



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov). As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at [WVPurchasing.gov](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 1

List View

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

Procurement Folder: 1511914	SO Doc Code: CEOI
Procurement Type: Central Purchase Order	SO Dept: 0403
Vendor ID: 000000201753	SO Doc ID: DBS2500000001
Legal Name: ALPHA ASSOCIATES INC	Published Date: 9/23/24
Alias/DBA:	Close Date: 10/10/24
Total Bid: \$0.00	Close Time: 13:30
Response Date: 10/09/2024	Status: Closed
Response Time: 11:56	Solicitation Description: EOI: Maintenance Building and Keller Hall
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@thinkalphafirst.c	
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:** 1511914  
**Solicitation Description:** EOI: Maintenance Building and Keller Hall  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2024-10-10 13:30	SR 0403 ESR10092400000002490	1

**VENDOR**  
 000000201753  
 ALPHA ASSOCIATES INC

**Solicitation Number:** CEOI 0403 DBS2500000001  
**Total Bid:** 0  
**Response Date:** 2024-10-09  
**Response Time:** 11:56:22  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@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	EOI: Maintenance Building and Keller Hall				0.00

Comm Code	Manufacturer	Specification	Model #
81101508			

**Commodity Line Comments:**

**Extended Description:**

EOI: Maintenance Building and Keller Hall



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> 1511914		<b>Reason for Modification:</b>	
<b>Doc Description:</b> EO: Maintenance Building and Keller Hall			
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-09-23	2024-10-10 13:30	CEOI 0403 DBS2500000001	1

**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 :** WV **Country :** US **Zip :** 26501

**Principal Contact :** Richard A. Colebank, PE, PS; President & COO

**Vendor Contact Phone:** (304) 296-8216 **Extension:** 102

**FOR INFORMATION CONTACT THE BUYER**  
 Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

**Vendor Signature X**  **FEIN#** 550516286 **DATE** October 09 2024

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



# WV Schools for the Deaf and Blind

## Architectural & Engineering Services

### CEOI DBS25\_01 - Maintenance Building and Keller Hall Renovations

October 10, 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>

# TABLE OF CONTENTS.

## SECTION A

General Information	01-05
1. Letter of Interest .....	1-2
2. Alpha Associates Firm Overview.....	3-4
3. Statement of Qualifications .....	5

## SECTION B

Technical Expertise	06-11
1. Alpha's Scheduling Expertise .....	06
2. Capacity & Software.....	07
3. Funding Experience.....	08
4. Cost and Budget.....	09
5. Meet the Alpha Team.....	10
6. Key Personnel Assigned to the Project.....	11

## SECTION C

Management and Staffing Capabilities	12-20
1. Alpha Key Personnel Resumes & Certificates .....	12-20

## SECTION D

Project Experience	21-29
1. Our Design Team's Relevant Project Experience .....	21-29

## APPENDIX

References, Certificates & Mandatory Docs.	30-35
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# **SECTION A**

## **GENERAL FIRM INFORMATION**



**10 October 2024**

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

Attn: Joseph Hager III

---

**RE: CEOI0403 DBS2501 – Maintenance Building and Keller Hall  
Schools for the Deaf and Blind, Romney, WV**

Dear Mr. Hager,

Alpha Associates, Incorporated is pleased to submit our Expression of Interest to provide our professional architectural and engineering services for the new design and renovation projects at the WV Schools for the Deaf and Blind. Alpha's decades of experience with K-12 facilities, our highly skilled staff and our existing relationship with the General Services Division make us the perfect partner on these important projects at 301 E Main St., Romney, WV. Alpha has performed significant work in the Region and understands the challenges of the of construction within the area.

### **Project Familiarity**

Throughout our 55+ years, Alpha has provided engineering/architectural services throughout the State of West Virginia from our two locations in Morgantown and Martinsburg, WV. Our design team has extensive expertise and understanding when it comes to the design and renovation of school facilities having completed numerous school projects across the State of West Virginia from Jefferson County to Wyoming County including new schools as well as partial and complete renovations. Our staff is committed to ensuring that each project designed exceeds our clients' expectations. We will accomplish this by setting and achieving the programmatic goals for the project while ensuring that both budget and schedule are met. We have experience in not only the design and administration of K-12 schools but also in building modernizations, athletic field, track, and court repairs, and laundry space/area design. Enclosed, please find attached a list of our qualifications, staffing, and similar projects.

