



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

Request for Quotation

RFQ NUMBER
PTR10011

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**FRANK WHITTAKER
 304-558-2316**

AUCTION ROOM

*709042225 304-296-8216
ALPHA ASSOCIATES INC
209 PRAIRIE AVENUE SUITE 209

MORGANTOWN WV 26501

SHIP TO

DIVISION OF PUBLIC TRANSIT

BUILDING 5, ROOM 906
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV
25305-0432 304-558-0428

DATE PRINTED 09/17/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **10/07/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		906-00-00-001		
ARCHITECT/ENGINEERING SERVICES, PROFESSIONAL THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF PUBLIC TRANSIT IS SOLICITING EXPRESSIONS OF INTEREST FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE CONSTRUCTION FO A LEED CERTIFIED PRE-ENGINEERED METAL AND BRICK CONSTRUCTION ADMINISTRATIVE OFFICE AND MANITENANCE FACILITY NEAR GRANTSVILLE, WV. EXHIBIT 10 REQUISITION NO.: PTR10011 ADDENDUM ACKNOWLEDGEMENT I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO M PROPOSAL, PLANS AND/OR SPECIFICATION, ETC. ADDENDUM NO.'S: NO. 1 BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER. NO. 2						

RECEIVED
 2009 OCT -7 A 10:13
 PURCHASING DIVISION
 STATE OF WV

SIGNATURE 		SEE REVERSE SIDE FOR TERMS AND CONDITIONS		TELEPHONE 304-296-8216	DATE 10/05/09
TITLE President and COO	FEIN 55-0516286	ADDRESS CHANGES TO BE NOTED ABOVE			

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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 304-558-2316**

AUDITOR

*709042225 304-296-8216
ALPHA ASSOCIATES INC
209 PRAIRIE AVENUE SUITE 209

MORGANTOWN WV 26501

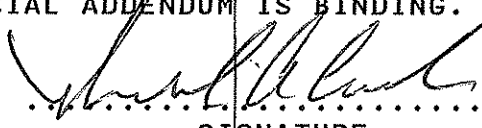
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	NO. 3					
	NO. 4					
	NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL 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.</p> <p style="text-align: center;">  SIGNATURE Alpha Associates, Incorporated COMPANY October 5, 2009 DATE </p> <p>REV. 11/96</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 304-296-8216	DATE 10/05/09
TITLE President and COO	FEIN 55-0516286	ADDRESS CHANGES TO BE NOTED ABOVE

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09/17/2009				

BID OPENING DATE: **10/07/2009** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				CHARLESTON, WV 25305-0130		
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER: 44 RFQ. NO.: PTR10011 BID OPENING DATE: 10/07/09 BID OPENING TIME: 1:30 PM PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 304-296-8245 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): Richard A. Colebank -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE 	TELEPHONE 304-296-8216	DATE 10/05/09
TITLE President and COO	FEIN 55-0516286	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Buyer: FW-44 Page: _____ PO# PTR10011
Spending Unit: Division of Public Transit
Department of Transportation

BID FORM # 1: Letter of Intent

Name of Bidder/Offeror's firm: Alpha Associates, Incorporated

Address: 209 Prairie Avenue

City: Morgantown State: WV Zip Code: 26501

Name of DBE firm: Fox Engineering

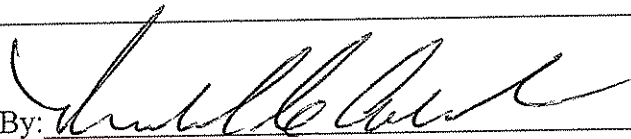
Address: 101 North Court Street

City: Ripley State: WV Zip Code: 25271

Telephone: 304-372-3705

Description of work to be performed by the DBE firm:

Geotechnical Engineering and Surveying

By:  President and COO
(Signature) (Title)

If the Bidder/Offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

(Submit this page for each DBE subcontractor.)

Buyer: FW-44 Page: _____ PO# PTR10011
Spending Unit: Division of Public Transit
Department of Transportation


**BID FORM #2: DISADVANTAGED BUSINESS ENTERPRISE (DBE)
UTILIZATION**

The undersigned Bidder/Offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

The Bidder/Offeror is committed to a minimum of 5.3% DBE utilization on this contract.

The Bidder/Offeror (if unable to meet the DBE goal of 5.3%) is committed to a minimum of 5.3% DBE utilization of this contract and submits documentation demonstrating good faith efforts.

Name of Bidder/Offeror's firm: Alpha Associates, Incorporated

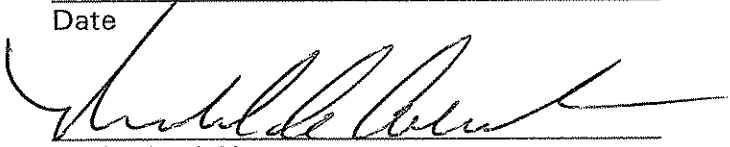
By:  President and COO
(Signature) (Title)

BID FORM#3

Alpha Associates, Incorporated hereby certifies that it ~~IS~~ or IS NOT (specify one) included on the U.S. Comptroller General's Consolidated List of Persons or Firms Currently Debarred for violations of Various Public Contracts Incorporating Labor Standards Provisions.

October 5, 2009

Date



Authorized Signature

President and COO

Title

Alpha Associates, Incorporated

Company Name

BID FORM #4

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract),

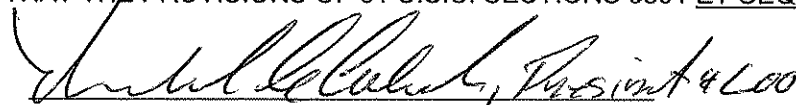
Alpha Associates, Incorporated (COMPANY NAME) certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT),

Richard A. Colebank, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.


Signature and Title of Authorized Official

BID FORM #5

CERTIFICATION OF RESTRICTIONS ON LOBBYING


The undersigned (Vendor, Contractor) certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. [as amended by "Government Wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Vendor, Alpha Associates, Incorporated, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Vendor understands and agrees that the provisions of 31 U.S.C. § 3801, et seq., apply to this certification and disclosure, if any.

10/05/09
Date


Authorized Signature

President and COO
Title

BID FORM#6

RFQ No. PTR10011

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

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

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

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

LICENSING: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY: The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

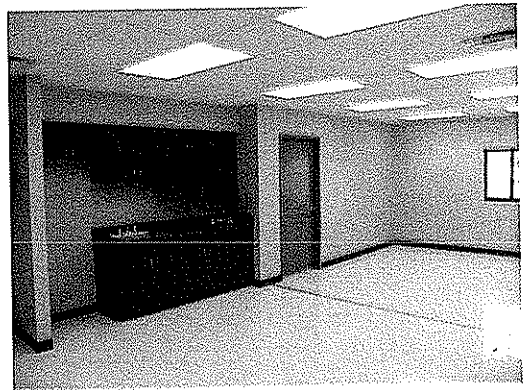
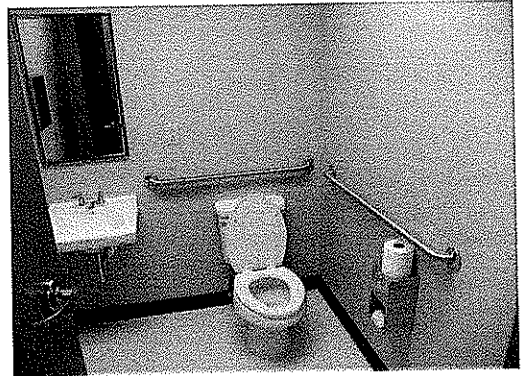
Vendor's Name: Alpha Associates, Incorporated

Authorized Signature: _____

Date: October 5, 2009

Division of Public Transit
ARCHITECTURAL/ENGINEERING SERVICES
October 7, 2009

EXPRESSION OF INTEREST



ARCHITECTS • ENGINEERS • SURVEYORS



ARCHITECTS • ENGINEERS • SURVEYORS

October 07, 2009

Purchasing Division
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

Attn: Mr. Frank Whittaker

Re: Expression of Interest – Architectural and Engineering Services
RFQ # PTR10011

Dear Mr. Whittaker,

Alpha Associates, Incorporated is pleased to submit this Expression of Interest to provide architectural and engineering services for the construction of a LEED Certified pre-engineered metal and brick construction administrative office and maintenance facility in Grantsville, WV.

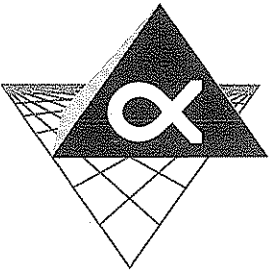
Alpha is a multi-discipline design firm that provides the following services:

- Architectural Design
- Civil and Structural Engineering
- Interior Design
- Landscape Design
- Surveying
- Construction Administration

We have a staff of 33 professionals and support staff that will ensure the success of your project. Alpha's staff also includes LEED Accredited professionals who will be valuable in making your new facility LEED Certified.

In 2005 Alpha completed a project very similar to yours for the Potomac Valley Transit Authority. The project included architectural and engineering design services for the alterations and addition to the Vehicle Maintenance Facility in Petersburg, West Virginia. Currently Alpha is completing another project of similar nature for the Eastern Panhandle Transit Authority in Martinsburg, WV. Additional detailed project information for these projects and more is included in this Expression of Interest.

