



# EXPRESSION OF INTEREST



Hawks Nest, Pipestem Resort, and Twin Falls Resort State Parks  
A/E Services for Structural Repairs at Various State Parks  
CEOI 0310 DNR 1900000006  
Guy Nisbet | 304.558.3970  
West Virginia  
February 25th, 2019

Mr. Guy Nisbet  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305



Mr. Guy Nisbet,

Pickering Associates is pleased to have the opportunity to submit this proposal for providing Architectural/Engineering services for the Structural Repair Project at Various State Parks throughout West Virginia. We feel confident our design team is uniquely qualified to provide design services for this project.

Please accept our proposal outlining our technical expertise, management, staff capabilities and experience for providing high quality engineering and architectural services. The approach we offer has advantages in methodology and delivery, which will elevate the success of your project both now and for years to come. Our firm is capable of providing full architectural and engineering services in house to complete the scope of your project and has had the opportunity to provide full architectural and engineering services to multiple governmental agencies throughout our history.

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.

From our initial review of the project scope listed in the Request for Services we understand this project requires our team to investigate, plan, design and specify any and all structural repairs and improvements for certain buildings and various other structures at Hawk Nest, Pipestem Resort, and Twin Falls Resort State Parks. Each park has designated areas that will be repaired and any changes must meet ADA compliance. The designated areas at Hawks Nest State Park are the main lodge building and surrounding areas. At Pipestem Resort State Park the upper tram and gift shop complex, the lower tram station, the Mt Creek Lodge and the amphitheater will be evaluated. At Twin Falls Resort State Park the old main lodge, and the outdoor pool and recreation building will be demolished and replaced with a new Pro Shop and sprayground area.

Some challenges that can occur with these types of projects can come from multiple sources but most will stem from the uniqueness of each building and the conditions found in each. Through the years, Pickering has taken pride in finding unique solutions to some of the most challenging problems. From a very short delivery/need based schedule for emergency work to limited and stretched budgets/funds. You will find a growing list of repeat clients who come back to Pickering because of the importance we place on each and every job we work on as well as every single client we interact with.

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

We look forward to personally discussing our qualifications to complete this project on time, within budget and exceeding the standards of any firm you may have worked with previously.

Should you have any questions regarding this proposal, please do not hesitate to contact us.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Mark A. Welch". The signature is fluid and cursive, written over a white background.

Mark Welch, P.E.

Project Manager, Department Manager

[mwelch@pickeringusa.com](mailto:mwelch@pickeringusa.com) | 304-464-5305 EXT: 1301



# *Contents*

- 1** Your Project
- 5** Our Company
- 11** Technical Expertise
- 29** Our Services
- 35** Related Experience
- 47** References



# *Your Project*

## ***Your Project = Plan & Goals***

Pickering Associates has experienced personnel available to design and manage 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 architects or engineers 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. Being that this is a renovation project from the buildings designed and constructed in the late 1960's to early 1970's, certain wear and tear issues may arise due to the age of the buildings. In our experience we have found unique ways to solve different problems that can arise with such issues as well as try to understand the original intent and design behind the structures.

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

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

1. Evaluate the various structures at each site and assess the existing and possibly future issues, focusing on making the facilities ADA compliant.
2. Communicate evaluation findings with the owner so that our team can align the Owner's goals along with the findings to generate a defined project scope.
3. Provide preliminary schematic designs for the owners with routine meetings and check in points with staff to ensure goal alignment is secured before detailed design.
4. Ensure all designs and suggestions made for the structural repairs and improvements are within the project budget.
5. Provide demolition documents and drawings for the Twin Falls Resort State Park pool and recreation center.
6. Provide schematic and construction documents for the new Pro Shop and Sprayground area.
7. Provide detailed construction documents for the owners and prepare all documentation and specifications for Bidding and Construction Administration Documents.

## 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.

2) **Our Experience:** We have completed other structural projects (both new buildings and existing renovations) that are very similar to your project. We understand the needs of these repairs as well as the new Pro Shop and sprayground area, and the importance of creating a space that is inviting and accessible for all users, and are familiar in working with state agencies as well as various stakeholders who are typically very involved in these types of projects.

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 project completion.

4) **Our Communication:** Our Project Manager will provide consistent communication with all project stakeholders throughout the project and make sure that the project's scope and schedule are aligned with the project requirements, and the client's desires and expectations.





# *Our Company*

**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

Founded in 1988, Pickering Associates has been providing architectural, engineering and surveying services throughout West Virginia and Ohio regions 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.