### Design Team

From humble beginnings in 1969 to becoming a leader in the industry, our dedication to the client first has been unwavering. **Alpha Associates** is a West Virginia owned and operated A/E design firm with office locations in Morgantown and Martinsburg, WV. Our professional staff includes architects, civil and structural engineers, surveyors, cost estimators, field service representatives, landscape designers, interior designers, and technicians. We are well equipped to effectively and efficiently manage and produce your proposed project. Alpha's in-house combination of architectural design, civil and structural engineering will prove to be beneficial to your project. This project will be managed out of Alpha's Corporate Office in Morgantown, WV.

### Project Understanding

The WV Schools for the Deaf and Blind (WVSDB) is responsible for the upkeep, improvement, and repair of the buildings located at 301 E. Main Street, Romney, WV 26757. The WVSDB is owned by the WV Board of Education and is operated by the WV Department of Education (WVDE). The project goals and objectives include (1) the agency intends to design and install a storage building approx. 7,500 SF, that meets current codes, (2) the agency intends to design and install running track repairs and upgrades to the existing track surface and supporting infrastructure, (3) the agency intends to design and install sectional garage door replacements and renovate the laundry area at the Maintenance Building to meet current needs and codes, and (4) the agency intends to design and install a new laundry space on the ground floor, update plumbing infrastructure as required, replace exterior windows, perform masonry repairs, and build a secure building entrance at Keller Hall.

### Summary

Alpha is committed to providing the General Services Division with a design team that will surpass your every expectation. We will work with the GSD to assist with the comprehensive educational facilities plan as well as the various upgrades and renovations needed at the WV Schools for the Deaf and Blind in Romney, WV. 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. We look forward to presenting our qualifications to you in a formal interview.

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 55+ 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**

# ALPHA SCHEDULING EXPERTISE

## 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.



# CAPACITY & SOFTWARE

## 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 AutoCAD24
- α REVIT
- α Civil 3D
- α RISA 3D
- α RISA Foundation
- α MathCAD Prime
- α DJI Phantom 4 RTK Drone
- α Office 365
- α Autodesk Civil 3D
- α Autodesk Suite
- α Autodesk Revit
- α Bentley Open Bridge Modeler & Designer
- α Enercalc
- α AutoTURN
- α TopCON GR5 GPS System
- α TopCON Total Station with Reflector-less Capabilities
- α Carlson Surveyor & Data Collector



# FUNDING EXPERIENCE

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Throughout our 55 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

# COST AND BUDGET

Alpha Associates, Incorporated has an excellent record of budget control. Our in-house 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 so that accuracy can be enhanced. During these updated estimates, specific increases or decreases 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.

Alpha completes between 100-150 projects per year ranging from small surveys to large projects in excess of \$30 Million.

A/E Change Orders, on average, are less than ½ of 1% of the construction costs for all projects. See real-world examples below.

### Cheat Lake Elementary School Connecting Skywalk

Bid Amount:	\$ 414,000.00
Change Order:	\$ 11,454.00 (2.7% increase)
A/E Change Orders:	\$ 3,341.00 (0.8 increase)



Cheat Lake Elementary

### Pineville Elementary School

Bid Amount:	\$ 10,550,000.00
Change Order:	\$ 330,452 (3.13% increase)
A/E Change Orders:	\$ 9,233 (0.09% increase)



Pineville Elementary

### Ridgedale Elementary School

Bid Amount:	\$ 769,100.00
Change Order:	\$ 767,446.00
Final Difference:	- \$ 1,653.00 (0.21% decrease)



