



## **BUILDING 9 (CULTURAL CENTER) RENOVATIONS PROJECT**

DECEMBER 4, 2025



EST. 1988

# OUR MISSION

*Our purpose is to enrich our  
communities through service to  
our clients*

Hanna Kroeger, Accounting Coordinator  
WV Department of Tourism  
Building 3, 1900 Kanawha Blvd. East  
Charleston, WV 25305



Ms. Kroeger,

Pickering Associates is pleased to have the opportunity to submit this proposal for providing Architectural/Engineering services for the Building 9 (Cultural Center) Renovations Project. Our design team is uniquely positioned to provide design services for this project because of our team of qualified experts, our depth of experience with similar projects in the area, and our ability to build strong and lasting relationships with the project team.

As a firm, Pickering Associates has been privileged to work with a variety of government agencies like yourself to design, improve and renovate city halls, municipal offices and judicial centers. We have a long, successful history of delivering similar designed projects for the West Virginia Army National Guard, WV DNR, City of Parkersburg, and many others. We have completed similar renovation and building envelope work for the State at Building 22, Building 32 and the Capitol Walkway.

The Cultural Center renovation project is the exact type of project that Pickering excels in. We understand the intricacies and details that are involved with assessing, documenting, and evaluating building systems, structural integrity, and longevity. In addition, we have extensive experience working with the State Fire Marshal Office, State Preservation Office, and utility providers throughout the state, allowing us a familiar understanding of their requirements and how to address them as needed.

Through the years, we have taken pride in finding unique solutions to some of the industry's most challenging problems. We have delivered a variety of different projects ranging from short-notice schedule requirements for emergency work, to limited or stretched budgets. You will find a growing list of repeat clients who come back to Pickering time and time again because of the importance we place on meeting the specific requirements of every single client we work with.

The following proposal outlines our qualifications, technical expertise, management and staffing capabilities, and related experience providing high-quality engineering and architectural services for your proposed project. As you know, teamwork is the spirit and foundation of any project, and our organization operates accordingly. We are dedicated to providing timely, excellent quality services in congruence with our administrative procedures, overall organization and depth of experience. Our focused approach offers advantages in methodology and delivery, elevating the success of your project both now and for years to come.

We feel that our expertise sets our team head and shoulders above any other. 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, we are available to swiftly respond to your needs.

Respectfully submitted,

A handwritten signature in red ink, which appears to read "Sean G. Simon, AIA". The signature is fluid and stylized, with a long horizontal line extending from the end.

Sean G. Simon, AIA, NCARB  
Senior Project Architect/Director of Construction Services  
ssimon@pickeringusa.com 1.304.991.6275





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# COMPANY PROFILE

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# ABOUT THE COMPANY

*Founded in 1988, Pickering Associates has been providing architectural, engineering and surveying services throughout West Virginia and Ohio for over thirty five years.*

Our company is the product of three generations, and over 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 clients and featuring innovative, customized solutions. Our highly qualified staff includes licensed professional engineers, professional surveyors, licensed architects, designers, and drafters, as well as administrative leadership and support personnel.

Our service disciplines include architecture, surveying, project management, civil engineering, structural engineering, mechanical engineering, electrical engineering, process engineering, automation and control, and construction administration; with project types ranging from education, government, healthcare, industrial, oil and gas, and the private sector.



**WE ARE  
COMMITTED TO THE  
PROFESSIONAL  
DEVELOPMENT AND  
TECHNICAL  
ADVANCEMENT OF  
OUR EMPLOYEES.**

# ABOUT THE PEOPLE

When you choose to partner with Pickering Associates, you can move forward with complete confidence that your project will be performed to your specifications, with frequent and efficient communication to keep you up-to-date on the status of the project. Our sole focus is your full satisfaction.

Our team has successfully executed more than 10,000 projects in its history, building a tremendous wealth of experience and gaining insight into what works for each unique client. Those lessons learned add depth of knowledge and substance to our product, enabling us to provide our clients with unparalleled value.

Our objective is to seamlessly interface with our clients' team to improve performance, flexibility, life-cycle cost, sustainability, and ultimately, the well-being of our communities.



# PROJECT APPROACH

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## MUNICIPAL BUILDINGS

For owners and designers, municipal buildings present a unique set of challenges and opportunities in an effort to maintain, renovate and expand services provided within the facility as well as service a wide range of individuals all with different needs and abilities. While some municipal projects allow a design team to start from the ground up, many municipal building projects involve the adaptive reuse of an existing facility or an addition to an existing facility in order to facilitate the owner's continued demand for growth. It is also important for owners to find a team with the depth of experience in dealing within the restrictions of limited budgets, governing regulations, multiple phase oversight and approving agencies.

Municipal buildings also present a unique design for the team selected for a project by the fact that potentially every component of the design will be subjected to an expanded range of users that are normally not present in other facility designs. Pickering throughout the years has been able to engage with many civic organizations to provide design and consultant services on multiple projects including court room designs, upgrades and renovations, 911 Command Centers, office facilities, fire stations, and conference centers.

Our depth of experience and staffing provides owners with the knowledge and resources to execute their projects effectively. We understand

and execute projects to create facilities which meet ADA compliance, higher security through knowledgeable design practices and the use of technology, greater occupancy safety while providing our clients with scheduled phase gate review points for proper oversight and approval, concise project management to maintain budget and schedule oversight and assistance throughout the review and approval process with governing agencies.

With more than 70 professionals on staff, you can be confident that Pickering Associates has the resources to meet your project schedule. 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 resolve any issues or concerns that may arise. 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.

Our close coordination efforts have proven 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.



# WHAT FULL SERVICE MEANS

Pickering Associates takes pride in our approach to projects and project management. We strive to deliver consistent projects that execute our client's expectations.

Our project manager, Sean Simon, will communicate with each design discipline through all phases of design and construction to ensure the project is well coordinated. He will keep the WV Department of Tourism and other stakeholders informed throughout the entire process and confirm information gets distributed to the entire team. Communication will be consistent from the project kickoff meeting through closeout. Sean will also lead in the development of the project schedule in conjunction with the WV Department of Tourism and necessary stakeholders.

Pickering's project approach for each goal outlined below will look for any opportunity to reduce the overall projected schedule as well as project budget.

#### **Goal/Objective 1:**

**Perform an assessment of the building including but not limited to the Agency-specific systems within the building and prepare comprehensive reports which make recommendations for repair and provide budgetary estimates for multiple, tiered cost-effective solutions addressing those recommendations.**

Pickering's design process will begin by examining the existing conditions throughout the building.

We will schedule the evaluations at your convenience so not to disrupt activities in the area. We will review all exterior and interior conditions including the building's interior and exterior finishes, MEP systems, elevators and escalators, efficient use of space and other potential upgrades.

The results of these evaluations will be incorporated into an engineering report for review by the Department of Tourism and other stakeholders. The findings will be incorporated into the schematic designs once approved.

