

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CEOI 0803 DOT180000002**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

RECEIVED  
2018 JUL -3 PM 2: 50  
WV PURCHASING  
DIVISION

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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

J. A. Go  
Authorized Signature

7/2/18  
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 §61-6-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Pickering Associates

Authorized Signature: [Signature] Date: 7/2/18

State of West Virginia

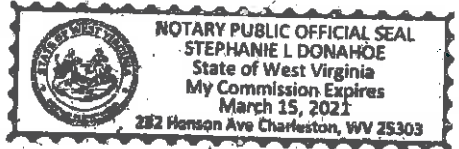
County of Kanawha, to-wit:

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

My Commission expires March 15, 2021.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** [Signature]



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

DAVID A. BOGGS  
(Name, Title)  
DAVID A. BOGGS, VICE PRESIDENT OF OPERATIONS  
(Printed Name and Title)  
11283 Emerson Ave. Pickersburg, WV 26104  
(Address)  
304-464-5305 / 304-464-4428  
(Phone Number) / (Fax Number)  
dboggs@pickeringwv.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)

DAVID A. BOGGS  
(Authorized Signature) (Representative Name, Title)

DAVID A. BOGGS, VICE PRESIDENT OF OPERATIONS  
(Printed Name and Title of Authorized Representative)

7/2/18  
(Date)

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

West Virginia Ethics Commission  
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: Pickering Associates Address: 11283 Emerson Ave  
Parkersburg, WV 26104  
Authorized Agent: David A. Boggs Address: Same  
Contract Number: 0803 DOT 180000002 Contract Description: Architectural/Engineering Serv  
Governmental agency awarding contract: WV DOT

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: [Signature] Date Signed: 7/2/18

Notary Verification

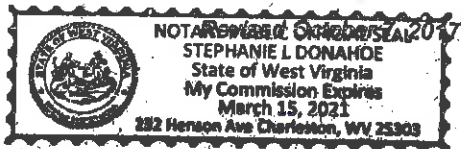
State of West Virginia, County of Kanawha

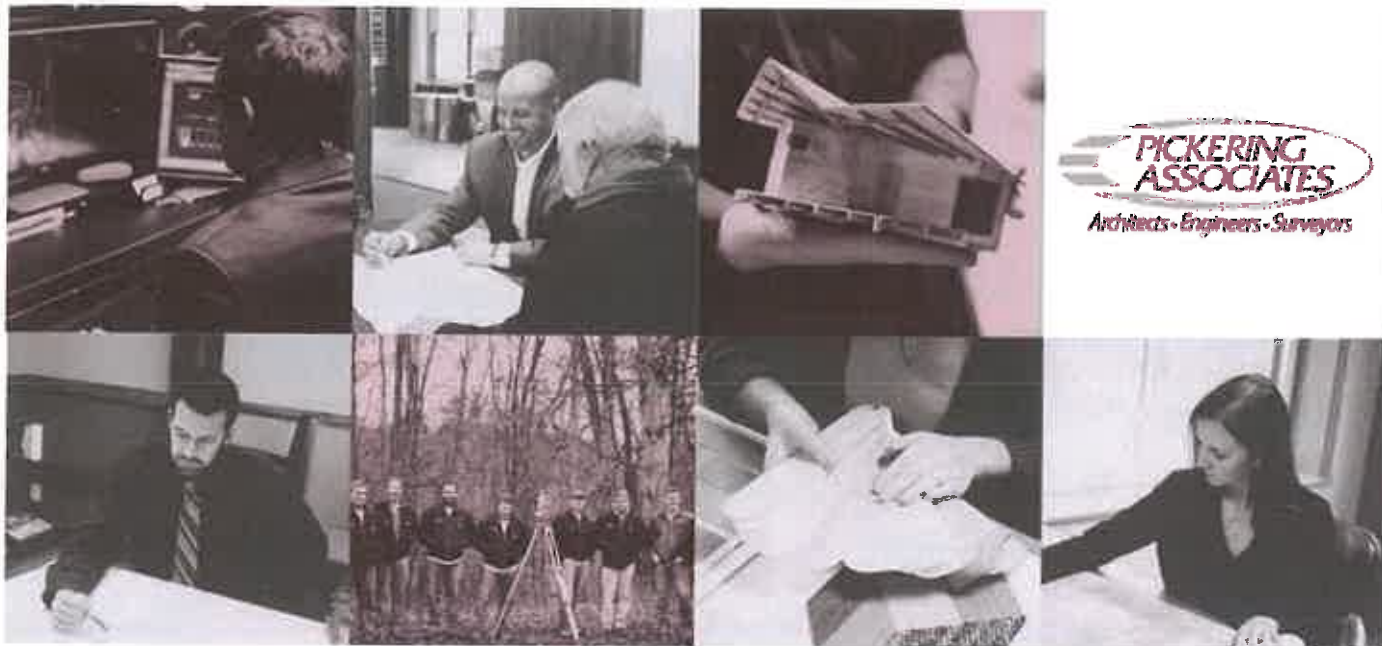
I, David A. Boggs, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 3rd day of July, 2018.

[Signature]  
Notary Public's Signature

To be completed by State Agency:  
Date Received by State Agency: \_\_\_\_\_  
Date submitted to Ethics Commission: \_\_\_\_\_  
Governmental agency submitting Disclosure: \_\_\_\_\_





## **PICKERING ASSOCIATES**

### **EXPRESSION OF INTEREST: WEST VIRGINIA DEPARTMENT OF HIGHWAYS**

A/E Services for District Seven New Webster County Headquarters  
CEOI 0803 DOT1800000002

Charleston, West Virginia

July 5, 2018

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

Mark A. Atkins, Senior Buyer  
Department of Administration, Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305



July 5, 2018

Mr. Atkins,

Pickering Associates is pleased to have the opportunity to submit this proposal for providing Architectural/Engineering services for District Seven's, new Webster County Headquarters. We feel confident our design team is uniquely qualified to provide design services for this project.

