

05/01/18 12:50:39
WV Purchasing Division



West Virginia
Purchasing Division
Renovations of Building Six
A/E Design Services
CEOI 0211 GSD1800000005

May 3, 2018
EXPRESSION OF INTEREST



Richard A. Colebank, PE, PS
President and COO
rick.colebank@thinkAlphafirst.com



209 Prairie Avenue / Morgantown, WV 26501
304.296.8216 ext. 102 / 304.216.8324 mobile / 304.296.8216 fax

think **Alpha** first.com



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May 3, 2018

Department of Administration
Purchasing Division
2019 Washington St. E.
Charleston, WV 25305

Attn: Michelle Childers

RE: CEOI 0211 GSD180000005
A/E Services for Building Six Interior Renovations

Dear Ms. Childers,

Alpha Associates, Incorporated team is pleased to submit our qualifications to provide architectural and engineering services for the interior renovations of Building Six at the West Virginia State Capitol Campus in Charleston, West Virginia. Alpha's past experience with similar projects, along with our intimate knowledge of State Capitol Campus make us a perfect teaming partner for you on your completion project.

Over the past 49 years Alpha has provided quality architectural, engineering and surveying services to various clients, both public and private, throughout the state. Our relevant project experience includes the evaluation, renovation, design and construction of a variety of office spaces including the Building 770 at the West Virginia Regional Technology Park in Charleston, West Virginia, as well as numerous bank branch projects for Clear Mountain Bank and the West Virginia State Office Building in Clarksburg, West Virginia.

Design Team

Alpha is a West Virginia owned and operated architectural and engineering design firm with locations in Morgantown, and Martinsburg. Our 22-person professional staff includes architects, civil and structural engineers, surveyors, cost estimators, construction representatives, landscape designers, interior designers, and technicians. The personnel that will be dedicated to your project are highly qualified professionals and support staff with the technical expertise to meet and exceed expectations of this project. This project will be managed from Alpha's Corporate Office located in Morgantown, West Virginia. This location allows our staff to be on site within a day's notice.

Project Understanding

The General Services Division is looking to partner with a firm to provide interior renovations services for Building Six which will consist of floors 2, 3 and 4. Building Six was constructed in 1952, and consists of a seven-story office structure that includes a basement and mechanical penthouse. While Building Six has had multiple renovations done to the exterior and interior in the past decade, this project's goal is to design and construct an interior that will accommodate State agency tenancy. Currently, Floor 4 remains unoccupied, while floors 2 and 3 are occupied which will require sequencing of construction for completion..

Summary

Alpha Associates, Incorporated is looking forward to building upon an already successful relationship with the West Virginia General Services Division. We hope to work with the GSD and provide a restoration plan that will integrate the building into the Capitol Campus. If you would like to further discuss this upcoming project, please contact me at (304) 296-8216 ext. 102.

Sincerely,

ALPHA ASSOCIATES, INCORPORATED



Richard A. Colebank, PE, PS
President and COO

rick.colebank@thinkalphafirst.com



FIRM PROFILE

Firm Profile

FIRM NAME

Alpha Associates, Incorporated

OFFICE LOCATIONS:

209 Prairie Avenue
Morgantown, West Virginia 26501

535 West King Street
Martinsburg, West Virginia 25401

INCORPORATED

1969; Morgantown, WV

FIRM PRINCIPALS

Richard A. Colebank, PE, PS; President and COO
Richard W. Klein, PE, PS; Chairman and CEO
Charles B. Luttrell, PE; Principal
Charles B. Branch, PE; Principal

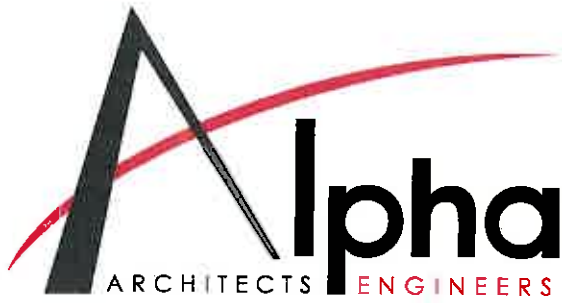
NUMBER OF EMPLOYEES

22 Employees

SERVICES

Architectural Design
Civil Engineering
Structural Engineering
Surveying
Interior Design
Landscape Architecture
Construction Administration

Alpha Associates, Incorporated was established in 1969 and since that time has completed hundreds of projects throughout Morgantown and the state of West Virginia. Alpha's Corporate Office is located in Morgantown with our Eastern Regional Office located in Martinsburg.



STATEMENT OF QUALIFICATIONS

Alpha Associates, Incorporated is a West Virginia-based architectural and engineering design firm that provides services in the areas of architectural design, interior design, construction administration, civil engineering, structural engineering, landscape design, project management, and surveying. Our clients benefit from our unique combination of extensive design and construction experience, advanced technical tools, dedicated principals and highly skilled staff members.

Alpha's philosophy has always been to provide exemplary services for fair fees. We have always believed that the best way to succeed as a business is to go above and beyond the basic requirements of our contracts and do whatever is necessary to successfully complete the given project. What is best for the client is inevitably best for us too.

Everyone at Alpha, from the president to the administrative staff, works towards the goal of completing successful projects. Our principals are involved with projects from the earliest stages right through final completion and beyond. They will provide frequent updates on the project by using effective communication tools to manage the projects and all the involved parties. Our skilled staff of 22 architects, engineers, surveyors and administrative personnel all work diligently towards producing the drawings and specifications that will deliver our clients successful projects, completed on time and within budget.

Alpha has thrived for 49 years because we are a professional organization dedicated to providing superior architectural and engineering design services to our clients. While our staff is large enough to handle any size project, we are also small enough to give each and every one of our projects the individual attention to detail that will make them successful projects for our clients.



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STAFFING PLAN

All work to be performed for the West Virginia General Services Division will be managed out of Alpha's Morgantown office. In addition to your dedicated Project Team, Alpha's staff of 22 includes engineers, architects, architectural designers, interior designers, landscape designers, technicians, and support staff that are available to assist with any potential project need.