***Performing extensive appraisals and detailed assessments is key in providing our clients with the most probable options for future development.***

This would be very similar to what we did at the Governor's Mansion, Building 22 and Building 32. The exterior evaluation of the Governor's Mansion and Building 32 projects were very successful projects. Included in the attached project sheets are additional examples which include structural assessment and design of corrections.





We always involve the authorities-having-jurisdiction during the early stages of a project 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.

We are also familiar with several of the life safety systems that are in other State buildings. We will evaluate the current system in the cultural center to others and evaluate what impact, if any, the recommended designs may have on the system.

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.

#### **Goal/Objective 2:**

**Provide schematic and developmental design, construction documents, and bid phase services in support of the projects the Agency undertakes in response to the initial assessments.**

During schematic design we will utilize any conceptual design that has been completed to date as our starting point. We will work with your designated staff to discuss any potential changes to the program that may need to be made as a

#### **OFFICE LOCATION: CHARLESTON**

318 Lee St. W, Suite 200  
Charleston, WV 25302

#### **CONTACT INFORMATION:**

Sean G. Simon, AIA, NCARB  
Director of Construction Services  
(P) (304)345-1811 EXT: 1116  
(E) [ssimon@pickeringusa.com](mailto:ssimon@pickeringusa.com)

#### **SERVICES:**

Architecture  
Interior Design  
3D Model Design  
Landscape Architecture  
Civil Engineering  
Structural Engineering  
Electrical Engineering  
Automations & Controls  
Mechanical Engineering  
Piping Engineering  
Process Engineering  
Surveying  
Marketing Development  
Construction Services  
Project Management

**Rated as one of the  
TOP  
Engineering Firms in  
West Virginia.**

*- The State Journal*

result of scope change, or in an effort to reduce anticipated project costs. We feel that time spent with your staff to better understand their issues, will allow us to be more efficient in completing this phase of design. During this phase, we will hold meetings, as necessary, to gather information and coordinate with your staff. Emails and phone conversations will be used as needed, to communicate between meetings. At the end of the schematic design phase, Pickering will present progress plans to the Department of Tourism for review and approval. These plans will provide the Department of Tourism with the opportunity to verify that we have correctly interpreted the desired functional relationships between various activities and spaces. Once schematic design is complete and accepted by the Department of Tourism, we will move into the design development phase for the project.

### **Goal/Objective 3:**

**Produce designs for and oversee multiple competitive bid packages in order to phase construction, for both budgetary control and to accommodate occupancy.**

The Design Development phase is a transition where the design team moves into developing the contract documents. In this phase, the architects and engineers will prepare the drawings and other presentation documents to advance the design

concept and describe it in terms of architectural, electrical, plumbing, mechanical, and structural systems. At the end of this phase, the design team will provide the Department of Tourism with to-scale drawings that will illustrate the project as it would look when it's constructed. These drawings will specifically define the floor plans and the work of all other trades such as mechanical, electrical and plumbing. It is important that all stakeholders be involved with and provide input to the design team at this time, as the design development drawings are used as the basis for the construction drawings and to further develop and refine the estimate of probable construction costs for the project. Again, regular project meetings will be held with Department of Tourism during this phase of design to present design progress, gather additional information and design decisions from Department of Tourism, get feedback and comments from all stakeholders, and to discuss any issues or concerns that may arise. The schedule and project budget will also be formally addressed to ensure that the project is still on track to meet all of the Department of Tourism's expectations.

We know the importance of not only understanding our client's budget but also ensuring that the project is designed to fit into (and stay within) that budget. 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 will provide an updated estimate of probable construction costs for 35%, 65%, 95% and 100% phases of design, thus monitoring and providing control over the project budget. Drawings and specifications will be submitted along with the cost estimates at the 35%, 65%, 95% and 100% milestones. 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.

Once the Department of Tourism and other stakeholders have approved the design development phase, the design team will prepare 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. The construction documents will include all necessary information to ensure that the project will be constructed as conceived by the Department of Tourism and design team. Meetings with the Department of Tourism will continue during this phase as needed and weekly updates will be provided to the Department of Tourism to keep the team informed of progress, deadlines, and any potential concerns that may still need to be resolved or addressed.

In addition, our experienced Construction Administration team will provide cost estimates and budget checks, we will effectively manage the budget and reevaluate the scope of work as needed throughout the project. Drawings and cost estimate will be reviewed with the Department of Tourism at 50% milestone. A cost estimate will be generated using RS Means cost data and updated at each phase gate to alleviate any surprises at the bidding phase.

#### **Goal/Objective 4:**

**Submit an acceptable design so as not to inconvenience the building occupants.**

Pickering Associates has extensive experience in designing projects with multiple bid packages and construction timelines based on occupied facilities. Pickering has worked on projects in many occupied



government offices and uses this experience to help plan the work and to help alleviate issues. A project that we designed for Building 22 in downtown Charleston involved renovations on the first floor. The work was designed in phases that allowed the tax office to continue their operation and maintain necessary security requirements. This also allowed for the contractor to make minimal disruption to the existing infrastructure.

#### **Goal/Objective 5:**

**Produce construction documents and administer construction in compliance with State of West Virginia purchasing regulations.**

During construction administration Pickering Associates will be an agent of the owner, overseeing construction to ensure conformity to construction drawings, specifications, and standards. Pickering will assist Department of Tourism 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. In addition, Pickering will attend any meetings to discuss the project. This closely monitored process helps



to ensure that the final project represents the intended design as indicated in the construction documents.

Pickering uses the construction management software Procore during the Construction Administration Phase of the project. Drawings and Specifications are uploaded to the program and can be accessed from your phone, tablet, or computer, whether you are at your desk or in the field you have access to the construction documents. Contractor's upload RFIs and Submittals through Procore. Meeting Minutes, Job Site visits and Field Reports are uploaded and distributed to the stakeholders. WV Department of Tourism staff and any other stakeholders will have access to the project through Procore and will be able to monitor the progress of construction.

Pickering Associates will handle the bidding and negotiation phase of the project with our experienced in-house construction administration team. Our Construction Administration department has a robust foundation in architectural programming, design, construction documentation, and contract administration. They possess a deep understanding of the entire life cycle of a construction project. This proficiency allows the team to navigate complexities and oversee projects efficiently. They will involve each discipline, as needed, for the project. They will involve the authorities having jurisdiction to make certain that we address all concerns that they may have, thus reducing costly changes during design and/or construction. We employ a Certified Building Plans Examiner in-house and have a close working relationship with agencies such as the West Virginia State Fire Marshal's Office.

### *Our Unique Qualities:*

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

- 1) Full-Service Firm: Pickering Associates is a Full-Service A/E firm. We have all architects and engineers in-house, including surveyors. We can effectively and efficiently communicate with our entire team thus ensuring a well-coordinated design effort.
- 2) Our Experience: We have completed other similar design projects and have assembled an experienced project team that works well together. We understand the needs of your facility and believe that our work with the State of West Virginia on prior projects gives us an insight to the scope and design that other firms may not offer.
- 3) Our Technology: Pickering Associates uses Building Information Modeling (BIM), 3D Scanning, Virtual Reality, and 3D printing technology in developing our project concepts throughout the design process, as needed. These tools also allow us to better communicate the final layout and look of the project with our clients and allow our clients to experience what the project will look like prior to construction.
- 4) Our Communication: Our Project Manager will provide consistent communication with all project stakeholders throughout the project design. We make sure that the project scope and schedule are aligned with the project requirements, and the client's desires and expectations.

