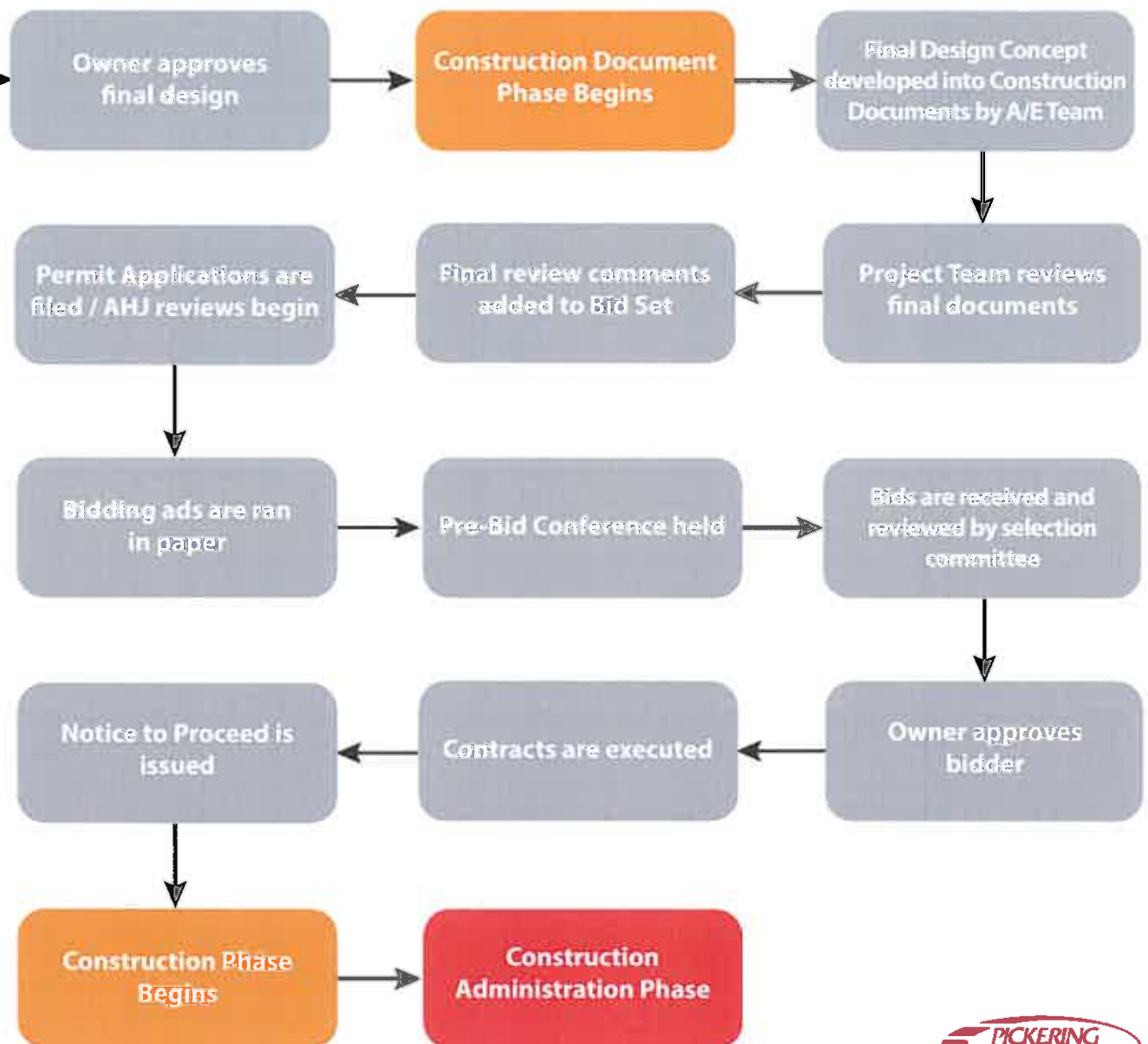
We also understand the importance of meeting a schedule for a project. We will sit down with you in the beginning of the project to discuss your project schedule desires and goals and communicate any concerns that we may need to discuss early in the project so they can be properly addressed and planned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

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

- 1: Determine the condition of the building envelope and the impact of air infiltration with attention to methods of improving airtightness in order to achieve a high-performance building, incorporating the efficient use of energy.
- 2: Determine the cause of interior cold areas, frozen pipes and water leaks with the intent to protect interior systems from extreme exterior temperatures and to ensure a safe and comfortable environment for occupants..
- 3: Determine alternative methodologies with pros and cons of each regarding the course of action necessary to correct the issues identified. Recommend appropriate evaluation studies and protocols to prevent short-term hazards and long-term risk in order to avoid future emergency events.
- 4: Provide construction documents and construction administration associated with the work necessary to correct the issues identified.