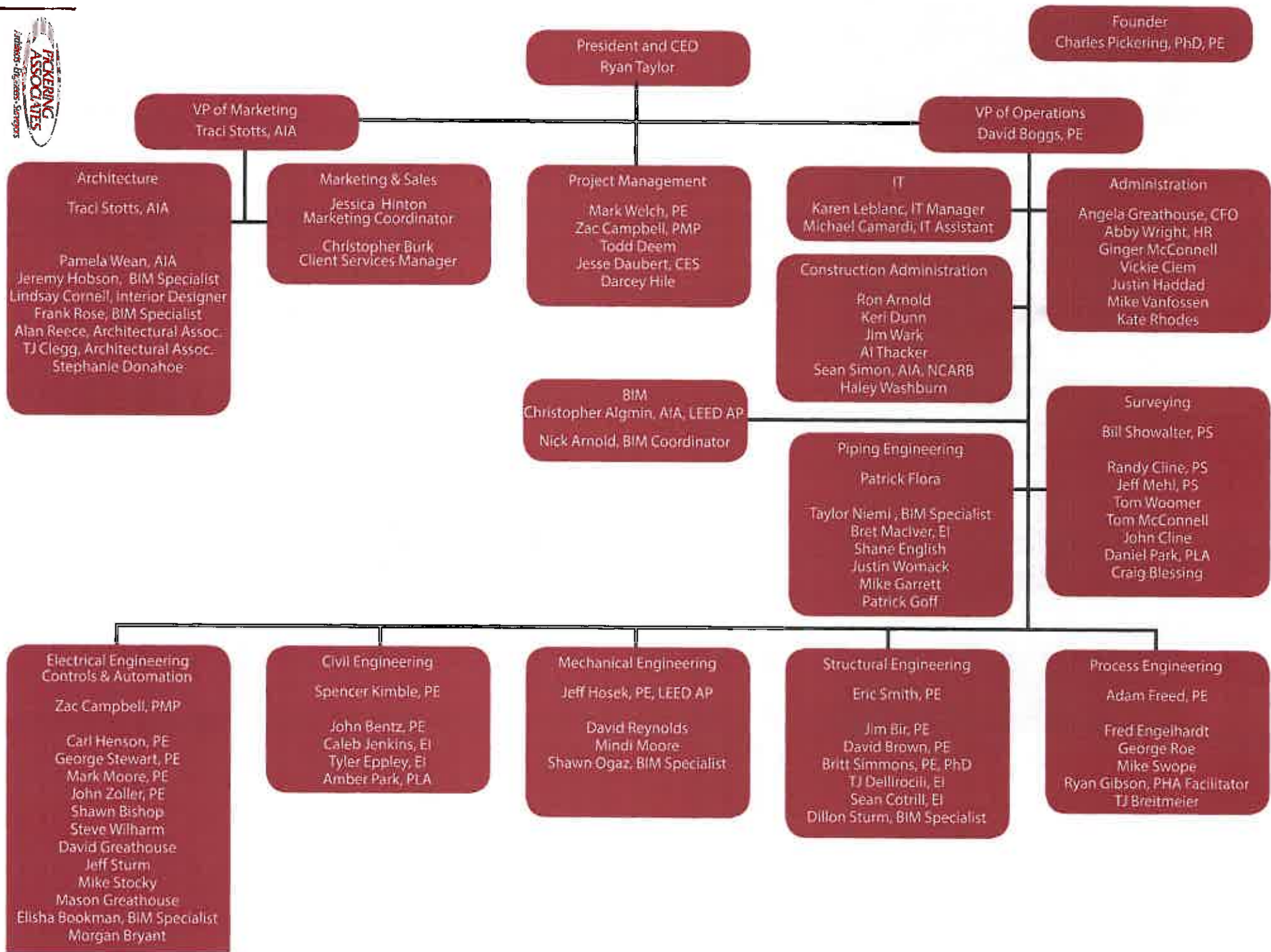
Successfully executing more than 10,000 projects in its history, the firm has built a tremendous wealth of experience gaining insight into what works for each of our client types. Those lessons learned add substance to our work and provide our clients with unparalleled value. Our objective is to partner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

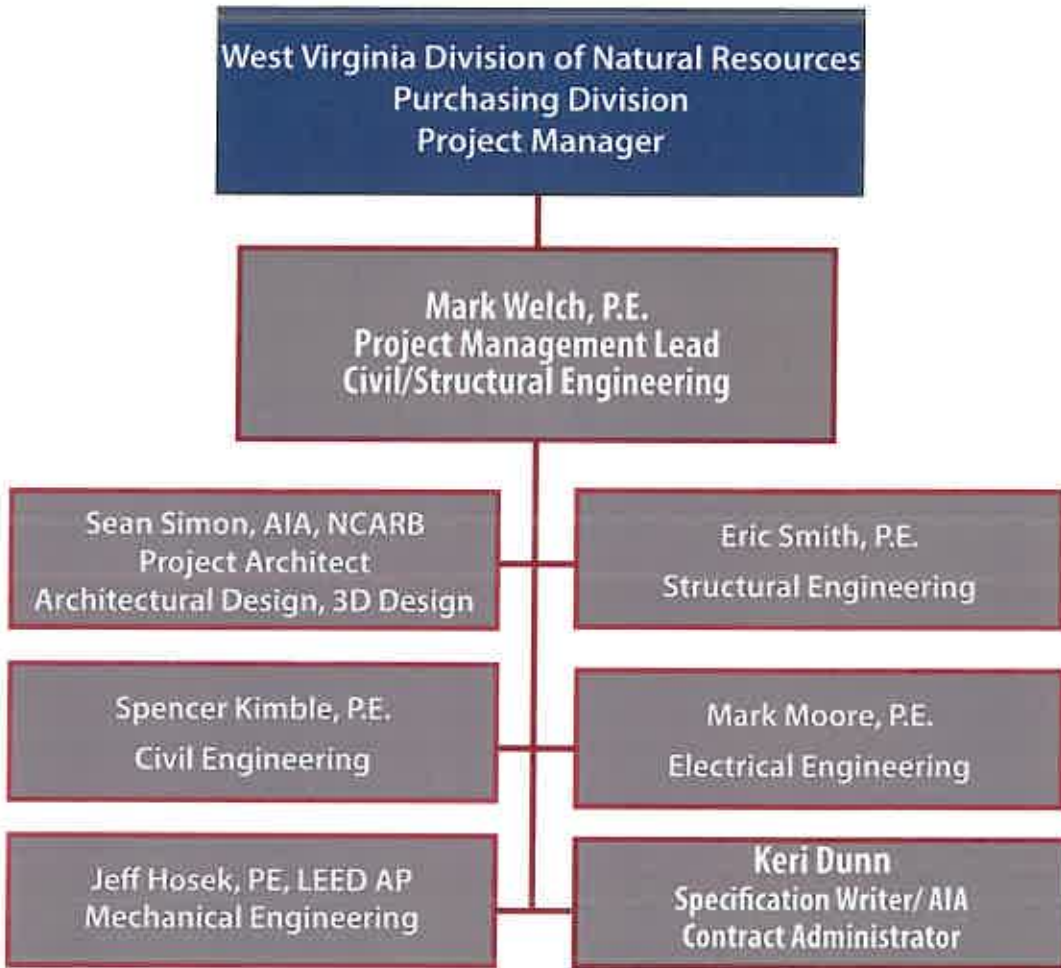
Our broad client base is representative of the area and includes education, healthcare, retail, utilities, municipal, chemicals and plastics, metals, and power generation among others. The types of projects we provide range from conceptualization and construction estimates to full turn-key design including 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.