COST AND BUDGET

Alpha Associate, Incorporated has an excellent record of budget control. Our in-house cost estimators, combined with an excellent relationship with contractors throughout the area allow us to develop accurate estimates early in the design process. The Alpha estimators begin at the schematic design phase of the project and develop a line item estimate of probable construction costs that can be carried through each of the project phases. At each phase the project estimate is updated to include a more detailed estimate in order that the accuracy can be enhanced. During these updated estimates, specific increases or decreasing can be identified allowing the owner to make informed decisions moving forward on the important budget issues for the project.

Many projects employ the use of alternatives' to control the budget through obtaining actual contractor pricing during the bid process. This allows flexibility for the owner in determining the costs of portions of the project that may be optional and critical for budget control.

Below you find several examples where Alpha was able to execute projects successfully within a reasonable budget.

Jefferson County Emergency Services Agency

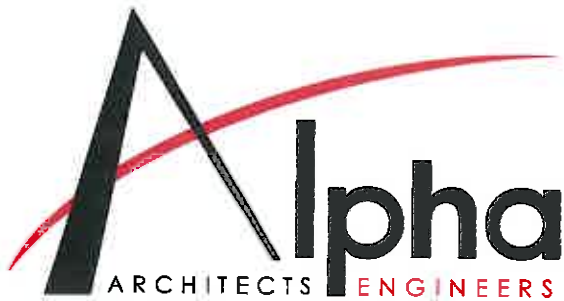
Estimate: \$1,230,651.26
Bid Amount: \$1,219,000.00
Change Order: \$4,354.52
Final Budget: \$1,223,354.52

Berkeley County Emergency Ambulance Authority

Estimate: \$345,463.30
Bid Amount: \$399,400.00
Change Order: \$23,859.91
Final Budget: \$423,259.91

Clear Mountain Bank – Oakland

Estimate: \$1,922,615.80
Bid Amount: \$1,925,948.00
Change Order: -\$37,405.00
Final Budget: \$1,888,543.00



SCHEDULE CONTROL

Alpha Associates, Incorporated has an excellent track record of producing projects on time and within the Owner's budget. Many A/E firms can claim the same successes, but the determining factor is the tools the firms utilize to achieve the budgets, both in regard to funds and time. Alpha utilizes a number of tools, both traditional and modern to exceed our clients' expectations.

A project schedule is a dynamic, ever changing entity. Your project schedule depends on many factors including:

- Preferred construction method
- Changes to project scope
- Unique construction elements

The Alpha Team has an excellent track record of meeting project design deadlines. Most recently, Alpha completed construction on a project in Morgantown that went from design to completion in just over 12 months. This project was completed for a private developer and had a construction cost in excess of \$20 million.

Successful project management depends upon consensus regarding work efforts, milestones and goals. The team has found that the development of detailed work plans, which delineate tasks and deliverables for each project phase, in concert with the client and full project team, is the most effective means of establishing expectations about efforts required by the respective disciplines. In addition to guiding the efforts of the design team, the work plan sets forth specific time frames and decision points for Owner and user reviews, comments and approvals.

Developing an overall project schedule is a critical task that must take into account many factors: building type, owner's desire for occupancy, scope of work and level of documentation, whether contract(s) is bid or negotiated, available fee, and prior experiences on similar projects. Characteristic of the client, its organization, or the involvement of a construction manager and his responsibility for document review must also be considered.

This starts with a kick-off meeting which establishes ground rules, responsibilities,



and line of communication. We have found that a team visioning session is a great way to get everyone started off on the right track.

Determining a project schedule is a task that must be done with all parties involved in the process. Once the design process begins, a very detailed, realistic project schedule can be developed and communicated to all involved.



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ALPHA EXPERIENCE

Interior Design | Government

Finishes Case Study

West Virginia State Office Building
Clarksburg, WV

(Left) Patterned terrazzo flooring provided a decorative path in the main hall of the lower level. The three colors are continued in the polished granite wall cladding and other finishes, such as the aluminum finish on the column covers. The column covers in this area had black reveals to add interest.

(Upper Left) Off the building's main lobby is the entrance to different agencies. These entrances are framed with the granite clad walls, terrazzo flooring, and brushed aluminum column covers. The finishes allow for the glass storefront entrances to be easily noticeable, directing people to their doors. In this area, the column covers do not have the black reveals, but have 3-dimensional black rings.

(Upper Right) Durable materials of porcelain tile and quartz countertops were used at the teller stations of the Dept. of Motor Vehicles. Porcelain tiles were used at the front of the teller stations within the "kick zone", while rubber flooring was used in the walk ways. The rubber flooring mimicked the look of the terrazzo flooring that was used in the building's main lobby and the acoustical properties of the space. The porcelain tile not only provided durability, but the clean look that was needed for this public agency.

Project Contact:

Robert Krause

1900 Kanawha Blvd, East

Charleston, WV 25305

304-558-2317

At a Glance

CLIENT: State of West Virginia

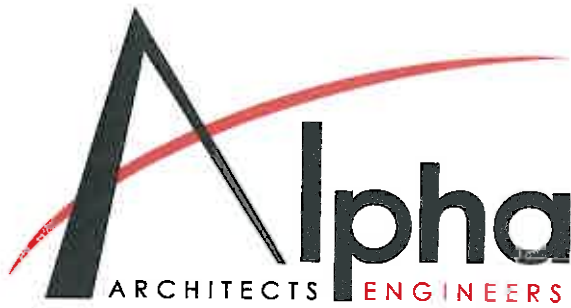
LOCATION: Clarksburg, WV

COMPLETION DATE: 2016

SIZE: 88,491 sq. ft.

CONSTRUCTION COST: \$24.9 Million

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ALPHA EXPERIENCE

Interior Design | Government

Furnishings Case Study

West Virginia State Office Building
Clarksburg, WV

(Left) Private offices were provided with a variety of types of storage. This included hanging storage and portable file storage. The case good furnishings were coordinated to match with other hardwoods in the building.