To supplement Alpha's services and better serve you, we have added two consultants to our team:



Miller Engineering, Inc. based in Morgantown, WV will provide Mechanical, Electrical, and Plumbing services as part of the Alpha team. MEI has worked on many successful Alpha projects over the past 6 years including the Vehicle Maintenance Facility in Petersburg and Martinsburg. Over this period we have developed a great working relationship.

Fox Engineering located in Ripley, WV will provide surveying and geotechnical engineering services as part of the Alpha team. Fox Engineering is a certified WV DBE Firm. Fox Engineering will be a benefit to our team because of their extensive experience, and their work will help us to meet the established 5.3% DBE goal.

We understand that due to a funding timeline, the project will need to be accelerated. Alpha is very familiar with completing projects on a fast track schedule to meet funding deadlines. Our current workload is such that we could begin work immediately. We will work with the Division of Public Transit to ensure the project is completed on time.

Alpha currently has in place and has maintained a cost accounting system that is capable of segregating and identifying accumulating costs for each job that is performed under cost type projects.

Alpha's team has the knowledge, experience, and capacity to complete all aspects of your new administrative office and maintenance facility. Our team will work closely with the Division of Public Transit to complete your project with quality and efficiency. We look forward to hearing from you soon.

Sincerely,

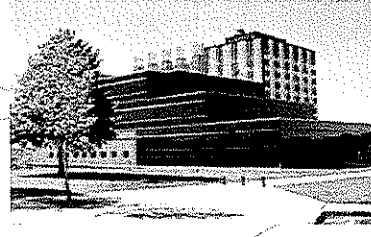
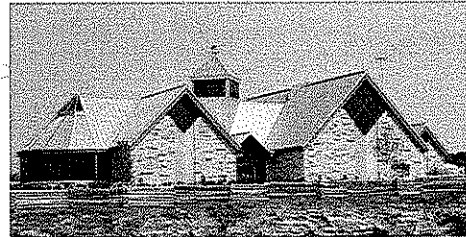
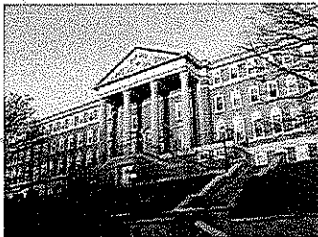
ALPHA ASSOCIATES, INCORPORATED

A handwritten signature in black ink, appearing to read "Richard A. Colebank". The signature is fluid and cursive, with a large initial "R" and "C".

Richard A. Colebank, PE, PS
President and COO
rcolebank@alphaaec.com

Firm ProfileALPHA ASSOCIATES,
INCORPORATED
2009**Firm Profile**

Alpha Associates, Incorporated

Firm Name: Alpha Associates, Incorporated**Corporate Office:** 209 Prairie Avenue
Morgantown, West Virginia 26501**Eastern Regional Office:** 535 West King Street
Martinsburg, West Virginia 25401**Incorporated:** 1969; Morgantown, West Virginia**Firm Principals:** Richard A. Colebank, PE, PS; President and COO
Richard W. Klein, PE, PS; Chairman and CEO
William A. Atwell, Jr., PE; Senior Vice President
James A. Davison, AIA; Vice President
Charles B. Luttrell, PE; Principal
Steven V. Buchanan, PE, PS; Principal
Matthew S. Breakey, AIA; Principal
Charles B. Branch, PE; Principal**Number of Employees:** 33 Employees

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



ARCHITECTS • ENGINEERS • SURVEYORS



MILLER ENGINEERING, INC.

SUMMARY

Miller Engineering, Inc. (MEI) provides professional services to facility owners and operators, architects, and contractors throughout West Virginia, Pennsylvania and Western Maryland. MEI services range through all facets of mechanical, electrical, and plumbing design as well as construction administration and project management. We utilize the abilities of designers with many years experience in their area of expertise, teamed with younger designers on a “best resource for the project approach”. We also provide project management services at levels ranging from general oversight to complete project delivery through all phases of design and construction. Our personnel have worked in both the private and public sector and are familiar with many methods of project delivery from classic design/bid/build to full design/build with partnering.

MEI has developed the following philosophy to guide the performance of its services:

- Provide superlative design services to our clients in new construction, renovations, and daily operations.
- Perform work in a timely, accurate, and professional manner.
- Present multiple alternative and solutions whenever possible.
- Work with our clients to control first and life cycle costs.
- Be a technical “sounding board” for our clients in all situations.
- Strive to maintain professional competency through continuing education and training.

MEI utilizes a “practical application” approach to all projects throughout the design process to provide a “well rounded” result. This methodology emphasizes the best overall solution, meeting all the client’s needs, instead of just the best technical solution. We believe our small size provides a distinct advantage to our clients and affords us the freedom to easily team with the clients to achieve the overall best possible result.

DIVISION OF PUBLIC TRANSIT
Administrative Office and Maintenance Facility

OVERVIEW

FOX Engineering is a multi-disciplined consulting engineering firm offering innovative solutions to our clients. FOX Engineering is a certified Disadvantaged Business Enterprise (DBE) in Engineering Design services as well as Surveying and Mapping services.

FOX Engineering was founded with the goal of providing a local choice to the large firm atmosphere offered at most engineering firms. Growing up in Ravenswood, West Virginia and now residing in Silvertown, Jennifer Fox, P.E., owner of FOX Engineering, wanted to stay close to her Jackson County home. With this in mind Jennifer established FOX Engineering out of her home in 2001. With years of hard work and dedication, FOX Engineering has grown and is currently located in historic downtown Ripley, West Virginia. The rapid growth of FOX Engineering has proven that this was a niche waiting to be filled. With the acquisition of John C. Giese Engineers, Inc. in 2008, FOX now has an office located in Fairmont, West Virginia. This well established office possessing nearly 60 years of experience has greatly contributed to the development of FOX Engineering.

Jennifer has positioned the company with the ability to provide the services available at larger firms without compromising on the values that were the basis of establishing FOX Engineering. As a **full service firm**, FOX Engineering provides surveying, civil engineering, construction inspection, contractor services and structural inspections to our clients including government agencies, municipalities, consultants, contractors as well as private clients. By providing this wide range of services, FOX Engineering can work as the lead engineer performing most aspects of projects in house, from the initial planning and analysis to the design and construction while still providing larger firms the types of services they often seek in subconsultants.

When you couple the experience level available at FOX Engineering with the employees' strong work ethic and commitment to quality, it is easy to see how FOX Engineering would be a valuable addition to your next project. Add to that the benefit of the Disadvantaged Business Enterprise credit earned from working with FOX and you can see why the company has undergone such phenomenal growth. The DBE credits are only as valuable as the work that goes along with them, and FOX's recruitment of a top level staff with a range of expertise is one particular asset to working with FOX Engineering. Another benefit is the ease of working with a smaller firm. You will be working with people who have made a professional choice to work locally, support area businesses, and take personal investment in the quality of their work.

Jennifer W. Fox, P.E., Owner



Architectural Case Studies

Project Description

PVTA Vehicle Maintenance Facility Alterations and Additions Petersburg, WV

Alpha Associates, Incorporated provided architectural and engineering services for the Potomac Valley Transit Authority Vehicle Maintenance Facility in Petersburg, West Virginia.

The Scope of Work included a 1550 square foot addition and a 2400 square foot renovation of the existing facility.

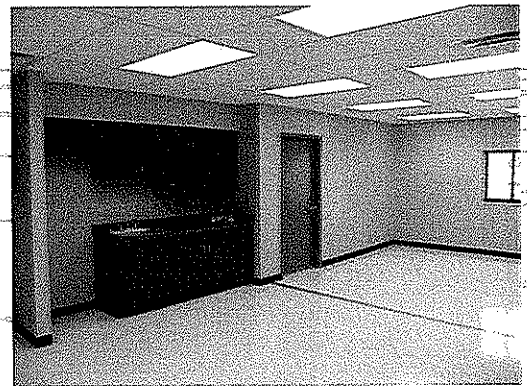
The work included:

- Selective demolition
- Three new offices
- New Workroom and storage room
- New toilets and training room
- Carpet Removal and Replacement
- Relocation of MEP Services and Security Fence



At A Glance...

- 1 *Client:*
WV Department of
Public Transit
- 2 *Location:*
Petersburg, WV
- 3 *Completion Date:*
2005
- 4 *Size:*
1550 Sq Ft. Addition
2400 Sq Ft. Renovation
- 5 *Construction Cost:*
\$456,725



Architectural Case Studies

Project Description

EPTA Vehicle Maintenance Facility Alterations and Additions Martinsburg, WV

Alpha Associates, Incorporated is currently providing architectural and engineering services for the Eastern Panhandle Transit Authority Vehicle Maintenance Facility in Martinsburg, West Virginia.

The Scope of Work included a 1550 square foot addition and a 2400 square foot renovation of the existing facility.

The work included:

- Selective demolition
- Three new offices
- New Workroom and storage room
- New toilets and training room
- Carpet Removal and Replacement
- Relocation of MEP Services and Security Fence

At A Glance...