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









# *Technical Expertise*



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**Mark Welch, P.E.**

**Position/Title**

Civil Engineer,  
Civil Engineering Department Manager

**Duties**

Civil Engineer and Project Manager

**Education**

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

**Licenses**

Professional Engineer WV, OH, LA

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

*Abraham Lincoln*

**Lead Civil/Structural Engineer for new Emergency Department Consolidation and Patient Room Expansion project.** Project consisted of evaluating storm water management requirements per City, County, State, and NPDES requirements, create site layout showing proposed structure(s), retaining walls, major signs, sidewalk, landscaping, drives, and parking lots, designing grading, drive alignment, parking lot geometry, and storm water drainage, Coordinate proposed design with respective utility providers, etc.

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

**Lead Civil Engineer for new 930 SF equipment room addition and renovations to approximately 6500 SF of existing space on the ground floor of the main hospital at the Memorial Campus of the Camden Clark Medical Center.**

**Assisted in the design to enclose an existing courtyard between two buildings in order to house both transportation and phlebotomy offices in a hospital in Parkersburg, West Virginia.** Designed combination structural steel/cold-formed metal roof and lateral force-resisting system to accommodate existing building characteristics and movement.

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

**Lead Civil Engineer for CCMC memorial campus documentation** – located existing outside utilities on the entire memorial campus master plan including water, sanitary sewer, electrical main, fire truck water connections, etc.

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

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

**Lead Civil Engineer for a polymer recycling facility located in the Polymer Alliance Zone in Davisville, WV.** Civil design included utilities, grading, site layout, roadways, parking, loading docks, retaining walls, site drainage, sediment erosion control.

**Lead Civil Engineer for a brownfield development of approximately 30 acres to be used for a new manufacturing facility in West Virginia.** Design includes utilities, grading, site layout, roadways and parking and erosion control.

**Lead Civil Engineer for an expansion of operations at a refinery in Marietta, Ohio.** Civil design included utilities, grading, site layout, roadways, and site drainage of approximately one acre.

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

**Project Manager and Civil Engineer for multiple fresh water storage ponds for vertical and horizontal Marcellus Shale natural gas drilling operations throughout West Virginia.** Design typically included site grading, cut and fill design, storage volume analysis and design, and embankment slope stability design.



**Sean G. Simon, AIA, NCARB**

**Position/Title**

Senior Construction Administrator  
Project Architect

**Duties**

Project Administration  
Project Management

**Education**

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

**Licenses**

Professional Architect - WV

*Quality is not an act, it is a habit.*

*Aristotle*

**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 monitors 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 desks were made for many of the mid-level management.



*Eric S. Smith, P.E.*

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**Position/Title**  
Structural Engineer  
Department Manager

**Duties**  
Structural Engineering  
Department Manager

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

**Licenses**  
Professional Engineer WV, OH

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

*Vince Lombardi*



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

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

**City of Marietta City Hall Renovations, Marietta, OH.** Prepared structural plans while working closely with multiple disciplines, for the renovation of the existing city hall; which included the addition of an elevator for handicap access.

**Marietta City Armory Renovations, Marietta, OH.** Worked closely with the project Architect for the renovation of the historical building. The renovations required calculations of heavy structural timber and the preparation of structural plans.

**Roof and Elevator Addition Project for Christ United Methodist Church Marietta, OH.** Assisted with structural plans and collected field measurements for the addition of an elevator for handicap access.

**City of Marietta Wastewater Treatment Plant Renovations, Marietta, OH.** Prepared structural plans for the renovation of the existing treatment plant, which included the addition of buildings and heavy modifications to the existing administration building.

