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## Header 1

[List View](#)

## General Information Contact Default Values Discount Document Information Clarification Request

Procurement Folder: 1384606

SO Doc Code: CEOI

Procurement Type: Central Contract - Fixed Amt

SO Dept: 0211

Vendor ID: 000000201753

SO Doc ID: GSD2400000004

Legal Name: ALPHA ASSOCIATES INC

Published Date: 4/3/24

Alias/DBA:

Close Date: 4/5/24

Total Bid: \$0.00

Close Time: 13:30

Response Date: 04/02/2024

Status: Closed

Response Time: 12:06

Solicitation Description: Building 29 (Hangar) Renovations

Responded By User ID: Diann.Clark

Total of Header Attachments: 1

First Name: Heather

Total of All Attachments: 1

Last Name: Fox

Email: heather.fox@thinkalpha.firs

Phone: 304-296-8216



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Solicitation Response

Proc Folder: 1384606  
Solicitation Description: Building 29 (Hangar) Renovations  
Proc Type: Central Contract - Fixed Amt

Solicitation Closes	Solicitation Response	Version
2024-04-05 13:30	SR 0211 ESR04022400000005704	1

**VENDOR**  
000000201753  
ALPHA ASSOCIATES INC

Solicitation Number: CEOI 0211 GSD2400000004  
Total Bid: 0  
Response Date: 2024-04-02  
Response Time: 12:06:45  
Comments:

**FOR INFORMATION CONTACT THE BUYER**  
Melissa Pettrey  
(304) 558-0094  
melissa.k.pettrey@wv.gov

Vendor Signature X FEIN# DATE

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Professional engineering services				0.00

Comm Code	Manufacturer	Specification	Model #
81100000			

**Commodity Line Comments:**

**Extended Description:**

Professional engineering services





Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Centralized Expression of Interest  
Architect/Engr

<b>Proc Folder:</b> 1384606			<b>Reason for Modification:</b> Addendum No. 1
<b>Doc Description:</b> Building 29 (Hangar) Renovations			
<b>Proc Type:</b> Central Contract - Fixed Amt			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-03-22	2024-04-03 13:30	CEOI 0211 GSD2400000004	2

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

**Vendor Customer Code:**  
**Vendor Name :** Alpha Associates, Incorporated  
**Address :** 209 Prairie Avenue  
**Street :** 209 Prairie Avenue  
**City :** Morgantown  
**State :** West Virginia **Country :** US **Zip :** 26501  
**Principal Contact :** Richard Colebank, PE, PS; President & COO  
**Vendor Contact Phone:** (304) 296-8216 **Extension:** 102

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
(304) 558-0094  
melissa.k.pettrey@wv.gov

**Vendor Signature X**  **FEIN#** 550516286

**DATE** 03 April 2024

All offers subject to all terms and conditions contained in this solicitation





# West Virginia General Services

## Professional Engineering Services

### **CEOI GSD2404 – Building 29 (Airport Hangar) Renovations**

March 26, 2024



**Alpha Associates, Inc.**

Morgantown, WV 26501 | Martinsburg, WV 25401

Richard Colebank, PE, PS; President & COO

304.296.8216 ext. 102

[rick.colebank@thinkalphafirst.com](mailto:rick.colebank@thinkalphafirst.com)

<http://thinkalphafirst.com>



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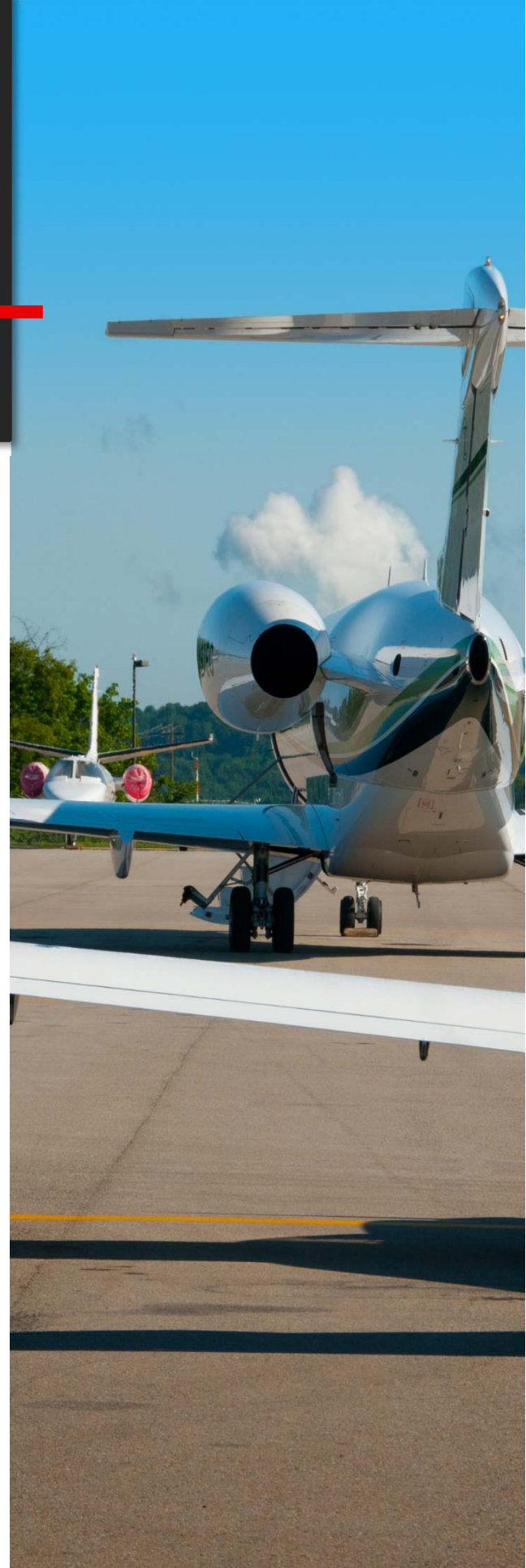
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# **SECTION A**

## **GENERAL FIRM INFORMATION**



**03 April 2024**

**Department of Administration  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305**

**Attn: Melissa Pettrey, Senior Buyer**

**RE: CE01 GSD2404 – Building 29 (Hangar) Renovations  
Airport Hangar at Eagle Mountain Road, Charleston, WV**

**Dear Ms. Pettrey,**

Alpha Associates, Incorporated, is pleased to submit our Expression of Interest to provide engineering services for the renovations at Building 29 (Airport Hangar) located in Charleston, WV. If selected, Alpha will provide services including, but not limited to, preliminary engineering; design and construction-related services, preparation of bidding and contract document, participation in the evaluation of bids received, and monitoring & inspection of construction activities, as well as to provide any additional services required by the Department of Administration in the implementation of this project. Alpha has significant experience with airports (including the Morgantown Municipal Airport) in the State of West Virginia and the design of hangers specifically. Our highly skilled personnel make us the perfect partnering firm for your upcoming on-call services needed.