- 1 *Client:*
WV Department of
Public Transit
- 2 *Location:*
Martinsburg, WV
- 3 *Completion Date:*
TBD
- 4 *Size:*
1550 Sq Ft. Addition
2400 Sq Ft. Renovation
- 5 *Construction Cost:*
TBD



Architectural Case Studies

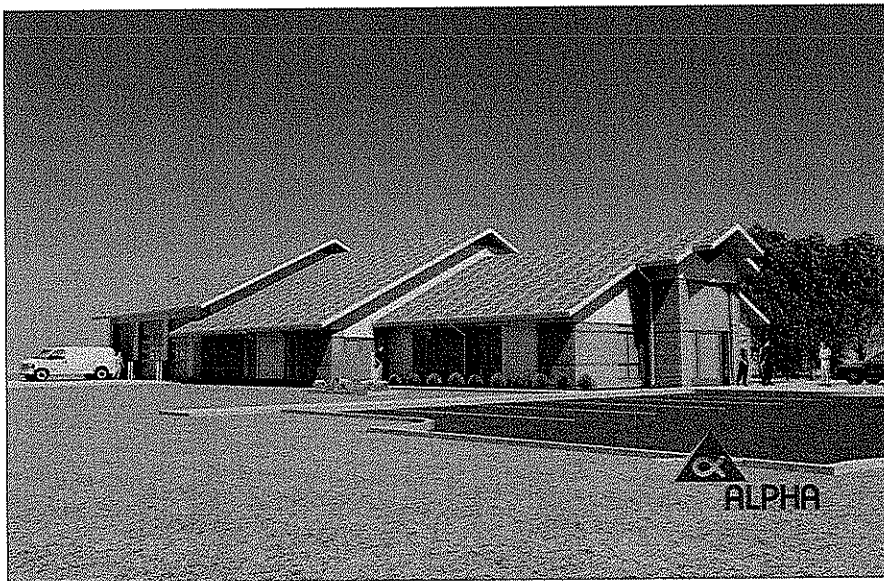
Project Description

Jefferson County Operations Center Martinsburg, West Virginia

Alpha Associates, Incorporated provided design services for a new Operations Center for the Jefferson County Ambulance Authority that will hold vehicle bays, sleeping quarters, training room, and office spaces. The building will be designed to blend into the surrounding development and have a civic presence.

At A Glance...

- 1 Client:
Jefferson County
Ambulance Authority
- 2 Location:
Ranson, WV
- 3 Completion Date:
Est. 2009
- 4 Size:
6,750 SF
- 5 Construction Cost:
\$1.2 Million



Airport Case Studies

Project Description

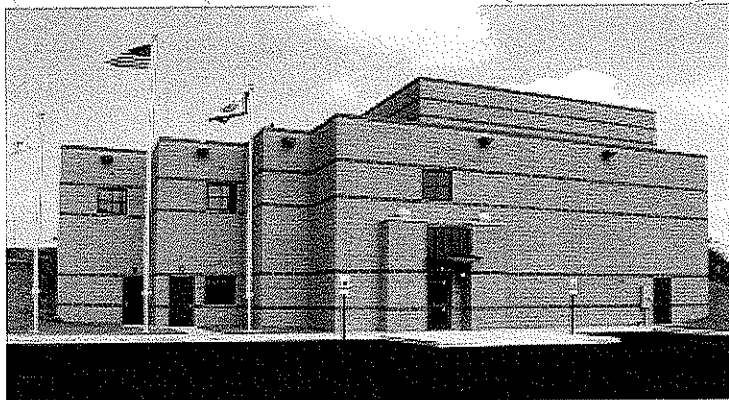
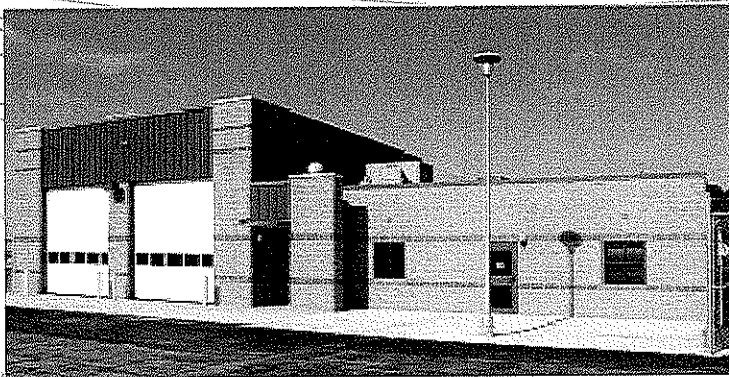
Morgantown Municipal Airport Air Rescue and Fire Fighting Building Morgantown, WV

Alpha Associates, Incorporated completed design of the latest building at the Morgantown Municipal Airport. The building serves as an Air Rescue and Fire Fighting Building, housing two fire trucks and equipment. Additional space for Airport Management offices and a training center are also included.

Construction of this \$1,020,000 building was completed in 2003.

At A Glance...

- 1 *Client:*
City of Morgantown
- 2 *Location:*
Morgantown, WV
- 3 *Completion Date:*
2003
- 4 *Size:*
7000 SF
- 5 *Construction Cost:*
\$1,020,000



Airport Case Studies

Project Description

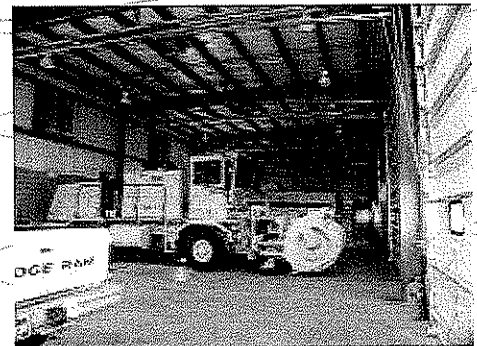
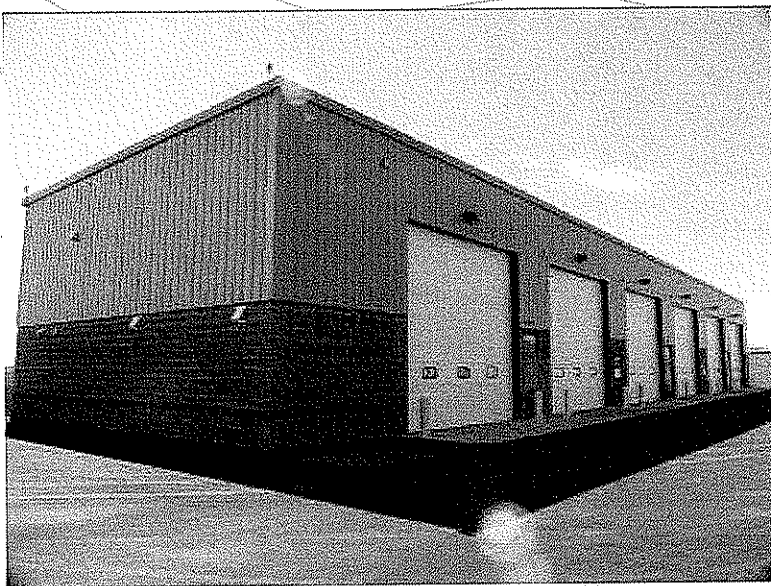
Morgantown Municipal Airport Maintenance Building Morgantown, WV

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. 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.

ZDS Design provided Mechanical and Electrical Engineering Design for this project.

At A Glance...

- 1 Client:
City of Morgantown
- 2 Location:
Morgantown, WV
- 3 Completion Date:
2005
- 4 Size:
8000 SF
- 5 Construction Cost:
\$850,000



New Construction Case Studies

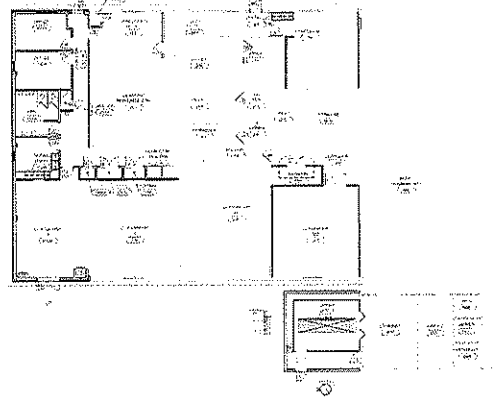
Project Description

**Wood Technology Center
 Elkins, WV**

The West Virginia Wood Technology Center offers continuing education students training and technical support. Alpha Associates, Incorporated provided the design and construction administration of the addition and interior renovation. Attached to the pre-existing Randolph County Development Authority, the Wood Technology Center project includes a 2070-SF metal addition of classroom and office space as well as 5400-SF interior renovation of existing classroom and offices. A state-of-the-art spray booth is also included in the project to enable top-quality finishing of wood projects produced in the wood shop.

At A Glance...