(Upper Left) A pre-manufactured rolling file system was placed on the second floor for one of the government agencies. This filing system allowed for efficient use of the space and gave the agency more filing space to fulfill their needs. Due to the weight, the floor guide rails were installed with other supportive steel structure during construction.

(Upper Right) In the 4th floor large conference room, tables and chairs on casters were provided. This allowed for additional functionality of the space depending on the needs of the user. In addition, the table tops matched other hardwoods in the building, and the legs of the furniture coordinated with the color palette of the room.

Project Contact:

Robert Krause
1900 Kanawha Blvd, East
Charleston, WV 20305
30-558-2317

At a Glance

CLIENT: State of West Virginia
LOCATION: Clarksburg, WV
COMPLETION DATE: 2016
SIZE: 88,491 Sq. Ft.
CONSTRUCTION COST: \$24.9 Million



ALPHA EXPERIENCE

Interior Design

Office Space

Case Study-Office Spaces

Monongalia County Sheriff Office; WV State Office Building-Clarksburg

Office space conjures a series of offices, each with a door and desk and a chair. Sometimes, all that is required is space. Well thought out interior design allows the space to become user friendly. Beyond finishes and textures; the space; and how people use it and move through the area is further defined by the furnishings in place. In the modern office building, most are familiar with the terms; cube farm, open office, open concept, etc. In these open areas, acoustical privacy can be enhanced by the fabric textured panels that are part of the open office furnishings. (See lower left)

Office space also demands places for groups; large and small; to meet, discuss, argue and decide important matters of the day. Those spaces become conference rooms, class rooms, huddle spaces, etc. Those spaces function best when the furnishings are mobile. Tables and chairs can be rearranged for a formal conference setting, classroom lecture setting, etc. The conference room shown on the left side is furnished with chairs and tables that both are stackable and mobile with wheels.

Some office spaces demand custom creations from milled casework. The photo upper right shows, custom counters adapted to the configuration of the space, wrapping around a column, and providing an overhead hutch that accommodates the various forms, and books, etc. needed for the specific space.

Working with open office furnishings (see upper left) specific requirements; (in this case; providing a semi-private "report" space for local deputies) can be met; that would also allow future growth in the activity.

Interior designers involved with the furnishings and the finish selection, along with the architect can achieve a well-designed space that is coordinated with color, finish and texture, as well as be designed for the end user's needs.





ALPHA EXPERIENCE

Interior Design | Administrative

Furnishings & Casework

Monongalia County Sheriff Building
Morgantown, WV

(Left) The mail custom mail slots were designed based upon the size and quantity of material being distributed to personnel. This included varying sizes of slots. It also featured access from either side for ease of distribution.

(Top right) The customized reception area included built-in counters and drawer boxes. The overhead unit was customized to include tackboard and specific areas for office forms.

(Top left) The typical workspace for a sheriff deputy utilized manufactured, modular office furniture. Each area was outfitted with file boxes, an overhead storage unit, tackboard, and bookshelves. The space was to be largely used as a workspace to process end-of-shift paperwork.

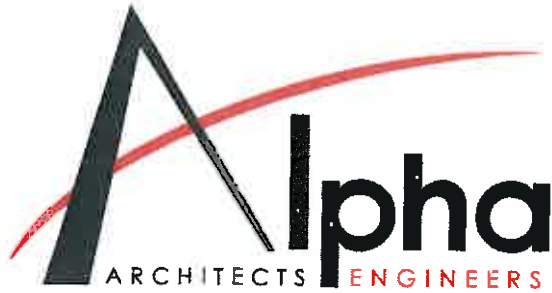
Project Contact:

Sheriff Al Kisner
116 Walnut St
Morgantown, WV
304-291-7290

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At a Glance

CLIENT: Mon County
Commission
LOCATION: Morgantown, WV
COMPLETION DATE: 2011
SIZE: 31,655 SF
CONSTRUCTION COST: \$7.9 Million



ALPHA RESUMES

SUMMARY

Mr. Colebank is President and Chief Operating Officer of Alpha. He has been with Alpha Associates, Incorporated since 1985. He began his career with Alpha as a staff engineer and progressed through the ranks from Project Manager to his current position. Mr. Colebank has worked with diverse clients such as WVU, City of Morgantown, WVDOH, WVU Foundation, and the Morgantown Municipal Airport, as well as numerous other public and private clients. Since 1988, Mr. Colebank has been the Principal-In-Charge of the Civil Engineering projects developed at Alpha. In his current capacity, Mr. Colebank provides financial and administrative guidance for the day to day operations of the company while continuing to manage projects.



Richard A. Colebank, PE, PS | President and COO

PROFILE

Broad-based responsibilities in the following areas:

- Project Management
- Business Operations and Financial Management
- Quality Assurance/Quality Control
- Civil Engineering Project Management and Design
- New Business Development
- Expert Testimony and Investigation

PROFESSIONAL HIGHLIGHTS

Project Manager:

- WVU Research Park; Morgantown, WV
- Federal Bureau of Prisons Hazelton Medium Security Prison
- WV Medal of Honor Recipients Plaza; Hazelton, WV
- North Fork Hughes River Recreation Facilities; Ritchie County, WV
- WVDOH I-77 Welcome Center; Williamstown, WV
- Ices Ferry Bridge; Morgantown, WV
- Monongalia General Hospital Expansion; Morgantown, WV
- Monongalia General Hospital Access Road; Morgantown, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV
- West Virginia State Office Building; Clarksburg, WV
- WVU College of Physical Education and Sports Science/Student Health Center; Morgantown, WV

Indefinite Delivery/Indefinite Quantity Contracts:

- Morgantown Municipal Airport Open End Contract
- West Virginia Division of Highways Open End Contract
- National Energy Technology Laboratories Open End Contract
- West Virginia University Open End Contract
- United States Postal Service Open End Contract