#### **Design Team**

Alpha is proud to promote that we are a wild and wonderful West Virginia owned and operated engineering/architectural firm with 54+ years history carried throughout the State. Our 21-person strong professional staff includes Architecture, civil and structural engineers, surveyors, cost estimators, construction representatives, landscape designers, interior designers, and technicians. Talk about quite the house blend of skills. The personnel assigned to your project are dedicated and highly qualified professionals with support and technical expertise to meet and surpass your expectations of these projects.

#### **Project Understanding**

The WV Department of Administration, General Services Division (Agency), is responsible for facility operations and maintenance in Building 29 (Airport Hangar), located at 502 Eagle Mountain Road in Charleston, WV, for which they intend to make specified renovations and repairs including, but not limited to: having an assessment performed on the hangar's existing metal roofing system, having an assessment performed on the existing masonry walls to determine the most advantageous method of repairs, evaluating the entire facility in accordance with NFPA 101 Life Safety Code and NFPA 409 Fire Safety Standard for Aircraft Hangars, and any milling, paving, and restriping of the existing parking lot adjacent to the hangar. If selected, Alpha will develop bidding documents and provide construction

administration to assist with accomplishing the followings goals outlined in the CEOI. Alpha's team is experienced in all the activities needed to complete this project.

### Project Familiarity

Since 1969, Alpha Associates has provided high quality professional architectural and engineering design services to various clients throughout the State of West Virginia including Morgantown and Martinsburg Airport Authorities. Our airport experience includes numerous projects for the Morgantown Municipal Airport including ranging from construction of the maintenance facility and the ARFF/Managers Office and several iterations of restaurant and terminal renovations to major runway, taxiway and ramp paving operations. The work included FAA compliance and assisting in the purchasing of equipment. The largest single project was the runway safety area, now part of the extension of the 18/36 runway.

Our Hangar experience includes work throughout West Virginia with projects completed at the Morgantown Municipal Airport with the Hart Field T-Hangar Renovations/Alterations recommendation and paving projects and the WV Air National Guard 167th Airlift Wing Base for their three (3) hangar door evaluations.

For any project, Alpha Associates, Inc. will provide comprehensive preliminary engineering services, civil engineering design services, construction documents, assistance during bidding, and construction administration services.

### Summary

Alpha Associates, Incorporated, is pleased to submit our Expression of Interest to provide engineering services to the WV Department of Administration, General Services Division for the upcoming renovations needed at Building 29 (Airport Hangar) located in Charleston, WV. Our highly skilled personnel make us the perfect partnering firm for your upcoming project. We appreciate your time and consideration for these upgrades, and we look forward to strengthening our relationship with the General Services Division. Our dedicated team of professionals will make YOUR PROJECTS OUR PRIORITY. If you would like to further discuss this upcoming project, please contact us at (304) 296-8216 ext. 102.

Sincerely,

Alpha Associates, Incorporated



Richard A. Colebank, PE, PS  
President and COO

[rick.colebank@thinkalphafirst.com](mailto:rick.colebank@thinkalphafirst.com)

(304) 296.8216 ext. 102





Two West Virginia Owned and Operated offices in Morgantown and Martinsburg which offer multiple in-house services. Everyone at Alpha Associates, Inc. shares the same goal of exceeding expectations and successfully accomplishing projects.

## Architecture

*Commercial*

*Public*

*Private*

*Residential*

## Civil/Structural Engineering

*Enhance*

*Conservational*

*Leadership*

## Surveying

*Accurate*

*Clearly Communicated*

*State-of-the-Art*

Alpha's clients are served by a local, unique combination of professionals who provide top-notch architectural design, civil engineering and structural engineering. The Alpha design experience begins with the design staff listening, interpreting, reviewing and designing what you, the client, wants. The conclusion of the design process is not the end of Alpha's involvement in your project. Alpha's staff will stay involved until your project is constructed.

*"The engineer always has been, and is, a maker of history."*

- James Kip Fitch

Throughout Alpha's decades of practice, our architects and engineers work closely, making history every day. With support from the Alpha Team, one can truly create a sense of place and a proper environment for the built atmosphere.

The firm mantra has always been to "*do good work*" and that philosophy is carried on today.



***"Creating client-focused,  
innovation designs with  
quality and value that  
are sustainable and  
cost-effective"***

**LOCATIONS:**

209 Prairie Avenue  
Morgantown, WV 26501  
304.296.8216

535 West King Street  
Martinsburg, WV 25401  
304.264.0051

**WEBSITE:**

<https://thinkalphafirst.com/>

**EMPLOYEES:**

21

Webster's dictionary defines Alpha as "the first, the beginning". In the case of Alpha, the beginning was 1969 and the location was Morgantown, West Virginia. Since 1969, Alpha has earned a reputation for producing exceptional architectural and engineering designs for high profile organizations. By 1995, Alpha's client base had grown, demanding the need for a second location. The Eastern Panhandle of West Virginia was selected and the planning began.

The Eastern Regional Office is located in Historic Downtown Martinsburg and is conveniently located to serve clients in West Virginia, Maryland, Virginia and Pennsylvania. We continue to raise the bar with a design studio of cross-disciplined professionals that embrace technology and innovation while treating you, the client, with respect and dignity.