## YOUR PROJECT

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### Project Owner



West Virginia Department of Tourism



## LEADERSHIP

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### Sector Director

Mark Welch, PE  
Director of Commercial Design  
Principal Civil/Structural Engineer

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### Project Manager

Sean G. Simon, AIA, NCARB  
Senior Project Architect  
Director of Construction  
Services

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Sean will serve as the main point of contact and coordinate all Pickering Associates work. Sean will also serve as Construction Administrator.

## DESIGN TEAM

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### Structural Engineering

Joe Tucker, PE

### Mechanical Engineering

Jeff Hosek, PE LEED AD+C

### Architecture

Sean G. Simon, AIA, NCARB

### Electrical Engineering

Dave Gunnoe, PE

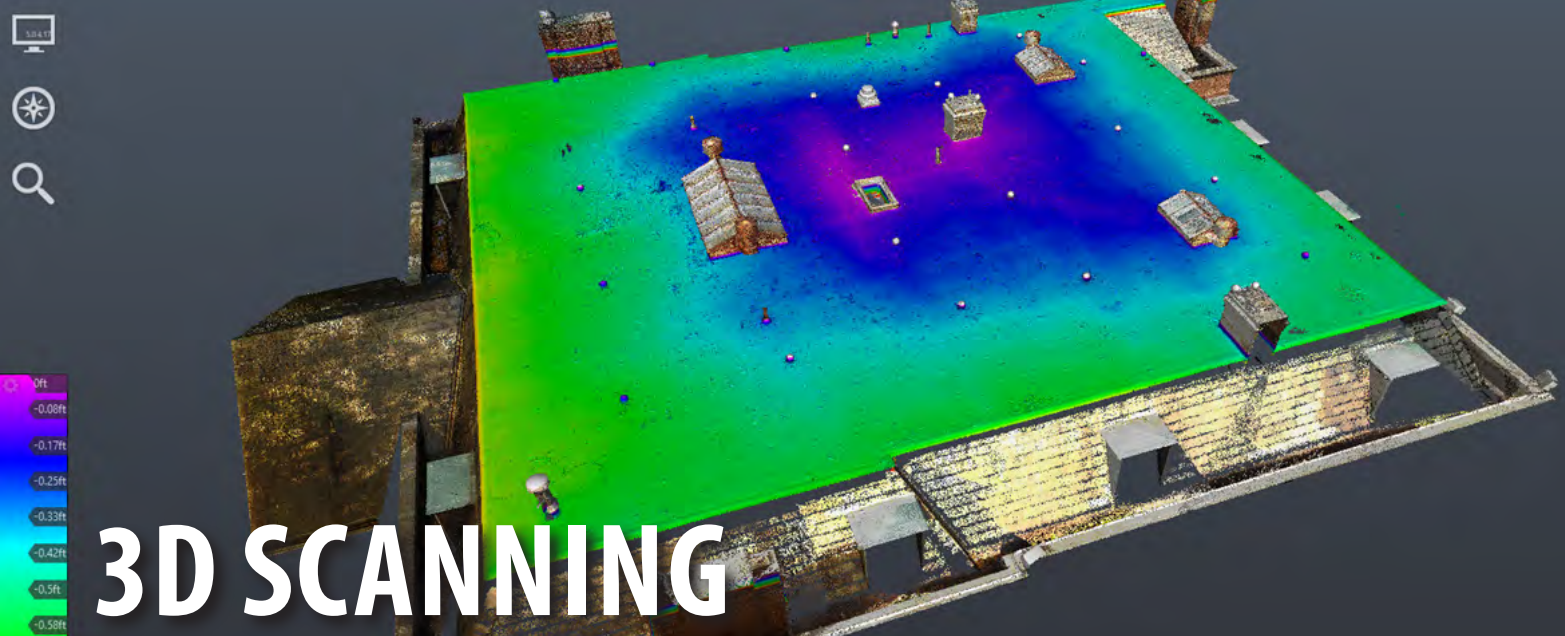
### Construction Administration

Sean G. Simon, AIA, NCARB

### Plumbing Engineering

Andy Skunza, PE





# 3D SCANNING

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 integrates as-built conditions with our 3D modeling and BIM workflows. This tool allows us to send a small scanning team to perform reality capture services to digitize the as-built conditions of the area. This data capture is safer and more efficient for our designers. It significantly reduces the time and equipment needed for traditional hand-measuring that our industry has been accustomed to throughout the years. The scanner gathers millions of measurements in only minutes.

The data is three dimensional, includes detailed color photographs throughout the scanned area, granting our designers the ability to measure from a 360 degree image. Using the point cloud with higher accuracy and visual processing tools, we can better understand the data, see variations in slope, or identify low spots instantly. Survey quality accuracy can also be achieved when required.

The point cloud also allows us to propose new designs and overlay them with the as-built conditions, allowing for clash detection and constructibility reviews that will reduce changes in the field during construction. 3D Scanning is a powerful tool in the hands of our designers that will benefit your project.

## Advantages:

- Typically requires no ladders / scaffolding
- Speeds up time to measure spaces
- Cover more ground quickly
- Great reference for other designers who couldn't visit the site
- Reduces amount of time people spend in dusty/ dangerous environments

## Workflow Acceleration:

- Takes 25.4 million measurements in about 15 minutes depending on density, color settings, site complexity, site "spotter" requirements, etc.
- Can include color photographs if desired
- Takes 1-2 people to run safely, can cover 20,000 SF per day on average

## Design Advantages:

- Pre-generates 3D point cloud model of existing conditions
- "Intensity" mode allows us to see details in dark spaces without extra work lights
- Can take measurements directly on photos
  - \* Accuracy up to 1/8"
- Can be tied to Survey coordinates for accurate alignment/dimensions with traditional surveying data.
- Easy way to visually identify complex interferences/ placement among existing conditions
  - \* Reduces need for hand-measuring complex objects
  - \* Reduces need to find or "recreate" custom equipment/layouts from cut sheets
- 3D coordination is easier by linking design models and existing point cloud together for client visualization/walk throughs

## Innovation & User Experience Opportunities:

- Design model can be superimposed onto 360 photos for more detailed analysis during design
- 3D scanned photo imagery can be viewed in 360 VR environment, allowing for better contextual awareness/identification of obstacles
- Point Cloud can also be navigated in VR to identify pinch-points, head knockers, maintenance concerns, installation obstacles, etc.