- 1 *Client:*
RCDA
- 2 *Location:*
Elkins, WV
- 3 *Completion Date:*
2005
- 4 *Size:*
2070 SF new space
5400 SF interior renovation
- 5 *Construction Cost:*
\$436,000
- 6 *Project Relevance:*
 - Architectural Design
 - Pre-engineered Metal Building Components
 - Construction Administration
 - Classroom Space



Architectural Case Studies

Project Description

Town of Wardensville Municipal Building Wardensville, West Virginia

Alpha Associates, Incorporated is designing a new municipal building for the Town of Wardensville in the Eastern Panhandle of West Virginia. The new municipal building was designed to accommodate the anticipated population growth in the area.

Included in the design are City Council Chambers, Sheriff's Office with holding cells, Government Offices and Conference Room. A priority for this project is to separate the public areas from the Sheriff's Office. Alpha designed all architectural features, as well as the civil and structural engineering specifications,

At A Glance...

- 1 Client:
Town of Wardensville
- 2 Location:
Wardensville, WV
- 3 Completion Date:
To Be Determined
- 4 Size:
To Be Determined
- 5 Construction Cost:
Est. \$1.3 Million



Architectural Case Studies

Project Description

Town of White Hall Municipal Building White Hall, West Virginia

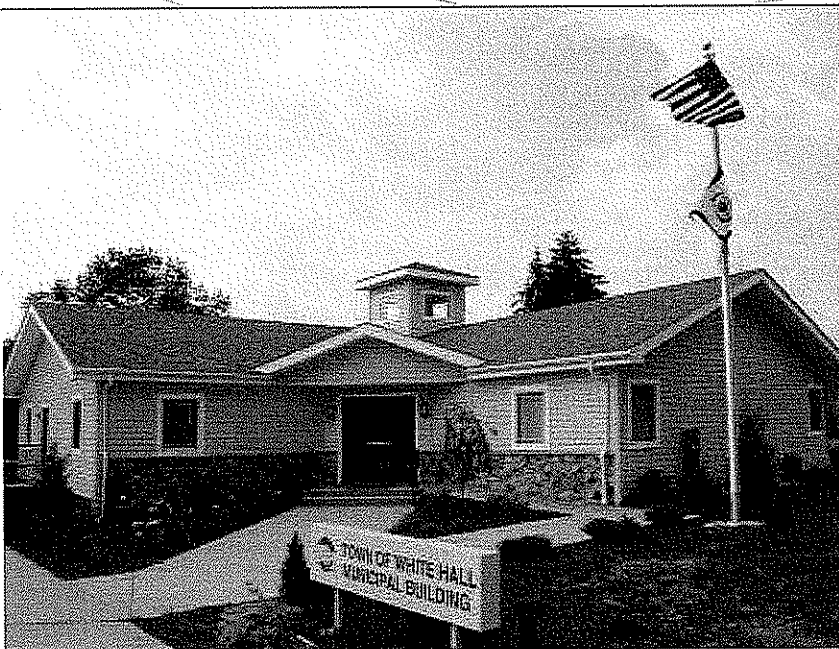
Alpha Associates, Incorporated designed a new municipal building for the Town of White Hall in Marion County. The new municipal building was designed for future expansion once funds become available.

Included in the design are City Council Chambers, City Clerks Office, Private Offices and Conference Room. Alpha designed all architectural features, as well as the civil and structural engineering specifications.

Miller Engineering performed all necessary HVAC, Mechanical and Electrical Engineering Design.

At A Glance...

- 1 Client:
Town of White Hall
- 2 Location:
White Hall, WV
- 3 Completion Date:
2006
- 4 Size:
2600 SF
- 5 Construction Cost:
Est. \$330,000



SUMMARY

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

PROFILE

Broad-based responsibilities in the following areas:

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

PROFESSIONAL HIGHLIGHTS

PRINCIPAL-IN-CHARGE

Transportation Projects:

- Morgantown Municipal Airport-IDIQ Contract; Morgantown, WV
- Route 10 Relocation; Wyoming County, WV
- South High Street Bridge Replacement; Morgantown, WV
- Blackshere Bridge Replacement; Mannington, WV
- Lewis County High School Access Road and Bridge; Weston, WV
- University Avenue/Stadium Loop; Morgantown, WV
- West Buckeye Bridge; Blacksville, WV

Civil Engineering Projects:

- Monongalia General Hospital; Morgantown, WV
- WVU Research Park; Morgantown, WV
- West Virginia Medal of Honor Recipients Plaza; Hazelton, WV
- West Virginia Division of Highways I-77 Welcome Center; Williamstown, WV
- West Virginia High Technology Consortium Site Work; Fairmont, WV
- Greystone on the Cheat through Phase II; Morgantown, WV

Indefinite Delivery/Indefinite Quantity Contracts:

- Morgantown Municipal Airport Open End Contract; Morgantown, WV
- West Virginia Division of Highways Open End Contract; State of WV
- National Energy Technology Laboratories; Morgantown, WV
- West Virginia University Open End Contract; State of WV



RICHARD A. COLEBANK, PE, PS
PRESIDENT AND COO
CIVIL ENGINEER
rcolebank@alphaaec.com

EMPLOYMENT HISTORY

PRIVATE INDUSTRY: 1985 – Present Alpha Associates, Incorporated
1983 – 1985 Charles Townes and Associates, P.C.

CORPS OF ENGINEERS: 1983 US Army Corps of Engineers

EDUCATION

GRADUATE: West Virginia University
Masters – Business Administration; 1999

UNDERGRADUATE: West Virginia University
BS – Civil Engineering; 1982

QUALIFICATIONS

LICENSE: Professional Engineer;
West Virginia, Pennsylvania, Maryland, Virginia, Ohio
Professional Surveyor;
West Virginia
Certified Private Pilot

AFFILIATIONS

PROFESSIONAL: West Virginia Society of Professional Engineers; Member
American Society of Civil Engineers; Member
National Society of Professional Engineers; Member
Former NSPE/PEPP Governor of WV
ACEC/WV; President

CIVIC: University High School Foundation; Charter Member; Current
President
Morgantown Area Chamber of Commerce; Past Chairman
Arts Monongalia Board; Member
Monongalia County MPO Technical Advisory Committee;
Member
Morgantown Area Economic Partnership; Member
University High School Athletic Booster; Member
Aircraft Owners and Pilots Association (AOPA)
University High School Athletic Field Committee



SUMMARY

Mr. Breakey has gained experience through working as a Project Manager on major capital construction projects throughout West Virginia. As a key player in the Open End Contract with West Virginia University, Mr. Breakey deals with projects from schematic design to project close out.

PROFILE

Broad-based responsibilities in the following areas:

- Architectural Design
- Construction Administration
- Contract Negotiations
- New Business Development

PROFESSIONAL HIGHLIGHTS

Higher Education Projects:

- Potomac State College, ADA Connector Link; Keyser, WV
- WVU Engineering Sciences Building East Wing Renovation/Addition; Morgantown, WV
- ~~WVU Engineering Sciences Building 10th Floor Renovation; Morgantown, WV~~
- ~~WVU Engineering Science Building Nano/Microtechnology Lab; Morgantown, WV~~
- ~~WVU Alfred F. Galli Laboratory Renovations; Morgantown, WV~~

K-12 Education Projects:

- Washington High School, Charles Town, WV
- Pocahontas County High School Science Wing Renovation/Addition; Marlinton, WV
- Buckhannon Upshur Middle School Roof Replacement; Buckhannon, WV
- Buckhannon Upshur Middle School HVAC Upgrades; Buckhannon, WV
- Slanesville Elementary School Addition; Hampshire County, WV
- Petersburg High School Science Lab Renovation; Petersburg, WV

Miscellaneous:

- Clear Mountain Bank, Reedsville Branch; Reedsville, WV
- BC Bank Renovation/Addition, Philippi Branch; Philippi, WV
- Clear Mountain Bank, Oakland Branch; Oakland, MD
- Fairmont Federal Credit Union, Charles Pointe Branch; Bridgeport, WV
- Robert C. Byrd Health Sciences Center SRP Lab Renovation; Morgantown, WV



MATTHEW S. BREAKEY, AIA,
LEED-AP
PRINCIPAL
ARCHITECT
mbreaky@alphaaec.com

- Upshur County Senior Opportunity Center Renovation and Addition; Buckhannon, WV
- Summersville Municipal Building; Summersville, WV
- Hart Field Air Rescue Fire Fighting Building; Morgantown, WV
- Bruceton Bank, Sabraton Branch; Morgantown, WV
- Camp Dawson Billeting Facilities; Kingwood, WV

EMPLOYMENT HISTORY

PRIVATE INDUSTRY:	1998 – Current	Alpha Associates, Incorporated
	1994 – 1998	West Virginia University Physical Plant Engineering and Construction
	1992 – 1994	West Virginia University Facilities Planning Management

EDUCATION

UNDERGRADUATE:	Pennsylvania State University Bachelor of Architecture; 1992 Bachelor of Science in Architecture; 1991
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QUALIFICATIONS

LICENSE:	Registered Architect; West Virginia; Maryland NCARB Certified Leadership in Energy and Environmental Design Accredited Professional
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AFFILIATIONS

PROFESSIONAL:	American Institute of Architects West Virginia Society of Architects The Council of Educational Facility Planner International U.S. Green Building Council
CIVIC:	Main Street Morgantown Board of Directors; Past President Main Street Morgantown Design Committee; Member Chestnut Ridge Park Board; Past President