At Pickering Associates we are capable of providing full architectural and engineering services in house to complete the scope of your project, and have had the opportunity to provide full architectural and engineering services to multiple governmental agencies throughout our history. Our technical expertise, management, staff capabilities and experience for providing high quality engineering and architectural services, and approach will offer advantages in methodology and delivery, which will elevate the success of your project both now and for years to come.

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.

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

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

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

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

Respectfully submitted,

A handwritten signature in blue ink, reading "Jessica Lee", is positioned below the "Respectfully submitted," text. The signature is fluid and cursive.

Jessica Lee, Marketing Coordinator

304.464.5305 x1115

jlee@pickeringusa.com

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# *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  
(P) 304.464.5305  
(F) 304.464.4428

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

**Marietta**

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

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.

**Athens**

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

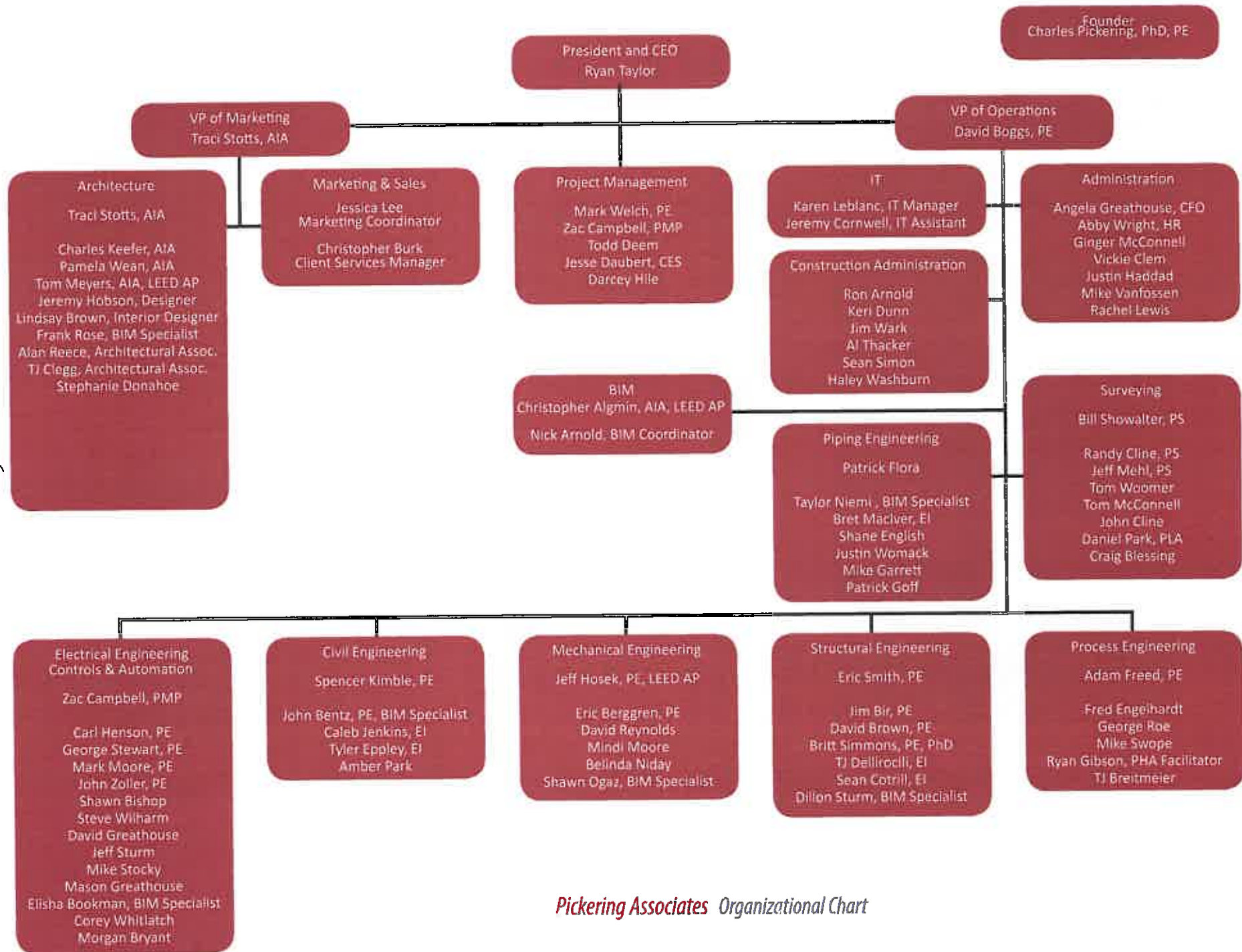
Successfully executing more than 10,000 projects in its history, the firm has built a tremendous wealth of experience gaining insight into what works for each of our client types. Those lessons learned add substance to our work and provide our clients with unparalleled value. Our objective is to partner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