# MUNICIPAL PROJECT EXPERIENCE

## **West Virginia State Capital Complex**

### **Charleston, West Virginia**

Governor's Mansion Roof Replacement  
Building 8 Evaluation  
Building 22 HVAC Renovations  
Building 13 Parking Garage Evaluation

## **WV Department of Agriculture**

### **Cedar Lakes, West Virginia**

Conceptual Master Planning Design  
Assembly Hall Addition

## **West Virginia DNR**

### **Parkersburg, West Virginia**

District 6 Office Complex Conceptual Concepts and Construction Designs

### **Chief Logan State Park**

Park Recreation Center

### **North Bend State Park**

Lodge Renovations

## **West Virginia Army National Guard**

### **Charleston, West Virginia**

Huntington Tri-State Armory-HVAC Renovation  
Kenova Vehicle Exhaust HVAC Upgrades  
Eleanor Readiness Center HVAC Renovations  
Camp Dawson Building 215 Windows and Door Replacements  
Camp Dawson Rappel Tower Renovation  
Camp Dawson Structural Repairs  
Camp Dawson Airfield Support Facility  
Camp Dawson Cottages Renovations  
Camp Dawson Bldg 215 Medical Wing Renovation

## **City of Parkersburg**

### **Parkersburg, West Virginia**

Engineering Assistance with Boiler I  
Old Sumner School Site and Building Evaluation  
Downtown Electrical Lighting Design  
Emerson New Fire Station Design & Construction Administration  
Covert Street New Fire Station Design & Construction Administration  
Liberty Street New Fire Station Design  
City of Parkersburg Master Planning Design  
New Recreation Center

## **City of Vienna**

### **Vienna, West Virginia**

New Building Addition for Police Phase 1&2  
Police Department Redesign  
New Senior Center Addition

## **Vienna Volunteer Fire Department**

### **Vienna, West Virginia**

Vienna Volunteer Fire Station Addition  
Police Station Generator Renovation

## **City of Marietta**

### **Marietta, Ohio**

Phase 1,2,3 Marietta City Hall Renovations  
City Hall Roof Replacement  
Armory Structural & Reroofing  
Duckbill Outfall  
Water Treatment Plant Solids Contact Tank Painting  
North Hills Elevated Water Tank  
Channel Lane Culvert  
Harmar & 676 Elevated Water Tanks  
Sherry Dr/Hadley Ln Water LN Replacement  
Additional Survey-Sherry Dr/Hadley Water  
Greene ST/Colegate Dr Waterline Replacement  
Armory Ground Floor Renovations  
Marietta Waste Water Treatment Plant Phase 2 Services  
Armory Elevator

## **Parkersburg Utility Board**

### **Parkersburg, West Virginia**

Repair Martown Reservoir Communication  
Add radio & PLC to Pettyville site  
Quincy Street SCADA

## **Parkersburg & Wood County Library**

### **Parkersburg, West Virginia**

Library Sign Foundation  
Emerson Library Roof Replacement  
Emerson Library Renovation & New Entry Addition

## **Lubeck Utility Board**

### **Lubeck, West Virginia**

Troubleshooting Device Net  
Lookout HMI to Panelview SE Display  
Install Pressure Filtration Sys PLC



# FEATURED PROJECTS

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# STATE OF WEST VIRGINIA

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## BUILDING 22 HVAC RENOVATIONS

### PROJECT SPECS:

#### PROJECT COST

\$2,308,775

#### DESIGN COMPLETION

MAY 2020

#### CONSTRUCTION COMPLETION

APRIL 2021

General Services Division's Building 22 houses WV State Tax Department. The building is four floors with a mezzanine and a full basement.

The project included removal of an existing roof top chiller, installation of two new roof top units, installation of a dry cooler, replacement of all VAV's through out the building, removal of all existing air handlers, installation of new ductwork from the roof top units down to each floor in an exterior enclosure, and new controls for all VAV's and roof top units. There are CRAC units on the second floor which were changed over to operate with the roof mounted dry cooler since the chiller was removed.

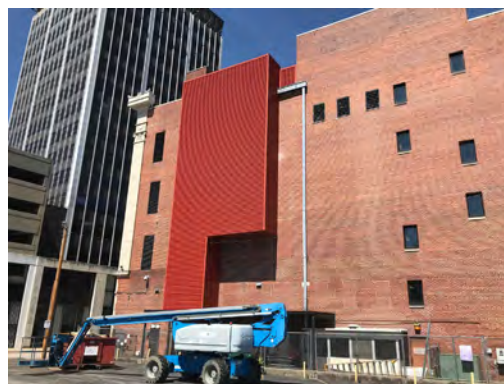
### SERVICES PROVIDED

ARCHITECTURE  
STRUCTURAL  
PLUMBING  
ELECTRICAL  
MECHANICAL  
CONSTRUCTION MANAGEMENT  
PROJECT MANAGEMENT

The work was completed while the building was occupied. With a great deal of pe-planning and a team approach each bi-weekly job meeting included discussion of progress and any needed changes were made relating to the schedule and relocation of staff. The most important factor was to keep the Tax operations working and this was accomplished.

### CLIENT CONTACT

SCOT R. CASDORPH, PE  
ARCHITECTURE & ENGINEERING MANAGER  
P) 304.957.7145  
E) SCOT.R.CASDORPH@WV.GOV





# WDP AND ASSOCIATES

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## CAPITOL WALKWAY

### PROJECT SPECS:

#### PROJECT BUDGET

\$3,000,000

#### SQUARE FOOTAGE

2000

#### DESIGN COMPLETION

MARCH 2023

#### CONSTRUCTION COMPLETION

APRIL 2024

Pickering Associates was hired for the design and administration for two new West Virginia capitol walkways. The walkways connect the main building to the east and west wing respectively.

The glass design emphasizes modernity combined with the historic look of the capitol building.

For this project, Pickering Associates worked with WDP and Associates. Pickering Associates provided the architecture design, electrical and mechanical engineering, as well as construction administration. Pickering Associates also helped with the bidding process.

### SERVICES PROVIDED

ARCHITECTURE  
BIDDING  
CONSTRUCTION ADMINISTRATION  
ELECTRICAL  
MECHANICAL

### CLIENT CONTACT

REX CYPHERS  
PROJECT MANAGER  
P) 1.434.242.7494  
E) RCYPHERS@WDPA.COM







# AMERICAN ELECTRIC POWER

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## FORBES CENTER BUILDING EVALUATION

### PROJECT SPECS:

#### PROJECT BUDGET

\$10,000

#### SQUARE FOOTAGE

33,000 SF

#### DESIGN COMPLETION

JUNE 2021

#### CONSTRUCTION COMPLETION

N/A

### SERVICES PROVIDED

ARCHITECTURE  
ELECTRICAL  
MECHANICAL  
STRUCTURAL  
PIPING

American Electric Power requested Pickering Associates to provide a cursory assessment and report for the existing Forbes Center located at 200 Association Drive, Charleston, WV. The Assessment included Structural, Architectural, Mechanical, Plumbing, and Electrical evaluation of existing building, site, and systems as requested by the buyer and as defined in the following scope of work.