Ridgedale Elementary

# MEET THE ALPHA TEAM.

## MANAGERS

Richard W. Klein  
PE, PS  
Chairman

Richard A. Colebank  
PE, PS  
President & COO

## ARCHITECTURE

Rebecca Key  
AIA-LEED-AP  
Director of Architecture

Todd Lewis  
AIA Associate  
Architectural Technician

Alex Hail  
Construction  
Administration

## CIVIL ENGINEERING

Charles Branch  
PE, Senior Principal  
Senior Civil Engineer

Bradley Casdorff  
PE, PS  
Civil Engineer

David Costello Jr.  
PS  
Director of Surveying

Julie Frazee  
Engineering  
Technician

Kevin McClung  
Engineering  
Technician

Barbara Kerns  
Survey Crew

Nick Perry  
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 Coomler  
Administrative

# KEY PERSONNEL.

## TO BE ASSIGNED TO YOUR PROJECT

All work performed for the West Virginia Schools for the Deaf and Blind, in Romney, WV, will be managed out of Alpha's Corporate Office located in Morgantown, WV. In addition to your dedicated team, Alpha's staff of 20+ 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 project'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  
Key Contact & Civil Engineer



Rebecca Key  
AIA, LEED AP  
Project Architect



Charlie Luttrell  
PE, Senior Principal  
Lead Structural Engineer



Matthew Echard  
PE, Principal  
Structural Engineer

# **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  
 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

West Virginia University  
 Masters - Business Administration | 1999  
 Bachelors - Civil Engineering | 1982

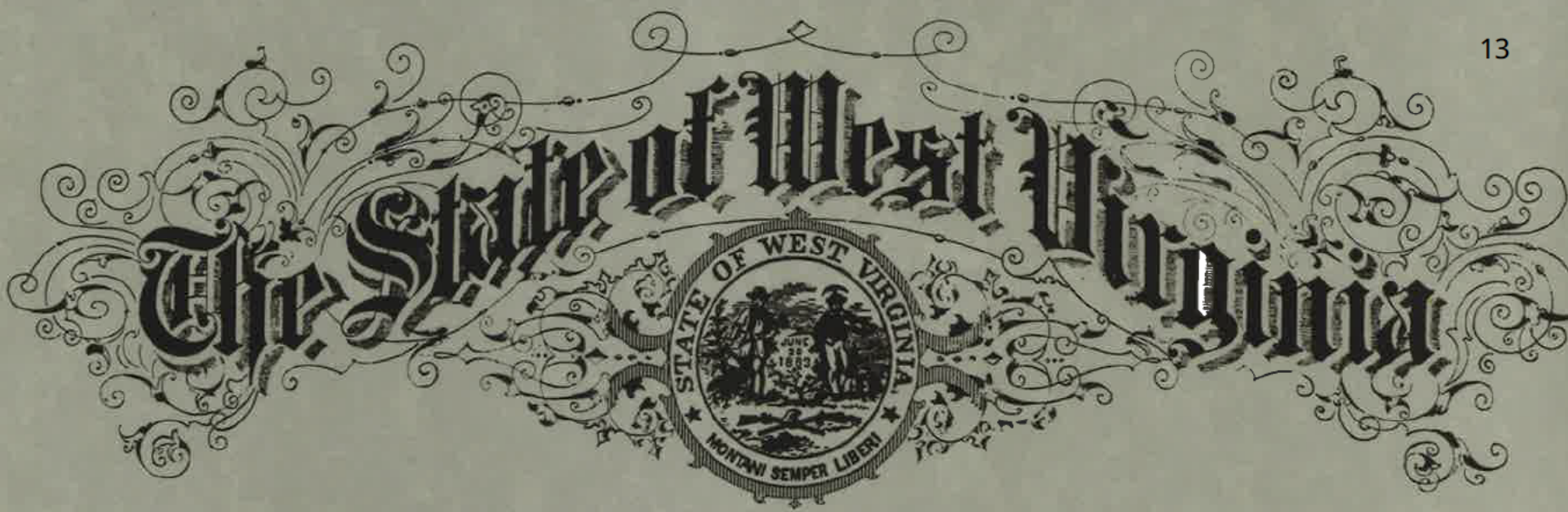
## QUALIFICATIONS

### License(s):

- Professional Engineer: West Virginia, Maryland, Pennsylvania, and Virginia
- Professional Surveyor: West Virginia
- Certified Private Pilot
- FAA 107 Drone Pilot Certification