**Structural Engineer of Record for the Ohio Department of Transportation Facility of Washington County, Ohio.** Project included pre-engineered metal building, tensioned fabric structures.

**Structural Engineer of Record for NESHAP Improvements at Eramet Marietta, Inc.** Projects included the additions and modifications to the fume capturing structures and equipment. Structures consisted of foundations for a baghouse and fan, multiple large duct supports and building modifications.

**Bridge Project for Orion.** Performed annual bridge safety inspections and verified structural capacity of a three span pre-stressed, post-tensioned T-beam bridge. Assisted in the structural calculations for the emergency repair of a 334' tall stack supported by a truss tower and also several rehabilitation repair projects.

**Structural 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, and Wastewater Treatment Plant improvements.**

**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.**

**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.**



## *Spencer Kimble, P.E.*

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### *Position/Title*

*Civil Engineering Department Manager*

### *Duties*

*Civil Engineer  
Project Manager*

### *Education*

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

### *Licenses*

*Professional Engineer WV, OH*

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*A ship in port is safe, but that is not  
what ships are for. Sail out to sea and  
do new things.*

*Rear Admiral Grace Hopper*

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

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

**Civil Engineer for approximately 2 miles of new waterline and sewer line installation in Williamstown, WV.**

**Civil Engineer for approximately 4,600 linear foot of waterline and meter replacement in Marietta, OH.**

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

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

**Civil Engineer for approximately 4,000 linear ft of new water and sewer lines to extend the main line utilities from the City of Williamstown to a new commercial development.** The project also includes the design of two sanitary sewer lift stations.

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

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

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

**Lead Civil Engineer for renovation and reconstruction of a caustic tank loading/unloading facility at a local chemical plant.** Project included construction of cast in place concrete dike wall to ensure compliance with regulations. Design also included multiple utility relocations, layout of new pipe racks and retaining walls, etc.

**Lead Civil Engineer for construction of an mobile tank farm at a local chemical plant.** The tank farm was equipped with heating hookups for a portion of the trailers. Design included site grading and layout, utility design and routing, sediment and erosion control, truck turning analysis, etc.



**Mark Moore, P.E.**

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**Position/Title**

*Electrical Engineer*

**Duties**

*Electrical Engineer*

**Education**

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

**Licenses**

*WV, MD*

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*"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"*

*Pete*

**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 Maxwellton, 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 marshal 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 Keepphills Coal Handling Project at Epcor in West Virginia.**



*Jeffrey D. Hosek, P.E.*

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***Position/Title***

*Mechanical Engineer  
LEED Project Engineer  
Mechanical Engineering Department Manager*

***Duties***

*Mechanical Engineer*

***Education***

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

*Dr. Seuss*

***Licenses***

*Professional Engineer WV, OH, KY, PA*

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

**Commissioning Agent and LEED Manager for new LEED certified building for Washington Electric Coop.** Project included a new 30,000 SF office and warehouse building, and was successful in obtaining LEED Silver certification.

**Mechanical Engineer of record for the design of a new \$25M high-rise dormitory at Glenville State College, in Glenville, WV.** Project included water source heat pumps with local thermostats. An automated and integrated control system was interfaced into the existing system for central control.

**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.

**Project Manager performing an intense study to assess redundant cooling to Ohio University's Computer Center in Athens, OH, which houses their main servers.** Proposed several options, potential impacts to the installation time, and provided cost estimates for each option.

**Project Manager and Mechanical Engineer for the revision of exhaust duct system around multiple welding stations, replacing exhaust fans and balancing make-up air in the Welding Shop of Wood County Technical Center.**

**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.

**Project Manager and Lead Mechanical Engineer for the demolition of existing equipment and installation of new sterilization equipment for Ohio University 'The Ridges' Konneker Research Lab.** Project scope included preparing demolition drawings of water, steam and waste piping, as well as the exhaust hood. Other task include preparing the construction plans for new exhaust hood and new tie-in locations for water, steam, and waste piping.

**Project Manager and Mechanical Engineer for a new Career Center in Groveport, Ohio.** Design included a body shop, paint spray booth, vehicle exhaust systems and radiant tube heating.

**Lead Mechanical Engineer for the renovation of an existing office building for National College.** The 20,000 sf renovation included a new layout of classrooms and office areas to meet the needs of the college. The project included design and engineering for a VAV HVAC system utilizing gas fired electric cooling rooftop units. Other task included providing design and engineering for building exhaust on the bathrooms, janitor rooms, and the building's entries to use an auxiliary wall for a floor mounted electric heater.

**Project Manager for the design of a Mass Notification System at Ohio University in Athens, Ohio.** Project included multiple speaker arrays placed campus-wide to act as an alarm and provided instructions to the students and faculty in case of emergency.

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

**Project Manager and Mechanical Engineer for Olentangy School District in Columbus, Ohio for three new elementary schools, one new middle school and one new high school.** Design included hot water heating system with DX indoor air handlers.



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***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.