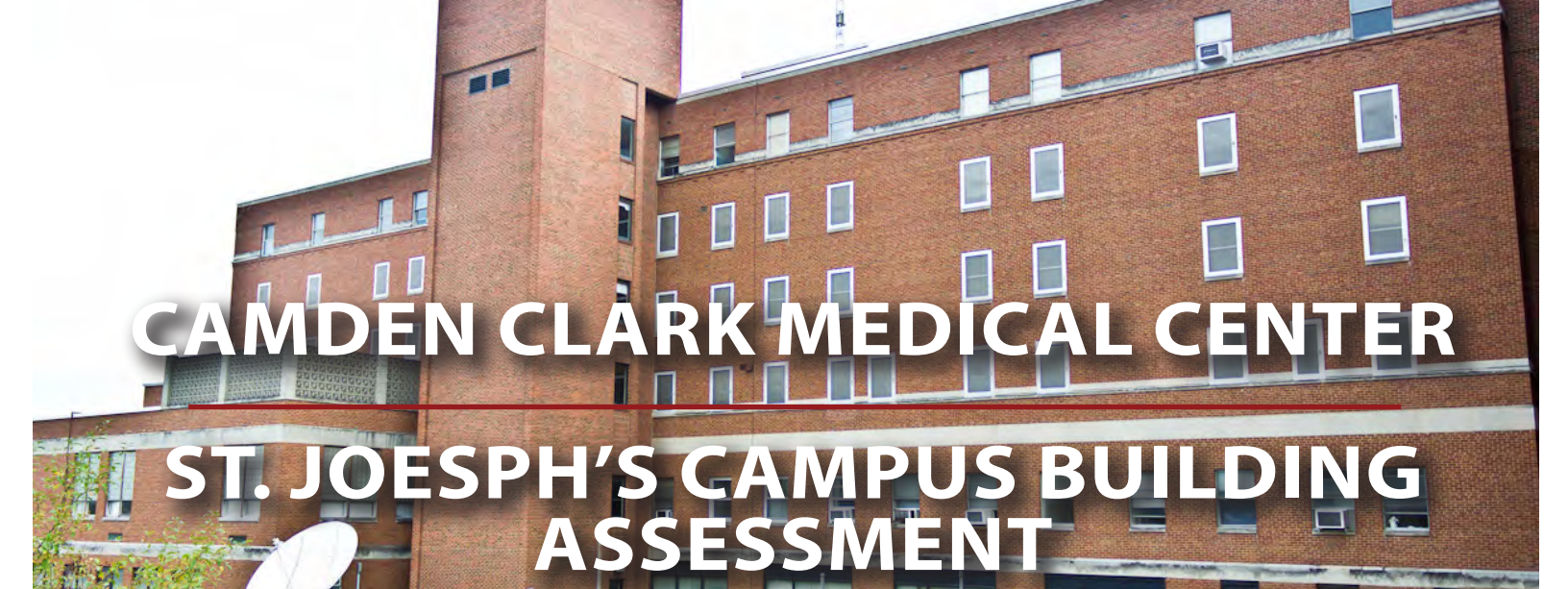
#### Basic Services:

1. Provide one (1) site visit to the existing facility for each discipline to perform cursory reviews of the building and systems for report development.
2. Provide Engineering Report detailing any deficiencies and overall findings obtained during review of the building project site.

Pickering Associates' Professionals visited the sites to perform casual field observations. Pickering Associates found the building to be in good condition and appeared to be constructed to meet the appropriate local codes and standards. A final report was generated representing the findings and opinions derived from those observations.. A budget of \$300,000 was suggested to cover all interior and exterior work with the exception of repaving the parking lot.

### CLIENT CONTACT

ERIC SAUER  
TITLE  
P) 614.370.7959  
E) EASAUER@AEP.COM



# CAMDEN CLARK MEDICAL CENTER

## ST. JOESPH'S CAMPUS BUILDING ASSESSMENT

### PROJECT SPECS:

PROJECT COST  
\$ 25,180,380.00

SQUARE FOOTAGE  
654,543

DESIGN COMPLETION  
MAY 2013

CONSTRUCTION COMPLETION  
DATE N/A

### SERVICES PROVIDED

ARCHITECTURE  
CIVIL  
ELECTRICAL  
MECHANICAL  
STRUCTURAL  
PIPING  
CONSTRUCTION MANAGEMENT

### CLIENT CONTACT

ZAC CAMPBELL  
DIRECTOR OF ENGINEERING  
(P) 304.424.2288  
(E) zachary.campbell2@wvumedicine.org

Following a merger between the two major hospitals in the area, Camden Clark Medical Center wished to obtain architectural and engineering services for a cursory assessment and report for all existing buildings and sites at their St. Joseph campus and Belpre facility.

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

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

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

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





# THE PM COMPANY HOTEL EVALUATIONS

## PROJECT SPECS:

### PROJECT BUDGET

\$20,000

### SQUARE FOOTAGE

64,030 SF, 48,014 SF

### DESIGN COMPLETION

MAY 2019

### CONSTRUCTION COMPLETION

N/A

## SERVICES PROVIDED

ARCHITECTURE  
ELECTRICAL  
MECHANICAL  
PIPING

## CLIENT CONTACT

JASON MINITE  
TITLE  
P) 304.483.8803  
E) JASON@THPMCOMPANY.COM

The PM Company requested Architectural and Engineering Services to provide an assessment and report for the existing Hampton Inn located at Emerson & Murdoch Ave. and Holiday Inn Express located at Mineral Wells. The Assessment included Architectural, Mechanical, Plumbing, and Electrical evaluation of existing building, site, and systems as requested by the buyer and as defined in the following scope of work.

### Basic Services:

1. Review existing project documentation as provided by PMC.
2. Provide one (1) site visit to each existing facility for each discipline to perform reviews of the building and systems for report development.
3. Provide Engineering Report detailing any deficiencies and overall findings obtained during review of the building documentation and project site.

Pickering Associates found the buildings to be in good condition and appeared to be constructed to meet the appropriate local codes and standards.





## PROJECT SPECS:

### PROJECT BUDGET

\$498,212

### SQUARE FOOTAGE

15,331 SF (USABLE SPACE)

### DESIGN COMPLETION

APRIL 2017

### CONSTRUCTION COMPLETION

TBD

## SERVICES PROVIDED

CIVIL  
SURVEYING  
ARCHITECTURAL  
PLUMBING  
ELECTRICAL  
MECHANICAL

## CLIENT CONTACT

JOE TUCKER, PE  
CITY ENGINEER  
P) 740.373.5495  
E) JOETUCKER@MARIETTAOH.NET

The City of Marietta requested that Pickering Associates provide Architectural and Engineering services to provide a cursory assessment and report for their existing building at 304 Putnam Street in Marietta, Ohio.

The Assessment included Architectural, Civil, Mechanical, Plumbing, and Electrical evaluations of the existing building, site, and systems.

The goal of the project was three-fold: Assess the current condition of the existing facilities, create a prioritized list of repairs and/or upgrades, and provide estimated costs associated with the various repairs or upgrades.