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

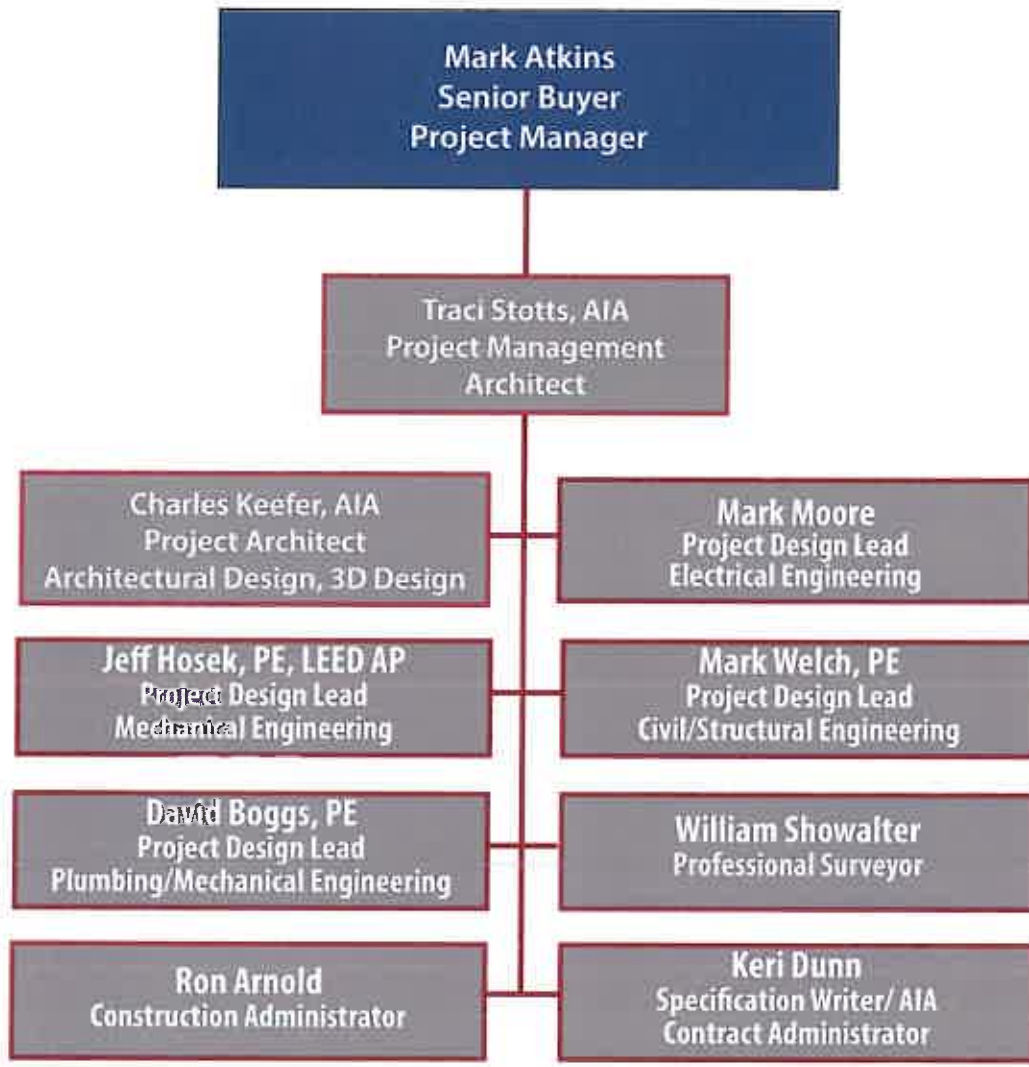
Our broad client base is representative of the area and includes education, healthcare, retail, utilities, municipal, chemicals and plastics, metals, and power generation among others. The types of projects we provide range from conceptualization and construction estimates to full turn-key design including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

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





Pickering Associates Organizational Chart



*Project Team* Pickering Associates





*Our Services &  
Your Project*

### ***Your Project - Plan & Goals***

Pickering Associates has experienced personnel available to complete the review and recommendations for the West Virginia Division of Highways District Seven, new Webster County, Headquarters. We have all architectural, engineering and construction administration services in-house that will be needed to complete your project. We have over 90 employees on staff ready to serve you and work on your project.

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

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

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

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

1. Determine the best layout for Project facility at the new site location.
2. Develop full service plans and specifications for a new facility to be used in the solicitation and award of the construction contract.

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



### **Comprehensive Design**

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

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

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

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

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

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



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

### **Consensus Building**

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

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

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

### **Cost Control**

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

### **Quality of Work**

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



### ***Performance Schedule***

With the selection of Pickering Associates, your organization gains the full depth of our organization. All projects are scheduled out through all phases of delivery by our resource manager and the project manager, assigning the necessary resources to perform to the schedule necessary for that project and highlight major milestones long before they could become an issue. With more than 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 of our architectural and engineering leads, designers, and drafters are trained, proficient, and up to date on BIM software. We even have an in-house BIM coordinator that routinely provides training and updates to our staff to ensure that everyone has the proper training to perform the work we do.

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

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

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

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

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



### ***Aerial Mapping***

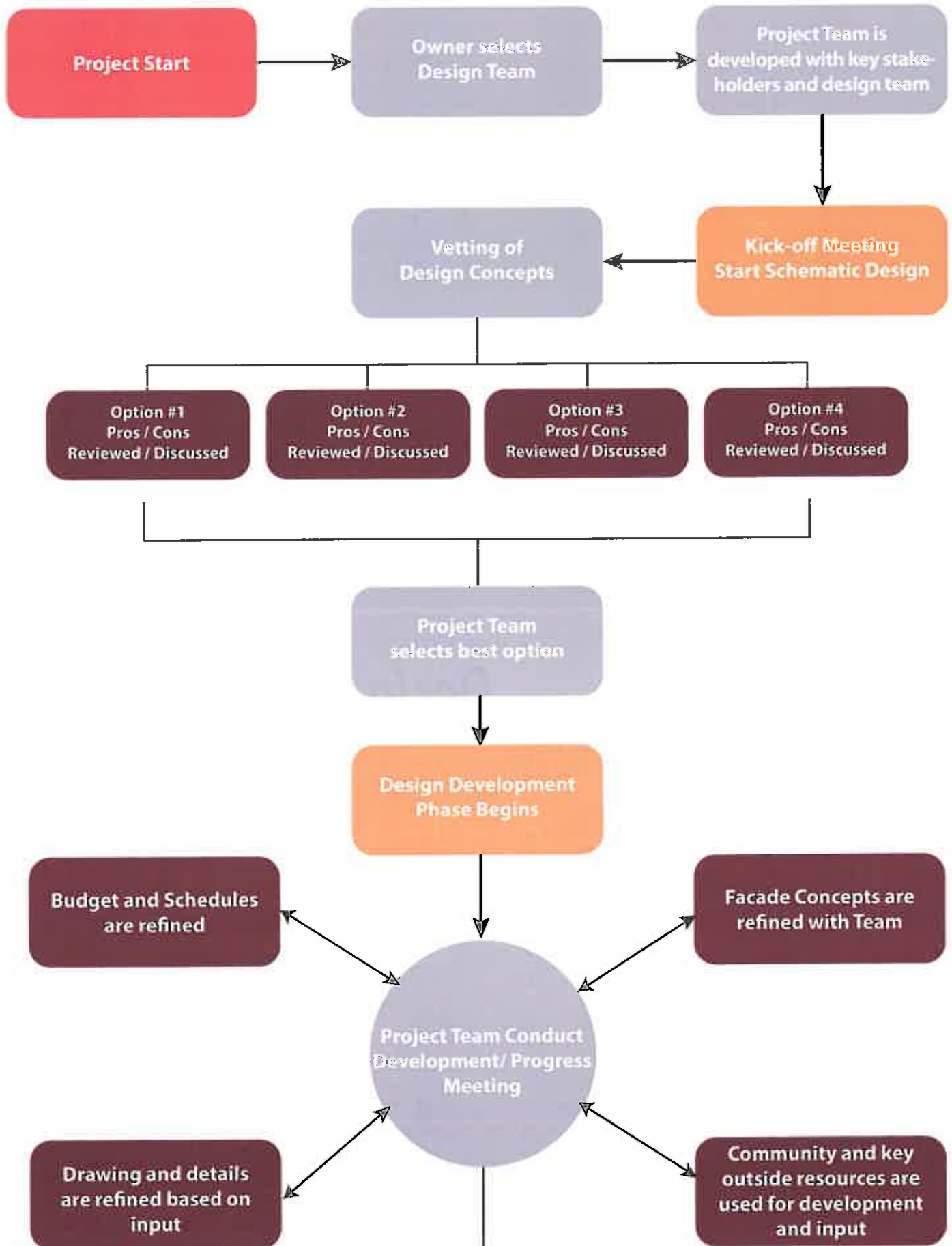
Pickering Associates has recently obtained certification through the FAA's Part 107 Remote Pilot process to operate Unmanned Aircraft Systems (UAS) commercially. As cutting edge technology continues to evolve, Pickering Associates is able to fulfill client needs further by providing high-quality aerial imagery and three-dimensional aerial mapping.