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





### Comprehensive Design

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

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

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

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

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

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





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

### **Consensus Building**

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

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

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

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

### **Cost Control**

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

### **Quality of Work**

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

### ***Performance Schedule***

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

### ***Sustainable Design***

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

### ***Multi-discipline Team***

We also believe that because we are a full-service firm, (having the majority of the designers, architects, engineers, landscape designers, surveyors, project managers, and construction administration professionals on staff and under one roof), we are able to provide a better coordinated project than firms who are required to use many outside consultants. We organize regular in-house project team coordination meetings throughout the design phases of a project to discuss and work-out any issues or concerns that may arise. We feel that this face-to-face coordination with our design team is more effective and efficient than coordinating via email or over the phone. Our close coordination efforts have proved valuable in many cases where the design schedule is accelerated and/or where there is equipment in the project that requires the effort and coordination of several disciplines. Typically, there are more change orders in firms that are not full service due to the difficulty and time required for drawing coordination.

### ***Cost Estimation***

In order to provide estimates for probable construction costs with accuracy, Pickering subscribes to and utilizes RS Means CostWorks On-Line. This tool provides comprehensive, localized, and up-to-date construction costs to help us create reliable estimates for our projects.

We know the importance of not only understanding our client's budget, but ensuring that the project is designed to fit into (and stay within) that budget. When an exterior addition is involved, we do our best to give our client a project that will not only look nice, but provide a design that will fit into the context of the existing facility by making it look like it belongs. We do not feel that it is appropriate to over-design a project to make a statement – thus increasing construction costs and making it difficult to stay within the client's project budget. We believe that it is more important to design features into the project that will allow for a better functioning project.

We utilize cost control methods to make sure that the overall project budget does not increase without the client's knowledge or prior approval. We typically provide an updated estimate of probable construction costs for each phase of design, thus monitoring and providing control for the project budget. If scope items are added to the project during the design phase we make certain that the client understands the implications and costs associated with each change or addition - prior to officially adding it to the project.



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

Pickering Associates approaches Building Information Modeling as a very useful tool that can accomplish goals that extend beyond the typical design and construction phases of the project. Defining the specific project expectations is critical for the owner and designers. We work with the owner and start with their anticipated use of the BIM model once construction is complete. From there, we work through the design schedule incorporating all aspects of BIM that will enhance the owners understanding of the project. We will assign model management responsibilities, quality assurance responsibilities, and level of development criteria – all linked to specific schedule milestones. We incorporate clash detection, collaboration tools, visualization capabilities, and analytical studies throughout to benefit the project development process. We utilize these aspects of BIM and elevate them with in-house 3D printing services to provide exceptional professional services. Many of our architectural and engineering leads, designers, and drafters are trained, proficient, and up to date on BIM software. We even have an in-house BIM coordinator that routinely provides training and updates to our staff to ensure that everyone has the proper training to perform the work we do.

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

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

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

### ***3D Scanner***

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



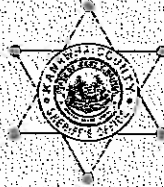
## *References*



# 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



**ENGINEERING DEPARTMENT**

304 Putnam Street - Marietta, Ohio 45750  
Phone (740) 373-5495 - Fax (740) 376-2006  
[www.mariettaoh.net](http://www.mariettaoh.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





300 Garfield Avenue  
P.O. Box 716  
Parkersburg, WV 26102  
(304) 424-2111

December 17, 2015

To Whom It May Concern:

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

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

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

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

Sincerely,

Barry K. Justice

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

Director of Engineering  
Camden Clark Medical Center



**CAMDEN CLARK MEDICAL CENTER**



**Physical Plant Department  
Wood County Schools Maintenance**

**4701 Camden Avenue  
Parkersburg, WV 26101**

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

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January 15, 2016

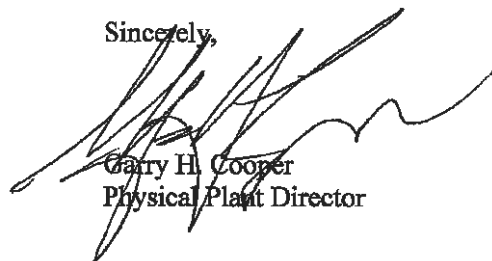
TO: Whom It May Concern

RE: Customer Reference – Pickering Associates, Inc.

Pickering Associates, Inc., have performed a wide variety of jobs for Wood County Schools in the past ten years. Pickering has handled project design and management for seven major roof replacement projects totaling in excess of \$5 million. Pickering has also performed engineering and site management on several HVAC, structural, and access control projects in the last decade. The Pickering team I have personally worked with – Jeff Hosek, Zac Campbell, Dave Boggs, Traci Stotts, Ron Arnold, Keri Dunn, and Ryan Taylor – have always been very professional, accomplished good work, and been easy to work with.

I have no problems recommending Pickering Associate's for any of the above mentioned projects – I don't think you will be disappointed.

Sincerely,



Garry H. Cooper  
Physical Plant Director



*Mayor*

Randall C. Rapp

*Recorder*

Cathy Smith

*City Council*

Roger Bibbee

Jim Miracle

Bruce Rogers

Steve Stephens

Tom Azinger

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

To whom it may concern,

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

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

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

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

Sincerely,

