PICKERING ASSOCIATES
Architects - Engineers - Surveyors

EXPRESSION OF INTEREST

Pickering Associates

Building #22 HVAC Renovations Design Project

Linda B. Harper, Buyer Supervisor

CEOI 0211 GSD1900000006

April 19, 2019

1:30 PM | (304) 558-3970

Charleston, WV

www.PickeringUSA.com

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

PICKERING ASSOCIATES
Architects • Engineers • Surveyors

Dear Review Committee:

Pickering Associates is pleased to have the opportunity to submit this proposal for providing Architectural/Engineering design services for the analysis and inspection of the Tax and Revenue Building #22 project. We feel confident our design team is uniquely qualified to provide design services for this project. A team approach between WV Department of Administration, General Services Division, and our engineers/architects is the key to the successful completion of your project.

Enclosed is our proposal outlining our technical expertise, management, staff capabilities and experience for providing high quality engineering and architectural services. The professional team at Pickering Associates delivers projects ranging in size and scope. By providing all aspects of the design for a project from within one company, we maintain better communication, coordination and create a strong partnership with our clients.

We understand the primary focus of your project is to perform a complete inspection and analysis of the 66,000 SF (five floors with a basement and mezzanine) Tax & Revenue Building #22 in Charleston, WV. The building needs a complete HVAC System, Lighting, and Generator Systems analysis and inspection, including the cost to bring the systems up to current commercial building standards. In addition to this analysis, the project also includes an interior space renovation to a private office and a cost estimate of the changes that would need to be implemented. We understand that this is a multi-phased, semi occupied renovation design, and that certain areas of the facility will need to be fully operational during construction phases. Along with our analysis and cost estimate, our firm will provide you with a construction phasing layout that will show the approach to achieve your goal.

We have completed many building assessments and are very familiar with this task. Our extensive experience involving projects in occupied structures gives great insight to issues that will need to be addressed. All our hospital projects have been in occupied structures. Pickering's coordination includes managing the people traffic in an out of a building, infrastructure, including electric, water, and air conditioning, as well as code enforcement and the WV State Fire Marshall's oversite. Our mechanical and electrical engineers along with myself will meet with the Owner to discuss all the project specifics as well and restrictions that need to be addressed. After the meeting Pickering will write a summary for review by the Owner prior to starting the building assessment.

I 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. We would conduct several phase gates and reviews during the project and highlight major milestones, ensuring potential issues will be identified early and addressed.

Once the State of WV and the project team have finalized the design of the project, Pickering Associates will assist in handle 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,

, AIA

Charleston Branch Manager | Project Manager

Contents

Your Project

Your Project - Plan & Goals

Pickering Associates has experienced personnel available to complete the design and management for the renovation designs for the Building #22 renovation and design project for the West Virginia Department of Administration, General Services Division. We have all architectural and engineering services in-house with over 90 employees on staff ready to serve you and work on your project.

We 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 and at each phase deliverable to ensure the scope of work stays in line with the project budget and meets your expectations.

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

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

1. Assess current HVAC, Lighting, and Code Compliance. Also, we would analyze the existinf generator loading.
2. Develoope a cost budget.
3. Design new office spaces to accomodate the needs of employees on the first floor.
4. Develope a Phasing Plan to allow the Owner to occupy the Building while renovations are being completed.
5. Revise budget based on Design and Phasing Plans.

Pickering has a complete construction administration department that is involved throughout the project. This helps minimize issues during bidding as well as create clear instructions and improved communication during the construction phase.

Our Unique Qualities:

We believe that Pickering Associates has many unique qualities that set us apart from other firms. Below is a list of qualities that we feel are worth mentioning or calling attention to:

1) **Full Service Firm:** Pickering Associates is a Full-Service A/E firm. We have all architects and engineers in-house, including surveyors. Being a full-service design firm, we can effectively and efficiently communicate with our entire team thus ensuring a well-coordinated design effort. Being that this project covers a wide variety of services, our team is able to collaborate and achieve the necessary work all in house. With one essential contact person, we will handle everything for you so that you get the design you want, without the hassle.