Currently, Pickering Associates is capable of employing the use of two UAS: the Yuneec Typhoon 4K and/or the DJI Mavic Pro to fulfill client needs of high quality imagery and 4K video. In addition to imagery and video, the DJI Mavic Pro allows for the capturing of 3D point cloud data to be incorporated into CAD design files. In addition, the data obtained by the DJI Mavic Pro has the capability of being integrated with the Faro 3D scanning system, and ultimately be intertwined with our firm's ability to 3D print models. The functions of these images and videos can range from Pre-Construction documentation of large scale projects to construction progress documentation to As-Built documentation. They can also be used as marketing and inspection tools.



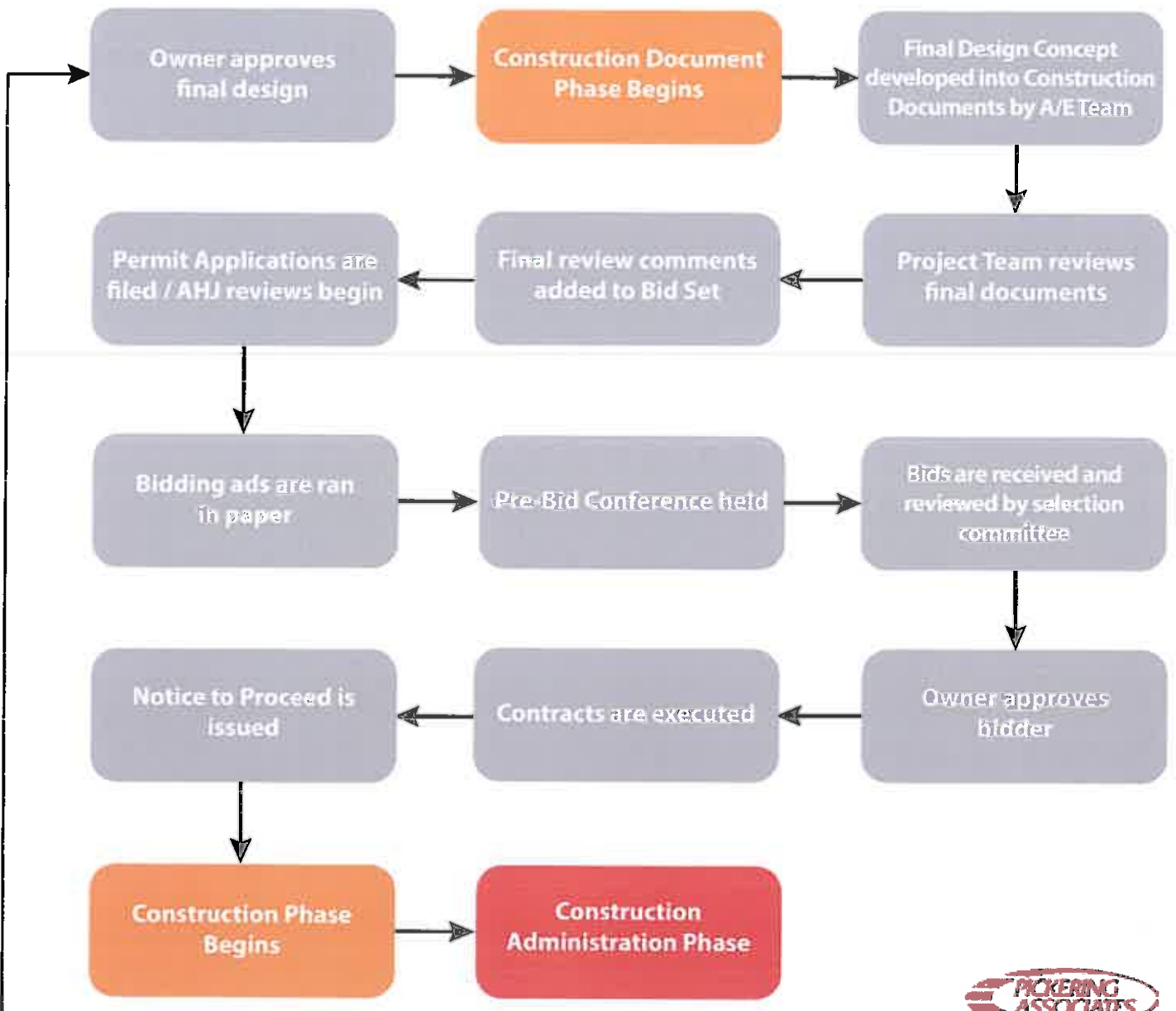


# *Design Process*



## Design Process Flow Chart

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





# *Technical Expertise*



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## *Traci L. Stotts, AIA*

---

### *Position/Title*

*Architect,  
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*

### *Licenses*

*Professional Architect WV, OH*

---

*A good architect should begin all projects by  
sincerely listening to the client and thoroughly  
understanding their immediate and future needs.*