## 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

Secretary Frank Gaddy

By Kenneth H. Means

President Robert B. Scott



# Charles Branch PE

SR. 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  
 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  
 Martinsburg Train Station Corridor Streetscape; Martinsburg, 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  
 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

**West Virginia University**  
*Bachelors - Civil Engineering | 2000*  
*Fairmont State College*  
*Bachelors -Architectural Engineering | 1988*

## QUALIFICATIONS

License(s):

- 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 18th 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

[Signature]

By Frank D. Goddy

[Signature]

[Signature]

[Signature]



# Rebecca Key AIA, LEED AP

## DIRECTOR OF ARCHITECTURE

### 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, Inc. 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

### PROFILE

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

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

### PROFESSIONAL HIGHLIGHTS

#### Education:

North Elementary School Connector; Morgantown, WV  
Mountaineer Middle School; Morgantown, WV  
Washington High School; Charles Town, WV

#### Historic Renovations:

Cass Scenic Railroad - Clubhouse Renovation; Cass, WV  
Hawks Nest State Park Picnic Pavillion & CCC Museum; Ansted, WV

#### Recreation:

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

#### Dormitory & Multi-Family:

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

#### Municipal & State Government:

WV State Office Building; Clarksburg, WV  
Mon County Sheriff's Department; Morgantown, WV  
Norwood Fire Station; Morgantown, WV  
WV State Office Building 25; Parkersburg, WV

### EMPLOYMENT HISTORY

2000-Current | Alpha Associates, Inc.  
1983-1999 | Alexander Key & Associates  
1978-1983 | Webster Clothes; Director of  
Store Planning

### EDUCATION

University of Maryland  
*Bachelors - Architecture | 1977*  
Maryland Institute College of Art  
*Coursework in Furniture Design | 1986-1987*

### QUALIFICATIONS

#### License(s):

- Registered Architect: Maryland, New York, Pennsylvania, Virginia, Washington DC, West Virginia
- 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 Livable Communities
- Leadership Kanawha Valley
- Class of 2014

# The Board of Architects



## 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

Will E. [Signature] President.  
E. [Signature] Secretary.



# Charles Luttrell PE

SR. 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

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; 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 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, Ph. D.  
 1991-1994 | West Virginia University  
 1990-1991 | WVU Constructed Facilities Center

## EDUCATION

**West Virginia University**  
*Masters - Structural Engineering | 1995*  
*Bachelors - Civil Engineering | 1993*

## QUALIFICATIONS

License(s):

- Professional Engineer: West Virginia, and 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 Sheer Failures

### Composite Cold Formed Steel and 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

Handwritten signatures: [Signature 1], [Signature 2], [Signature 3], [Signature 4]



# Matthew Echard PE

PRINCIPAL & STRUCTURAL ENGINEER

## 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 Mid-West, Mr. Echard returned to West Virginia to provide world-class service in a historically unreserved region while making positive contributions to his home state. Mr. Echard places a large value on 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.

## PROFILE

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

- Broad-based responsibilities in the following areas:
- Structural Engineering & Forensics
- Design Management
- Construction Optimization
- New Business & Client Development

### Current research area(s):

- Next generation sustainability strategies in design & construction

## PROFESSIONAL HIGHLIGHTS

### Bridges:

Coopers Rock Overlook Bridge Replacement; Monongalia Co., WV  
 Deckers Creek Rail-Trail Pedestrian Bridge; Morgantown, WV  
 WVDOH Arnettsville Replacement Bridge; Morgantown, WV

### Buildings:

Burj Daman (60 stories); DIFC, Dubai, UAE\*  
 Columer Center Parcel 16 (34 stories); Boston, MA\*  
 Continuities of the Incomplete, Museum of Modern Art; Los Angeles, CA\*  
 Falmouth High School Renovations & New Gymnasium; Falmouth, MA\*  
 HASC Building 1 (8 stories); Harvard U, Boston, MA\*  
 Logan Airport Central Parking Garage and Expansion; Boston, MA\*  
 ND Paper Hydrapulper Expansion; Fairmont, WV  
 WVDOH District 7 Multi-purpose & Lab Buildings; Roanoke, WV