**Recent projects include:**

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



# *Our Services*

### Comprehensive Design

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

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

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

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

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

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

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

### **Consensus Building**

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

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

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

### **Cost Control**

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

### **Quality of Work**

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

### ***Performance Schedule***

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

### ***Sustainable Design***

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

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

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

### ***Cost Estimation***

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

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

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

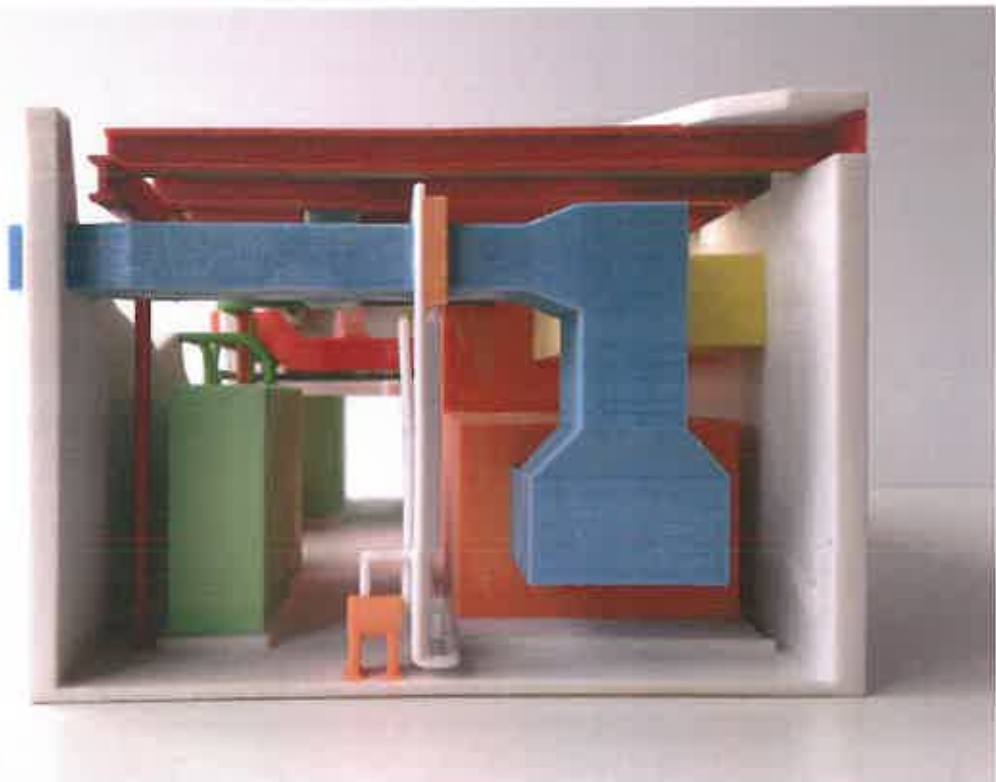
### ***Building Information Modeling***

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

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

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

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





# *Related Prior Experience*

*Type*

Education

*Services*

Structural



The project began when Wood County Schools contacted Pickering Associates for structural assistance concerning the movement and associated cracking of the single-story masonry walls at one corner of the building. As the condition worsened quickly, it required immediate attention and prompt repair. This project demonstrates our experience in Structural Investigation, Analysis, and Repair services provided without tenant interruption (e.g. temporary shoring, selective demolition).

The affected portion of the building was constructed in 1973 and involved a membrane roof over bar joists supported by load bearing block walls covered with brick. The deterioration was intensified since the area of the building was a restroom located along a building corner and originally constructed over a ravine.

Pickering Associates conducted a review of the existing drawings, site history and other relevant documentation, as well as performing an on-site inspection. We then produced construction drawings, specifications, bid documents and construction cost estimates to Wood County Schools. Pickering Associates also assisted with contractor bid evaluation, the development of the Owner-Contractor agreement, attended key construction meetings, and performed construction inspections.

Design was complete by 06/14/2010. Construction was complete 08/16/2010.



*Type*  
Education

*Services*  
Structural



Pickering Associates performed a structural assessment for the Wood County Board of Education concerning wall and floor cracking they were experiencing in their Board of Education office building. This project demonstrates Pickering Associates' experience regarding Structural Forensics, Analysis and Design services in support of client budgeting and planning.

Over time, minor cracking in the Board of Education office's concrete slab had reportedly grown with no apparent natural resolution. The damage was limited to one small area, but the Board hoped to take care of the issue before it had a chance to become more widespread.

Pickering Associates provided a report of the damage and the current structural adequacy of the floor, investigated the potential causes and offered recommendations for repair including the associated conceptual cost estimate.

Resolution and repairs included the site drainage modifications, foundation repair system application and miscellaneous masonry/concrete reconstruction. Temporary shoring was installed and during all construction, the building was strictly monitored for shifting or movement. The windows on the affected side of the building were removed and stored for reinstallation. The contractor excavated and installed 15 helical soil anchors and replaced lintel bearing masonry. The windows were reinstalled and sealed and interior finishes were replaced. Additional tuck-pointing was performed on the exterior brick, the drainage was replaced around the footings and the site was regarded, landscaped and seeded.

The expertise and professionalism of the contractor along with quick response times by the engineer allowed this project to proceed quickly with minimum disruption to the daily activities of the occupants.

Design was complete by 04/19/2011. Construction was complete 08/04/2011.

