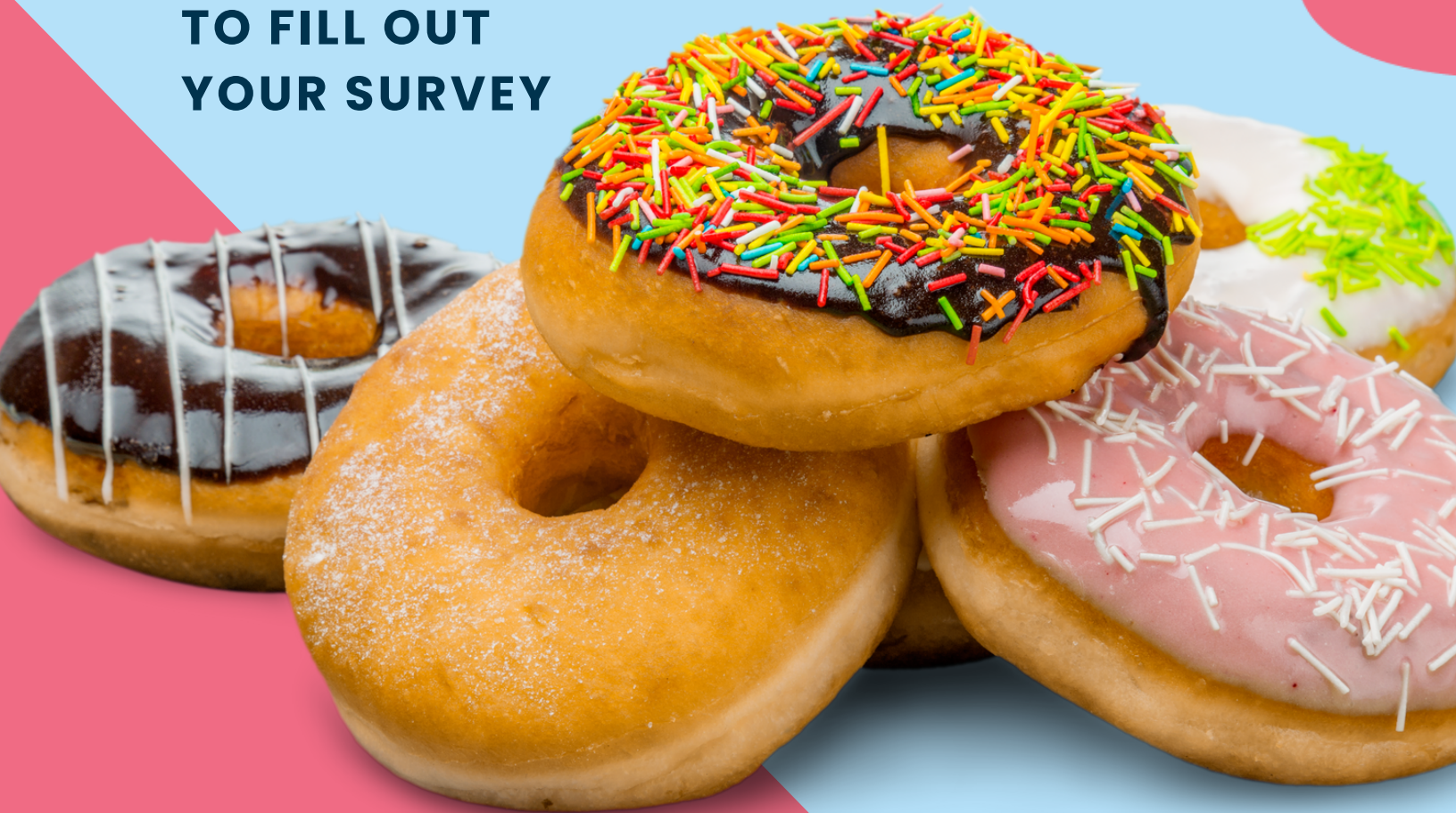


DONUT FORGET

TO FILL OUT
YOUR SURVEY



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YOUR SURVEY





COMPANY NEWS

January 15, 2024



RECENT WINS

Porsche of Chesterfield - BECx
Brinkmann Constructors

PFG Middendorf - N. Broadway
Wayne Automatic Spinkler Corp



PROPOSALS OUT

St. Vincent De Paul Campus
Frontenac Engineering

Hanley Towers - Strategic Plan
Hanley Towers Condo Ass

Homefield Gardens Condo PS
Smith Management Group

Westport Plaza
Brinkmann Constructors

Waterway - Aurora, CO
Architextures

MO State Parks - Washington SP
Civil Design, Inc

PetroMart - (Western Oil)
David W. Dial Architects, P.C.