As you travel through the region, you will find Alpha's influence on the built environment, especially in West Virginia. Alpha's local project success reflects an architectural studio which encourages creativity and flexibility. Continuing the focus of success, Alpha's architectural and engineering teams are experts with the planning of solutions for complex issues even before facing them head-on. Alpha's team consists of industry leaders, consistently being called upon for advice and guidance for the future. Alpha Associates, Inc. will surpass all expectations while maximizing the client's, your, vision.

With our client-first mission, we design spaces for now and the future.

**Think Alpha First!**



# STATEMENT OF QUALIFICATIONS.

Alpha Associates, Incorporated is a local, West Virginia based Architectural/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 technological tools, dedicated principals and highly skilled staff members. Alpha's work is diverse and includes clients in commercial, educational and government facilities, developers and private organizations.

Since 1969, Alpha's team provided architectural/engineering design services throughout the State and surrounding areas. For over 54+ years, we have worked with numerous local, state, and federal government entities on multiple projects of varying sizes and types. No project is too big or too small for us. Our team of licensed architects and engineers have recent, relevant experience with land assessment, civil/site planning, schematic and design layout, document preparation, and construction/bid administration to complete projects seamlessly.

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 take every step necessary to successfully complete and surpass a given project. We act in the client's best interest.

Everyone at Alpha, no matter the given role, all work towards the same goal of achieving success for not the project but the client too. Our principals are involved with all projects from the earliest stages through to the final completion and even beyond. They will consistently update you on your projects by using effective communication tools to manage the projects and all involved parties. Our skilled staff of architects, engineers, surveyors and administrative personnel at Alpha are professionals dedicated to providing superior services to the State of West Virginia and surrounding areas. While our staff is large enough to handle any size project, our firm is also capable of being small enough to give each and every one of our projects the individual attention to details it deserves. Alpha's local and unique approach to projects ensures success for all our clientele.



**SECTION B**  
**TECHNICAL EXPERTISE**

# SCHEDULE & BUDGET.

## Project Track Record

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; however, the determining factor is the tools a firm utilizes to achieve the budgets, in regards to funds at that time. Alpha utilizes a number of both traditional & modern tools to exceed our client's expectations.

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

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

## Successful Project Management/Schedule

Successful project management depends on consensus regarding work efforts, milestones and goals. Our team has found the development of detailed work plans, which delineate tasks and deliverables for each project phase, in consort with the client and full project team, is the most effective approach with establishing expectations of 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 the Owner and user reviews, comments and/or approvals.

Developing an overall project schedule is a critical task that must take account of many factors: building type, owner's desired occupancy, scope of work & level of documentation, whether contract(s) is bid or negotiable, available fee, and experiences on similar projects. Once the design process begins, a comprehensive, realistic project schedule can be developed and communicated to all involved.

In a world where "time is money", the schedule of a project is as important as controlling the cost. Alpha works diligently to control the budget of a project and avoid the "scope creep" which can occur.

## Alpha's Unique In-House Features

Alpha's in-house cost estimators combined with our excellent relationships with contractors throughout the State provides the client with the most 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 which can be carried through each of the project phases. At each phase, the estimate is updated to include a more detailed evaluation for enhanced accuracy. When updating estimates, specific increases or decreases can be identified allowing the owner to make informed decisions on important budget issues for the project.

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



*Morgantown Municipal Airport – Access Road*

# CAPACITY & SOFTWARE

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## OUR CAPABILITIES

Alpha Associates, Incorporated is prepared to commit staff and resources to your project. Alpha has the qualified and experienced personnel, administrative support, along with the production equipment and resources, to ensure the successful completion of this project. We are confident in our ability to provide you with a committed and dependable design team. Our multidisciplinary design team is prepared to meet and exceed the expectations for your project by committing any resources necessary to meet the project schedule.

## USING THE LATEST SOFTWARE

The project team incorporates the latest computer and software capabilities required to complete the working drawings and specifications of this project. Our cost accounting system is top-of-the-line and we have the ability to differentiate fees according to task. We have secure e-mail and internet capability to allow efficient transfer of information between Alpha and the client. We currently have the latest editions of the following software:

- |                               |   |
|-------------------------------|---|
| α AutoCAD22                   | α Autodesk Suite  |
| α REVIT (Editions up to 2022) | α Autodesk Revit  |
| α Civil 3D                    | α Bentley Open Bridge Modeler & Designer                |
| α RISA 3D                     | α Enercalc  |
| α RISA Foundation             | α AutoTURN  |
| α MathCAD Prime               | α TopCON GR5 GPS System                                 |
| α DJI Phantom 4 RTK Drone     | α TopCON Total Station with Reflector-less Capabilities |
| α Office 365                  | α Carlson Surveyor & Data Collector                     |
| α Autodesk Civil 3D           |   |



# FUNDING EXPERIENCE.

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Throughout our 54 years of business, Alpha Associates, Incorporated has worked with multiple funding agencies on projects, including State and Federal dollars. Our funding experience includes:

- State and Federal ARRA Funds
- West Virginia Infrastructure Loan Program
- HUD Grants and Loans
- West Virginia Economic Development Grants and Loans
- Transportation Enhancement Grants
- West Virginia State Historic Preservation Office Funds
- Small Cities Block Grants
- Tax Increment Financing
- BIG Grant (Boating Infrastructure Grant)
- USDA Rural Development/Rural Utility Service- Grants and Loans
- ARC
- School Building Authority of West Virginia
- WV DEP Revolving Loan Fund
- WV Bureau of Health Clean Water Loan Fund
- Private Bond Sales



# MEET THE TEAM.

## MANAGERS

**Richard W. Klein**  
PE, PS  
Chairman

**Richard A. Colebank**  
PE, PS  
President & COO

## ARCHITECTURE

**Rebecca Key**  
AIA-LEED-AP  
Director of  
Architecture

**Casey Smith**  
AIA Associate  
Architectural  
Designer

**Todd Lewis**  
AIA Associate  
Architectural  
Technician

**Alex Haill**  
Construction  
Administration

## CIVIL ENGINEERING

**Charles Branch**  
PE, Senior Principal  
Senior Civil Engineer

**Bradley Casdorph**  
PE, PS  
Civil Engineer

**Tom Simpson**  
PE  
Civil Engineer

**David Costello Jr.**  
PS  
Manager of Surveying

**Julie Frazee**  
Engineering  
Technician

**Kevin McClung**  
Engineering  
Technician

**Terry Higgins**  
Field  
Representative

**Barbara Kerns**  
Survey Crew

**Tyler Collins**  
Survey Crew

## STRUCTURAL ENGINEERING

**Charles Luttrell**  
PE, Senior Principal  
Senior Structural Engineer

**Matthew Echard**  
PE, Principal  
Structural Engineer

**Cody Antoon**  
Engineering  
Technician

## OFFICE ADMINISTRATION

**Heather Fox**  
Business Manager

**Alexis Petrovsky**  
Marketing Coordinator

**Kim Coolmer**  
Administrative Assistant

# KEY PERSONNEL

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## TO BE ASSIGNED TO YOUR PROJECT