*Type*

Government

*Services*

Architecture

Civil

Structural

Mechanical

Electrical

Surveying

Piping

Project Management

Construction Administration



Pickering Associates was recently hired by the West Virginia Army National Guard to conduct two design projects for their Camp Dawson Location in Kingwood, West Virginia.

The first project was the Window and Door renovations to Building 215 on the campus. This project scope included the design of new windows and doors that are better suited to protect against transference of heat and cold. The new windows included window shades that have the option of light filter and black out. This project also included the design for the replacement of all exterior and interior door hardware. The new door hardware was developed to ensure it was high security type per the West Virginia National Guard specifications. In this project we provided design development, schematic design, and construction documents. The project went out for bid in January of 2019.

The second project was the restoration of the Rappel Tower Support Facility on the campus. The Rappel Tower Support Facilities consists of two (2) prefabricated concrete buildings; one of which is a classroom building, and the other a restroom facilities. Each building had structural and sustainment issues that were addressed both structurally and mechanically. The design elements for the project included, abating mildew and molded wall board and material from classroom area, addressing roof issues, storm drainage, design for new HVAC systems, new instantaneous domestic hot water system, restroom renovations, and new interior and exterior LED lighting for both buildings. This project design was completed and issued for bid in January 2019.

*Type*

Education

*Services*

Structural



After noticing large 'cracks and leaning' in the bell tower, Williamstown Elementary School requested Pickering Associates conduct a structural assessment and prepare a report discussing the structural adequacy of the exterior brick, the towers general structural systems, the cause(s) for the visible distress of the building, and provide recommendations for the repair including cost estimation.

Williamstown Elementary School was built in the early 1900's and the third floor was removed around 1967. The bell tower was shortened but the exact date of when is unknown.

Pickering Associates assembled all existing construction drawings, distress history, and any other available documentation and performed a visual site inspection of the visible conditions. Our engineers recorded the basic, approximate construction /condition data associated with the distress. Engineers then performed relevant analysis and evaluation and prepared an assessment report for Williamstown Elementary School and WES's insurer and discussed the results with both parties.

*Type*

Government

*Services*

Civil

Environmental

BIM Technology

3D Renderings

Project Management



Pickering Associates was contacted by the City of Marietta to help them develop a plan to enhance Muskingham Park. The goal was to use the materials that Pickering put together to use for Marketing materials when applying for grants to get funding for the projects. The team took Aerial Drone footage as well as 3D scans, and recreated the park in the 3D world. From there they developed Renderings for various additions and developments to the park. For example a ADA compliant ramp on to the gazebo, and a few other updated structures and landscape development to clean up the park.

With Pickering's marketing materials, the City was able to receive a \$50,000 grant to put the plans in place. The park is hoped to beginning designing renovations in the coming year.

**Type**

Government



**Services**

- Architectural
- Structural
- Civil
- Mechanical
- Electrical
- Construction Administration



Pickering Associates is working with the Ohio Department of Transportation and OFCC on Full-Service Maintenance Facilities in Washington, Vinton, and Monroe County in Southeastern Ohio. These facilities includes a truck storage building with an administrative section and a mechanical services section, a cold storage structure, a salt storage structure, a material storage structure, an 8,000 gallon above ground fuel storage tank, a vehicle wash bay, a decanting area, and a brine/calcium system. The projects are located at existing DOT sites and include demolition of existing structures. Also included in these projects are the renovation of an existing maintenance building to be converted into the District's testing lab facility.

This projects require a Program of Requirements (POR) be developed in close conjunction with ODOT to determine the requirements for each facility. The facilities require site circulation for trucks, semi trucks, ODOT's trucks and equipment to maneuver the site. The projects include separate bid packages for each structure to aid in the permitting process. Additionally, the sites require a utility fence surrounding the entire property and the installation of two automated gates and two man gates for pedestrian entrance onto the facility.

Our team is providing full architectural, mechanical, electrical, plumbing, structural, and civil engineering design as well as environmental engineering, surveying, and construction administration services. We are managing the construction photography services and quality assurance & testing services during construction.

Project cost for the project is more than \$9 million. Project team members include: Traci Stotts, AIA, Jeff Hosenek, PE, David Boggs, PE, Zac Campbell, PMP, Eric Smith, PE, Spencer Kimble, PE, Nick Arnold, Ron Arnold, and Keri Dunn.

Design was completed in April 2018 and construction is still in progress.