UPCOMING EVENTS

- Wednesday, January 17th: PSL 10
- Wednesday, January 24th: 12pm Company Meeting
- Wednesday, January 31st: LnL CaptiveAire



ST. LOUIS BUSINESS JOURNAL



2023 BEST PLACES TO WORK

G&W SCHEDULE

MONDAY
January 15



MLK DAY

TUESDAY
January 16

WEDNESDAY
January 17

PSL10

THURSDAY
January 18

FRIDAY
January 19

MONDAY
January 15

TUESDAY
January 16

WEDNESDAY
January 17

THURSDAY
January 18

FRIDAY
January 19

- Dan W - PTO
- Mike Mc - PTO

Update Company structure (without danielle) - how do we adjust the teams?

GWgives

- Review the Core values with Trish and see if we can better describe our culture and goals
- Once these are adjusted - revisit the niche statement and the purpose/passion statement

G&W TO Do's

- **PUT COMMISSIONING JOB ONLINE AND POST ABOUT IT**
- Send team updated Handbook so we can send out at first of year
- Start thinking about GW Rec area for other side of office

CIVIL

- Reach out to Shep about marketing piece and how to proceed
- He is going to list the services we provide specifically - municipal and site (not transportation)

NEW HIRE - Commissioning Agent

- Write Job Description
- Post on Social Media

INTERN CHOICE

- Group together and decide on options
- question of 1 or 2 - and then what do we want to do about full time person?

HANDBOOK

- review changes synchrony made and revise for leadership team

ONBOARDING MANUAL

- 30 day 1-1 - establish Rocks and introduce and receive review forms
- Add read EOS and glossary of terms
- Directions for Phone - link - Scheduled meeting with HD next onday
- Pull together and print Jeff's for review
- Create Template
- Create Eunice and Jeff's -Add Brand guidelnes

CLIENT SURVEYS - Still not working

- Goal on the Scorecard is 3 per month
- I will send team the survey and simplified list of questions
- End of the month Mike will send me the listed of 100% finished jobs
- I will review the following week L10 meeting to figure out who to call
- KB, KG, CV and maybe Joe will be responsible for calling and then recapping for me
- We will put synopsis in the job folder on vantage pointe

UPDATE: Mike has sent me three jobs so far (all BES) - which I emailed to the team. We need to decide how often I bring to L10 meeting (once a week or once a month). then delegate how to assign to person to call/email

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A commissioning agent's job description for a small engineering consulting company typically includes:

1. **Project Coordination:** Coordinate and oversee the commissioning process for various engineering projects, ensuring they meet client requirements and industry standards.
2. **Client Communication:** Maintain clear and effective communication with clients to understand their needs and expectations, provide progress updates, and address any concerns.
3. **System Testing:** Plan, conduct, and document thorough testing of building systems and equipment to verify their proper functionality and compliance with design specifications.
4. **Documentation:** Prepare detailed commissioning plans, reports, and manuals to ensure all project documentation is accurate and complete.
5. **Quality Assurance:** Ensure that all systems and components are installed and commissioned to meet quality and safety standards.
6. **Troubleshooting:** Identify and resolve issues during the commissioning process, collaborating with engineering teams and contractors as needed.
7. **Training:** Provide training to clients and end-users on how to operate and maintain systems effectively.
8. **Compliance:** Ensure projects comply with relevant codes, regulations, and sustainability requirements.
9. **Cost Management:** Monitor and manage commissioning budgets and timelines to control project costs effectively.
10. **Post-Occupancy Support:** Offer ongoing support to clients after project completion, addressing any commissioning-related issues or improvements.
11. **Collaboration:** Work closely with engineers, architects, contractors, and other stakeholders to facilitate a successful commissioning process.
12. **Continuous Learning:** Stay updated on industry best practices, emerging technologies, and advancements in commissioning processes.

This job description outlines the key responsibilities of a commissioning agent in a small engineering consulting company. Specific duties may vary based on the company's focus and the nature of the projects they undertake.