\* project experience at previous firms

## EMPLOYMENT HISTORY

2016-Current | Alpha Associates, Inc.  
 2010-2015 | Echard ingenieurBüro  
 2006-2009 | Buro Happold Consult. Engineers  
 2003-2006 | Risa Technologies, Inc.  
 200-2003 | Zaldastani Associates, Inc

## EDUCATION

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

## QUALIFICATIONS

### License(s):

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

## AFFILIATIONS

- American Concrete Institute
- American Institute of Steel Construction
- American Society of Civil Engineers
- American Wood Council

## RESEARCH EXPERIENCE

- Echard, M. & Tonis, D. Convergent Design Methodology for Bio-Science Labs: Architectonic and Performative Structural Considerations Using Geillinger Composite Column Solution. ICOSA2010 International Conference on Structures and Architecture, 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



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

Edward D. Thomas, Jr. Richard E. Dlyna  
Bhajan S. Saha William E. Pierson

# **SECTION D**

## **PROJECT EXPERIENCE**

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# SCHOOL RENOVATION & ADDITION EXPERIENCE

- α Pocahontas County High School – Addition/Renovation
- α Grafton High School – Addition/Renovation
- α Petersburg High School-Science Laboratory Renovation
- α Union Educational Complex - Science Laboratory Renovation
- α Union Educational Complex - Roof Replacement
- α Morgantown High School - Addition/Renovation
- α Buckhannon Upshur Middle School – Renovation
- α Oceana Middle School - Addition
- α Anna Jarvis Elementary School - Addition
- α Maysville Elementary - Roof Replacement
- α Ridgedale Elementary School – Addition/Renovation
- α Slanesville Elementary School – Addition/Renovation
- α Capon Bridge Elementary School – Addition
- α Baileysville Elementary School – Addition
- α Huff Consolidated Elementary School – Renovation
- α BUHS- Window Replacement/Masonry Restoration
- α Jake's Run Early Head Start Center – Renovation
- α BUHS- Roof, Door & Window Replacement
- α Kimball Elementary Flood Repair
- α Pineville/Riverside Elementary Flood Repair
- α Monongalia County Schools Access Safety – 7 Projects
- α Mountaineer Middle School Additions/Renovations
- α Cheat Lake Elementary School Additions/Renovations
- α Monongalia County Schools - North Elementary Connector





# K-12 LAST 5 YEARS

## Monongalia County Schools

### Morgantown, WV

Over the past 5 years, Alpha has provided various design services directly to the Facilities Maintenance Department of Monongalia County Schools. These services include civil site services and retaining wall design for proposed building projects at Mountainview Elementary, North Elementary and Suncrest Middle Schools. Alpha had also recently designed drainage improvements and a retaining wall for future placement of a new classroom building at Ridgedale Elementary School. Alpha has also provided topographic and boundary survey for various Monongalia County Schools.



## Mountaineer Middle School

### Morgantown, WV

In 2020, Alpha provided surveying, civil engineering and construction administration for a comprehensive and vehicular site circulation plan at Mountaineer Middle School. Alpha prepared a plan to accommodate school buses and parent vehicles, with a priority on student safety. Alpha also provided traffic analysis, site layout and grading, ADA accessibility design and storm drainage design for this project. At the same time, Alpha also completed a façade renovation & water infiltration improvement.



## North Elementary School - Connector

### Morgantown, WV

Alpha is currently providing architectural and engineering design services for an enclosed connection between three (3) separate and distinct buildings. The link is a two-story connection with stairs and an elevator. Alpha was able to overcome constraints such as existing locations of windows and mechanical louvers on the main building unifying the three (3) buildings with different materials while not taking away from the learning environment. This design creates an outdoor classroom within a safe and secure courtyard.



# NORWOOD FIRE STATION RENOVATION

City of Morgantown



Location:

## Morgantown, WV

Alpha provided a renovation and addition to an existing 1953 fire station residential quarters of a municipal fire station in the City of Morgantown. The addition of approximately 1,500-square feet provides for individual bunk rooms, new locker room and shower facilities a dedicated exercise room and expanded dayroom.