**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.

**Designed a new Quality Control Laboratory with combined administrative facilities and adjacent fire rehouse for a local industrial client in Belpre, Ohio.** Not only does this project include two high-tech scientific laboratories, but also chemical storage areas, locker rooms with shower facilities, break area, conference rooms, and document control areas. This building is being designed to accommodate a future second story.

**Lead Architect for Renovation of City Hall for the City of Marietta, OH.** Worked with the City of Marietta to determine program requirements. Renovations to the existing Fire Department side of the building include a new floor structure/room for staff training at the former boiler room location, and a new wall opening to access the fire department from the rest of the building.

**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 several upgrade and renovation projects at WVU-Parkersburg's Downtown Center Building.** Projects performed include a new Facade Renovation to the front of the building to unify and modernize the three building storefronts, a new ADA elevator and equipment room installation, roof replacement for the entire building structure, demolition and abatement of interior spaces, and new windows to enclose and secure the building.

**Architect for a new \$1.5 MM Business Development Center.** This project built in the Pittsylvania County Industrial Park in Ringgold, Virginia was designed to serve small businesses and industries in Pittsylvania County and the City of Danville, Virginia. The center consisted of an initial 30,000 SF facility that is expandable to 60,000 SF in the future. The design for this new building consisted of areas for multiple business and industrial tenants, offices for the Small Business Development Center, and various ancillary facilities to be shared by the tenants.

**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.

**Lead Architect and Project Manager for a new \$1MM 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.







*Charles Keefer, AIA, NCARB*

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*Position/Title*

*Architect,  
Charleston Branch Manager*

*Duties*

*Branch and Project Manager*

*Education*

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

*Licenses*

*Professional Architect WV, OH, and PA*

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

*Frank Lloyd Wright*



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

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

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

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

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

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

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





*Jeffrey D. Hosek, P.E.*

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**Position/Title**

Mechanical Engineer  
LEED Project Engineer  
Mechanical Engineering Department Manager

**Duties**

Mechanical Engineer

**Education**

University of Akron  
B.S., Mechanical Engineering

*Dr. Seuss*

**Licenses**

Professional Engineer WV, OH, KY, PA

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



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

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

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

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

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

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

**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.

**Mechanical Engineer for the renovation projects at 700 Market Street in Parkersburg, WV.** Lead engineer for the design of mechanical systems for heating, cooling, and ventilation equipment. Design includes load analysis, sizing, air distribution, water distribution, and controls.

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

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

**Prepared construction plans for the installation of a new high temperature hot water boiler.** Provided onsite construction administration and submitted for an EPA emissions permit.

**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.





**Mark Moore, P.E.**

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**Position/Title**  
Electrical Engineer

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

**Duties**  
Electrical Engineer

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

**Licenses**  
Pete WV, MD

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**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 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.**





**David A. Boggs, P.E.**

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**Position/Title**

Senior Mechanical Engineer, Plumbing Engineer  
Vice President of Operations

**Duties**

Mechanical and Plumbing Engineer

**Education**

Virginia Tech,  
B.S., Mechanical Engineering  
Marshall University,  
M.S., Engineering Management

**Licenses**

Professional Engineer WV, OH

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*Determine that the thing can  
and shall be done, and then we  
shall find the way.*

*Abraham Lincoln*

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

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

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

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

**Mechanical/Plumbing Engineer of record for new \$7MM medical office facility in Parkersburg, West Virginia.** Building was designed for multiple HVAC zones to reflect tenant separation requirements of the building owner. Tenant design was based on Pharmacy, prosthetic laboratory, medical offices and a restaurant. Common restrooms, private bathrooms, and exam room sinks comprised the plumbing system design requirements.

**Mechanical Engineer of record for a \$1MM medical/dental office facility in Parkersburg, West Virginia.** Design included packaged HVAC systems with multiple zones and facility exhaust systems. Plumbing design included dental vacuum and air systems as well as domestic water distribution systems for building tenants, including tenant restroom requirements to meet code requirements.

**Plumbing Engineer of record for a new 5,400 SF medical office building located in Belpre, Ohio.** Design included domestic water distribution system for exam room sinks and facility restrooms as well as sanitary and storm water drain, waste vent system design all in within the state plumbing code requirements.

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

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

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

**Lead Plumbing Engineer for the Elevator Addition at the Armory in Marietta, OH.** Lead engineer for the design of plumbing; including elevator sump piping systems. Design includes recirculating potable hot water systems for tank or instantaneous systems.







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**Mark Welch, P.E.**

**Position/Title**

Senior Project Manager  
Civil/ Structure Engineer

**Duties**

Project Management

**Education**

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

**Licenses**

Professional Engineer WV, OH, LA, PA, IN, TN

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



**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 civil and structural project elements of the new two-story facility.

**Lead Civil Engineer for renovations to Marietta City Hall Building.** Lead design for the development of the site including site layout, grading, utility modifications and improvements.

**Lead Civil and Structural Engineer for the City of Marietta Armory Elevator addition.** Lead design for the development of the site including site layout, grading, utility modifications and improvements, as well as structural design and specifications.