2) **Our Experience:** We have completed other government projects for the General Services Division that are very similar to your project. Currently we are starting the Design of the new Governors Mansion Roof in Charleston, WV. We understand the needs of the renovations, the importance of creating a space that meets all of your needs and that our design will be accomplished in a multi-phased approach, so that the building may remain semi occupied during construction phases. We have done various phased, occupied renovations in the past and understand the requirements that are needed to achieve this goal.

3) **Our Technology:** Pickering Associates uses Building Information Modeling (BIM), 3D Scanning, Virtual Reality, and 3D printing technology in developing our project concepts and throughout the design process, as needed. These tools also allow for us to better communicate the final layout and look of the project with our clients and allows our Clients to experience what the project will look like prior to construction beginning. This technology will help reduce the number of on-site visits and save your project time and money overall.

4) **Our Communication:** Our Project Manager will provide consistent communication with all project stakeholders throughout the project design and make sure that the project scope and schedule are aligned with the project requirements, and the client's desires and expectations. With a multi-phased project communication is key to the project success. We will work closely with the General Services Division to ensure design and construction schedule meets your facilities needs.

Company Background & Project Team

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 Fairmont, WV 26554
(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

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

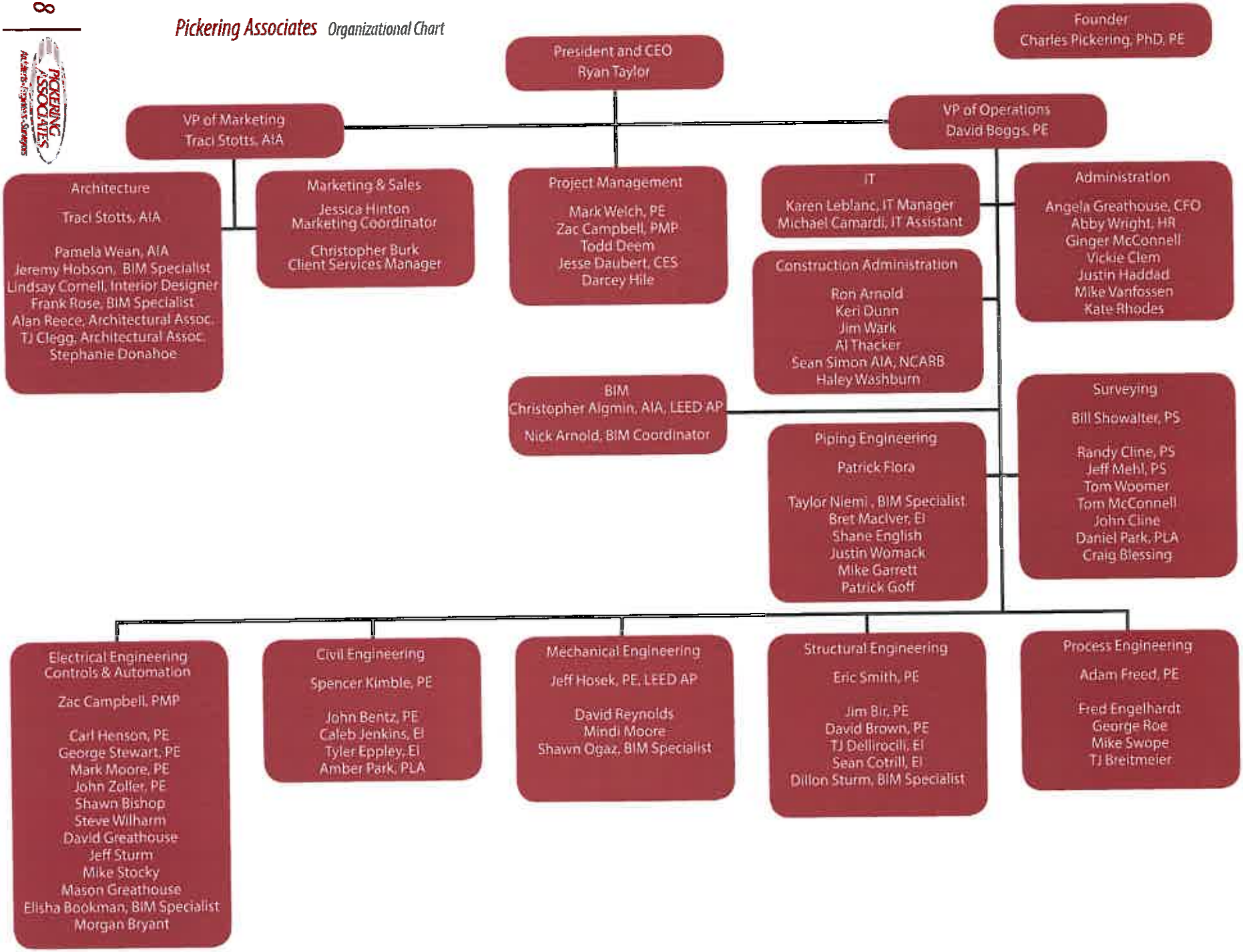
Listed as one of West Virginia's Top Engineering Firms for 2018, our architectural, engineering and surveying firm consists of an exceptional balance of experience and the desire to provide our customers with a quality product at a fair price. Our highly qualified staff includes licensed professional 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.