ALPHA RESUMES

Richard A. Colebank, PE, PS | President and COO

EMPLOYMENT HISTORY

1985 – Current Alpha Associates, Incorporated
1983-1985 Charles Townes and Associates, P.C.
1983 US Army Corps of Engineers

EDUCATION

West Virginia University
Masters of Business Administration; 1999
Bachelor - Civil Engineering; 1982

QUALIFICATIONS

- **License:** Professional Engineer: West Virginia, Maryland, Pennsylvania, Virginia

Professional Surveyor: West Virginia
Certified Private Pilot

AFFILIATIONS

- Former NSPE/PEPP Governor of WV
- American Red Cross - Regional Chairman
- University High School Foundation; Charter Member; President
- Morgantown Area Chamber of Commerce; Past Chairman
- WVU College of Civil and Environmental Engineering Visiting Committee
- WVU College of Business and Economics MBA Advisory Committee

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Contact

Richard A. Colebank

304.296.8216

800.640.8216

rick.colebank@thinkalphafirst.com



ALPHA RESUMES

Charles Branch, PE | Principal, Civil Engineer

SUMMARY

As Chief Engineer for site development and planning projects, Mr. Branch is a vital part of the design process at Alpha. His involvement spans from strictly civil engineering projects, to the design of large scale educational projects and medical facilities. Mr. Branch acts as peer review for young engineers in the firm on issues ranging from storm water management to site design. Mr. Branch is also involved in commercial and residential development design, roadway and bridge design and utilities layout.



PROFILE

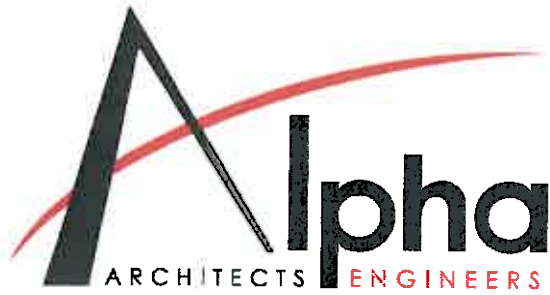
Broad-based responsibilities in the following areas:

- Highway Design
- Municipal Engineering
- Wastewater Collection
- Storm Sewer System Design
- Storm Water Management
- Site Engineering
- Project Management

PROFESSIONAL HIGHLIGHTS

Civil Engineer/Project Manager:

- Jane Lew Truck Stop; Jane Lew, WV
- Clarksburg State Office Building; Clarksburg, WV
- WVU Reedsville Farm Redevelopment; Morgantown, WV
- Freedom Automotive Group Dealerships; Morgantown, WV
- Freedom Kia; Clarksburg, WV
- WVU Parking Lot 81 Renovations; Morgantown, WV
- WVU Doll's Run Burn Room; Morgantown, WV
- WVU Alumni Center Parking Lot; Morgantown, WV
- WVU Alumni Center Storm Water Management; Morgantown, WV
- WVU Evansdale Redevelopment; Morgantown, WV
- WVU Health Sciences Center Eastern Division; Martinsburg, WV
- Blackshere Bridge; Mannington, WV
- WVDOH I-77 Welcome Center; Williamstown, WV
- WV Medal of Honor Recipients Plaza; Hazelton, WV
- Lewis County High School Bridge; Weston, WV
- Wyoming County Route 10 Relocation; Wyoming County, WV
- Fairmont Federal Credit Union; Bridgeport, WV



ALPHA RESUMES

Charles Branch, PE | Principal, Civil Engineer

EMPLOYMENT HISTORY

1992 – Current Alpha Associates, Incorporated
1988-1992 Reimer, Muegge, & Associates, Inc.

EDUCATION

West Virginia University
Bachelor - Civil Engineering; 2000
Fairmont State College
Bachelor Architectural Engineering Technology; 1988

QUALIFICATIONS

- **License:** Professional Engineer: West Virginia

AFFILIATIONS

- WV Society of Professional Engineers
- National Society of Professional Engineers



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Contact

Charles B. Branch
304.296.8216
800.640.8216
chuck.branch@thinkalphafirst.com



ALPHA RESUMES

SUMMARY

Mr. Luttrell has worked with Alpha Associates, Inc. since 1996. He is the chief structural engineer on all projects at Alpha. Before coming to Alpha, Mr. Luttrell's graduate work resulted in several contributions to the cold-formed steel deck industry. His new method of analysis for non-uniform loads on composite concrete and cold formed steel decks has been made a permanent part of the Steel Deck Institute's design manual. Mr. Luttrell also worked on projects that involved pre-stressed timber bridge research with the WVU Constructed Facilities Center. Since coming to Alpha, Mr. Luttrell has had significant involvement in the effort to begin utilizing modern composite materials in practical bridge applications.

Charles B. Luttrell, PE | Principal, Structural Engineer

PROFILE

Broad-based responsibilities in the following areas:

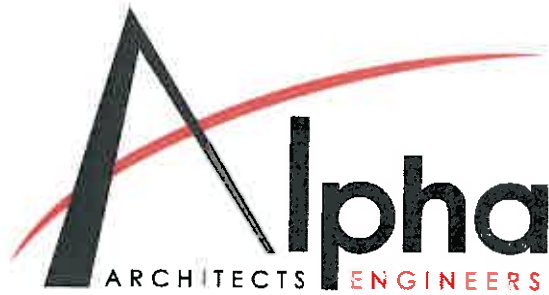
- Bridge Structural Design and Analysis
- Innovative Bridge Materials Applications
- Building Structural Design and Analysis
- Historical Restoration and Evaluations

PROFESSIONAL HIGHLIGHTS

Structural Engineer:

- Freedom Automotive Group 3 Dealerships; Morgantown, WV
- Hazel Ruby McQuain Equine Education & Resource Center; WVU
- WVDOH Arnettsville Replacement Bridge; Morgantown, WV
- Clarksburg State Office Building; Morgantown, WV
- Grant County Bank Addition & Renovation; Petersburg, WV
- South Berkeley Fire Station; Inwood, WV
- Alumni Center Structural Framing and Foundation; WVU
- Engineering Science Building, East Wing Addition, WVU
- Hazel Ruby McQuain Amphitheater Roof; Morgantown, WV
- West Buckeye Bridge; Core, WV
- Washington High School; Charles Town, WV
- WVU Coliseum Structural Inspection; Morgantown, WV
- WVU Coliseum Scoreboard Hoist Project; Morgantown, WV
- Alderson Broaddus College, Rex Pyles Arena Deck; Philippi, WV
- Mountaineer Middle School Renovation; Morgantown, WV
- Salem International Building Inspections; Salem, WV
- Monongalia County Sheriff's Building; Morgantown, WV
- South High Street Bridge, Morgantown, WV
- Ices Ferry Bridge, Morgantown, WV





ALPHA RESUMES

Charles B. Luttrell, PE | Principal, Structural Engineer

EMPLOYMENT HISTORY

1996 – Current Alpha Associates, Incorporated
 1995-1996 Larry D. Luttrell, PE, Ph D
 1991-1994 West Virginia University
 1990-1991 WVU Constructed Facilities Center

EDUCATION

West Virginia University
 Masters - Structural Engineering; 1995
 Bachelor - Civil Engineering; 1993

QUALIFICATIONS

• **License:** Professional Engineer: West Virginia, Pennsylvania

AFFILIATIONS

- WV Society of Professional Engineers
- National Society of Professional Engineers
- Chi Epsilon; Member
- American Concrete Institute; Member

Research Experience

- Cold Formed Steel Deck Research
 - ✓ Fastener Failures
 - ✓ Edge conditions/failures
 - ✓ Buttoned overlap shear failures
- Composite Cold Formed Steel and Concrete Deck Research
 - ✓ Line load behavior/failures
 - ✓ Concentrated load behavior/failures
 - ✓ Web crippling
 - ✓ Punch failures

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Contact

Charles B. Luttrell
 304.296.8216
 800.640.8216
charlie.luttrell@thinkalphafirst.com



ALPHA RESUMES

SUMMARY

Ms. Key has worked in the architectural field for over 35 years. She serves as Project Architect/Project Manager for numerous architectural designs at Alpha Associates, Incorporated. Ms. Key is involved from the programmatic stages and schematic designs all the way through construction documents to construction administration. Having been with Alpha since 2000, Ms. Key has provided design services on numerous projects that have contributed to the ever-growing skyline of Morgantown, Charleston, Bridgeport, and other areas around the state.



Rebecca Key, AIA, LEED-AP | Architect, Associate

PROFILE

Broad-based responsibilities in the following areas:

- Architectural Design
- Interior Design and Space Planning
- Feasibility Studies
- Water Infiltration Analysis
- Interior Space Planning
- Historic Renovation
- Project Management

PROFESSIONAL HIGHLIGHTS

Education

- Ridgedale Elementary; Morgantown, WV
- Mountaineer Middle School; Morgantown, WV
- Pineville Elementary; Pineville, WV
- Huff Consolidated School; Hanover, WV

Historic Renovations

- Cass Scenic Railroad - Clubhouse Renovation; Cass, WV
- Berkeley Springs Bathhouse; Berkeley Springs, WV
- Hawks Nest State Park Picnic Pavilion; Anstead, WV
- Hawks Nest State Park CCC Museum; Anstead, WV

Recreation

- Ruby McQuain Amphitheater; Morgantown, WV
- North Fork Hughes River State Park; Ritchie County, WV

Dormitory and Multi-Family

- Fairmont State University Prichard Hall Renovation; Fairmont, WV
- WVU Boreman Hall; Morgantown, WV
- Augusta Apartment Building; Morgantown, WV
- Grand Central Apartment

Municipal & State Government

- WV State Office Building; Clarksburg, WV
- Mon County Family Court Renovation; Morgantown, WV
- Mon County Sheriff's Department; Morgantown, WV
- White Hall Municipal Building; White Hall, WV
- WV State Office Building; Parkersburg, WV



ALPHA RESUMES

Rebecca Key, AIA, LEED-AP | Architect, Associate



EMPLOYMENT HISTORY

2000 – Current Alpha Associates, Incorporated
1983-1999 Alexander Key and Associates
1978-1983 Webster Clothes; Director of Store Planning

EDUCATION

University of Maryland
Bachelor of Architecture; 1977
Maryland Institute College of Art
Coursework in Furniture Design; 1986-1987

QUALIFICATIONS

- **License:** Registered Architect: West Virginia, Maryland, Washington DC, New York, Virginia, Pennsylvania
- NCIDQ Certified (Interior Design)
- Leadership In Energy and Environmental Design Accredited Professional
- Meet Standards of Secretary of the Interior for historic architecture

AFFILIATIONS

- American Institute of Architects
- West Virginia Society of Architects
- Fairmont, WV ICC Board of Appeal; Board Member
- U.S. Green Building Council
- AIA Liveable Communities
- Marion County Chamber of Commerce
- Leadership Kanawha Valley Class of 2014



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Contact

Rebecca Key
304.296.8216
800.640.8216

rebecca.key@thinkalphafirst.com



ALPHA RESUMES

Bradley Casdorph, PE, PS | Civil Engineer

SUMMARY

Mr. Casdorph joined the Alpha Associates, Incorporated team in 2004 and currently works as a project engineer in the Morgantown office. He has 36 years of professional experience with roadway design, storm sewer design, airport airside renovation and design, storm water management including conveyance and detention, environmental permitting, project administration supervision and inspection, as well as boundary and construction surveying.