**Type**

Government

**Services**

Architecture

Civil

Structural

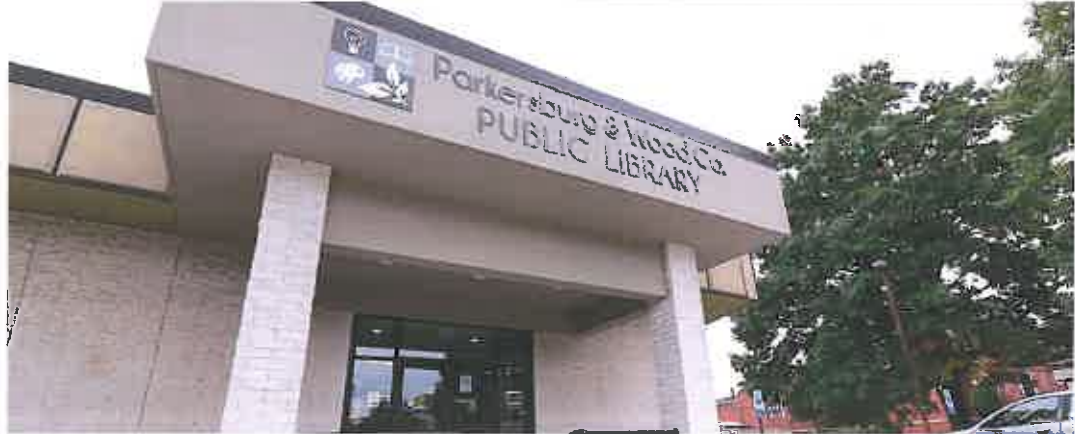
Mechanical

Plumbing

Electrical

Project Management

Construction Administration



The Parkersburg and Wood County Library hired Pickering Associates to perform renovations to their Emerson Branch location. The existing building is a two-story structure that was built circa 1976.

Various updates and renovations were made to the facility including a new public entrance (canopy and vestibule) on the Northeast side of the building. The new entrance provides a better public access into the building. Project also included interior modifications on the upper level to accommodate the new entrance. In addition, Pickering also designed a new children's area to the library. This area allows for the children to explore and have a section all to their own. Additional upgrades made to the facility included a new circulation desk/office area, minor site/parking lot modifications as required for new entrance, upper level HVAC modifications to the existing HVAC system, new acoustical ceilings and lighting for the upper level of the building, and minor lower level renovations to include removal of low wall in stack area and the addition of a new staff desk.

**Type**

Government

**Services**

Civil

Survey

Project Management

Construction  
Administration



Pickering Associates was asked to design a new community park for Washington Elementary School on 5th Street in Downtown Marietta, OH. The existing playground being in disrepair, members of the community wished to develop a new park design that better served the community and the students. The new design includes a soccer field, basketball courts, a play area for younger children, and a play area for older children, as well as additional seating and landscaping features.

Pickering Associates provided conceptual design and digital modeling, surveying and civil engineering design with Mark Weich, PE as the lead civil engineer and project manager; Spencer Kimble, PE and John Bentz as civil engineers, and Bill Showalter as lead surveyor.

**Type**

Government

**Services**

Electrical

Mechanical

Plumbing

Construction

Administration



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

This stand-alone facility features an aquatic center with Olympic-style 25-meter / 8-lane competition swimming pool; climate controlled fitness center; professional sports shop with equipment and accessories; multi-purpose areas for indoor soccer, volleyball, and basketball; three indoor tennis courts; elevated walking track; and locker rooms with amenities, showers and daily-use lockers.

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

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

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

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

Reference: Eric Coberly | 304.776.7473



# References



**ENGINEERING DEPARTMENT**  
304 Putnam Street - Marietta, Ohio 45750  
Phone (740) 373-5495 - Fax (740) 376-2006  
[www.mariettaoh.net](http://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, P.E.  
City of Marietta



June 1, 2018

To Whom It May Concern:

I am writing to recommend the professional services we receive from Pickering Associates.

Mark Mondo Building and Excavating has worked with Pickering Associates for many years.

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

As a regular user of their output, I find that their construction documents to be second to none.

Their attention to detail and clarity of presentation is so important when trying to convey the design of a project. Better drawings mean better projects. Simple as that.

A handwritten signature in black ink that reads 'John H. Anderson'.

John H. Anderson

Project Manger | Business Development

Mark Mondo Building and Excavating

740-376-9396

740-236-6006 Mobile

[john@mondobuilding.com](mailto:john@mondobuilding.com)



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

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

January 10, 2019

To: Whom It May Concern

Subject: Customer Reference – Pickering Associates

Wood County Schools continues to contract with Pickering Associates in 2019 as they have for the past several years. Pickering Associates continues to deliver a quality product with excellent results.

In 2018 Pickering Associates continued to support the Williamstown Elementary construction project which is currently on schedule to be completed in 2020.

In 2018, the firm designed and oversaw the completion of 300,000 square feet of Wood County Board of Education roofing projects.

In 2019 Pickering Associates designed and will oversee the completion of 200,000 square feet of Wood County Board of Education roofing projects.

In 2018 Pickering Associates also completed the design of handicapped accessible bathrooms for Jackson Middle School and will assist with the oversight of the addition in 2019.

In 2018 Pickering Associates also completed the design and will assist in the oversight of the addition to Erickson Field Sports Facility bathrooms and concessions in 2019.

It has been a pleasure to work with Pickering Associates. I would not hesitate to recommend the Pickering Associates team to provide excellent design and oversight to any level of construction project.

Sincerely,

Martin Best

Physical Plant Director

*Come grow with us!*

May 19, 2016

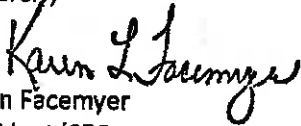
To Whom It May Concern:

Pickering Associates worked with Polymer Alliance Zone, Inc. on our 80,000 square foot pre-engineered warehouse building at Polymer Technology Park in Davisville, WV. The project was funded through WV Economic Development Administration (WVEDA) and the Infrastructure Joint Development Council (IJDC).