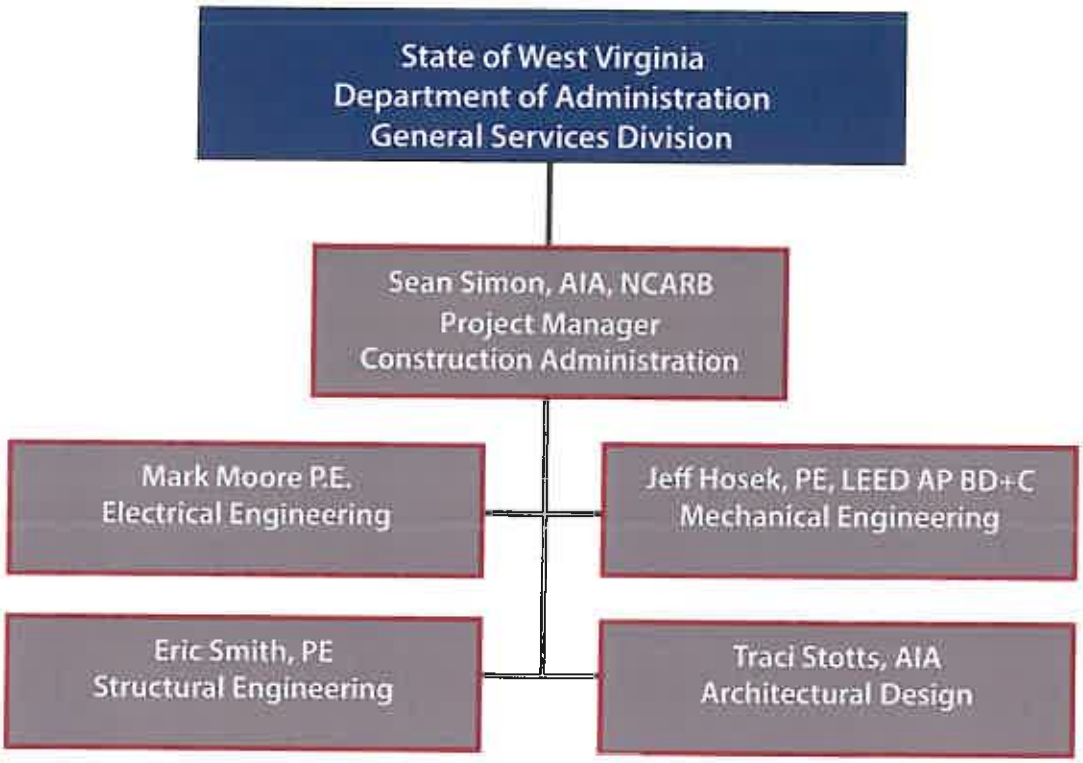
Successfully executing more than 10,000 projects in its history, the firm has built a tremendous wealth of experience gaining insight into what works for each of our client types. Those lessons learned add substance to our work and provide our clients with unparalleled value. Our objective is to partner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




State of West Virginia
Department of Administration
General Services Division
Sean Simon, AIA, NCARB
Project Manager
Construction Administration
Mark Moore P.E.
Electrical Engineering
Jeff Hosek, PE, LEED AP BD+C
Mechanical Engineering
Eric Smith, PE
Structural Engineering
Traci Stotts, AIA
Architectural Design

Technical Expertise

Quality is not an act, it is a habit.