A Commissioning and Retro-Commissioning Agent's job description typically includes a combination of responsibilities related to ensuring the optimal performance of building systems and equipment, both in new construction and existing facilities. Here's a comprehensive job description for this role:

Commissioning and Retro-Commissioning Agent Job Description:

COMMISSIONING RESPONSIBILITIES:

1. **Project Coordination:** Coordinate and oversee the commissioning process for new construction and major renovation projects, working closely with clients, architects, engineers, and contractors.
2. **System Testing:** Develop and execute comprehensive testing plans to verify the proper functionality of building systems, such as HVAC, electrical, plumbing, and control systems.
3. **Documentation:** Prepare detailed commissioning plans, reports, and manuals, ensuring that all project documentation is complete and compliant with industry standards.
4. **Quality Assurance:** Ensure that newly installed systems and components meet quality and safety standards, including compliance with relevant codes and regulations.
5. **Troubleshooting:** Identify and resolve issues during the commissioning process, collaborating with project teams to address deficiencies and ensure systems meet design specifications.
6. **Training:** Provide training to building operators and maintenance staff on how to operate and maintain systems efficiently, maximizing their lifespan and performance.

RETRO-COMMISSIONING RESPONSIBILITIES:

1. **Assessment:** Evaluate the existing performance of building systems, identifying areas where energy efficiency, comfort, and functionality can be improved.
2. **System Optimization:** Develop and implement strategies to optimize the performance of existing systems, which may include HVAC, lighting, and control systems.
3. **Testing and Verification:** Conduct testing and verification of system improvements to ensure they meet the desired performance and energy efficiency targets.
4. **Documentation:** Maintain updated records of retro-commissioning activities, results, and recommendations.
5. **Energy Efficiency:** Focus on energy-saving measures and recommend cost-effective upgrades to improve the sustainability of building operations.

GENERAL RESPONSIBILITIES:

1. **Client Communication:** Maintain clear and effective communication with clients to understand their needs, provide progress updates, and address any concerns.
2. **Cost Management:** Monitor and manage commissioning and retro-commissioning budgets and timelines to control project costs effectively.
3. **Compliance:** Ensure projects comply with relevant codes, regulations, and sustainability requirements, as well as keeping up to date with industry best practices.
4. **Collaboration:** Work closely with engineers, architects, contractors, and other stakeholders to facilitate a successful commissioning or retro-commissioning process.
5. **Continuous Learning:** Stay updated on emerging technologies, advancements in commissioning and retro-commissioning processes, and energy efficiency practices.

The specific duties of a Commissioning and Retro-Commissioning Agent may vary based on the company's focus and the nature of the projects they undertake, but this job description provides a comprehensive overview of the role's responsibilities.

G&W Engineering Corporation: *Commissioning Agent*

G&W is seeking a qualified Commissioning Agent to join our team and work alongside other professional and talented engineers, designers, and support staff. This individual is one who is able embrace our core values of Growth – Impact – Value – Excellence – Service (G.I.V.E.S.).

G&W Engineering Corporation was founded in 1992 as a full-service Mechanical, Electrical, Plumbing, and Fire Protection design firm. As G&W has evolved over the past 31 years, we have expanded our services to include Facilities Condition Assessments, Enclosure Consulting, Commissioning & Retro-Cx, Transportation, Municipal, and Site Civil Engineering. In addition, G&W has developed an extensive project portfolio portraying our work in 47 states on a variety of project types. G&W has grown tremendously over the years, but the one thing that has not changed is the constant drive to provide quality documents and satisfied clients.

Responsibilities of this role include:

1. **Project Oversight:** Manage and oversee the commissioning process for new construction or renovation projects, ensuring systems meet design specifications and functional requirements.
2. **Documentation:** Create, review, and maintain detailed commissioning documentation, including test plans, reports, and system manuals.
3. **Testing and Analysis:** Conduct rigorous testing of building systems, including HVAC, electrical, plumbing, and controls, identifying and resolving issues.
4. **Collaboration:** Work closely with project stakeholders, engineers, architects, and contractors to ensure seamless integration and functionality of systems.
5. **Troubleshooting:** Investigate and troubleshoot system performance issues, providing solutions to optimize efficiency and performance.
6. **Training and Support:** Provide training to maintenance personnel and building operators on system operations and maintenance procedures.