From initial project planning, design development and bidding, through contracting, construction administration and closeout, Pickering Associates was beside PAZ to provide any necessary support needed to make this project successful. Their professional team of Architects, Designers and Engineers, worked closely with our staff to make sure the design accommodated all of our needs.

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

Sincerely,



Karen Faemyer  
President/CEO  
Polymer Alliance Zone, Inc.



## **Parkersburg and Wood County Public Library**

**3100 Emerson Ave., Parkersburg, WV 26104-2414**

**Phone (304) 420-4587 Fax (304) 420-4589**

**Http://parkersburg.lib.wv.us**

June 16<sup>th</sup>, 2016

Mr. Justin Mayo,

Pickering Associates recently worked with the Wood County Public Library on the design and construction of a new branch library in South Parkersburg, and is currently managing construction for a roof replacement on our Emerson Library.

Pickering Associates has been efficient and thorough during the design process to make sure all designs are to the library's desires and that all possible costs are projected and accounted for to the best of their ability. Their team successfully managed both projects, South and Emerson, with due diligence. Even when the project was losing money for the company, Pickering Associates maintained proper management of the complete construction to make sure everything was done to what had been specified.

From initial project planning, design development and bidding, through contracting, construction administration and closeout, Pickering Associates has been beside the Parkersburg & Wood County Public Library to provide any necessary support needed to make our projects successful. Their team maintained a pleasant and enjoyable working relationship with the library staff as well as contractors. Everyone was treated with respect, but project managers were not afraid to hold people to the highest standard to make sure the project was successful.

Pickering Associates has consistently worked on issues to make sure that money was appropriately spent and charged, ultimately making our jobs easier. In the end, we are thrilled with our new South Parkersburg Library and the roof replacement on our Emerson branch.

It has been a pleasure working with the staff at Pickering Associates, and I would not hesitate to recommend them for your renovation project. I look forward to working with their team again in the future.

Sincerely,

Brian E. Raitz, Director  
Parkersburg & Wood County Public Library  
3100 Emerson Ave., Parkersburg, WV 26104-2414  
(304) 420-4587 xt. 501 (phone) / (304) 420-4589 (fax)  
[raitzb@park.lib.wv.us](mailto:raitzb@park.lib.wv.us)



222 1/2 Putnam Street, Marietta, Ohio 45750  
740-373-0894 - info@hipp1919.com  
www.peoplesbanktheatre.com

May 23, 2016

Re: Pickering & Associates Letter of Recommendation

To whom it may concern:

Pickering & Associates was the Architect and Project Manager for the restoration work at the Colony Theatre Rehabilitation project (recently renamed The Peoples Bank Theatre) which was completed in December of 2015. This was a \$7.5 million theatre restoration project which needed to comply with the National Park Service standards for historic rehabilitation as we used both the Federal and Ohio State historic tax credits as part of our funding package.

As the Development Director of the Hippodrome/Colony Historical Theatre Association and now Executive Director, I worked closely with Project Manager, Ron Arnold, but also many other members of the Pickering team. They provided architectural services, as well as engineering work for some of the more complicated electric and HVAC work at the theatre.

In all instances they were responsive to our needs and diligently managed the construction work, keeping in mind the need to comply with historic preservation standards.

I am happy to answer any questions in the future and can recommend them highly for projects of similar scale and construction features.

Sincerely,

  
R. Hunt Brawley, J.D.  
Executive Director

**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 Architect  
 (Name, Title)  
Traci L. Stotts, Architect  
 (Printed Name and Title)  
11288 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 Architect  
 (Authorized Signature) (Representative Name, Title)  
Traci L. Stotts, Architect  
 (Printed Name and Title of Authorized Representative)  
February 25, 2019  
 (Date)  
(304) 464-5305 / (304) 464-4428  
 (Phone Number) (Fax Number)



ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: CE01 0310 DNR 1900000006

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. 2
- Addendum No. 3
- Addendum No. 4
- Addendum No. 5

- Addendum No. 6
- Addendum No. 7
- Addendum No. 8
- Addendum No. 9
- 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

[Signature]  
Authorized Signature

02/25/19  
Date

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

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: Grace L. Stotts Date: 02/25/19

State of West Virginia

County of Kanawha, to-wit:

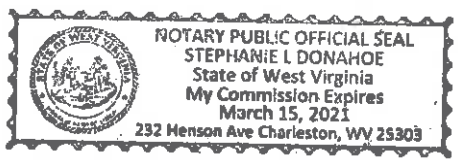
Taken, subscribed, and sworn to before me this 25<sup>th</sup> day of February, 2019.

My Commission expires March 15, 2021

**AFFIX SEAL HERE**

NOTARY PUBLIC Stephanie L. Donahoe

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



West Virginia Ethics Commission  
Disclosure of Interested Parties to Contracts  
(Required by W. Va. Code § 3D-1-2)

Name of Contracting Business Entity: Pickering Associates Address: 11283 Emerson Ave.

Parkersburg, WV 26104

Name of Authorized Agent: Traci Stotts Address: Same

Contract Number: CEOT 0310 DNR 1900000000 Contract Description: Engineering Services

Governmental agency awarding contract: Division of Natural Resources

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: 02/25/19

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 25<sup>th</sup> day of February, 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: \_\_\_\_\_