SUMMARY

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

PROFILE

Broad-based responsibilities in the following areas:

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

PROFESSIONAL HIGHLIGHTS

STRUCTURAL ENGINEER:

- Hazel Ruby McQuain Amphitheater Roof, Morgantown, WV
- West Buckeye Bridge, Core, WV
- South Jefferson High School, Charles Town, WV
- WVU Coliseum Asbestos Abatement Project (Scaffolding Design and Dome Structural Inspection); Morgantown, WV
- Morgantown Airport Air Rescue and Firefighting Building; Morgantown, WV
- WVU Coliseum Scoreboard Hoist Project; Morgantown, WV

PROJECT MANAGER:

Bridge Design:

- Blackshere Bridge; Mannington, WV
- South High Street Bridge; Morgantown, WV
- Market Street Bridge; Wheeling, WV
- West Buckeye Bridge; Core, WV
- Simpson Creek Covered Bridge; Marion County, WV
- Fletcher Covered Bridge; Marion County, WV
- Elkins Bypass, Spur A Bridge; Elkins, WV



CHARLES B. LUTTRELL, PE, SECB
PRINCIPAL
PROFESSIONAL ENGINEER
STRUCTURES
cluttrell@alphaaec.com

EMPLOYMENT HISTORY

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

EDUCATION

GRADUATE: West Virginia University
MS – Structural Engineering; 1995

UNDERGRADUATE: West Virginia University
BS – Civil Engineering; 1993

QUALIFICATIONS

LICENSE: Professional Engineer:
West Virginia, Maryland, Pennsylvania

AFFILIATIONS

PROFESSIONAL: West Virginia Society of Professional Engineers
National Society of Professional Engineers
Chi Epsilon; Member
American Concrete Institute; Member
Structural Engineering Certification Board

RESEARCH EXPERIENCE

STRUCTURAL: Cold Formed Steel Deck Research

- Fastener failures
- Edge conditions/failures
- Buttoned overlap shear failures

Composite Cold Formed Steel and Concrete Deck Research

- Line load behavior/failures
- Concentrated load behavior/failures
- Web crippling
- Punch failures



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/Storm Water Management Design
- Site Engineering
- Project Management

PROFESSIONAL HIGHLIGHTS

Highway Design:

- Blackshere Bridge - Mannington, WV
- I-68 Welcome Center - Hazelton, WV
- I-77 Information Center - Williamstown, WV
- Lewis County High School Bridge - Weston, WV
- Wyoming County Route 10 Relocation - Wyoming County, WV

Commercial Site Plans:

- West Virginia High Technology Consortium - Fairmont, WV
- West Virginia University Alumni Center - Morgantown, WV
- WVU Health Sciences Center Eastern Division - Martinsburg, WV
- Residence Inn - Morgantown, WV
- FFCU - Charles Pointe - Bridgeport, WV

Recreational Facilities Projects:

- Wyoming County Westside High School Athletic Facilities - Wyoming County, WV
- East/West Stadium Turf Replacement - Fairmont, WV
- Washington High School Athletic Complex - Charles Town, WV

Educational Projects:

- Anna Jarvis Elementary School - Grafton, WV
- Lewis County High School - Weston, WV
- Wyoming County East High School - Wyoming County, WV
- Wyoming County Westside High School - Wyoming County, WV
- Washington High School - Charles Town, WV



CHARLES B. BRANCH, PE
PRINCIPAL
CIVIL ENGINEER
cbranch@alphaaec.com

EMPLOYMENT HISTORY

PRIVATE INDUSTRY: 1992 – Present Alpha Associates, Incorporated
1988 – 1992 Reimer, Muegge, & Associates, Inc.

EDUCATION

UNDERGRADUATE: Fairmont State College
BS – Architectural Engineering Technology 1988
West Virginia University
BS – Civil Engineering 2000

QUALIFICATIONS

LICENSE: Professional Engineer
West Virginia



ARCHITECTS • ENGINEERS • SURVEYORS

SUMMARY

Mr. Pritts joined the Alpha Associates staff as an intern architect in the Morgantown office in 2004. In 2008 he became a Registered Architect and received his Leed Certification. Mr. Pritts has become a valuable asset to Alpha Associates. Since arriving at Alpha, he has gained experience in educational design and programmatic development.

PROFILE

Broad-based responsibilities in the following areas:

- Educational Design
- Programmatic Development
- Civic Design
- Commercial Design
- Green Building Design

PROFESSIONAL HIGHLIGHTS

ALPHA ASSOCIATES

Architectural Design:

- Potomac State College, ADA Connector Link; Keyser, WV
- Fairmont Federal Credit Union, Charles Pointe; Bridgeport, WV
- Washington High School; Charles Town, WV
- WVU Engineering Sciences, East Wing Addition; Morgantown, WV
- Ridgeley Community Center; Ridgeley, WV
- Jefferson County Emergency Services Agency; Ranson, WV

EMPLOYMENT HISTORY

PRIVATE INDUSTRY:	2004 - Current	Alpha Associates, Incorporated
	2003 - 2004	Marshall Craft Associates, Baltimore, MD

EDUCATION

UNDERGRADUATE:	Virginia Tech
	Bachelor of Architecture; 2004



QUALIFICATIONS

LICENSE/CERTIFICATIONS: Registered Architect:
West Virginia, Maryland
National Council of Architectural Registration Boards Certificate
Leadership in Energy and Environmental Design Accredited
Professional
Construction Specification Institute - Construction Document
Technologist

AFFILIATIONS

PROFESSIONAL: AIA Member
USGBC - US Green Building Council
AUGI - Autodesk User Group International



MEP TECHNICAL HIGHLIGHTS:

Total Project Budget:
\$500K

MEP Budget:
\$135K

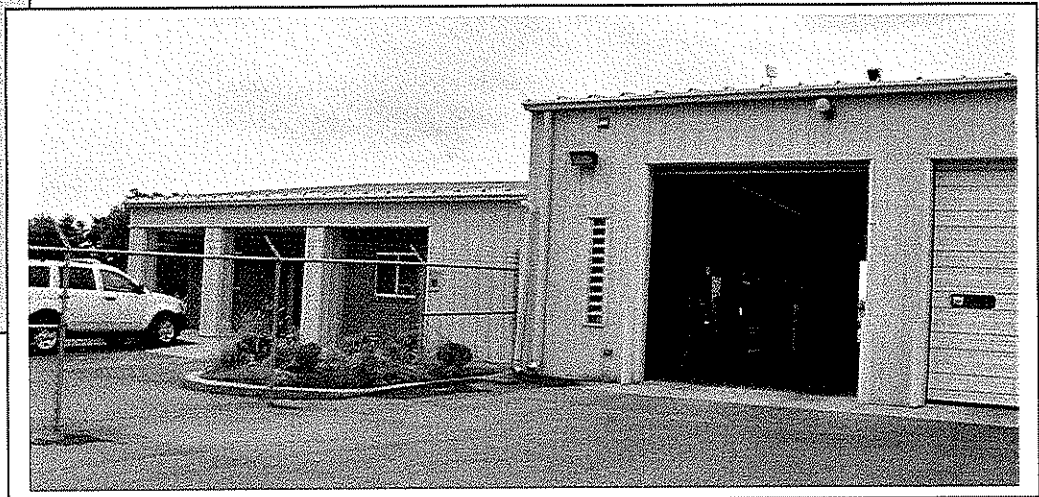
Facility Area:
1,200 ft² addition
2,000 ft² Renov

Services Provided:
Facility and Site:
Mechanical,
Electrical, Plumbing,
Fire Alarm , Tel/Data

Project Status:
Bidding

Project Completion Date:
Spring 2010

The addition and renovation incorporates several technical facets. The mechanical spaces and accesses are mostly fixed, so the system must be design to coordinate with the existing building. The Owner requested that the existing HVAC system be replaced with newer system incorporating more control, as occupant comfort has been an ongoing issue. By using single action variable air systems, the occupant comfort is increased at a reasonable cost. The system does not require a complex control system as more complex variable air system often does. The renovation includes converting part of the facility to a training area/ conference room. Utilities must be relocated and new electric and data/ phone wiring installed in the renovation sections.