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

**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.

**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.

**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.





*Ronald D. Arnold*

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***Position/Title***

*Senior Construction Administrator,  
Estimator*

***Duties***

*Project Administration  
Construction Estimating*

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

*David McCullough*



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

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

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

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

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

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

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

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

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





***William B. Showalter, P.S.***

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***Position/Title***

*Professional Surveyor,  
Surveying Department Manager*

***Duties***

*Surveyor*

***Education***

*B.S., Civil Engineering*

***Licenses***

*Konrad Adenaur*

*Professional Surveyor [REDACTED]  
WV Society of Professional Surveyors, National  
Society of Professional Surveyors*

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*We all live under the same sky,  
but we don't all have the same  
horizon.*



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

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

**Lead Surveyor on Vienna Johns Manville Acquisition.** Provided boundary surveying for transfer of property, topographic surveying and utility mapping for engineering design and construction layout or control placement for construction purposes.

**Lead Surveyor on First Colony Center commercial development, Marietta, OH.** Boundary, and topographic survey of pre construction (existing) facilities. Construction layout of development. 15+ Acres, Cost >\$80,000, Managed office and field work.

**Lead Surveyor on Jackson and 9th Street Tank Replacement.** Provided boundary surveying for transfer of property, topographic surveying and utility mapping for engineering design and construction layout or control placement for construction purposes.

**Lead Surveyor on City of Vienna Water Tanks Renovation Project, Vienna, WV.** Boundary, and topographic survey of pre construction (existing) facilities. Preparation of construction easements. 12+ Acres, Cost >\$10,000, Managed office and field work.

**Lead Surveyor for City of Marietta Green Street Widening Project.** Survey of existing buried / aerial lines. Topographic survey of proposed widening area. 4000+ LF, Cost < \$7000, Performed Field work, prepared deliverables and managed office.

**Lead Surveyor on 40th Street Storm Sewer Life Station in Vienna, WV.** Provided boundary surveying for transfer of property, topographic surveying and utility mapping for engineering design and construction layout or control placement for construction purposes.

**Lead Surveyor on 60th Street Public Works Facility in Vienna, WV.** Provided boundary surveying for transfer of property, topographic surveying and utility mapping for engineering design and construction layout or control placement for construction purposes.

**Lead Surveyor on the Muskingum River Force Main in Marietta, OH.** Provided boundary surveying for transfer of property, topographic surveying and utility mapping for engineering design and construction layout or control placement for construction purposes.

**Lead Surveyor on the Bike Path Alignments in Marietta, OH.** Provided boundary and topographic surveying, utility mapping, and managed office and field work.

**Lead Surveyor for Emergency Management Mapping in St. Marys, WV.** Provided boundary surveying and topographic surveying, utility mapping, and managed office and field work.

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





## *Keri L. Dunn*

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### *Position/Title*

*Specification Writer  
AIA Contract Administrator*

### *Duties*

*Specification Writer, Bid Administration  
and Contract Administration*

### *Education*

*Washington State Community College  
A.S., Industrial Technology*

*If you want to be creative in your  
company, your career, your life, all it  
takes is one easy step ... the extra one.*

*Dale Dauten*

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

**Recent projects include:**

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







## *Related Prior Experience*

*Type*

Government

*Services*

Architectural  
Structural  
Civil  
Mechanical  
Electrical  
Construction  
Administration



Pickering Associates is working with the Ohio Department of Transportation and OFCC on a Full-Service Maintenance Facility in Vinton County in Southeastern Ohio. This facility was designed in response to a fire that destroyed one of the buildings at their existing facility. A new site was obtained by ODOT and the design of the facility 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, and a brine/calcium system.

This project required that a Program of Requirements (POR) to be developed in close conjunction with ODOT to determine the requirements for the project. This facility required site circulation for Trucks and Semi Trucks, for ODOT's trucks and equipment to maneuver the site. A two-tier site plan was developed to work with the slope of the existing grading and to minimize costs. The project was designed as separate bid packages for each structure to aid in the permitting process.

Our team provided 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 Hosek, PE, David Boggs, PE, Zac Campbell, PMP, Eric Smith, PE, Spencer Kimble, PE, Nick Arnold, Ron Arnold, and Keri Dunn.



**Type**

Government

**Services**

Architectural  
Structural  
Civil  
Mechanical  
Electrical  
Construction  
Administration



Pickering Associates is working with the Ohio Department of Transportation and OFCC on a Full-Service Maintenance Facility in Washington County in Southeastern Ohio. This facility 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. This project is located at an existing DOT site and included demolition of existing structures. Also included in this project was the renovation of an existing maintenance building to be converted into the District's testing lab facility.

This project required that a Program of Requirements (POR) to be developed in close conjunction with ODOT to determine the requirements for the project. This facility required site circulation for Trucks and Semi Trucks, for ODOT's trucks and equipment to maneuver the site. The project was designed as separate bid packages for each structure to aid in the permitting process.

Our team provided 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: Tiacl Stoltz, AIA, Jeff Hoseli, PE, David Boggs, PE, Zac Campbell, PMP, Eric Smith, PE, Spencer Kimble, PE, Nick Arnold, Ron Arnold, and Kerl Dunn.



**Type**

Government

**Services**

Architectural  
Structural  
Civil  
Mechanical  
Electrical  
Construction  
Administration



Pickering Associates is working with the Ohio Department of Transportation and OFCC on a Full-Service Maintenance Facility in Monroe County in Southeastern Ohio. This facility 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, and a brine/calcium system. This project is located at an existing DOT site and included demolition of existing structures.

This project required that a Program of Requirements (POR) to be developed in close conjunction with ODOT to determine the requirements for the project. This facility required site circulation for Trucks and Semi Trucks, for ODOT's trucks and equipment to maneuver the site. The project was designed as separate bid packages for each structure to aid in the permitting process. Due to low water pressure at the site, a fire water tank and pump was also included in the design to ensure proper water fire water capabilities.

Our team provided 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 Hosek, PE, David Boggs, PE, Zac Campbell, PMP, Eric Smith, PE, Spencer Kimble, PE, Nick Arnold, Ron Arnold, and Keri Dunn.