The result of the assessment was a report (with estimated costs and a list of priorities) documenting a number of repair items that needed to be performed in order to bring the current facilities up to code and proper working condition.

For the site portion of the project, an existing ramp and adjacent sidewalks were evaluated to determine compliance with ADA standards, in regards to running slope and cross-slope. Additionally, landings were reviewed as well as accessible routes from the existing parking lot. Rehabilitation plans were generated, along with a cost estimate.





# WESTBROOK HEALTH SERVICES

## MARKET STREET BUILDING ASSESSMENT

### PROJECT SPECS:

#### PROJECT BUDGET

\$21,500

#### SQUARE FOOTAGE

37,863 SF

#### DESIGN COMPLETION

SEPTEMBER 2024

#### CONSTRUCTION COMPLETION

N/A

### SERVICES PROVIDED

ARCHITECTURE  
CIVIL  
ELECTRICAL  
MECHANICAL  
STRUCTURAL  
PIPING

### CLIENT CONTACT

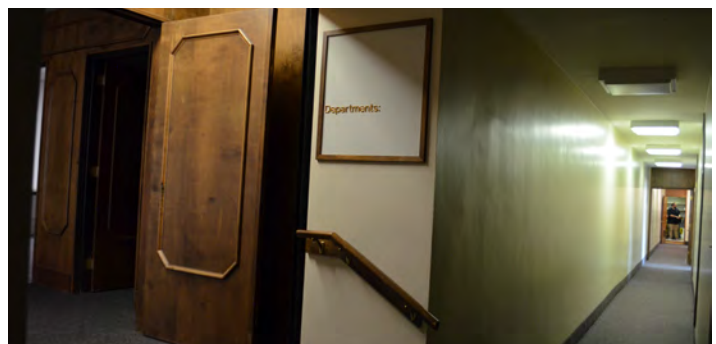
CORY CARR, MBA  
DIRECTOR OF FACILITIES  
P) 817.677.0969  
E) CCARR@WESTBROOKHEALTH.COM

Westbrook Health Services requested a building assessment completed to assist in determining the feasibility of purchasing a building on Market Street in Parkersburg, West Virginia. The property includes the addresses for the following buildings 409, 409 ½, and 415 on Market Street.

Pickering Associates provided an assessment of the buildings including a review of the structure, interiors, mechanical/electrical/plumbing systems and the building envelope.

Pickering Associates reviewed the buildings to document the existing conditions for each discipline to perform limited cursory visual reviews of the building interiors, envelope, plumbing, HVAC system(s) and electrical distribution.

Pickering Associates provided a final detailed report based on professional opinions derived from the site visits. Westbrook Health services utilized the report for a better understanding the existing building conditions and any potential concerns prior to purchasing.







# STATE OF WEST VIRGINIA

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## 1ST FLOOR RENOVATIONS

### PROJECT SPECS:

PROJECT COST  
\$591,325

DESIGN COMPLETION  
AUGUST 2021

CONSTRUCTION COMPLETION  
EST JUNE 2022

Pickering Associates met with State Tax and designed a public meeting space on the first floor of Building 22.

The new space included 8 personal meeting rooms, conference room, security office, public waiting area, 5 private offices and public restrooms. The existing space was demolished and all finishes removed. The new design included all new finishes and new LED lights. Also, a new entry door from the vestibule into the public meeting area was included.

Due to IRS and State Tax requirements it was very important to keep staff and public separated. The new design lets both groups interact, but the public never has access to restricted areas of the building.

### SERVICES PROVIDED

ARCHITECTURE  
PLUMBING  
MECHANICAL  
ELECTRICAL  
CONSTRUCTION MANAGEMENT  
PROJECT MANAGEMENT

### CLIENT CONTACT

TIM LEE  
ARCHITECTURE & ENGINEERING MANAGER  
P) 304.558.2317  
E) TIMOTHY.M.LEE@WV.GOV





# STATE OF WEST VIRGINIA

## GOVERNOR'S MANSION EXTERIOR ENVELOPE RENOVATIONS

### PROJECT SPECS:

PROJECT COST  
\$451,125

SQUARE FOOTAGE  
VARIOUS

DESIGN COMPLETION  
JUNE 2020

CONSTRUCTION COMPLETION  
MARCH 2021

### SERVICES PROVIDED

ARCHITECTURE  
STRUCTURAL  
CONSTRUCTION MANAGEMENT  
PROJECT MANAGEMENT

### CLIENT CONTACT

SCOT R. CASDORPH, P.E.  
ARCHITECTURE & ENGINEERING MANAGER  
P) 304.957.7145  
E) SCOT.R.CASDORPH@WV.GOV

This project is being completed in two phases.

Phase 1 was to inspect and evaluate the exterior walls, columns, porches, downspouts, gutters and roofs for the main house, kitchen addition and garage addition. Pickering Associates used a drone equipped with a camera in order to obtain pictures of brick masonry walls for review and inspection. Pickering also performed a 3D scan of the main flat roof to determine the extent of the center low as well as a thermal camera and 3D scan of the inside to determine the source of the interior leaks. After the evaluation was complete a report was issued to the owner with the findings and a detailed cost estimate for the repairs.

Phase 2 of the project includes the design documents for the exterior renovations and re-roofing of the building. Pickering submitted the project for review by WV State Historic Preservation Office. The Project was approved by SHPO. In addition, Pickering presented the project to the Capitol Building Commission; the CBC also approved the project.

This project was publicly bid.

Pickering Associates also provided Construction Administration for owner, including weekly site visits and reports.







# OUR TEAM

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# MARK WELCH, P.E.

DIRECTOR OF COMMERCIAL AND MUNICIPAL  
DESIGN  
PRINCIPAL CIVIL/STRUCTURAL ENGINEER

## BACKGROUND:

### EDUCATION

MARSHALL UNIVERSITY  
M.S. ENGINEERING MANAGEMENT  
WEST VIRGINIA UNIVERSITY  
B.S. CIVIL ENGINEERING

### LICENSES

PROFESSIONAL ENGINEER  
W.VA., OHIO, LA., PA., IN., TENN.

### YEARS EXPERIENCE

19 YEARS

- Project Manager for State of West Virginia Building 22 Interior Renovations.
- Project Manager for State of West Virginia Building 32 Water Infiltration Issues.
- Project Manager and Construction Manager for a \$16 million-dollar capital improvement project at a manufacturing facility in West Virginia.
- Civil/Structural Engineer and Project Manager for a \$1.5 million-dollar environmental compliance project at a manufacturing facility in West Virginia.
- Project Manager and Construction Manager for over 20 different capital improvement and maintenance projects at a manufacturing facility in West Virginia.
- Civil/Structural lead and Project Manager for the construction of a \$25 million-dollar LNG storage facility in Louisiana.
- Lead Civil and Structural Engineer and project manager for development of numerous oil and gas well pads and production facilities throughout the Ohio/W.Va.
- Lead Civil and Structural Engineer in designing high voltage (138-69kV) substations.
- Project Manager and Civil Engineer for a brownfield development of approximately 30 acres for a new manufacturing facility.
- Civil Engineer for a polymer recycling facility located in the Polymer Alliance Zone in Davisville, W.Va.
- Civil Engineer for an expansion of operations at a refinery in Marietta, Ohio.
- Designed storm water system and new grading layout for a fire department annex in Vienna, W.Va.