PROJECT DESCRIPTION:

The PANTRAN facility is a combination office and bus service facility which has grown beyond its existing space functionality. A new addition will increase office space and permit the aggregation of some underutilized spaces into a conference and training room. Existing mechanical and operational issues are being addressed as part of this project

PROJECT: ADVANCE ORTHOPEDIC HOSPITAL

OWNER: Advance Orthopedic, Washington, PA



MEP TECHNICAL HIGHLIGHTS:

Total Project Budget:

\$13.5M

MEP Budget:

\$3.8M

Facility Area:

67,000 ft²

Services Provided:

*Mechanical, Electrical,
Plumbing, Medical
Gases, Fire Protection,
Fire Alarm, Nurse Call*

Project Status:

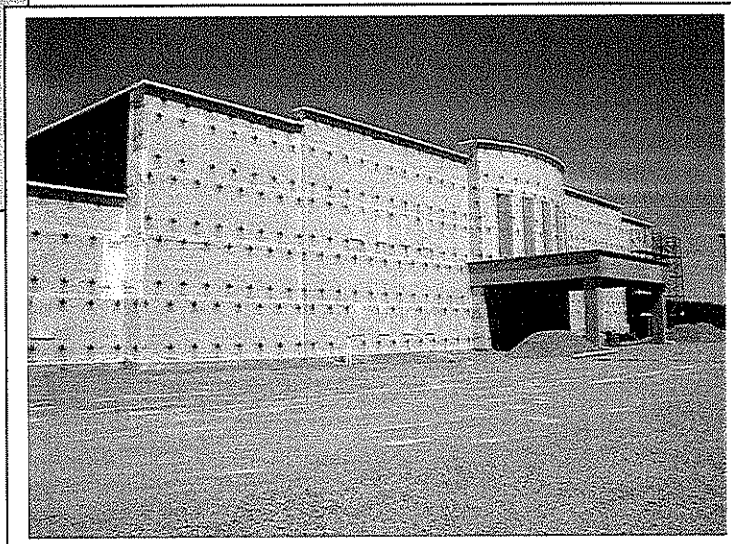
In Construction

Project Completion

Date:

Fall/ Winter 2009

The HVAC systems serving the suites are redundant; utilizing laminar air distribution, high level filtration, and UV in the air handling units. For energy efficiency, the ORs have the ability to "step down" their airflow in unoccupied mode while meeting pressurization standards. Either a simple pushbutton or the control system schedule returns the OR to design flow conditions. At the Owner's request, the HVAC systems were design as smaller de-centralized systems to reduce the impact of system repair and maintenance. A complete NFPA 70 compliant emergency power system, medgas system, nurse call system, and fire alarm system were part of the scope of professional services. The facility has received regulatory approval and is under construction at this time.



PROJECT DESCRIPTION:

The project is a 67,000 sq. ft. design-build orthopedic hospital with a 5 OR suite surgery center including: Pre-Op, PACU, Phase II, and 21 patient rooms. The facility includes all supporting service such as dietary, diagnostic imaging (X ray, MRI, etc), lab, pharmacy, offices, and associated central and public spaces. The surgery suites are sized such and are mechanically capable of any surgery procedure through Orthopedic and open heart surgery.

REFERENCE:

Richard Briggs, Lutz, Briggs Associates
Mercer, PA
724-758-5455



B. CRAIG MILLER, PE, LEED-AP

PRESIDENT

ENGINEER IN RESPONSIBLE CHARGE

EDUCATION Bachelor of Science in Mechanical Engineering,
West Virginia University - 1995
Bachelor of Arts in Mass Communication,
University of Charleston (WV) - 1988

REGISTRATIONS Professional Engineer, West Virginia
Professional Engineer, Pennsylvania
Professional Engineer, Maryland

QUALIFICATIONS Craig has more than 10 years' experience in the design, specification, and construction/ project management of mechanical, electrical, and plumbing systems and 10 years experience in facilities operations, maintenance, and management. He specializes in retrofits and upgrades to existing systems and what he terms "operational engineering" or implementing changes to, while maintaining the operational requirements of, a facility or system. He has worked extensively in the educational/ institutional environment including spending several years as a systems mechanic performing various trades work prior to obtaining his engineering education. His trades work gives him a distinctive "hands on" approach to engineering application and design.

Prior to founding MEI, Craig worked as a staff engineer for Casto Technical Service (Trane) performing engineering evaluation and design on various mechanical system upgrades including: Marion County Courthouse, Davis & Elkins Student Union, Charleston Area Medical Center, Women's and Children's Hospital, and Wetzel County Hospital. Preceding his time with Casto Technical, Craig spent two years at Uniontown Hospital as Assistant Director of Engineering. He managed the day-to-day operations of maintenance personnel, managed projects and performed operational engineering service to the facility mechanical, electrical, and plumbing systems. His principal operational engineering foci were the hospitals' steam, chilled water, air handling infrastructure and their associated control systems. He managed real-time upgrade projects to the hospital facilities and the full



accreditation review of hospital systems operation and maintenance.

Craig worked as a staff engineer at West Virginia University Physical Plant for six years. During that time he managed multiple facility and infrastructure upgrade projects, performed engineering design, assisted maintenance personnel with operational issues, and managed the University's Energy Program. Additionally, he served as the Owner's design review engineer on approximately \$130 million in new capital construction. Craig's WVU projects included mechanical, electrical, plumbing, infrastructure, control, and energy systems repair and maintenance totaling approximately \$20 million.

Prior to his position at WVU, Craig worked in operations and facility maintenance for the Morgantown Board of Parks and Recreation while attending the WVU School of Engineering. He performed mechanical and electrical systems maintenance duties and associated engineering design work while helping to maintain and upgrade the park systems' facilities. Craig started his mechanical systems career as an apprentice and then as a maintenance systems mechanic in the Physical Plant at the University of Charleston.



BRANDON MERRIMAN FE
MECHANICAL DESIGNER

EDUCATION Bachelor of Science in Mechanical Engineering
West Virginia University – May 2006

QUALIFICATIONS Brandon is a graduate of the West Virginia University College of Engineering. Brandon assisted in the design and construction administration of multiple projects as an Engineering Intern during the summer of 2005 and his senior year at WVU. His work has proven invaluable and he possesses a keen ability to grasp and apply new information.

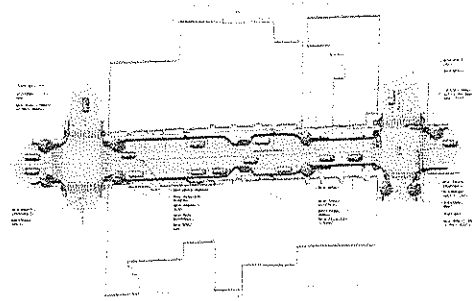
Brandon has come to MEI with an excellent academic record and a willingness to learn that seen him grow to be a highly valuable member of our team in a short period of time. His experience in the Engineering Projects with Industry while at WVU significantly increased his professional experience. Brandon's long term goal is to obtain his Professional Engineer's license and continue consulting.

REGISTRATIONS Fundamentals of Engineering, West Virginias PE
Board – April 2006

- **City of Ravenswood Downtown Beautification**

Owner: The City of Ravenswood
212 Walnut Street
Ravenswood, WV 26164
Attention: Mayor Lucy Harbert
(304-273-2621)

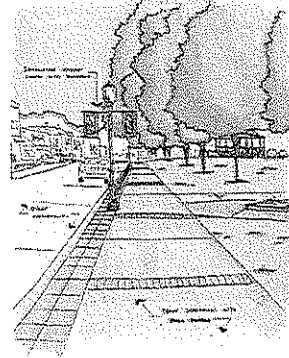
Through the use of a TE Grant, FOX provided the engineering services required for the revitalization design and construction management of Washington Street, the main street in downtown Ravenswood. The design incorporated new landscape architecture, approximately 800 linear feet of sidewalk, and other amenities such as pedestrian lighting and ADA accessible ramps to enhance the historical nature of the downtown buildings.



- **City of Ripley Downtown Revitalization, Phase III**

Owner: Main Street Ripley
Post Office Box 89
Ripley, West Virginia 25271
Attention: Ms. Monnie Landis, Director
(304-372-1637)

FOX provided the services required to help the City of Ripley set the scope of work for this phase of their revitalization plan. FOX developed the scope based on the budget allowed from the use of a TE Grant.



- **Alpine Theatre Restoration**

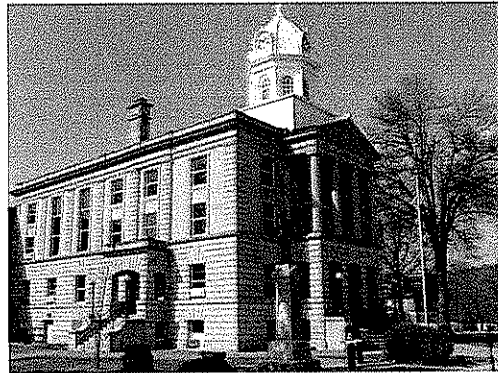
Owner: Main Street Ripley
Post Office Box 89
Ripley, West Virginia 25271
Attention: Ms. Monnie Landis, Director
(304-372-1637)



FOX was responsible for planning and supervising the complete restoration of the historic Alpine Theatre. The preservation of the interior and exterior architecture was critical in restoring the theatre to its original ambience. The Alpine is a 122-seat facility that serves the citizens of Jackson County with arts and entertainment commonly found in larger cities.

- **Jackson County Courthouse Restoration**

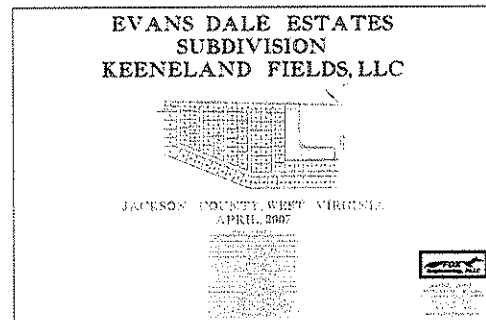
Owner: Jackson County Commission
PO Box 800
Ripley, WV 25271
Attention: Mr. Don Stephens, President
(304-372-2011)



FOX has been utilized for architectural recommendations and management for various exterior and interior restorations. These include: new copper roofs, windows, and repairs to plaster, masonry, and stone. Services also include bidding, construction contract administration, and construction inspection.