PROFILE

Broad-based responsibilities in the following areas:

- Airport Planning and Design
- Highway Design
- Hydraulic and Hydrology Studies
- Site Plan Development
- Land Surveying

PROFESSIONAL HIGHLIGHTS

Civil Engineering:

- Platinum Properties - Waterfront Conference Center; Morgantown, WV
- Hart Field - Runway Safety Area; Morgantown, WV
- Hart Field - Ramp Renovation and Deicing Facility; Morgantown, WV
- Hart Field - Signage and Lighting; Morgantown, WV
- Hart Field - Airport Certification Manual; Morgantown, WV
- Hart Field - Air Rescue and Fire Fighting Vehicle Procurement, WV
- WVU - Lot 81 Parking Area Improvements; Morgantown, WV
- WVU Animal Facilities Annex, Engineering Retrofit; Morgantown, WV
- McKee Crossing - 120 Acre Subdivision; Martinsburg, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV
- Davisson Estates - 60 Acre Subdivision; Morgantown, WV
- Mon General Hospital - East Parking Area; Morgantown, WV
- Applebee's Restaurant, Site Plan; Morgantown, WV
- WVU CPASS/Student Health; Morgantown, WV
- WVU Research Park- 100 Acre ALTA/ACSM Survey; Morgantown, WV
- WVU Museum; Morgantown, WV



ALPHA RESUMES

Bradley Casdorph, PE, PS | Civil Engineer

EMPLOYMENT HISTORY

2004 – Current Alpha Associates, Incorporated
1979-2004 Triad Engineering, Incorporated

EDUCATION

West Virginia University
Masters - Soil Conditions and Foundation Design; 1982
Bachelor - Civil Engineering; 1979

QUALIFICATIONS

- **License:** Professional Engineer: West Virginia
Professional Surveyor: West Virginia
Certified Private Pilot

AFFILIATIONS

- WV Society of Professional Engineers
- National Society of Professional Engineers
- WVSPS - Mountain Regional Chapter; President
- Aircraft Owners and Pilots Association; Member



think  first.com

Contact

Bradley Casdorph

304.296.8216

800.640.8216

brad.casdorph@thinkalphafirst.com



ALPHA RESUMES

Matthew T. Echard, PE | Structural Engineer, Associate

SUMMARY

Mr. Echard joined Alpha Associates, Inc. in early 2016 with a strong belief that his clients deserve intelligent, performance-based and value-oriented solutions. Drawing on experience working across the United States, Europe, and the Middle East, Mr. Echard returned to West Virginia to provide world-class service in a historically underserved region while making positive contributions to the future growth of his home state. Mr. Echard places a large value on the collaborative work process, believing that a building's form and function are derived from many contexts. Mr. Echard's office is located in the corporate office in Morgantown, WV.

EMPLOYMENT HISTORY

2016-Current	Alpha Associates, Incorporated
2010-2015	Echard ingenieurBüro
2006-2009	Buro Happold Consulting Engineers
2003-2006	RISA Technologies, Inc.
2000-2003	Zaldastani Associates, Inc.

EDUCATION

Massachusetts Institute of Technology
Masters - Engineering & Environmental
Mechanics 2002
West Virginia University
Bachelors of Science - Civil Engineering 2000

QUALIFICATIONS

- **License:** Professional Engineer: West Virginia, California
- California OES SAP Evaluator

AFFILIATIONS

American Concrete Institute (ACI)
American Institute of Steel Construction (AISC)
American Society of Civil Engineers (ASCE)
American Wood Council (AWC)

PROFILE

Broad-based responsibilities in the following areas:

- Structural Engineering
- Structural Forensics
- Project Management

PROFESSIONAL HIGHLIGHTS

Structural Engineering:

- Grant County Bank; Petersburg, WV
- WVDOH Arnettsville Bridge Replacement; Monongalia County, WV
- WVDOH Deckers Creek Pedestrian Bridge; Morgantown, WV
- Jane Lew Truck Stop; Jane Lew, WV
- Queen Street Underpass; Martinsburg, WV
- Westover Goodwill Structural Design; Morgantown, WV
- Weyerhaeuser Roof Evaluation; Heaters, WV
- Weyerhaeuser OSB Facilities Alterations; Heaters, WV
- Weyerhaeuser Hazardous Material Transfer Encloser; Heaters, WV
- Mapletown High School Elevator; Mapletown, PA
- Knauf Insulation Melter Line Structural Supports ; Inwood, WV
- Knauf Insulation Cooling Tower & Heat Exchanger Structure & Foundations; Inwood, WV
- 57 Middleway Pike Commercial Building; Inwood, WV
- Graftech Furnace Structural Assessment; Grafton, WV
- FedEx Distribution Facility Structural Damage Assessment; Morgantown, WV
- Los Mariachis UTC; Morgantown, WV



ALPHA RESUMES

Matthew T. Echard, PE | Structural Engineer

EMPLOYMENT HISTORY

2016-Current	Alpha Associates, Incorporated
2010-2015	Echard ingenieurBüro
2006-2009	Buro Happold Consulting Engineers
2003-2006	RISA Technologies, Inc.
2000-2003	Zaldastani Associates, Inc.

EDUCATION

Massachusetts Institute of Technology
Masters - Engineering & Environmental Mechanics 2002
West Virginia University
Bachelors of Science - Civil Engineering 2000

QUALIFICATIONS

- **License:** Professional Engineer: West Virginia, California
- California OES SAP Evaluator

AFFILIATIONS

American Concrete Institute (ACI)
American Institute of Steel Construction (AISC)
American Society of Civil Engineers (ASCE)
American Wood Council (AWC)

Publications

- Echard, M. and Tonis, D. Convergent Design Methodology for Bio-Science Labs: Architectonic and Performative Structural Considerations Using the Geilinger Composite Column Solution. Proceedings of ICSEA2010 - First International Conference on Structures and Architecture Guimarães, Portugal, July 2010, Taylor & Francis.
- Echard, M. Structural Analysis and Design Within a BIM Framework. EASEC 10 - East Asia Structural Conference, Bangkok, Thailand, August 2006.



ALPHA RESUMES

Hannah Richardson

Interior Designer

SUMMARY

Mrs. Richardson has been employed with Alpha Associates since August of 2016. While new to the Alpha team, she brings a different approach to design that focuses on the interior space and those that occupy it. She specializes in space planning and strongly believes in functional interior spaces and spatial relations. At Alpha, Richardson also does work as an Architectural Technician.