All work performed for the West Virginia Department of Administration, General Services Division at Building 29 (Airport Hangar) located in Charleston, WV will be managed out of Alpha's Morgantown office. In addition to your dedicated project team, Alpha's staff of 21 includes engineers, architects, architectural designers, technicians and support staff that are available to assist you with any potential project need. Rick Colebank will serve as the team's Principal-in-Charge and Chuck Branch will serve as the day-to-day contact for the Project Team.



Richard "Rick" Colebank | **PE, PS**  
President & COO  
Principal-in-Charge



Charles "Chuck" Branch | **PE**  
Senior Principal  
Civil Engineer



Charles "Charlie" Luttrell | **PE**  
Senior Principal  
Structural Engineer

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## **SECTION C**

# **MANAGEMENT AND STAFFING CAPABILITIES**

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# Richard Colebank PE, PS

## PRESIDENT & COO

### SUMMARY

Mr. Colebank is President and Chief Operating Officer at Alpha. He has been with Alpha Associates, Inc. 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 by Alpha. In his current capacity, Mr. Colebank provides financial and administrative guidance for the day-to-day operations of the company while managing projects.

### PROFILE

#### Broad-based responsibilities in the following areas:

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

### PROFESSIONAL HIGHLIGHTS

#### Project Principal

Morgantown Municipal Airport Access Rd; Morgantown, WV  
 Mon General Access Rd; Morgantown, WV  
 WVU Reedsville Farm Redevelopment; Reedsville, WV  
 Monongalia General Hospital Access Road; Morgantown, WV  
 DOH Martinsburg Train Station Corridor Streetscape; Martinsburg, WV  
 WV State Office Building; Parkersburg, WV  
 College of Physical Activity & Sports Science; Morgantown, WV  
 WVDOH Open End Engineering Contract; WV  
 WVDOH Deckers Creek Pedestrian Bridge; Morgantown, WV  
 Clarksburg State Office Building; Clarksburg, WV  
 Jane Lew Truck Stop; Jane Lew, WV  
 Grant County Bank Addition & Renovation; Petersburg, WV  
 South Berkeley Fire Station; Inwood, WV

### EMPLOYMENT HISTORY

1985-Current | Alpha Associates, Inc.  
 1983-1985 | Charles Townes & Assoc. P.C.  
 1983 | US Army Corps of Engineers

### EDUCATION

MA Business Administration | 1999  
 BA Civil Engineering | 1982

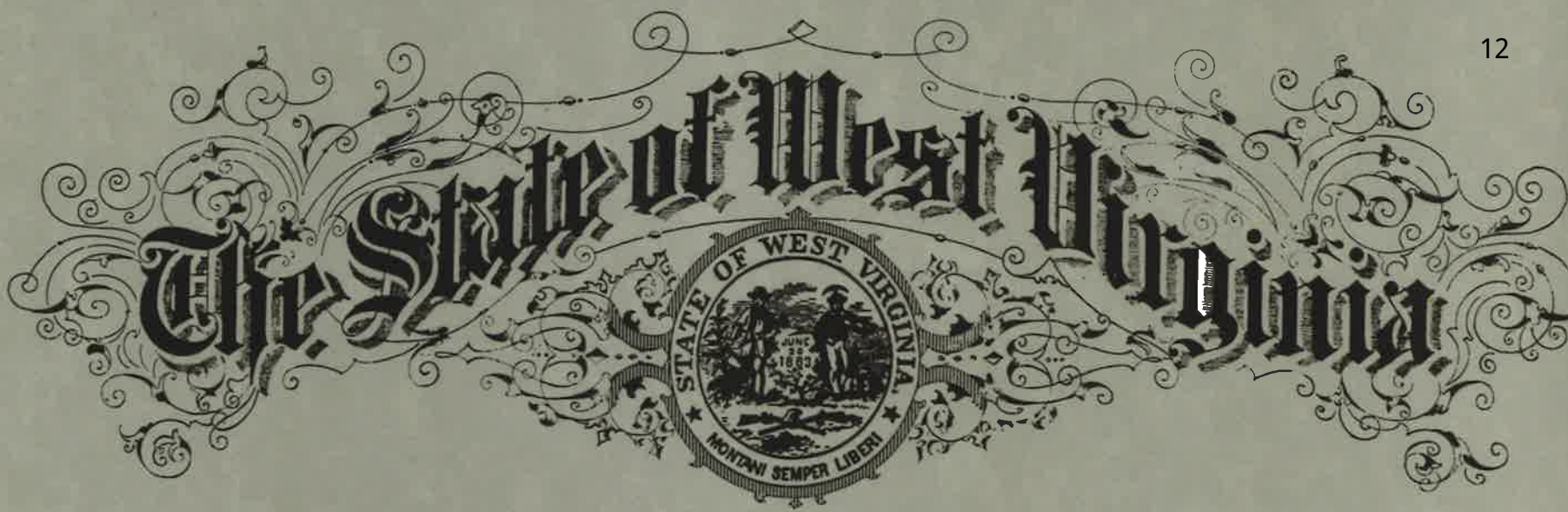
### QUALIFICATIONS

- License: Professional Engineer: West Virginia, Maryland, Pennsylvania, and Virginia
- Professional Surveyor: West Virginia
- Certified Private Pilot

### AFFILIATIONS

- Former NSPE/PEPP Governor of WV
- American Red Cross - State Board
- University High School Foundation; Charter Member; President
- Morgantown Area Chamber of Commerce; Past Chairman
- WVU College of Civil & Environmental Engineering Visiting Committee
- WVU College of Business & Economics MBA Advisory Committee
- WVU 2023 Academy of Civil Engineers