**Type**

Government

**Services**

Architectural

Civil

Structural

Mechanical

Electrical

Construction

Administration



Pickering Associates was hired by the City of Vienna in West Virginia design a new two-story annex to expand a local volunteer fire department's existing fire station facility. The new building contains first-floor pull thru truck bay, conference room, equipment storage and restroom facilities and second-floor offices and storage spaces.

With the schematic design completed, a 3D color rendering was provided to the client for establishing funding. They were able to use our schematic plans and renderings for grant and loan applications.

This brick and block facility is an approximate 6,300 sq. ft. slab on grade with the second-floor construction of light gauge metal framing and shingled roof. The building features a vehicle exhaust system for servicing the fire trucks, new signage and louvers on the front facade and a complete sprinkler system.

The bid process included seven responsive bidders with four being within 10% of the construction estimate.

All aspects of the project were coordinated with the Mayor of Vienna and all associated parties.

Contact: Robert Rush | 304.295.4511 | [robrush@vienna-ww.com](mailto:robrush@vienna-ww.com)



*Type*

Government

*Services*

Architectural

Project Management

Construction Administration



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

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

Contact: Sheriff Jonathan D. Rutherford | 304.357.0216



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

**Type**

Government

**Services**

Architectural  
Construction  
Administration  
Project  
Management



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

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

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



*Type*

Government

*Services*

Architectural

Construction

Administration

Project  
Management



Prior to merging with Pickering Associates in 2016, Associated Architects was hired by Putnam County to design a new 911 Command Center. The new 11,000 SQ FT facility provides a large scale EOC room, training rooms, office spaces and an EMC bunk/living facility. The adjacent building provides a service garage for emergency response vehicle repairs and storage.

The project team, led by Charles Keefer, AIA, worked with the County Administrator and project stakeholders to make this project a success for Putnam County. The completed project cost was approximately \$4.5 million.

Contact: Brian Donat, County Administrator | 304.586.0201





**Type**

Education

**Services**

Architectural

Structural

Civil

Mechanical

Electrical

Construction

Administration



Pickering Associates worked with West Virginia University Parkersburg (WVU-P) to design and construct a new 30'x72' building to house their salt and motorcycle storage.

This building consisted of 2,160 SF of space that included a salt bay, a truck bay, a motorcycle storage area, an instructional classroom, a storage room and a toilet room. One side of the building was designed as storage occupancy to house the campus salt supply, campus vehicles and the motorcycles used for their motorcycle safety and training program. The other portion of the building was designed as business occupancy for the university to utilize as instructional classroom space for the training course. These two occupancies were separated with a required 2-hour fire rated construction.

Pickering coordinated the new building design with the University's needs and the West Virginia State Fire Marshal requirements. The building was built with insulated masonry block construction, a 6" concrete floor slab, and pre-engineered wood trusses with a metal roof. Three 12' wide x 8' high overhead coiling door units were provided; one at each of the three large bay areas.

Pickering provided architectural and engineering design services for the new 2,160 SF building including bid documents and project specifications.

The project team consisted of Ron Arnold, Zac Campbell, AIA, David Boggs, PE, Mark Welch, PE, and Traci Stotts, AIA.



**Type**

Government

**Services**

Architecture

Project  
Management

Construction  
Administration



Prior to merging with Pickering Associates in 2016, Associated Architects was asked by the City of Charleston to design the new Orchard Manor Fire Station in Charleston, WV. This design-bid-build project was completed in August of 2004 and was designed with the firefighters in mind. The new facility provides its occupants a day room, a kitchen with dining facilities, a weight room, dorms, showering facilities, and conditioned apparatus bays.

A total of 7,712 SQ FT, the construction cost for this project was approximately \$1.3 million.

Contact: City of Charleston | 304.348.8137



**Type**

Government

**Services**

Architectural

Construction

Administration

Project

Management



Prior to merging with Pickering Associates in 2016, Associated Architects was hired by Mason County to design a 911 Command Center and EMS Garage. This one-story, 8,200 SQ FT facility was designed to replace an aging building, which had previously housed Mason County's 911 Command Center. The new building provides full system redundancies and building separation requirements, high security and protection for the call center and on site living quarters for both the EMS and call center employees.

The project team, led by Charles Keefer, AIA, worked with County representatives and key stakeholders to make sure all programmatic needs were accommodated. The completed project cost was approximately \$2.1 million.

Contact: Chuck Blake, Director | 304.675.9911



**Type**

Government

**Services**

Architectural

Civil

Structural

Mechanical

Electrical

Plumbing

Construction Administrator



Pickering Associates was hired by the City of Vienna to design a new Annex Building for the Vienna City Police Department, after outgrowing their old facility. The new building is approximately 3,000 SQ FT and contains training rooms, an S.R.T. vehicle bay, ammo and gear storage, a vehicle wash bay, a mechanical bay with lift, a weight room, toilet and shower rooms, a kitchenette area, and additional mechanical and storage spaces.

Pickering Associates completed the design, prepared construction and bid documents and provided construction administration services until project completion. Architectural, Civil, Structural, Mechanical, Plumbing, and Electrical engineering services were provided.

Contact: Robert Rush | 304.295.4511 | [robush@vienna-wv.com](mailto:robush@vienna-wv.com)





**Type**  
Government

**Services**

- Electrical Engineering
- Mechanical Engineering
- Project Management
- Construction Administration



The City of Vienna, West Virginia contracted with **Pickering Associates** to review the emergency generator installations and configurations at both the Vienna Volunteer Fire Department and the Vienna Police Department. The generator was reconfigured to be connected to the existing fire department and the new facility.

The connection from the police department to the generator was removed and a new generator was installed and utilized for the police department only. All the existing installations were corrected to meet all applicable local codes and standards.

Our engineers reviewed all the existing emergency generator configurations and installations at the venues. They provided the design and engineering to correct all the existing electrical installations associated with the emergency generator and provided the design and engineering to reconfigure the existing emergency generator to the police station. The team provided the design and engineering to install a new natural gas emergency generator and all associates equipment to connect to the existing police station.

All aspects of the project were coordinated with the Mayor of Vienna and all associated parties.