PROFILE

Broad-based responsibilities in the following areas:

- Architectural Construction Drawings
- Interior Design
- Renderings/Presentations
- Research Based Design
- Space Planning

PROFESSIONAL HIGHLIGHTS

Interior Design/Architectural Technician

- BCFB South Berkeley Fire Station; Inwood, WV
- Cacapon State Park Old Lodge Renovation; Cacapon, WV
- Freedom Automotive Group, Morgantown; WV
- Grant County Bank Renovation/Addition; Petersburg, WV
- Hazel Ruby McQuain Equine Education & Research Center; Reedville, WV
- Jane Lew Truck Stop; Jane Lew, WV
- New Restaurant for Los Mariachis; Morgantown, WV
- VA Tenant Improvements; Shepherdstown, WV

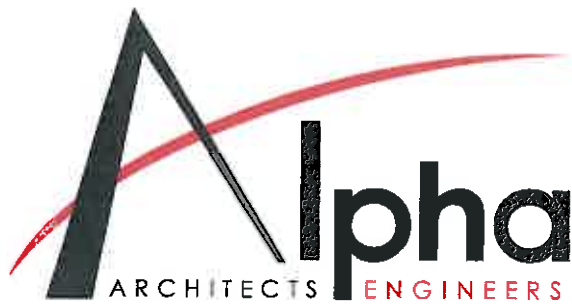
EDUCATION

Harding University

Bachelor of Science - Interior Design; 2017

EMPLOYMENT HISTORY

2016 - Current Alpha Associates, Incorporated



ALPHA RESUMES

Casey Smith, Assoc. AIA

Architectural Designer

SUMMARY

Mr. Smith has been employed with Alpha Associates since 2016. He has worked on several architectural projects including multi-million dollar projects for private and public sector clients. Mr. Smith came to Alpha with an impressive background in educational, commercial, and local government facilities. He has offered assistance in project management, using his background to further improve the quality of each project he is involved with. Mr. Smith has been an incredible asset to Alpha Associates and proves to be an asset on each of his projects.

PROFILE

Broad-based responsibilities in the following areas:

- Architectural/Structural Construction Drawings
- Construction Administration
- Project Management Assistance

PROFESSIONAL HIGHLIGHTS

Construction Administration Projects

- Cacapon State Park Lodge Renovation
- Los Mariachis New Restaurant; Morgantown, WV
- Freedom Ford Automotive Dealerships, Granville, WV
- Elkins Fordland; Elkins, WV
- Federal Group GSA VA Tenant Improvement Project;
- Point Marion ADA Deck; Point Marion, PA
- Los Mariachi Renovation; Morgantown, WV
- WVU Hazel Ruby McQuain Equine Education & Resource Center; Reedsville, WV

EMPLOYMENT HISTORY

2016- Current	Alpha Associates, Incorporated
2014-2016	MSES Architects
2011-2014	Blackwood Associates
2007-2009	Vandalia Heritage Foundation

Education

2014	Boston Architectural College, Master of Architecture
2009	Fairmont State University; BS Architecture





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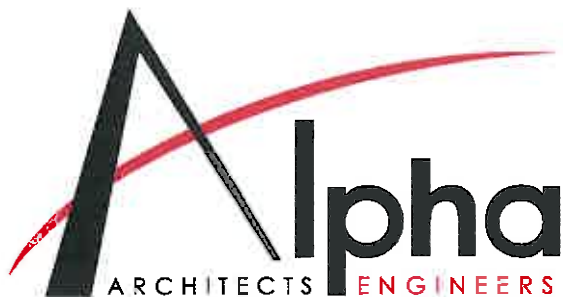
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REFERENCES

Jim King
WV Higher Education Policy Council
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 25301-2800
304-558-0281 ext. 206

Bill Clark, Executive Director
Region 9 Planning and Development Council
400 West Stephen Street Suite 301
Martinsburg, West Virginia 25401
304-263-1743

David Hildreth
State of West Virginia
1409 Greenbrier Street
Charleston, WV 25305
304-558-0510

Mayor Jesse Corley
Town of White Hall
2119 Fairmont Avenue
White Hall, WV 26554
304-367-1687

Terry Hough, City Engineer
City of Morgantown
389 Spruce Street
Morgantown, WV 26505
304-284-7412

"Alpha Associates have a proven record of customer satisfaction and successful client delivery with our organization. We would be confident in our recommendation in support of Alpha."

J. Paul Walden
West Virginia University

Every aspect and detail of your planning, coordination, and completed projects have been exceptional and outstanding in every regard.

Robert Hammel, Former Director
Morgantown Municipal Airport



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STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting.

Know Ye That The State Board of Registration for Professional Engineers, of the State of West Virginia, reposing special confidence in the Intelligence, Integrity and Discretion of

Charles B. Branch

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT

by law, hereby certify that he having submitted satisfactory evidence of his ability and experience, is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

To Hold and use such title in the practice of his profession, subject to the conditions prescribed by law.



Given under the hand and the Seal
of the Board at the Capitol in the
City of Charleston,
this 10th day of February in the
year of our Lord 2002
and of the State the One Hundred
Thirty-Eighth

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

L. P. Beckwith

By *Frank L. Roddy*

L. P. Bruns, Jr.

John

[Signature]



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come Greeting
Know Ye That The State Board of Registration for Professional Engineers
of the State of West Virginia, reposing special confidence in
the Intelligence, Integrity and Discretion of

Bradley H. Casdorph

DOES IN PURSUANCE OF AUTHORITY VESTED IN IT
by law hereby certify that he having submitted
satisfactory evidence of his ability and experience is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

To Hold and use such title in the practice of his profession,
subject to the conditions prescribed by law.



Given under the hand of the
Seal of the Board at the Capitol in the
City of Charleston,
This 29th day of December
in the year of our Lord 2005
and of the State
the One Hundred Forty-Second

Members of the Board

James D. Thomas, Jr. Richard E. Dwyer

Blair S. Smith William E. Dwyer



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting.