Aristotle

Sean G. Simon, AIA, NCARB

Position/Title

Senior Construction Administrator
Project Architect
Branch Manager

Duties

Project Administration
Project Management
Project Architect
Cost Estimating
Quality Review of Final Bid Packages

Education

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

Licenses

Professional Architect - WV

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

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

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

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

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

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

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

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

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

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

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

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

Sometimes the questions are complicated and the answers are simple.

Dr. Seuss

Jeffrey D. Hosek, P.E.

Position/Title

Mechanical Engineer
LEED Project Engineer
Mechanical Engineering Department Manager

Duties

Mechanical Engineer

Education

University of Akron
B.S., Mechanical Engineering

Licenses

Professional Engineer WV, OH, KY, PA

Lead Mechanical Engineer for Emergency Department Consolidation and Patient Room Expansion project. Project scope includes providing design and engineering for the steam connection to the existing heating plant on the south tower with an underground feed to the new facility, coordinating heating tie-in, provide design and engineering for the heating piping distribution, provide design and engineering for the building's new chiller plant and piping distribution, provide design and engineering for the building's air moving equipment and distribution, provide design and engineering for the installation of miscellaneous equipment for the new floor plan arrangements.

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

Mechanical Engineer for a new FBI field office in Cleveland, Ohio. Energy efficient equipment and significant sound attenuation materials were used in this four-story building.

Lead Mechanical Engineer and Project Manager for OR Chilled Water project at Cabell-Huntington Hospital. Provided design options for reducing the levels of acceptable ranges, and implemented installing another chiller in series and replacing fan and coil components of the existing operating room air handling units.

Lead Mechanical Engineer for a new 5,400 SF medical office building located in Belpre, Ohio. This office is a satellite office for a previous client who wished to expand services. The new building is home to an Osteoporosis Clinic and DXA scanning suite which are capable of operating independently of each other.

Lead Mechanical Engineer for OB and pediatric department renovations. Project included re-routing existing portions of the supply, return and exhaust ductwork and modify/install new as necessary for the renovated spaces. Project also included relocated air devices and thermostats.

Lead Mechanical Engineer for Fifth Floor Medical/Surgical Nursing Unit Renovations. Project included removing two P-TAC units from each of the patient rooms on the north wing of the project area and replace with a 4-pipe heating-cooling unit in the ceiling space and new chilled and steam piping routed from the mechanical penthouse. Control for the units was connected to the existing facility automation system.

Lead Mechanical Engineer for a new Healthsouth suite on the fourth floor of the main hospital. Project included re-routing existing portions of the supply, return and exhaust ductwork and modify/ install new as necessary for the renovated spaces. Project also included relocated air devices and thermostats.

Lead Mechanical Engineer for the renovation of the first floor for Nursing and Dialysis. Project included design of new system for isolation rooms, re-routing existing portions of the supply, return and exhaust ductwork and modify/install new as necessary for the renovated spaces. Project also included relocated air devices and thermostats.

Lead Mechanical Engineer for the renovation of First East. Project included the renovation of over 11,000 SF of existing space on the first floor of the main hospital. Design included a medical/surgical nursing unit, dialysis and isolation area. The isolation rooms each required separate HEPA filter systems among other precautionary steps.

LEED project manager for converting a downtown Columbus, Ohio fire station into a local family health center. Replaced existing mechanical and electrical systems with updated energy-efficient systems. Existing equipment was recycled to limit construction waste and utilized local and regional materials to comply with LEED requirements.

Prepared plans for new VAV indoor steam and chilled water air handler with humidification for new surgery rooms. Reworked existing piping and ductwork to work with floor plan revisions.

Mark Moore, P.E.

Position/Title

Electrical Engineer

"Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do"

Pele

Duties

Electrical Engineer

Education

B.S. in Electrical Engineering from West Virginia University Institute of Technology

Licenses

WV, MD

Electrical Engineer for Randolph County Development Authority at Armstrong Manufacturing in Beverly, WV. Project scope included coordinating with utility companies, review existing distribution and make the needed adjustments, update documentation for new additions. Upgrade equipment and specifications for plant electrical distribution and changes, develop site layout and assist with construction negotiations and specifications.