The goal of achieving defined and separate spaces for apparatus and equipment from housing and residential facilities is the hallmark of 21st century fire stations. Since 9.11 studies have confirmed the increased risk of toxic borne particles from burn and accident areas effecting the health of fire fighters, they must be kept out of the residential areas of the fire house.

Norwood Fire Station now has an extractor for cleaning gear separated and contained within the equipment area. Separate air handling and exhaust systems along with the use of radiant underfloor heating in the locker room and bunk areas will ensure the comfort of the "house" for generations of fire fighters.



### PROJECT INFORMATION:

- ⊛ Services Provided:  
Architectural & Engineering
- ⊛ Size:  
7,626 sq. ft.
- ⊛ Completion Date:  
Spring of 2024
- ⊛ Cost:  
\$ 1,770,957
- ⊛ Reference:  
Eugene Deem, Fire Chief  
Morgantown, WV  
304.284.7480

# SOUTH BERKELEY VOLUNTEER FIRE COMPANY

Berkeley County Fire Services Board



Location:

## Martinsburg, WV

Alpha Associates, Incorporated provided architectural design, civil & structural engineering and surveying services to renovate an existing 18,100 sq. ft. pre-fabricated metal building used as a supermarket into a new fully-functional Fire Station for the Berkeley County Fire Services Board and the South Berkeley Volunteer Fire Company. The existing building, along with a 1,768 sq. ft. addition and a 3,218 sq. ft. Mechanical/Storage Mezzanine, provides a total of 23,089 sq. ft.

The building contains:

- α Seven (7) Apparatus Bays
- α Training Meeting Room
- α Day Room with Kitchen and Dining Facilities
- α Sleeping quarters which accommodate ten (10) equipped with Locker Rooms, Toilet & Shower, and Laundry area Facilities
- α 240-Person Community Room with a Commercial Kitchen & Food Preparation Facilities

This design also included a back-up generator space capable of providing electrical power for the entire facility during a power outage.



### PROJECT INFORMATION:

- ★ Services Provided:  
Architectural, Engineering & Surveying
- ★ Size:  
23,089 sq. ft.
- ★ Completion Date:  
2017
- ★ Cost:  
\$ 2.9 Million
- ★ Reference:  
Hunter Wilson  
Martinsburg, WV 25401  
304.261.5270

# WEST VIRGINIA UNIVERSITY – EVANSDALE FIELDS

West Virginia University



Location:

## Morgantown, WV

Alpha Associates, Incorporated completed the designs for student recreation facilities on the Evansdale Campus. The project included three separate sites on the on the Evansdale Campus including the former St. Francis Fields site, the Health Sciences Intramural Fields site and the Tennis Courts at the Towers Dormitory.

St. Francis Fields site improvements include the construction of one artificial turf soccer/flag football field and one natural turf soccer/flag football field, as well as a walking/jogging trail and five tennis courts for use by student recreation, intramural and club sports.

Improvements at the Health Sciences Center site include redevelopment & improvement of the existing intramural fields. The design also includes renovation of the existing Towers tennis courts.



### PROJECT INFORMATION:

- ★ Services Provided:  
Architectural & Engineering
- ★ Size:  
Various Spaces
- ★ Completion Date:  
2011
- ★ Cost:  
\$ 3.1 Million
- ★ Reference:  
Scott Owen, Construction Manager  
West Virginia University  
Morgantown, WV  
304.293.7478

# SCHOOL ACCESS SAFETY – 7 PROJECTS

Monongalia County Board of Education



Location:

## Morgantown, WV

Alpha was contracted to design renovations to seven primary and middle schools within Monongalia County. Partial funding provided by the School Building Authority.

The primary task was to reconfigure the entrances to the buildings such that, during school hours, the public is required to enter the main office and sign-in before entering the rest of the building. This is accomplished by the use of electronic strikes for door hardware and intercom interfaces monitored at the main office desk. The concept provides additional protection against possible school violence and child abductions. By having a defined check-out point, office staff can more effectively track students that have been released for the day.