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 L. Gaddy

Secretary  
Kenneth H. Means

By  
Maurice P. Jickleson President  
Robert B. Scott





# Charles Branch PE

SENIOR 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 solely 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 Health Sciences Center Eastern Division; Martinsburg, WV  
 WVDOH Martinsburg Train Station Corridor Streetscape; Martinsburg, WV  
 WVDOH I-77 Welcome Center; Williamstown, WV  
 WV Medal of Honor Recipients Plaza; Hazleton, WV  
 Lewis County High School Bridge; Weston, WV  
 Wyoming County Route 10 Relocation; Wyoming County, WV  
 Fairmont Federal Credit Union; Bridgeport, WV  
 Queen St Underpass; Martinsburg, WV  
 Martinsburg Little League Fields; Martinsburg, WV

## EMPLOYMENT HISTORY

1992-Current | Alpha Associates, Inc.  
 1988-1992 | Reimer, Muegge & Assoc., Inc.

## EDUCATION

MA Civil Engineering | 2000  
 BA Architectural Engineering  
 Technology | 1988

## QUALIFICATIONS

- License: Professional Engineer: West Virginia

## AFFILIATIONS

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





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 *13th* 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

*Ed Rieckhoff*

By

*Frank D. Goddy*

*L. J. Burns, Jr.*

*[Signature]*

*[Signature]*





# Charles Luttrell PE

**SENIOR PRINCIPAL & STRUCTURAL ENGINEER**

## 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 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.

## PROFILE

**Broad-based responsibilities in the following areas:**

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

## PROFESSIONAL HIGHLIGHTS

### Structural Engineer:

Freedom Automotive Group 3 Dealerships; Morgantown, WV  
 Hazel Ruby McQuain Equine Education & Resource Center; WVU  
 WVDOT Arnettsville Replacement Bridge; Morgantown, WV  
 Clarksburg State Office Building; Clarksburg, 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  
 Shepherd University Pedestrian Underpass; Shepherdstown, WV  
 Washington High School; Charles Town, WV  
 WVU Coliseum Structural Inspection; Morgantown, WV  
 Alderson Broaddus College, Rex Pyles Arena Deck; Phillipi, WV  
 Monongalia County Sheriff's Building; Morgantown, WV  
 South High Street Bridge; Morgantown, WV  
 Ices Ferry Bridge; Morgantown, WV  
 Matthews Foundry Structural Evaluation; Martinsburg, WV  
 Martinsburg Little League Fields; Martinsburg, WV  
 Martinsburg WWTP; Martinsburg, WV  
 Queen St. Underpass; Martinsburg, WV  
 Winchester & Western RR Rt. 11 Bridge; Martinsburg, WV

## EMPLOYMENT HISTORY

1996-Current | Alpha Associates, Inc.  
 1995-1996 | Larry D. Luttrell, PE, PhD  
 1991-1994 | West Virginia University  
 1990-1991 | WVU Constructed Facilities Center

## EDUCATION

MA Structural Engineering | 1995  
 BA 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 & Concrete Deck

- Line Load Behavior/Failures
- Concentrated Load Behavior/Failures
- Web Crippling
- Punch Failures





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

Ed. Rickley

Frank H. Naddy

Leade L. H. H. H.

Wm. J. H. H.



# **SECTION D**

## **PROJECT EXPERIENCE**

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# Hangar Experience

## Relevant Past Projects

Alpha Associates, Incorporated has been providing engineering services including but not limited to structural assessments, civil/site work, building evaluations in accordance with the NFPA 101 Life Safety Code and the NFPA 409 Fire Safety Standard for Aircraft Hangars, and provide recommendations for upgrades/improvements needed to create a safe environment for personnel.

- α Morgantown Municipal Airport – Hart Field T-Hangar Renovations & Alterations
- α WWU Health Sciences Center – Glenmark Aircraft Hangar
- α Morgantown Municipal Airport – Hart Field WWU Hangar Access Road
- α Morgantown Municipal Airport – Hart Field WWU Hangar Paving
- α Chemtura Supersack Hangar
- α Wilson Works Engineering – Airport Hangar Stakeout
- α Martinsburg Hangar Structural Roof Capacity
- α WV Air National Guard – 167<sup>th</sup> Airlift Wing Base, Hangar Door Evaluation (2017)
- α Wilson Works Engineering – Resolute Scaffolding Pick Hangar
- α WV Air National Guard – 167<sup>th</sup> Airlift Wing Base, Hangar Door(s) Evaluation (2019)





# WVANG HANGAR DOORS EVALUATION

## Project Background

At the WVANG's base, there are three (3) hangars with a total of five (5) hangar doors. The doors on each hangar include one large center door with two (2) smaller doors on both sides of the center door. The center doors are approximately 90' tall and 90' wide while the flanking doors are all approximately 40' wide and 40' tall.

Alpha has completed two (2) evaluations of these hangar door structural elements. In 2017, the main (center) door on hangar 308 was not in operation due to a failure. The door has since been rebuilt with a new bottom structural member. In 2019, Alpha visited the site again to perform an annual limited structural evaluation of the bottom's structural members of the hangar doors on all three (3) aircraft hangars for any structural deficiencies.



**167TH AIRLIFT WING**

For purposes of organizing, the doors will be numbered 1-5 going left to right as viewed from inside. Door 3 is always the center door.

## West Virginia Air National Guard 167<sup>th</sup> Airlift Wing Base

**Martinsburg, WV | Date Completed: 2019**

Size: 90'x90' and 40'x40' sq. ft.

Cost: \$3,000

Services: Engineering

During investigation, Alpha concluded that:

### 1. Hangar 305

- a. Door 3 – Alpha recommended that the truss weld nodes showing signs of corrosion should be touched up with a compatible primer to prevent any significant deterioration.
- b. Doors 2 & 4 – Alpha did not find any significant condition issue for these doors.
- c. Doors 1 & 5 – Alpha found chipped primer along the beams which can be a potential starting point for corrosion on the bottom composite tube lifting beams. Alpha recommended that the chipped areas on these beams should be sanded down and touched up with a compatible primer to prevent corrosion.