Electrical Engineer for a Commercialization Station for the City of Bluefield, WV. Project scope included demolition of all existing power panels, receptacles, lighting, conduits, cable ducts, wiring, and data communication outlets. Additionally designs were made for all of the renovations needed in place for the project. Upgrades included LED fixtures, switching, mounts, the main distribution panel, receptacles and garage door motors.

Electrical Engineer for upgrades and installation of a new building complex that allows for Fermentation, Chiller Relocation in Maxwelton, West Virginia. Project Scope included electrical installation and distribution, demolition, location, and installation of new electrical equipment and fire alarm system. Design plan development, coordination with providing utility companies, interior lighting design for office space. As well as code requirements and upgrades.

Electrical Engineer for HVAC renovations for Cabell Huntington Hospital located in Huntington, WV. Project scope included design services for a new supplemental HVAC system to service the Pack/Prep and Decontamination center of the Hospital. This included outside air units and installation of new exhaust fans to help maintain pressure relationships. Additionally the team managed all coordination with the WV state fire marshall office and OHFLAC to obtain all the proper permits and approvals needed for the project.

Electrical Engineer for Ona Transmitting Station Electrical Study for WSAZ television station located in Charleston, WV. Project scope included electrical study and site survey of existing facilities to catalog the amounts remaining that were relocated. Additionally the team oversaw and made recommendations for the existing equipment so that it could be brought up to code standards.

Electrical Engineer for renovations made at the Memorial EP Lab Charleston Area Medical Center in Charleston, WV. Project scope included evaluation of existing equipment and distribution, demolition, and installation of new equipment. Developing installation plans for lighting adjustments, power conduit and wiring requirements, control cable raceways and fire alarm system upgrades. The team managed all coordination with Philips Healthcare to ensure all equipment requirements and specifications were met and up to date.

Electrical Engineer for renovations performed in the Wound Care Clinic at Cabell Huntington Hospital in conjunction with Ed Tucker Architects, in Huntington WV. Project included removal of existing electrical systems, developing a plan for new electrical layout and power installations. The team had to ensure that all life safety and emergency lighting requirements were met and up to date.

Electrical Engineer for phase 2 renovations for the new Music Therapy program facility at Marietta College in Marietta, OH. Project included removal of exiting light fixtures and set ups, designs and layout for new lighting specs and fixtures. The team had to ensure safety and fire alarm requirements were met and up to date , and design a new receptacle layout system for the building. Additionally the team had to handle and manage all coordination between Pickering and the Campus IT department to ensure designs and layout were capable for the campus's system.

Prior to joining Pickering Associates was an Electrical Engineer for Boiler replacement and renovations project for the West Virginia Capital Complex. Project Scope included design and layout, engineering studies, equipment specifications, and overseeing installation.

Prior to joining Pickering Associates was an Electrical Engineer for various electrical upgrades at the Mercer County Courthouse in Princeton West Virginia.

Prior to joining Pickering Associates was an Electrical Engineer for Medium Voltage Loop Upgrades project at Concord University in Athens, West Virginia.

Prior to joining Pickering Associates was an Electrical Engineer for a Keephills Coal Handling Project at Epcor in West Virginia.

Eric Smith, P.E.

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

Vince Lombardi

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

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 super-structure 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.

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

Ralph Waldo Emerson

Traci L. Stotts, AIA

Position/Title

Architect, Project Manager
Vice-President of Marketing and Development

Duties

Architect and Project Manager

Education

The Ohio State University
B.S., Architecture
University of North Carolina Charlotte
Professional Bachelor of Architecture
Marshall University
Master of Science in Technology Management

Licenses

Professional Architect WV, OH

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

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

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

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

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

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

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

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

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

Our Services

Comprehensive Design

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

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

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

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

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

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

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

Consensus Building

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

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

Defining and often re-defining the conflict is usually the next step. The project manager will get the participants to define the issues in terms of interests, which are usually negotiable, rather than positions, values, or needs, which usually are not. The project manager will then get the participants to brainstorm alternative approaches to the problem. This is typically done as a group effort, in order to develop new, mutually advantageous approaches. After the participants generate a list of alternate solutions, these alternatives are carefully examined to determine the costs and benefits of each (from each party's point of view), and any barriers to implementation are documented. Eventually, the choice is narrowed down to one approach which is modified, until all the parties at the table agree to the solution. The project manager then takes the agreement back to the owner for discussion and approval.