Skills and Abilities of this individual include strong problem-solving skills in order to identify and resolve complex system issues, be detail-oriented, technically proficient, flexibility in handling changing project scopes and clear communication in both verbal and written forms. The role requires extensive HVAC and/or controls background with the knowledge/capabilities to perform investigation of Energy Management Control Systems/Building Automation Systems (BAS) and to recommend and implement advanced control strategies.

Expectations of this role include active participation in industry related organizations for technical and professional development, proficiency in MS Office (Word – Excel - Outlook), Cx Alloy or similar Cx software, and Bluebeam. Preferences include a working knowledge of AutoCAD and Revit.

Compensation package for this individual includes competitive salary (commensurate with experience level), medical/health, dental, and vision insurance, Section 105 Reimbursements, Life and AD&D insurance, Short-term and Long-term disability insurance, Flexible Spending Accounts, 401k (with company matching), PTO, Paid Company Holidays, Paid Birthday Holiday, Longevity Bonus with sabbatical and more.

G&W Engineering Corporation: *Structural Engineer*

G&W is seeking a qualified Structural Engineer to join our team and work alongside other professional and talented engineers, designers, and support staff. This individual is one who is able embrace our core values of Growth – Impact – Value – Excellence – Service (G.I.V.E.S.).

G&W Engineering Corporation was founded in 1992 as a full-service Mechanical, Electrical, Plumbing, and Fire Protection design firm. As G&W has evolved over the past 31 years, we have expanded our services to include Facilities Condition Assessments, Enclosure Consulting, Commissioning & Retro-Cx, Transportation, Municipal, and Site Civil Engineering. In addition, G&W has developed an extensive project portfolio portraying our work in 47 states on a variety of project types. G&W has grown tremendously over the years, but the one thing that has not changed is the constant drive to provide quality documents and satisfied clients.

Responsibilities of this role include::

1. **Structural Analysis:** Conduct comprehensive structural analyses using engineering software and tools to assess the load-carrying capacity, stability, and safety of structures.
2. **Design Development:** Develop drawings, layouts, and detailed structural designs based on project specifications, considering materials, building codes, implementation procedures, and environmental factors. Optimize designs for efficiency and cost-effectiveness.
3. **Code Compliance:** Ensure that all structural designs comply with relevant building codes, regulations, and safety standards. Stay informed about code changes and updates affecting structural engineering.
4. **Collaboration:** Work closely with architects, contractors, and other engineering disciplines to integrate structural elements into overall project plans. Collaborate with multidisciplinary teams to address project requirements. Support both administrative and design engineering activities as assigned by supervisor.
5. **Problem Solving:** Conduct surveys to gather field data. Identify and address structural challenges that may arise during the design or construction phase. Propose effective solutions to ensure the structural integrity of the project.
6. **Documentation:** Prepare and maintain comprehensive project documentation, including calculations, design reports, drawings, specifications, budgets, and project schedule. Ensure accurate and organized documentation for future reference.
7. **Quality Assurance:** Conduct thorough reviews of structural designs to ensure accuracy and compliance with industry standards and standard of care engineering practices. Implement quality assurance processes to maintain high standards in structural engineering.

Skills and Abilities of this individual include strong problem-solving skills in order to identify and resolve complex system issues, be detail-oriented, technically proficient, flexibility in handling changing project scopes and clear communication in both verbal and written forms.

Qualifications of this role include a bachelor's degree in Structural Engineering, P.E. Registration (required), 5 to 10 years of project experience in Structural Engineering.

Expectations of this role include active participation in industry related organizations for technical and professional development, proficiency in MS Office (Word – Excel - Outlook), RAM, RISA 3D, Ansys, STAAD, Eneclac, and Bluebeam. Preferences include a working knowledge of AutoCAD and Revit.

Compensation package for this individual includes competitive salary (commensurate with experience level), medical/health, dental, and vision insurance, Section 105 Reimbursements, Life and AD&D insurance, Short-term and Long-term disability insurance, Flexible Spending Accounts, 401k (with company matching), PTO, Paid Company Holidays, Paid Birthday Holiday, Longevity Bonus with sabbatical and more.