“THE JOY OF ENGINEERING IS TURNING TODAY’S DREAM INTO TOMORROW’S REALITY.”



## SEAN G. SIMON, AIA, NCARB

DIRECTOR OF CONSTRUCTION ADMINISTRATION  
SENIOR PROJECT ARCHITECT

### BACKGROUND:

#### EDUCATION

CONSTRUCTION SPECIFICATIONS INSTITUTE  
CONSTRUCTION DOCUMENT TECHNOLOGIST

UNIVERSITY OF TENNESSEE  
PROFESSIONAL BACHELOR OF ARCHITECTURE  
10 HOUR OSHA CERTIFICATION

#### LICENSES

PROFESSIONAL ARCHITECT  
WEST VIRGINIA, OHIO

#### YEARS EXPERIENCE

33 YEARS

- Project and Construction Administration for State of West Virginia Building 22 Interior Renovations.
- Project Manager for State of West Virginia Building 32 Water Infiltration Issues.
- Project Manager for State of West Virginia Building 22 HVAC Replacement.
- Project Architect for WV Governor's Mansion exterior evaluation and renovations.
- Project Architect for WV State Tax and Revenue Building Renovations.
- Project Architect for Mathiasis/Baker Fire Station.
- Project Architect for South Branch Cinema 6. This project included a 6 screen movie theater, which included 3 different theater sizes and a total of 800 seats.
- Project Architect for over 10 different banking facilities located throughout Va. and W.Va.
- Project Architect for a one story facility for the Beckley State Police/ Department of Motor Vehicle.
- Project Architect for a new Urgent Care facility in Moorefield, W.Va.
- Project Architect for the Monumental sign for Robert C. Byrd Courthouse in Charleston, W.Va.
- Project Architect for a renovation project for the Social Security and Department of Labor Office in Parkersburg, W.Va.
- Project Architect for construction a new vet clinic for the Lost River Vet Clinic.
- Project Architect for the construction of the original Eastern Community College.

“QUALITY IS NOT AN ACT,  
IT IS A HABIT.”

Aristotle



# JOE TUCKER, P.E.

PRINCIPAL STRUCTURAL ENGINEER

## BACKGROUND:

### EDUCATION

OHIO UNIVERSITY  
B.S. CIVIL ENGINEERING

### LICENSES

PROFESSIONAL ENGINEER  
WEST VIRGINIA AND OHIO

### YEARS EXPERIENCE

46 YEARS

- Structural Engineer for exterior masonry wall replacement for Meigs County Ohio Highway Department.
- Structural Engineer for the renovations of the Capitol Market in Charleston, West Virginia.
- Structural review for equipment replacements at Cabell Huntington Hospital in Huntington, West Virginia.
- Existing conditions structural review for permit drawing to renovate shopping space for new tenant.
- Structural Engineer for elevator addition to the Arc of the Mid-Ohio Valley offices in Parkersburg, West Virginia.
- Structural Engineer for elevator addition to the Oil and Gas Museum in Parkersburg, West Virginia.
- Structural Engineer for water line upgrades to the Minnie Hamilton Health Services Grantsville Campus in Grantsville, West Virginia.
- Civil and Structural review of Construction Documents for the Mountaineer Food Bank Expansion in Gassaway, West Virginia.
- Structural assessment and review of college dormitory building to address slippage due to storm water in Parkersburg, West Virginia.
- Civil and Structural design and site development for Marietta College softball and soccer fields in Marietta, Ohio.
- Project Manager for new pedestrian bridge crossing Sandy Creek and connecting the City of Ravenswood W.Va. to Ravenswood River Front Park.

“OPPORTUNITY IS MISSED  
BY MOST PEOPLE  
BECAUSE IT IS DRESSED  
IN OVERALLS AND LOOKS  
LIKE WORK.”

Thomas A. Edison





# DAVE GUNNOE, P.E.

ELECTRICAL ENGINEER

## BACKGROUND:

### EDUCATION

UNIVERSITY OF CHARLESTON  
M.B.A.

WEST VIRGINIA INSTITUTE OF TECHNOLOGY  
B.S. ELECTRICAL ENGINEERING

### LICENSES

PROFESSIONAL ENGINEER  
WEST VIRGINIA, OHIO, VIRGINIA, TENNESSEE,  
MICHIGAN, TEXAS

### YEARS EXPERIENCE

16 YEARS

- Electrical Engineer for building assessment for Westbrook Health Services in Parkersburg, West Virginia.
- Electrical Engineer for new Ritchie County Judicial Annex in Harrisville, West Virginia.
- Electrical engineering to renovate an area of the Riverside Medical Building in South Charleston, West Virginia to add a segregated compounding pharmacy.
- Electrical engineering to renovate the 3rd floor of the CAMC cancer center building in Charleston, West Virginia.
- Electrical engineering to address humidity issues in three OR rooms in Barnsville Hospital in Barnsville, Ohio.
- Electrical engineering for phase one and two of a renovation to add a new OR suite to Memorial Hospital in Charleston, West Virginia.
- Electrical engineering for renovations to existing endoscopy area of WVU Medicine Camden Clark in Parkersburg, West Virginia.
- Electrical engineering to add generator backup for the existing chiller, boiler and HVAC equipment for CAMC General Hospital in Charleston, West Virginia.
- Electrical engineering for a New Testing Center – West Virginia School of Osteopathic Medicine in Lewisburg, West Virginia.
- Electrical engineering for a New Community Health Center – West Virginia School of Osteopathic Medicine in Lewisburg, West Virginia.
- Electrical Upgrades and Renovation – WV Health Right East End Clinic in Charleston, West Virginia.

“SCIENCE CAN AMUSE  
AND FASCINATE US ALL,  
BUT IT IS ENGINEERING  
THAT CHANGES THE  
WORLD.”