Cost Control

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

Quality of Work

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

Performance Schedule

With the selection of Pickering Associates, your organization gains the full depth of our organization. All projects are scheduled out through all phases of delivery by our resource manager and the project manager, assigning the necessary resources to perform to the schedule necessary for that project and highlight major milestones long before they could become an issue. With more than 90 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, we are able to provide a better coordinated project than firms who are required to use 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.

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 or 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!

Related Prior Experience

Type

Government

Services

Mechanical

Electrical

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

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

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

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

Type

Healthcare

Services

Architectural

Electrical

Mechanical

Plumbing

Structural

Construction Administration

Project Management

The project was to supply patient rooms with conditioned air including fresh outside air on the 3rd, 4th, and 5th floors. This required the removal of PTAC units located in exterior walls. Installation of a new rooftop unit on a structural steel framework with grated walk ways around the unit to provide access for maintenance. New interior variable air volume boxes, new ductwork, new piping, and associated electrical installations were added in order to deliver conditioned air through out each of the three floors. Since the project is located in a hospital, great care and coordination with phasing of the work was required to keep the facility in operation as well as ensuring that all construction activities did not interfere with operations of the Hospital. The existing piping system was a vertical riser system, meaning that one riser feed two rooms on each floor from top to bottom. In order to keep the hospital in operation work had to be completed in one half of a floor at a time. The project was bid was within 2% of the estimated construction cost and is expected to be completed in the fall of 2019.

Type

Government

Services

Architectural

Structural

Mechanical

Plumbing

Electrical

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

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

Another project currently under design in the same building is to add an emergency generator and stairwell pressurization fans for high rise building egress regulations. The historical stairwell has very large landings that are common to adjacent elevator lobby making it a challenging project. Project is expected to be constructed Summer of 2019.

Type

Healthcare

Services

Electrical

Mechanical

Plumbing

Structural

Construction Administration

Project Management

Cabell Huntington Hospital requested renovations to the central sterile processing area. Pickering Associates in coordination with Ed Tucker Architects and MIRC construction developed a plan to renovate sterile processing for the hospital by temporarily building a structure and minor renovations to corridors for access control. This allowed the hospital to maintain the necessary procedures and surgeries to their patients while the renovation occurred. The plans included 4 washers, 1 cart washer, 3 autoclave sterilizers for the renovations as well as plans for new sanitary holding tank and temporary compressed air, cold water, hot water, RO water, sanitary, power, controls, and HVAC to a mobile sterile unit and a site built temporary structure, also used the new equipment described. while the building was occupied. Other challenging portions included several pieces of equipment required modifications for power infrastructure, structural support, and ventilation for both the temporary location and permanent location. Construction/design began February 2018 and was completed June 2018. The processing units were down completely for less than 5 days.

Type

Healthcare

Services

Architectural
Civil
Electrical
Mechanical
Plumbing
Construction Administration
Project Management

The project includes renovation of approximately 4,550 square feet on ground floor of main facility for relocation of the inpatient pharmacy and approximately 3,290 square feet at an adjacent location for the relocation of respiratory therapy. Both of these spaces were located on opposite sides of a main circulation hallway. One of the issues with working inside the hospital was to redirect traffic around the work area until the work was finished. Temporary partitions were built at each end of the hallway that was temporarily closed during the construction. Another issue was setting a new roof top unit to serve the renovated space as well as tie-in to several existing ducts that served areas outside the renovation space. This work was located in the oldest part of the hospital so as demolition opened up walls and ceilings, things were found that were not on the existing drawings. Items that were addressed in the field included finding a roof drain that had been buried in a wall that now was in the middle of the new room layout. We rerouted the drain so it would be enclosed in the wall construction. Another issue we found were numerous floor penetrations above that were not sealed properly and structural steel framing that did not have the required fire proofing. Again we addressed these items in the field with approval from the Fire Marshall and corrected the issues before covering them up. This project also had 3 separate prime contractors from the Hospital in addition to the construction prime. Coordination between all 4 of the contractors was crucial and led to a very successful project.