## 2. Hangar 306

- a. Door 3 – Alpha noted no condition issues for the bottom space truss on the door.
- b. Doors 1, 2, 4 & 5 – The only condition issue found on the following doors was the coating damage and minor corrosion on top inside chord of door 2. The damaged area should be sanded, primed and painted to prevent further corrosion.

## 3. Hangar 308

- a. Door 3 – Alpha found lifting and handling damage near one of the nodes as a potential spot for corrosion to begin on the space truss of the door. Alpha recommended that the damaged area should be sanded down and touched up with a compatible primer to prevent any significant damage.
- b. Doors 2 & 4 – No condition issues were noted for the composite beam lifting elements located above the bottom panels of the doors.
- c. Doors 1 & 5 – No condition issues found other than minor rub marks on the bottoms composite beam tubes on doors, no needed recommendations.

Overall, the doors revealed no serious structural defects, only recommended to touch up areas where the coatings on the trusses or composite beams are damaged.

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## West Virginia Air National Guard 167<sup>th</sup> Airlift Wing Base

Martinsburg, WV | Date Completed: 2017

Size: 90'x90' and 40'x40'

Cost: \$2,500

Services: Engineering

In 2017, Alpha was tasked with evaluating the structural bottom lifting elements of the hangar doors for the first time. The system that allows the hangar doors to be opened and closed are marvelously simple and effective; however, the center door (3) in Hangar 308 was not in place. The door collapsed catastrophically prior to the site visit. During evaluation, Alpha discovered only one major structural element that involved resisting the vertical forces as the doors are opened and closed. Alpha recommended to have welds tested with non-destructive testing methods to reveal if the failure was caused by a welded field splice.

### Project Contact:

Paul Cummings, II  
National Door Service, Inc.  
3501 Century Avenue  
Baltimore, MD 21227  
410.245.2648

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# TEE HANGAR RENOVATIONS & ALTERNATIVES ASSESSMENT

## Morgantown Municipal Airport

Size: Assessment

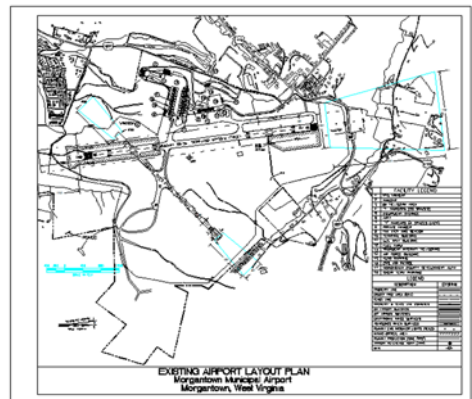
Cost: Various Alternatives

Services: Engineering

### Project Background

At the request of the Morgantown Municipal Airport, Alpha Associates visited the site to evaluate the existing tee hangars in order to make recommendations concerning possible rehabilitation or replacement of the structures.

The airport had two types of tee hangars. On the northwest side of Taxiway "C" were structures with bi-fold doors. There were five such structures that were built between 1959 and 1962 and will be referred to as hangar group A. Each structure has four units.



On the southwest side of Taxiway "C" is a twenty-unit structure with sliding doors. This structure was built in 1973 and will be referred to as hangar group B.

All of these structures have bolted connections with metal roofs, wall panels and doors. Each structure has a small office unit at each end with a window and a door. All of the structures have power supply for convenience outlets, overhead lights and exterior spotlights.

During investigation, Alpha concluded that:

1. Panels
  - a. Upon inspection, it was apparent that the seams between the panels had loosened, causing water leaks in the roofs and wind and debris leaks in the walls. The wall panels were also dented in many areas and there were gaps at the bottoms of the wall sections. The interior partitions were in fair structural condition, but they were long overdue for cleaning and repainting.

## 2. Doors and Windows

- a. The manually operated bi-fold doors were still operational, but in poor shape. The pulley chains were rusted, the wheel tracks were damaged and the doors were out of square. Therefore, the doors were hard to operate and may represent a safety issue. Some concern was expressed about rain and snow water flowing off of the eaves. There were apparently problems with standing water freezing in the doors and entryways. The personnel office doors were in good overall condition. The office windows were in fair condition although some were difficult to open and some glass replacement is required

## 3. Electrical

- a. The convenience outlets and overhead lighting were in poor condition and do not meet the National Electric Code, 1999. Some of the wiring is frayed and extension cords were being used in some cases for the lights. The condition of the electrical wiring most certainly represents a safety and maintenance issue.

## 4. Foundations

- a. The individual footings and slabs seem to be in good condition with no notable cracks or damage. The entry ramps were in good shape but could be redesigned to provide positive drainage away from the tee hangars.

## 5. General (Overall)

- a. The age of the buildings suggest that the design live loads were based on 20 psf snow loads instead of the current standard of 30 psf as listed in BOCA (National Building Code, 1996).

Overall, the tee hangars were in poor condition and have already outlived their expected structural design lives. Typically, buildings of this nature have a 30-year design life with 50 years being the maximum expected life. The materials typically used for framing these structures were a light gage steel and will likely be damaged during any type of renovation.

### Project Contact:

The City of Morgantown  
389 Spruce Street  
Morgantown, WV 26505  
304.284.7405



# Airport Experience

## Morgantown Municipal Airport

### Runway Safety Area

Alpha Associates, Inc. did the original feasibility study for the Safety Area. There were several options for runway safety enhancements for Hart Field. Alpha has completed the design for Phase 1 and Phase 2 and is in the process of designing Phase 3. Some of the scope of the design phase of the project consists of: The design of an 1100' x 500' embankment consisting of approximately 3,000,000 cubic yards of material. The design shall be in accordance with pertinent FAA Advisory Circulars. The acquisition of all necessary permits including stormwater, NPDES, West Virginia Water Quality State 401 Certification and the U.S. Army Corp of Engineers 404 permit.



### Taxiway Extension



This project incorporated a unique solution to taxiway extension project. During the design phase, it was discovered that undocumented landfill material was used previously in this location, a portion of which was removed and disposed of in a certified landfill. The remaining material was bridged with geotextile and engineered backfill. The length of the asphalt taxiway is 2057 feet (626.97 m) with a typical width of 75 ft (22.86 m) and a width of 150 ft (45.72 m) at the holding bay near the connection to runway 36. The project also contains new signage and drainage.