The schools identified were:

- α Ridgedale Elementary
- α Brookhaven Elementary
- α Cheat Lake Elementary
- α Mason- Dixon Elementary
- α Mountainview Elementary
- α North Elementary
- α South Middle
- α Westwood Middle



### PROJECT INFORMATION:

- ★ Services Provided:  
Architectural & Engineering
- ★ Size:  
Multiple Schools
- ★ Completion Date:  
2009
- ★ Cost:  
\$ Multiple Schools
- ★ Reference:  
Frank Devono, Former Superintendent  
Morgantown, WV  
304.623.5255



## Location:

# Charles Town, WV

Washington High School houses grades 9-12 and is capable of holding 1500 students. This project was a multiple-phase project with the inclusion of a new sports stadium, athletic fields all other support facilities.

During the second phase, Alpha Associates, Incorporated provided full engineering construction drawings, documentation and administration for the development of approximately 28.5 acres. The design included layout and engineering of the fields, grading, utility and drainage.

Facilities included a baseball/softball field, a 4,000-seat football/soccer stadium, eight (8) tennis courts, a 400M, eight (8) lane rubberized surface running track, and an all-purpose practice field for softball/baseball/football/soccer.

Amenities also included a synthetic turf field, parking lots, lighting, subsurface field irrigation, and a 1,000 sq. ft. restroom building.

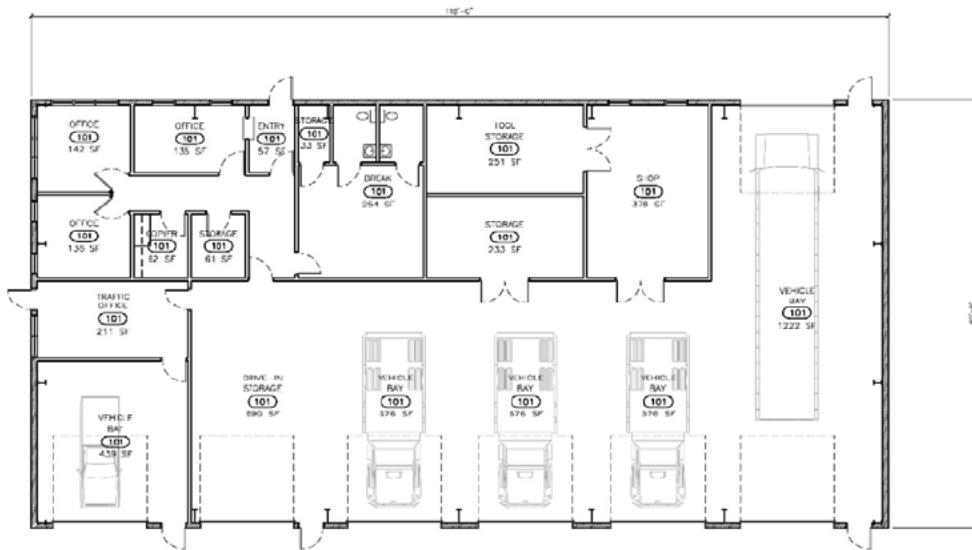


## PROJECT INFORMATION:

- ★ Services Provided:  
A&E, Construction Admin., & Site Design
- ★ Size:  
58 Acres
- ★ Completion Date:  
2009
- ★ Cost:  
\$ Multiple Phases/Projects
- ★ Reference:  
Susan Wall, Former Superintendent  
Charles Town, WV  
301.728.9225

# CITY OF FAIRMONT – PUBLIC WORKS BUILDING

City of Fairmont



**ALPHA**  
ARCHITECTS ENGINEERS

**PROGRESS PRINT**

CONCEPTUAL FLOOR PLAN

CITY OF FAIRMONT  
MINOR AVE  
PUBLIC WORKS BUILDING  
FAIRMONT, WEST VIRGINIA

CONCEPTUAL FLOOR PLAN

Location:  
**Fairmont, WV**



Alpha was engaged by the City of Fairmont to design a new 60'x110' pre-engineered metal building to house maintenance equipment and a shop for the the city. Alpha completed architectural design, civil and structural engineering services for this project.