JAN 4TH NATIONAL MISSOURI DAY
NATIONAL TRIVIA DAY

MISSOURI TRIVIA

1. What historic service began in St. Joseph, Missouri? Answer: Pony Express
2. In the syndicated newspaper comic strip "Blondie", Joplin, Missouri is the hometown of the main character, her husband Dagwood Bumstead, her children Alexander and Cookie, and a family dog with what floral name? Answer: Daisy
3. Let's exclude Kansas City, MO and Kansas City, KS. Now there are three remaining towns or cities in the Kansas City "Metropolitan Area" with population of more than 100,000. Two of these are located in the state of Kansas (Overland Park, Olathe). What is the one remaining that is located in Missouri? Answer: Independence
4. St. Louis native Taylor Momsen played Jenny Humphrey on what CW teen drama series set in New York City? Answer: Gossip Girl
5. What American movie star won her second Best Actress Oscar for her performance in the 2017 film, "Three Billboards Outside Ebbing, Missouri?" Answer: Frances McDormand
6. What is the name of the oldest building in Disneyland that once served as the park's lumber mill? It now sits among the rest of Main Street's buildings as a tribute to Walt Disney's hometown of Marceline, Missouri. Answer: The Opera House
7. What is the Missouri State Bird? Answer: Bluebird - Sialia Sialis
8. What is the official State Flower of Missouri - Answer: White Hawthorn Blossom
9. This mountainous area of the Ozarks in southeast Missouri contains the state's highest peak, Tom Sauk Mountain. What are these mountains collectively known as? Answer: St. Francois Mountains
10. Founded in 1870, this school was the first technological learning institution west of the Mississippi. Later called Missouri University of Science and Technology, what was the school's original name? Answer: Missouri School of Mines and Metallurgy
11. Kansas City claims to have more _____ than Paris. Answer: Boulevards
12. This sparkling, bubbly beverage was invented in St. Louis and is still manufactured here. Answer: 7-Up
13. The Gateway Arch in St. Louis is _____ feet tall? Answer: 630
14. What Italian restaurant in St. Louis is home to the "frozen fishbowl?" Answer: Rigazzi's
15. Kansas City claims to have more fountains than what city? Answer: Rome
16. Missouri was the ____th state to join the Union? Answer: 24
17. Missouri is bordered by 8 states: Can you name them all? Iowa, Illinois, Kentucky, Tennessee, Arkansas, Oklahoma, Kansas, and Nebraska.





JAN 4TH

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Email Eunice with answers: Prize for First one with most correct Answers - Don't cheat





RANDOM MISSOURI TRIVIA

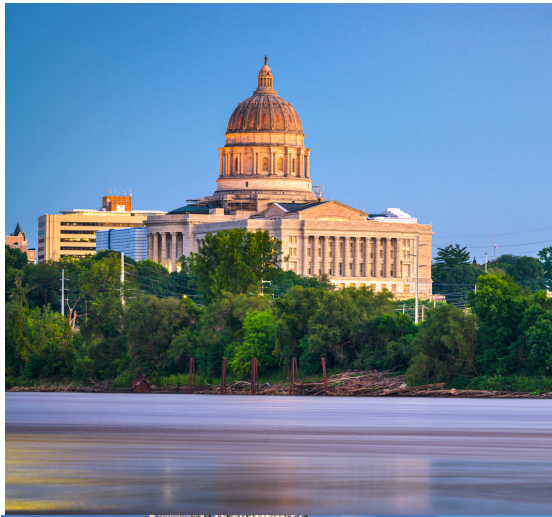
DID YOU KNOW...?

- Laura Elizabeth Ingalls, writer of Little House on the Prairie, settled in Missouri with her husband, Almanzo Wilder.
- It is unlawful to throw hard objects by hand in Missouri.
- In Duckport, Missouri, yard waste may be burned any day except Sunday.



- It's illegal to sit on the curb of any city street and drink beer from a bucket in the state of Missouri.
- The tallest man in documented medical history was Robert Pershing Wadlow from St. Louis. He was 8 feet, 11.1 inches tall.
- Missouri was named after a tribe called Missouri Indians, meaning "town of the large canoes."
- Saint Louis University received a formal charter from the state of Missouri in 1832, making it the oldest university west of the Mississippi River.
- Dancing is strictly prohibited in Missouri.





HAPPY
National
MISSOURI
&
TRIVIA Day

An illustration of five hands holding up colored circles with the letters T, R, I, V, and A, spelling out the word TRIVIA.