Contact: Robert Rush | 304.295.4511 | [robrush@vienna-wv.com](mailto:robrush@vienna-wv.com)



*Type*

Education

*Services*

Architectural

Construction  
Administration

Project  
Management



Prior to merging with Pickering Associates in 2016, Associated Architects was asked to design the Russell & Martha Wehrle Innovation Center for the University of Charleston. The Innovation Center is a 70,000 SF facility which will house the first-class, intercollegiate athletic facility for basketball and volleyball and a distinctive site for fostering innovation and entrepreneurialism among students, faculty and community residents.

The program for this dramatic addition to the current gymnasium includes a large, two story atrium, a hall of fame, concessions, an innovation hub featuring exhibit space, meeting rooms, classrooms, and team work space, athletic training facilities and locker rooms, conference rooms, a Presidential Suite, video rooms, and offices. In front of the addition will be landscaped green space.

Pickering Associates is currently finalizing design and managing the construction for this multi-million dollar project. Charles Keefer, AIA is taking the lead as Project Architect, with assistance from Traci Stotts, AIA, Eddie Bumpus, and Nick Arnold. The team is providing 3D digital renderings creating using BIM for the client to review. Total estimated construction costs were \$15,500,000. Construction was completed in December of 2016.



**Type**

Government

**Services**

Architecture

Project Management

Construction Administration



Pickering Associates was contracted by Mondo Building and Excavating on behalf of Washington Electric Cooperative to provide design-build services for a new 30,000 SF office and warehouse building. The Client had outgrown their existing facility and was utilizing more than one location to house their operations. This new building allowed the client to maintain all of their operations under one roof while factoring in future growth for the company. Pickering was the Architect of Record as a consultant to the contractor on this project, and provided architectural, civil, mechanical, electrical, mechanical and plumbing design for the project.

The design-build team for this project provided the owner with a new LEED certified building that met all of their needs. Our services also included LEED design, LEED management, and limited construction administration services.

Scope of work included: Grading for roadway relocation, site grading, sediment and erosion control, storm water management design, foundation design, interior and exterior retaining wall design, anchor bolt embedments, plumbing plans, storm water design, natural gas piping design, HVAC design assistance, building code review, architectural drawing assistance and review, and a fire protection plan with building code information.

Pickering attended project coordination meetings with the client and contractor, completed all required AIA documents for the project, submitted drawings for permitting, reviewed contractor shop drawings, reviewed pay applications, performed the final walk-through with the client, and managed the LEED design services for the project.

The project team was successful in obtaining LEED certification for the project.





## *References*

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**ENGINEERING DEPARTMENT**  
301 Pittman Street - Marietta, Ohio 45750  
Phone: (740) 373-6193 - Fax: (740) 373-2000  
[www.mariettaohio.org](http://www.mariettaohio.org)

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

To whom it may concern,


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

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

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

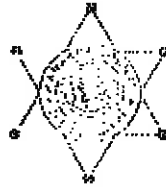
It has been a pleasure working with the staff at Pickering Associates, and I would not hesitate to recommend them for similar projects.

Sincerely,

  
Joseph R. Tucker, PE  
City of Marietta

**KANAWHA COUNTY SHERIFF'S OFFICE**  
**LAW ENFORCEMENT DIVISION**

**JOHN RUTHERFORD**  
**SHERIFF**



**MICHAEL Y. RUTHERFORD**  
**CHIEF DEPUTY**

April 27, 2016

To Whom It May Concern:

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Y. Rutherford". The signature is fluid and cursive, with the first name "Michael" being the most prominent.

Michael Y. Rutherford  
Chief Deputy

MYR/dlh



*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 (JDC).

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

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

Sincerely,

A handwritten signature in black ink that reads "Karen L. Facemyer".

Karen Facemyer  
President/CEO  
Polymer Alliance Zone, Inc.



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)

# **LARRY LANG EXCAVATING, INC.**

**19871 ST RT 60**

**BEVERLY, OH. 45715**

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

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December 9, 2015

To Whom It May Concern:

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

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

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

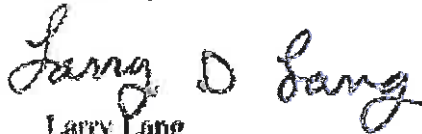
They now have a great way of communicating through their new and enhanced Web Portal. They can share the Owner Project so the contractors can see the projects that are available for bids. Online Plan room where you can find projects anytime or anywhere and View Drawings Order Prints or Upload Files are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

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

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

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

Sincerely

  
Larry Lang

President



*Mayor*  
Randall C. Rapp

*Recorder*  
Cathy Smith

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

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

To whom it may concern,

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

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

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

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Randall C. Rapp", is written over the word "Sincerely,".



503 Garfield Avenue  
P.O. Box 718  
Martinsburg, WV 26102  
(304) 424-2111

December 17, 2015

To Whom It May Concern:

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

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

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

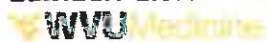
It has been a pleasure to work with the staff at Pickering Associates, and I would not hesitate to recommend them for projects of any type and magnitude. I continue to look forward to our future working relationship with their team

Sincerely,

Barry K. Justice

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

Director of Engineering  
Camden Clark Medical Center



**CAMDEN CLARK MEDICAL CENTER**



# UNIVERSITY OF CHARLESTON

March 30<sup>th</sup>, 2016

To whom it may concern,

Pickering Associates is currently working with the University of Charleston on our new Russell & Martha Wehrle Innovation Center. The Russell & Martha Wehrle Innovation Center was designed to better serve our students and community.

Although our working relationship with Pickering Associates is new, the University has benefited from design and construction services from the former firm of Associated Architects, specifically working with Charles Keefer in the past.

Pickering Associates has been beside the University of Charleston providing any necessary support needed through design development and construction administration to make this project successful. Traci Stotts and Charles Keefer, along with other Architects, Designers and Engineers, are working closely with our staff to make sure the design will meet our needs.

It has been a pleasure working with the staff at Pickering Associates and I look forward to our future working relationship with their team.

Sincerely,

Ciera M. Harless  
Executive Vice President and Chief Financial Officer  
University of Charleston