Isaac Asimov



## JEFFREY HOSEK, P.E. LEED AP

PRINCIPAL MECHANICAL ENGINEER  
LEED PROJECT ENGINEER  
MECHANICAL ENGINEERING DEPARTMENT MANAGER

### BACKGROUND:

#### EDUCATION

UNIVERSITY OF AKRON  
B.S. MECHANICAL ENGINEERING

#### LICENSES

PROFESSIONAL ENGINEER  
WEST VIRGINIA, OHIO, KENTUCKY,  
PENNSYLVANIA, LOUISIANA, VIRGINIA,  
MINNESOTA

LEED AP (BD&C)

#### YEARS EXPERIENCE

26 YEARS

- Lead Mechanical Engineer - HVAC State of West Virginia Building 22 HVAC Renovations in Charleston, West Virginia.
- Mechanical Engineer Huntington Tri-State Armory- HVAC Renovation Huntington, West Virginia.
- Project Manager and Mechanical Engineer on WVANG Eleanor Armed Forces Center in Red House, West Virginia.
- Project Manager on WVANG Kenova Shop Vehicle Exhaust in Kenova, West Virginia.
- Lead Mechanical Engineer for West Virginia Dept of Natural Resources District 6 Complex in Parkersburg, West Virginia.
- Lead Mechanical Engineer - HVAC Camp Dawson Building 215 Medical Wing Renovation in Kingwood, West Virginia.
- Lead Mechanical Engineer - HVAC Rappel Tower Support Renovation in Kingwood, West Virginia.
- Lead Mechanical Engineer - HVAC Camp Dawson Airfield Support Facility in Kingwood, West Virginia.
- Lead Mechanical Engineer - HVAC Wood County Schools 2021 HVAC Upgrades Wood County, West Virginia. (Approx \$21 Million)
- Project Manager CAMC Womens & Children HVAC Renovation Charleston, West Virginia.
- Project Manager for Noble Local School District K-8 Building HVAC Replacement Noble County, Ohio.
- Lead Mechanical Engineer West Virginia University - Parkersburg Caperton Center HVAC Rework in Parkersburg, West Virginia.

SOMETIMES THE QUESTIONS ARE COMPLICATED AND THE ANSWERS ARE SIMPLE.

Dr. Seuss



# ANDY SKUNZA, PE

MECHANICAL ENGINEER

## BACKGROUND:

### EDUCATION

OHIO STATE UNIVERSITY  
B.S. ENGINEERING PHYSICS

### LICENSES

PROFESSIONAL ENGINEER  
OHIO, WEST VIRGINIA

### YEARS EXPERIENCE

17 YEARS

- Plumbing Engineer for building assessment for Westbrook Health Services in Parkersburg, West Virginia.
- Plumbing design engineer for a new elementary school in Vienna, West Virginia.
- Plumbing Engineer for the renovation of a manufacturing site in Davisville, West Virginia.
- Plumbing Engineer for State of West Virginia Building 22 Interior Renovations in Charleston, West Virginia.
- Plumbing Engineer for University of Charleston Gorman Hall in Charleston, West Virginia.
- Plumbing Engineering to renovate the 3rd floor of the CAMC cancer center building in Charleston, West Virginia.
- Plumbing Engineer for a large \$25M expansion project at Minnie Hamilton Health Systems in Grantsville, West Virginia.
- Plumbing Engineer for the renovation of approximately 13,000 SF of an existing medical/surgical unit at a local hospital in Parkersburg, West Virginia.
- Plumbing Engineering for phase one and two of a renovation to add a new OR suite to Memorial Hospital in Charleston, West Virginia.
- Plumbing Engineer for the physical conditions assessment of a former campus in Parkersburg, West Virginia and master planning for future use.
- Plumbing Engineer for the renovation of the academic building for MAMC in South Charleston, West Virginia.

## FAVORITE QUOTE

Person Quoted



# REFERENCES

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# REFERENCES



Tom Joyce, Mayor of Parkersburg  
(P) 304.464.5282



West Virginia  
General Services

**State of WV General Services**  
Charleston, WV

Scot Casdorff, PE  
Architecture & Engineering Manager  
(P) 304.957.7145



**University of Charleston**  
Charleston, W.Va.

Cleta Harless  
(P) 304.357.4738  
(E) cletaharless@ucwv.edu



**Randolph County Development Authority**  
Elkins, WV

Robert L. Morris, Jr., Executive Director  
(P) 304.637.0803  
(E) ROBBIE@RCDA.ORG



**Mark Mondo- Building and Excavating, Inc.**  
City, Ohio

John H. Anderson, Project Manager, Business Development  
(P) 740.376.9396  
(E) john@mondobuilding.com

**Larry Lang Excavating, Inc.**  
Beverly, Ohio

Larry Lang, President  
(P) 740.984.4750  
(E) doubledozer@lidozer.com



**4. GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with West Virginia Code § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

**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.

Sean G. Simon

Name

ssimon@pickeringusa.com

Email

318 Lee St. W, Suite 200 Charleston

Address

City

Director of Construction Services

Title

304.991.6275

Phone Number

WV

State

25302

Zip

**CERTIFICATION AND SIGNATURE:** By signing below, 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code W. Va. Code R. §144-3-1 et seq. which automatically voids certain contract clauses that violate State law.

Pickering Associates

Company

Sean G. Simon

Authorized Name

Authorized Signature

Director of Construction Services

Title

12/4/2025

Date

## SECTION SIX: ATTACHED FORMS AND DOCUMENTS

### ADDENDUM ACKNOWLEDGMENT FORM SOLICITATION #AEOI TOR2600000003

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

- ☐ Addendum No. 1
- ☐ Addendum No. 2
- ☐ Addendum No. 3
- ☐ Addendum No. 4
- ☐ Addendum No. 5

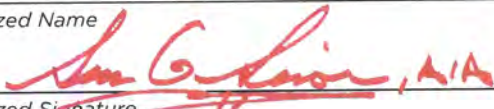
I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information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

### Pickering Associates

Company

Sean G. Simon

Authorized Name

  
Authorized Signature

Director of Construction Services

Title

12/4/2025

Date

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



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

**West Virginia Code §5A-3-10a states:** 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

**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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "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.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

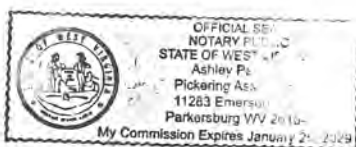
Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**Vendor's Name: Pickering Associates

Authorized Signature: \_\_\_\_\_

Date: 12/4/2025State of West VirginiaCounty of Wood, to-wit:Taken, subscribed, and sworn to before me this 4 day of December, 2025.My Commission expires January 25, 2025.**AFFIX SEAL HERE**

NOTARY PUBLIC \_\_\_\_\_





## West Virginia Ethics Commission



### Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not allow a vendor to perform work on a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

*"Business entity"* means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

*"Interested party"* or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

*"State agency"* means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the state agency prior to beginning work under a contract and to complete another form within 30 days of contract completion or termination.

*This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: [ethics@wv.gov](mailto:ethics@wv.gov); website: [www.ethics.wv.gov](http://www.ethics.wv.gov).*

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

(Required by W. Va. Code § 6D-1-2)

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

Name of Authorized Agent: Sean G. Simon Address: 318 Lee St. W., Suite 200 Charleston, WV 25302

Contract Number: TOR2600000003 Contract Description: \_\_\_\_\_

Governmental agency awarding contract: WV Department of Tourism

☐ Check here if this is a Supplemental Disclosure

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

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

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

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

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

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

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

Signature: 


Date Signed: 12/04/2025

**Notary Verification**

State of West Virginia, County of Wood:

I, Ashley Paulson, 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 4 day of December, 2025

  
Notary Public's Signature

**To be completed by State Agency:**

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

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

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