Know Ye That The State Board of Registration for Professional Engineers, of the State of West Virginia, reposing special confidence in the Intelligence, Integrity and Discretion of

Richard A. Colebank

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT

by law, hereby certify that he having submitted satisfactory evidence of his ability and experience, is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

(To Hold) and use such title in the practice of his profession, subject to the conditions prescribed by law.



Given under the hand and the Seal of the Board at the Capitol in the City of Charleston this 23rd day of Feb. in the year of our Lord One Thousand Nine Hundred and Eighty-Eight and of the State the One Hundred Twenty-Fourth.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

Frank Vaddy

By
Secretary *Wm. P. Fisher* President
Kenneth H. Means *Robert B. Smith*



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come Greeting
"Know Ye" That The State Board of Registration for Professional Engineers
of the State of West Virginia, reposing special confidence in
the Intelligence, Integrity and Discretion of

Matthew T. Echard

DOES IN PURSUANCE OF AUTHORITY VESTED IN IT

by law hereby certify that he having submitted
satisfactory evidence of his ability and experience is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

(To Hold) and use such title in the practice of his profession,
subject to the conditions prescribed by law.



Given under the hand of the
Seal of the Board at the Capitol in the
City of Charleston,
This 17th day of August
in the year of our Lord 2012
and of the State
the One Hundred Forty-Ninth

Members of the Board

James D. Timms, Jr. *Richard E. Dignall*

Blair S. Smith *William E. Dyer*



of West Virginia.

No. [REDACTED]

This Certifies that Rebecca Jean Key *of* Baltimore
in the State of Maryland *having successfully passed an examination*
before the Board of Architects of the State of West Virginia, and being
otherwise qualified, is hereby authorized to practice Architecture in all its
branches in the State of West Virginia.



Witness the signatures of the President and Secretary of the Board of
Architects of West Virginia and the seal of said Board, this 26th
day of September 1994

W. E. L. J. *President.*
E. J. L. J. *Secretary.*



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting.

Know Ye That The State Board of Registration for Professional Engineers, of the State of West Virginia, reposing special confidence in the Intelligence, Integrity and Discretion of

Charles B. Luttrell

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT

by law, hereby certify that he, having submitted satisfactory evidence of his ability and experience, is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

(To hold) and use such title in the practice of his profession, subject to the conditions prescribed by law.



Given under the hand and the Seal of the Board, at the Capitol in the City of Charleston, this 28th day of July in the year of our Lord One Thousand Nine Hundred and Ninety-nine and of the State the One Hundred Thirty-sixth.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

For the Board, [Signature]
[Signature] [Signature] [Signature]

CERTIFICATE OF

Authorization

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

*The West Virginia State Board of Registration for Professional Engineers
having verified the person in responsible charge is registered in
West Virginia as a professional engineer for the noted firm, hereby certifies*

ALPHA ASSOCIATES, INC.

C00012-00

Engineer in Responsible Charge: RICHARD A COLEBANK - WV PE 010346

*has complied with section §30-13-17 of the West Virginia Code governing
the issuance of a Certificate of Authorization. The Board hereby notifies you of its
certification with issuance of this Certification of Authorization for the period of:*

January 1, 2018 - December 31, 2019

providing for the practice of engineering services in the State of West Virginia.

IF YOU ARE REQUIRED TO REGISTER WITH THE SECRETARY OF STATE'S OFFICE
PLEASE SUBMIT THIS CERTIFICATE WITH YOUR APPLICATION.



IN TESTIMONY WHEREOF, THE WEST VIRGINIA STATE BOARD OF
REGISTRATION FOR PROFESSIONAL ENGINEERS HAS ISSUED THIS COA
UNDER ITS SEAL, AND SIGNED BY THE PRESIDENT OF SAID BOARD.

BOARD PRESIDENT

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.


(Name, Title)

Richard A. Colebank, President & COO

(Printed Name and Title)

209 Prairie Ave, Morgantown, WV 26501

(Address)

304-296-8216/ 304-296-8245

(Phone Number) / (Fax Number)

rick.colebank@thinkalphafirst.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.

Alpha Associates, Inc

(Company)


(Authorized Signature) (Representative Name, Title)

Richard A. Colebank

(Printed Name and Title of Authorized Representative)

4-27-2018

(Date)

304-296-8216/ 304-296-8245

(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

- ☐ Addendum No. 6
- ☐ Addendum No. 7
- ☐ Addendum No. 8
- ☐ Addendum No. 9
- ☐ Addendum No. 10

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

Alpha Associates, Inc

Company


Authorized Signature

4-27-2018

Date

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

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: Alpha Associates, Inc **Address:** 209 Prairie Ave, Morgantown, WV 26501

Authorized Agent: Richard A. Colebank, President & COO **Address:** _____

Contract Number: CEOI 0705 LOT 1800000001 **Contract Description:** A/E Services for Building Study

Governmental agency awarding contract: _____

☐ **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: [Signature]

Date Signed: 4-27-18

Notary Verification

State of West Virginia, County of Upshur:

I, Kayla Facemire, 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 27th day of April, 2018.

[Signature]

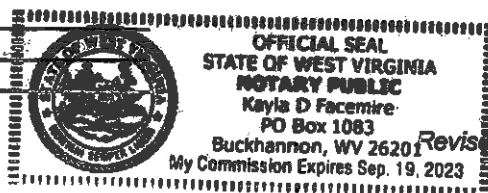
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____



STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Alpha Associates, Inc

Authorized Signature: [Signature] Date: 4-27-2018

State of West Virginia

County of Upshur, to-wit:

Taken, subscribed, and sworn to before me this 27 day of April, 2018.

My Commission expires 7 Sept 19, 2023.

AFIX SEAL HERE



OFFICIAL SEAL
STATE OF WEST VIRGINIA
NOTARY PUBLIC
Kayla D Facemire
PO Box 1083
Buckhannon, WV 26201
My Commission Expires Sep. 19, 2023

NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)