## Runway 18/26 Rehabilitation

Alpha Associates, Inc. and the Morgantown Municipal Airport have a long-standing relationship. Recent projects include the Rehabilitation of Runway 18/36 completed in late 2000. This project consisted of milling the entire runway surface (5200 ft), repair of approximately three miles of pavement cracks, overlaying the surface with asphalt and painting of pavement markings.



## Signage & Lighting

The Morgantown Municipal Airport was tasked to update their taxiway and runway signage and pavement markings to revised standards. Alpha Associates, Inc. provided design services for the replacement of all lighted edge signs and runway identifiers with new frangible units. This provided for replacement of fading surface panels as well as any aging electrical connections to the regulators. Additionally, updated markings included provisions within FAA Advisory Circular AC150/5340 "Standards for Airport Markings" for inclusion of surface painted location signs.

## Perimeter Fence Project

Alpha Associates, Incorporated provided surveying and consulting services for this project at the Morgantown Municipal Airport. This project was an 8-foot-high fence around the perimeter of the Airport property with all necessary access gates.



## Ramp Pavement Rehabilitation and Deicing Containment Facility



Alpha Associates, Inc. recent projects for the Morgantown Municipal Airport include the Ramp Pavement Rehabilitation and Deicing Containment Facility in late 2005. Alpha provided concept drawings, design drawings, specifications, construction administration, project inspections and bidding documents.





## Air Rescue and Fire Fighting Building

Alpha Associates, Incorporated completed the design of the latest building at the Morgantown Municipal Airport. The building serves as an Air Rescue and Fire Fighting Building that houses two fire trucks and equipment with additional space for offices and a training center.



## Maintenance Building

Alpha Associates, Incorporated designed and provided construction administration for the Hart Field Maintenance Building. The building provides garage and storage for the airport's snow-blowing and lawn-cutting machines. This project features six high-bay areas with one maintenance/repair pit.



## Procurement Services

As part of Alpha's Open End Term Contract with the Morgantown Municipal Airport, we have provided procurement services for a wide variety of equipment. Including: High tech radio system, Air Rescue and Fire Fighting Vehicle, Snow Removal Equipment, Video Surveillance System, Keygate Security System, All Terrain Vehicle, Service Trucks, and FOD Removal Equipment. Alpha's engineers researched the equipment options, prepared the specifications, managed the bidding process and assisted the Airport with the awarding of contracts.





## Terminal Addition and Renovation



Alpha's staff provided programming, space planning, interior design and full-time construction administration services for a 10,000 square foot addition to the existing terminal originally constructed in 1993. Also included in this project was the design of a new terminal entrance and elevator tower.

## Restaurant Renovations/Terminal Improvements

Alpha designed the renovation and expansion of the airport restaurant along with improvements to the circulation from the North terminal to the South Terminal. The toilet rooms in the South terminal were completely renovated with new fixtures, new interior walls, new ceramic tile, and casework. The North terminal passenger departure and passenger waiting areas have new interior partitions, new finishes and new furniture.



## Parking Lot Redesign and Expansion



Alpha provided design services for the parking lot at the Morgantown Municipal Airport. This project provided for 246 vehicles. Alpha's staff provided engineering design specifications, bidding and construction documents and construction administration services.





## Agent Services

Alpha Associates, Incorporated assisted the Morgantown Municipal Airport during the development of the Facilities Master Plan update. Alpha's role during this process included assisting the client with administrative duties, information gathering and distribution and overall project management. Alpha also provided assistance in updating the MGW Airport Certification Manual (ACM) utilized by the airport staff and emergency response members.

## Morgantown Airport Access Road

Alpha provided design services that included traffic impact analysis, coordination with DOH, actual access road design, design of all turning lanes, pavement markings, signage, permitting, coordination with utility companies, preparation of right of way documents, and all other details pertinent to the completion of the project.





# Alpha's Fall Protection Expertise

## Engineering Services

### WVU Chemistry Research Building Rooftop Fall Protection Morgantown, WV

Alpha has worked with WVU for a majority of their Fall Protection projects. Our most recent protection project consisted of Alpha providing subconsultant engineering services related to designing the connections needed for a new roof top fall protection mounts for the WVU Chemistry Research Building.



#### Alpha's Scope of Work included:

- 1) Review of the available drawings for the building provided by WVU.
- 2) Visited the site to assess the condition of the structural elements of the roof system in the defined area.
- 3) Designed the fall protection mounting connections for both conditions based on standard fall protection mounting points as selected by WVU and the leading consultant.
- 4) Provided stamped and sealed drawings for both types of mounting conditions.

#### Project Contact:

John Bornak, Vice President  
Tri-State Roofing and Sheet Metal  
733 Fairmont Road  
Morgantown, WV 26501

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## WVU Chitwood Hall Fall Protection

### Morgantown, WV

Alpha was engaged by WVU to design a fall protection anchorage system for the roof of Chitwood Hall on the downtown campus. The anchorage points were necessary to achieve OSHA compliant fall protection anchorage points for roofers and maintenance personnel. Our personnel verified each of the proposed mounting point locations are capable of supporting the OSHA required 5,000 pound fall protection load.



### Project Contact:

Brian Gillespie, Project Manager  
 West Virginia University, Design & Construction Services  
 979 Rawley Lane  
 Morgantown, WV 26506

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## Resolute Roof Walking Paths

### Fairmont, WV

Alpha was requested to visit the Resolute Fairmont Pulp Mill to establish safe walking paths on a portion of the roof that is due to have maintenance work performed on it. Our team provided drawings giving specifics on how to navigate safely through corrosion while walking up or down the roof slope. Alpha also demonstrated how to visibly sport “ghost” lines which are visible in the degrading surface finish. Given the two areas of the roof which were in poor condition, Alpha recommended to seriously consider the replacement of both areas for the value of the product and safety of personnel who are required to be on the roof.