## PROJECT INFORMATION:

- ⊛ Services Provided:  
Architectural and Engineering
- ⊛ Size:  
60'x110'
- ⊛ Completion Date:  
2008
- ⊛ Cost:  
\$ 450,000
- ⊛ Reference:  
Fairmont City Public Works  
216 Meadowlane Ave  
Fairmont, WV 26554  
304.363.3883

# MORGANTOWN MUNICIPAL AIRPORT MAINTENANCE BUILDING

City of Morgantown



Location:

## Morgantown, WV

Alpha Associates, Incorporated provided design and construction administration services 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 (6) high-bay areas with one maintenance/repair pit. The balance of the area consists of auxiliary spaces such as dry and liquid storage, overhead crane hoist with access to a storage mezzanine.

The building was constructed using split face block and metal panels over a pre-engineered steel rigid frame metal building.



### PROJECT INFORMATION:

- ★ Services Provided:  
Architectural & Engineering
- ★ Size:  
8,000 sq. ft.
- ★ Completion Date:  
2005
- ★ Cost:  
\$ 850,000
- ★ Reference:  
Morgantown Municipal Airport  
Morgantown, WV  
304.291.7461

# **APPENDIX**

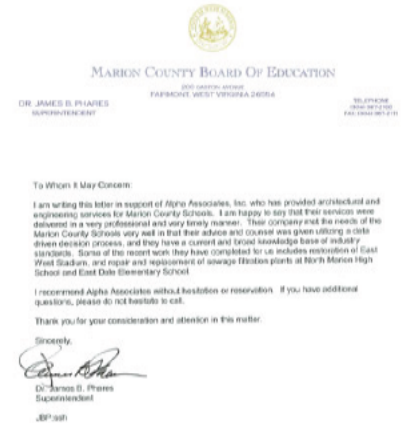
# **REFERENCES**

---

## Marion County Board of Education Fairmont, WV

"I am happy to say that their (Alpha's) services were delivered in a very professional and very timely manner. Their company met the needs of the Marion County Schools very well in that their advice and counsel was given utilizing a data driven decision process, and they have a current and broad knowledge base of industry standards. I recommend Alpha Associates without hesitation or reservation.

- Dr. James Phares, Former Superintendent



## Wyoming County Schools Pineville, WV

"Alpha Associates is one of the best architectural, engineering, and surveying firms we have dealt with. I commend them for their design excellence and professionalism. They are an easy company to work with, creative and innovation in their approach, and always available to answer questions. With a friendly and caring staff, Alpha's design team provided us with high quality finished design lay-outs of the facilities, allowing our school system to have input at ground level, while keeping us informed on the progress. Wyoming County has 2 of the best designed educational facilities in West Virginia that are being enjoyed by the students, staff, and the communities they serve.

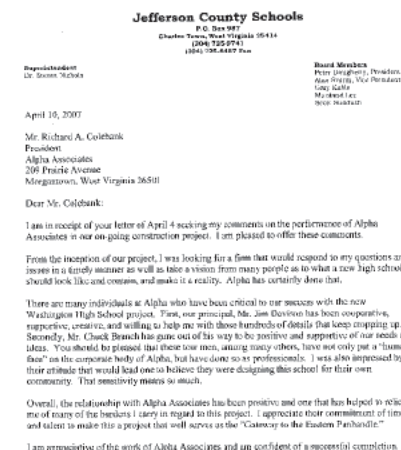
- Frank Blackwell, Former Superintendent



## Jefferson County Schools Charles Town, WV

"Overall, the relationship with Alpha Associates has been positive and one that has helped to relieve me of many of the burdens I carry in regard to this project. I appreciate their commitment of time and talent to make this a project that well serves as the 'Gateway to the Eastern Panhandle.'"

- Dr. Steven Nichols, Former Superintendent



**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)

# 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*

**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, 2024 - December 31, 2025**

*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: [REDACTED]



*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*



ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: CEOI 0403 DBS250000001

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 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

10/09/2024

Date

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