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

Healthcare

Services

Architectural
Civil
Electrical
Mechanical
Plumbing
Construction Administration
Project Management

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

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

Type

Healthcare

Services

Architectural
Civil
Mechanical
Electrical
Plumbing
Structural
Construction Administration

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

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

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

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

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

References

April 18th, 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,

609 29th Street, P.O. Box 5097, Vienna, WV 26105 *Phone:* 304.295.4541 *Fax:* 304.295.0737

WVUMedicine

CAMDEN CLARK MEDICAL CENTER

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

July 9th, 2018

To Whom It May Concern,

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

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

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

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

Sincerely,

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

City of Marietta

ENGINEERING DEPARTMENT
304 Putnam Street – Marietta, Ohio 45750
Phone (740) 373-5495 – Fax (740) 376-2006
www.mariettaoh.net

November 15, 2018

To Whom It May Concern:

Pickering Associates has worked with the City of Marietta on our City Hall Building Renovations, Armory Elevator Renovations, various Waste Water Treatment Plant Projects, 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. Zac Campbell, Traci Stotts, Ron Arnold, and other Architects, Designers and Engineers have worked closely with our staff to run projects as efficiently as possible. Also Jim Wark with Pickering Associates has worked with the Engineering Department and City Staff for the past 3-years to provide Comprehensive Construction Administration Services from constructability review prior to bidding to final closeout of the project.

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

Joseph R. Tucker, P.E.
City of Marietta

LARRY LANG EXCAVATING, INC.

19371 ST RT 60

BEVERLY, OH. 45715

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

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 D Lang

Larry Lang

President

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 L. Stotts, AIA, VP Marketing
(Name, Title)
Traci L. Stotts, AIA, VP Marketing
(Printed Name and Title)
11283 Emerson Ave Parkersburg, WV 26104
(Address)
(304) 464-5305 / (304) 464-4428
(Phone Number) / (Fax Number)
tstotts@pickeringusa.com
(email address)

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

Pickering Associates
(Company)

Traci L. Stotts AIA, VP Marketing
(Authorized Signature) (Representative Name, Title)

Traci L. Stotts, AIA, VP Marketing
(Printed Name and Title of Authorized Representative)

04/19/19
(Date)

(304) 464-5305 / (304) 464-4428
(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: GSD1900000006

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)

[✓] Addendum No. 1	[ ] Addendum No. 6
[✓] Addendum No. 2	[ ] Addendum No. 7
[ ] Addendum No. 3	[ ] Addendum No. 8
[ ] Addendum No. 4	[ ] Addendum No. 9
[ ] Addendum No. 5	[ ] Addendum No. 10

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

Pickering Associates
Company

Authorized Signature

04/19/19
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 exceed 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: Mary L. Scotts Date: 4/19/19

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 19th day of April, 2019.

My Commission expires March 15, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC Stephanie L. Donahoe

NOTARY PUBLIC OFFICIAL SEAL
STEPHANIE L DONAHOE
State of West Virginia
My Commission Expires
March 15, 2021
292 Henson Ave Charleston, WV 25303

West Virginia Ethics Commission

Disclosure of Interested Parties to Contracts

(Required by *W. Va. Code* § 6D-1-2)

Name of Contracting Business Entity: Pickering Assoc **Address:** 11283 Emerson Ave. Parkersburg, WV 26104

Name of Authorized Agent: Traci Stotts **Address:** Same

Contract Number: CEOI 0211 GSD 1900000006 **Contract Description:** Architectural/Engineering

Governmental agency awarding contract: General Services Division

☐ **Check here if this is a Supplemental Disclosure**

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

1. **Subcontractors or other entities performing work or service under the Contract**
   ☑ Check here if none, otherwise list entity/individual names below.

2. **Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**
   ☐ Check here if none, otherwise list entity/individual names below.
   Ryan Taylor

3. **Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**
   ☑ Check here if none, otherwise list entity/individual names below.

Signature: Traci L. Stotts Date Signed: 4/19/19

Notary Verification

State of West Virginia, County of Kanawha:

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

Taken, sworn to and subscribed before me this 19th day of April, 2019

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: _____

NOTARY PUBLIC OFFICIAL SEAL
STEPHANIE L. DONAHOE
State of West Virginia
My Commission Expires
March 15, 2021
252 Henson Ave Charleston, WV 25303