### Project Contact:

George Thomas, Senior Project Engineer  
 Resolute Forest Production, Fairmont Pulp Mill  
 702 AFR Drive  
 Fairmont, WV 26554

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## WVU Rec Center Fall Protection

### Morgantown, WV

Alpha was engaged by WVU to design a fall protection anchorage system for the roof of Rec Center. The anchorage points were necessary to achieve OSHA compliant fall protection anchorage points for roofers and maintenance personnel. Our personnel designed in accordance with the International Building Code, the Life Safety Code, and the West Virginia State Fire Code. The cable support designs were based on requirements of ASCE 19-96, structural applications of steel cables for buildings.



### Project Contact:

West Virginia University, Design & Construction Services  
979 Rawley Lane  
Morgantown, WV 26506

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## WVU Fall Protection

### Morgantown, WV

Alpha observed existing conditions of an existing access ladder leading up to WVU's Coliseum's compression ring platform, following OSHA's current regulations at that time. Our team deemed the ladder to be uneconomical to retrofit the existing ladder, as it was not in conformance with several Standards. Instead, it was more practical to obtain a completely new ladder and platform assembly.



### Project Contact:

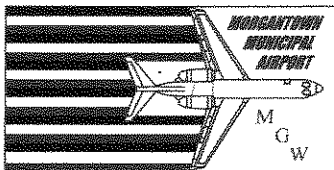
West Virginia University, Design & Construction Services  
979 Rawley Lane  
Morgantown, WV 26506

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# **APPENDIX**

## **REFERENCES**

---



## **Morgantown Municipal Airport**

100 Hart Field Road  
Morgantown, West Virginia 26505  
(304) 291-7461  
[www.morgantownairport.com](http://www.morgantownairport.com)

**Robert E. Hammel, Director**  
C: (304) 290-7461  
[bobhammel@westco.net](mailto:bobhammel@westco.net)

**May 1, 2007**

**MEMORANDUM FOR** ALPHA Associates, Inc, ATTN: Mr. Richard Colebank,  
President/CEO, 209 Prairie Avenue, Morgantown, WV 26505

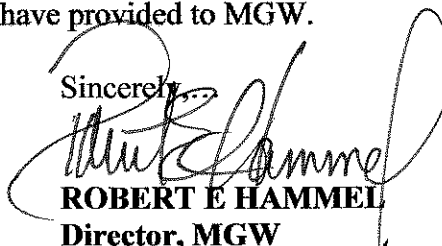
**SUBJECT:** Memorandum of Appreciation and Recommendation

On behalf of the management and staff of the Morgantown Municipal Airport (MGW), we wish to extend our sincere appreciation to your company for the absolute professionalism that your employees have demonstrated during the many years that you and your associates have served as MGW's contracted Architecture and Engineering (A&E) firm. Every aspect and detail of your planning, coordination, and completed projects have been exceptional and outstanding in every regard. The efforts of your airport designated staff, in tandem with their respective individual expertise, are considered to have been of the highest specialized caliber available within the civilian engineering and consultant community.

I want to specifically thank Mr. Brad Casdorff and Mr. Jeff Barr for their committed reliability, availability, and dedicated initiative in keeping the airport management and staff informed and updated in regard to project status and plans. Additionally, we'd like to personally thank Ms. Bobbie Hawkins for her noteworthy ability to maintain a very effective line of communication between the airport and your staff. These individuals, as well as yourself, are truly the rare type of professionals who not only have the propensity to do a job, but most importantly "do it well!"

Accordingly, we wish to thank you for a "job well done" and look forward to working with you in the future. With best regards, we sincerely hope that this letter can serve as a recommendation to your future clients and we are certainly willing to advocate your engineering excellence and the outstanding service that you have provided to MGW.

Sincerely,



**ROBERT E HAMMEL**  
Director, MGW

**CF:**  
MGW Advisory Committee Members



# 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*

*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:*

*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.

*Scott E. Thomas Jr.*

BOARD PRESIDENT



# State of West Virginia



## Certificate

*I, Mac Warner, Secretary of State of the State of West Virginia, hereby certify that*

**ALPHA ASSOCIATES, INCORPORATED**

was incorporated under the laws of West Virginia and a Certificate of Incorporation was issued by the West Virginia Secretary of State's Office on June 23, 1969.

I further certify that the corporation has not been revoked or administratively dissolved by the State of West Virginia nor has the West Virginia Secretary of State issued a Certificate of Dissolution to the corporation.

Accordingly, I hereby issue this Certificate of Existence

## CERTIFICATE OF EXISTENCE

Validation ID:1WV25\_3J5W7



*Given under my hand and the  
Great Seal of the State of  
West Virginia on this day of  
January 26, 2024*

*Mac Warner*

*Secretary of State*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) **33**  
02/29/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MEDALLION INSURANCE SERVICES PO Box 79089  Charlotte NC 28271		<b>CONTACT</b> NAME: Phyllis Constantino PHONE (A/C, No, Ext): (704) 256-6000 E-MAIL: phyllis@medallioninsurance.com FAX (A/C, No): (704) 256-6001	
<b>INSURED</b>  Alpha Associates, Incorporated 209 Prairie Ave Ste 209  Morgantown WV 26501		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Kinsale Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 38920	

## COVERAGES

CERTIFICATE NUMBER: CL2422110349

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>PROFESSIONAL LIABILITY</b> CLAIMS-MADE			0100225819-1	02/12/2024	02/12/2025	EACH CLAIM \$3,000,000 AGGREGATE \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Information Purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Bryan Wickich*

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**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.

(Printed Name and Title) Richard Colebank, PE, PS, President & COO

(Address) 209 Prairie Avenue, Morgantown, WV 26501

(Phone Number) / (Fax Number) (304) 296-8216 / (304) 296-8245

(email address) rick.colebank@thinkalphafirst.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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 § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.*

Alpha Associates, Incorporated

(Company)

(Signature of Authorized Representative)

Richard Colebank, PE, PS, President & COO

(Printed Name and Title of Authorized Representative) (Date)

(304) 296-8216 / (304) 296-8245

(Phone Number) (Fax Number)

rick.colebank@thinkalphafirst.com

(Email Address)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CEOI GSD2400000004**

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

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

Addendum Numbers Received:

*(Check the box next to each addendum received)*

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

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

**3/26/2024**

Date

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