

PECK HANNAFORD + BRIGGS

Fall 2026 Co-op Offer Letter

July 15, 2026

Mahi Sheth
shethmi@mail.uc.edu

Dear Mahi,

We appreciate the time you spent meeting with us and are pleased to offer you a position with Peck Hannaford + Briggs as Fall Co-op – AI Solutions and Implementation.

This temporary fall co-op position is intended to provide a well-rounded experience across AI tool development, workflow automation, and support of the company's ongoing AI initiatives. Based on your background and interests, we believe this role will provide meaningful hands-on exposure while also supporting several active company projects and internal development efforts.

Your anticipated employment period will be August 3, 2026 through December 18, 2026, subject to final scheduling and business needs. Your regular work schedule will generally be Monday through Friday, 7:00 a.m. to 4:00 p.m., although your schedule may vary at times depending on project, site, and company needs.

Your compensation will be \$22.00 per hour for your first 40 hours worked each workweek. Any hours worked over 40 in a workweek will be paid at 1.5 times your regular hourly rate, in accordance with applicable law.

Your primary work location will be 4540 Steel Place, Cincinnati, Ohio 45209, although this role may also involve work at various active job sites and other company or project-related locations as needed. You will work with and support a variety of PH+B team members across different departments and projects during the co-op term.

As currently planned, your responsibilities may include, but are not limited to, the following:

- Supporting the continued development, refinement, and optimization of the Pelles AI platform, including user interface build-out
- Assisting with the rollout of the Pelles AI platform to field teams, including training, onboarding support, and gathering user feedback
- Supporting the development of Pelles AI applications and agents for the field service, and safety
- Assisting with AI-supported document workflows, specifically the cost intelligence system
- Supporting project schedule creation and analysis using AI tools
- Helping expand day-to-day use of AI tools such as Claude and ChatGPT across project management and operations teams
- Assisting with AI initiatives for building automation systems (BAS), including AI-supported monitoring automation and controls programming

- Supporting AI-driven automation of estimating and operational workflows, such as the change order process
- Assisting with AI-supported project cost analysis and reporting
- Testing use cases, evaluating workflows, and identifying opportunities to better integrate AI into day-to-day operations
- Documenting AI workflows and tools so they remain understandable, maintainable, and scalable across the company
- Collaborating with team members across departments to translate existing workflows into repeatable, AI-supported systems

Because this is a co-op role, your responsibilities may evolve during the term based on project demands, team priorities, and your strengths and interests. We expect this position to provide a strong balance of hands-on AI development work, AI-supported workflow automation, field-facing AI rollout support, and forward-looking development opportunities.

The Company understands that you may need limited unpaid vacation or personal time during the co-op term. Any unpaid time away from work must be requested in advance and approved by the Company based on project schedules, staffing needs, and operational requirements.

This offer is contingent upon your successful completion of all required pre-employment conditions, including any required background check, drug screen, verification of identity and authorization to work in the United States, and compliance with all company hiring policies and onboarding requirements.

You will not be eligible for company benefits during this co-op term, except as may otherwise be required by applicable law.

Please note that your employment with Peck Hannaford + Briggs will be at will, meaning that either you or the Company may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law.

To accept this offer, please reply to this email with your acceptance, as soon as possible, preferably within 72 hours of receiving it.

Mahi, we are excited about the opportunity to have you join Peck Hannaford + Briggs this fall. We believe this role will provide a valuable opportunity to gain practical experience across multiple areas of the business, and we look forward to having you on the team.

Thank you,

Jim Schwarz