- **Evans Dale Estates Subdivision**

Owner: Hobba Enterprises, LLC
446 - 7 Rt 33 West
Ripley, West Virginia 25271
Attention: Mr. Dave Hobba
(304-373-0184)



FOX was responsible for the complete design of the Evans Dale Estates Subdivision. The design included the layout of over 90 residential lots as well as four townhouse apartment complexes, encompassing over 40 units. Complete utility design was included as well as the design of a four acre retention pond for the anticipated storm water runoff. Upon completion the subdivision will have the potential of housing over 130 families. FOX was responsible for the initial topographic survey to be used in the completion of the design plans. FOX also was responsible for the layout of the lots, utilities, streets, storm water facilities, etc. FOX is currently the on-call surveyor for this on-going project and has worked with several lending institutions performing mortgage surveys and the layout of structure footers during the development of this residential subdivision.

Ms. Fox has over 14 years of bridge design and related experience, some of which was acquired while an employee of WVDOT. She has been responsible for the complete design of both state- and federally-funded bridge projects which involve the completion of hydraulic studies, superstructure design, substructure design, and contract plan preparation. Ms. Fox founded FOX Engineering in 2001 and continues to serve as the sole owner and decision maker of this growing firm.

EDUCATION

West Virginia University – BS, Civil Engineering 1994

REGISTRATIONS

Registered Professional Engineer: WV (13985), OH (64206), SC (20031), IN (10201196), MD (32912)
Licensed Engineering Contractor #WV041041
Safety Inspection of In-Service Bridges – NHI Course 130055A

RELEVANT BACKGROUND

Bridge Design and Rehabilitation – Project engineer responsible for management, design, review, and coordination of different areas and phases of bridge projects. The types of bridges include steel plate girders, both straight and horizontally curved, prestressed concrete I-beams, and timber bridges. The bridges range in length from 150 to 2,300 feet. Substructure design includes conventional, semi-integral and integral abutments, mechanically stabilized earth retaining walls, as well as single and multicolumn piers. Representative projects include:

- Corridor H – Bismark to Forman; Grant County, West Virginia
- Cotton Hill Bridge; West Virginia Route 16, Fayette County, West Virginia
- Earling Bridge; West Virginia Route 10, Logan County, West Virginia
- East River Bridge; Interstate 77, Mercer County, West Virginia
- Elkins Bypass – U.S. Route 219 to Canfield; Randolph County, West Virginia
- Man Bridge; West Virginia Route 10, Logan County, West Virginia
- Mercury Boulevard Interchange; Hampton, Virginia
- Millville Quarry Access Bridge; West Virginia Route 9, Jefferson County, West Virginia
- Milton Covered Bridge Historic Restoration; Pumpkin Festival Grounds, Cabell County, West Virginia
- Moorefield Interchange Bridge; Hardy County, West Virginia
- Rita Bridge; West Virginia Route 10, Logan County, West Virginia
- Spring Valley Bridge; Wayne County, West Virginia
- Three Forks Creek Bride; Tyler County, West Virginia
- Trace Fork Pony Truss Bridge Replacement; Route 32, Lincoln County, West Virginia
- West 19th Street Overpass Bridge; Interstate 64, Cabell County, West Virginia

Box Culvert Design – Project engineer responsible for design, review, and coordination of different areas and phases of concrete box culvert projects. The culverts range in length from 70 to 250 feet. Representative projects include:

- Elkins Bypass – U.S. Route 219 to Canfield; Randolph County, West Virginia
- Spring Valley Bridge; Spring Valley Drive, Wayne County, West Virginia



Retaining Wall Design – Project engineer responsible for design, review, and coordination of different areas and phases of retaining wall projects, including cast-in-place walls and mechanically stabilized earth (MSE) walls. Representative projects include:

- Spring Valley Bridge; Spring Valley Drive, Wayne County, West Virginia
- West Virginia Route 10 Walls, West Virginia Route 10 – Man to Rita; Logan County, West Virginia

Structural Condition Inspections – Served as a Team Leader and assisted in the inspection of bridges ranging in length from 20 feet to 2,400 feet. Services included preparation of reports, load ratings, and stress analysis. Representative projects include:

- Bigley Avenue Bridges; Charleston, West Virginia
- High Street Bridge; Morgantown, West Virginia
- Lee Avenue Bridge; Weirton, West Virginia
- Milton Covered Bridge; Milton, West Virginia
- West 19th Street Overpass Bridge; Huntington, West Virginia
- Wheeling Tunnel; Wheeling, West Virginia

Bridge Rating and Analysis – Assisted in conducting stress analysis and load rating for a variety of bridges throughout West Virginia. Representative bridge projects include:

- High Street Bridge; Morgantown, West Virginia
- West 19th Street Overpass Bridge; Huntington, West Virginia

Municipal Engineering Services – Provided engineering services such as preliminary and final design, construction inspection and management, assistance with funding applications, development of construction cost estimates, and utility coordination. Representative clients include:

- Alpine Theatre Restoration Chairman, Subcommittee of Main Street Ripley; Ripley, West Virginia
- City of Ravenswood Downtown Beautification; Ravenswood, West Virginia
- Jackson County Commission; Ripley, West Virginia
- Main Street Ripley; Ripley, West Virginia

TRAINING

- Safety Inspection of In-Service Bridges – NHI Course No. 130055; Richmond, Virginia, 1999
- Introduction to Stream Functions and Processes: Course I; Canaan Valley, West Virginia, July 2002

MEMBERSHIPS, AFFILIATIONS AND HONORS

American Council of Engineering Companies (ACEC)
American Council of Engineering Companies of West Virginia (ACEC/WV)
American Institute of Steel Construction (AISC)
American Society of Civil Engineers (ASCE)
Architectural Engineering Institute (AEI)
National Society of Professional Engineers (NSPE)
2004 Jackson County Businessperson of the Year
2005 Who's Who in West Virginia Business
2006 Generation Next WV – West Virginia State Journal
2007 Who's Who in WV Business – West Virginia State Journal
2009 Young Gun for WV Executive Magazine



Mr. Metheny has over ten years of highway design and related experience. His experience includes the geometric design of four-lane divided highways, two-lane arterials and interchanges on new and existing alignments; as well as, structural condition inspections of in-service bridges, structural design of bridge substructure units, structural shop drawing review, commercial site development and residential subdivisions.

EDUCATION

West Virginia Institute of Technology – BS, Civil Engineering 1997

REGISTRATION

Registered Professional Engineer: WV (16389), KY (24365)
NHI – Safety Inspection of In-Service Bridges – NHI Course 130055A

RELEVANT BACKGROUND

Highway Design – Served as a designer on various highway projects ranging in size from small bridge replacements to over two-mile sections of four-lane divided highway on new alignment. During this time he has designed horizontal alignments, vertical alignments, intersections and superelevation for four-lane divided highways, interchanges, two-lane arterials and secondary routes; as well as, preparing all aspects of right-of-way plans and highway construction plans. He has also performed design studies requiring design and evaluation of alternate horizontal and vertical alignments for various corridors and interchanges. He has served as Project Manager on multi-million dollar design contracts where he has coordinated the design efforts of large in-house design teams, design sub-consultants, surveying sub-consultants, geotechnical sub-consultants, managed soil boring contracts and performed quality assurance/quality control reviews of highway construction plans. Representative examples of his experience include:

- 2.5 Miles of U.S. Route 50, Appalachian Corridor D – Interstate 77 to Alternate Route 14/East Street; Wood County, West Virginia
- 1.55 Miles of U.S. Route 50, Appalachian Corridor D – Ohio Route 618 to Greenland Addition; Washington County, Ohio and Wood County, West Virginia
- 0.20 Miles of Huntington Commerce Park Access Road; Cabell County, West Virginia
- 0.14 Miles of County Route 36 at Radnor; Wayne County, West Virginia
- 0.13 Miles of Interstate 77 at the Medina Interchange; Jackson County, West Virginia
- 0.11 Miles of West Virginia Route 10 Bridge Replacement over Merritt Creek at Sarah; Cabell County, West Virginia
- New River Parkway Design Study – Hinton, West Virginia to Interstate 64; Raleigh & Summers Counties, West Virginia

Highway Bridge Design – Served as a designer on various bridge replacement projects. During this time he has designed sub-structure units, reviewed shop drawings and assisted in the preparation of Span Arrangement and Type, Size & Location submissions. He has also served as Project Manager on large Corridor projects coordinating the design of as many as nine highway bridges and 950-feet of retaining wall on a single project. Representative examples of his experience include:

- Fort Washington Way, Contract No. 6 – Ramp J Bridge; Hamilton County, Ohio
- Eckman Overhead Bridge Replacement; U.S. Route 52, McDowell County, West Virginia



Structural Condition Inspections – Assisted in the inspection on various bridges throughout West Virginia. Responsibilities included hands-on inspection, visual inspection, and the preparation of inspection reports. Representative examples of his experience include:

- Bigley Avenue Bridges; Charleston, West Virginia
- Richard J. “Dick” Henderson Memorial Bridge over the Kanawha River; St. Albans, West Virginia
- Corporal Thomas Bennett Memorial Bridge “Uffington Truss” over the Monongahela River; Morgantown, West Virginia

Commercial/Residential Site Development – Served as a Project Manager and designer on various commercial and residential site development projects. During this time he prepared site grading plans, lot layouts, site utility plans and storm water pollution prevention plans (SWPPP). He has also prepared necessary documents to obtain permits from local, state and federal agencies including the WV Department of Environmental Protection (WVDEP), WV Division of Natural Resources (WVDNR), WV Department of Transportation (WVDOT), WV Department of Health & Human Resources (WVDHHR) and the US Army Corps of Engineers (USACOE). Representative examples of his experience include:

- Neal Run Crossing – 40 acre Commercial Development; Wood County, West Virginia
- Sterling Ridge – 70 Acre Commercial/Residential Development; Harrison County, West Virginia
- Stoney Creek – 43 acre residential subdivision; Jackson County, West Virginia
- Washington Woods Estates – 115 acre residential subdivision; Jackson County, West Virginia

Wastewater – Served as a design engineer assisting in the design and preparation of construction plans for a gravity sanitary sewer collection system. During this time he prepared plan and profile layouts of the proposed collection system and prepared easement exhibits. Representative examples of his experience include:

- Wastewater Collection System – Lubeck Public Service District, Wood County, West Virginia

Geographic Information Systems (GIS) – Technician responsible for preparation of Land Base mapping from aerial photography utilizing GIS mapping software as part of development of a fully integrated digital mapping system of gas utilities. Utility and customer locations were established through the use of Global Positioning System (GPS) equipment. Line information such as installation date, type, pressure, leaks, and customers were attached to elements within the digital map using an Oracle database system.

TRAINING

- Moving to MicroStation Training Course; AEC Cadcon, Cincinnati, Ohio, July 1998
- GEOPAK Road I Training Course AEC Cadcon; Columbus, Ohio November 1998
- GEOPAK Road II Training Course GEOPAK Corporation; North Miami Beach, Florida, June 1999
- GEOPAK Survey Training Course AEC Cadcon; Columbus, Ohio, March 2005
- Safety Inspections of In-Service Bridges – NHI Course No. 130055; West Virginia Department of Highways, August 2005

MEMBERSHIPS, AFFILIATIONS AND HONORS

American Society of Civil Engineers (ASCE)



Mr. Fife has over ten years of design and related experience. His experience includes the design of various roadway projects, including highway design, drainage design, hydraulic and hydrologic analysis and right-of-way. He also brings experience in structural condition inspection, rehabilitation, stress analysis and load rating of in-service bridges.

EDUCATION

West Virginia University – BS, Civil Engineering 1998

REGISTRATION

Registered Professional Engineer: WV (15620), OH (68417), KY (24376)
Safety Inspection of In-Service Bridges – NHI Course 130055A

RELEVANT BACKGROUND

Structural Condition Inspections – Served as a Team Leader and assisted in the inspection of bridges ranging in length from 20 feet to 2,400 feet. Responsibilities included hands-on inspection, preparation of condition reports, load ratings, and stress analysis. Representative projects include:

- 35th & 36th Street Bridges over the Kanawha River; Charleston, West Virginia
- 40 Small Bridges, District One; West Virginia Department of Transportation
- Arch Moore Tied Arch Bridge over the Ohio River; Moundsville, West Virginia
- Bigley Avenue Bridges; Charleston, West Virginia
- Fifth Street Bridge over Little Kanawha River; Parkersburg, West Virginia
- Fort Hill Bridge over the Kanawha River; Charleston, West Virginia
- Hi Carpenter Bridge over the Ohio River; St. Mary's, West Virginia
- Interstate 64-South Charleston-Dunbar Bridge over the Kanawha River; Dunbar, West Virginia
- Interstate 77-Williamstown Bridge over the Ohio River; Williamstown, West Virginia
- Market Street Suspension Bridge over the Ohio River; Steubenville, Ohio
- Parkersburg-Belpre Bridge over the Ohio River; Parkersburg, West Virginia
- Richard J. "Dick" Henderson Memorial Bridge over the Kanawha River; St. Albans, West Virginia
- Silver Memorial Bridge over the Ohio River; Point Pleasant, West Virginia
- Williamstown/Marietta Bridge over the Ohio River; Williamstown, West Virginia
- Camp Kootaga Boy Scout Bridge Over the Hughes River; Wirt County, West Virginia
- WV Alloys Bridge over the Norfolk Southern Railroad; Boomer, West Virginia
- WVU Personal Rapid Transit (PRT) System; Morgantown, West Virginia

Bridge Rating and Analysis – Assisted in conducting stress analysis and load rating for a variety of bridges throughout West Virginia. Representative bridge projects include:

- Arch Moore Tied Arch Bridge over the Ohio River; Moundsville, West Virginia
- Fifth Street Bridge over Little Kanawha River; Parkersburg, West Virginia

Services During Construction – Engineer responsible for the construction inspection of various design projects which included plan interpretation, quantification of materials, generation of progress reports, conflict resolution and project finalization. Representative projects include:



- Over 1800 feet of storm sewer pipe and manhole installation, Mid Ohio Valley Regional Airport; Parkersburg, West Virginia
- Installation of New Substation for providing electrical services to the Terminal, Mid Ohio Valley Regional Airport; Parkersburg, West Virginia

Roadway Design – Assisted in the design of roadway improvement projects including roadway design, drainage design, storm sewer design, hydraulic and hydrologic analysis, quantities, cost estimates, and right of way. Representative projects include:

- 4.36 Miles of U.S. 33 Scott Miller Hill Bypass; Peniel to Spencer, Roane County, West Virginia
- 2.85 Miles of West Virginia Route 10 – Rita to Dabney; Logan County, West Virginia
- 2.5 Miles of U.S. Route 50, Appalachian Corridor D – Interstate 77 to Alternate Route 14/East Street; Wood County, West Virginia
- 1.55 Miles of U.S. Route 50, Appalachian Corridor D – Ohio Route 618 to Greenland Addition; Washington County, Ohio and Wood County, West Virginia
- 0.20 Miles of Huntington Commerce Park Access Road; Cabell County, West Virginia
- 0.13 Miles of Interstate 77 at the Medina Interchange; Jackson County, West Virginia
- 0.11 Miles of West Virginia Route 10 Bridge Replacement over Merritt Creek at Sarah; Cabell County, West Virginia

Hydraulics Analysis – Performed a hydraulic analysis through the use of HEC-RAS to determine the impact of a proposed construction project on a watershed area. Representative projects include:

- Big Wana Bridge; West Virginia Route 7 over Big Wana Creek, Monongalia County, West Virginia
- Merritt Creek Bridge; West Virginia Route 10 over Merritt Creek, Cabell County, West Virginia
- Shiloh Bridge; County Route 14/4 over Middle Island Creek, Tyler County, West Virginia
- Numerous additional hydraulic studies on bridge replacements throughout West Virginia

Recreational Parks – Assisted with drainage layout and design of recreational facilities and parks including various athletic fields. Representative projects include:

- Relocation of Godbey Athletic Fields; Wood County, West Virginia
- North Fork Hughes River Recreation Project; Ritchie County, West Virginia

TRAINING

- Moving to MicroStation Training Course; AEC Cadcon, Columbus, Ohio, July 1999
- GEOPAK Road I Training Course; AEC Cadcon, Columbus, Ohio, February 2000
- Microsoft Power Point Training Course; Dils Center, Parkersburg, West Virginia, May 2000
- Introduction to Stream Functions and Processes: Course I; Canaan Valley, West Virginia, July 2002
- Methods for Stream Channel Assessment and Analysis II; Summersville, West Virginia, May 2003
- Introduction to Natural Stream Channel Design: Course III; Lewisburg, West Virginia, July 2004
- Advanced Natural Stream Channel Design: Course IV; Pipestem Resort, West Virginia, August 2004
- Safety Inspections of In-Service Bridges – NHI Course No. 130055; WVDOH, August 2005

MEMBERSHIPS, AFFILIATIONS AND HONORS

Tau Beta Pi, Engineering Honor Society
Chi Epsilon, Civil Engineering Honor Society



Mr. Sayre is a Registered Surveyor in Training with over 30 years of surveying experience. He has worked on a variety of surveying projects, including WVDOH design projects, ALTA/ACSM land title surveys, rural and residential boundary surveys, topographic surveys and construction layout. His experiences also include optical alignment and leveling of aluminum rolling mills and alignment of overhead crane rails. He has over 15 years of AutoCAD experience related to the surveying field.

REGISTRATION

Registered Surveyor in Training: WV (79)

RELEVANT BACKGROUND

WVDOH Design Surveys – Served as survey party crew chief on a variety of roadway and bridge design projects for the West Virginia Division of Highways. Representative projects include:

- Merritt Creek Bridge, Cabell County, WV
- Durhing Arch Bridge, Mercer County, WV
- Scotts Slab Bridge, Harrison County, WV
- Dunkard Beach Bridge, Monongalia County, WV
- East Huntington Bridge Survey
- W.V. Route 9, Martinsburg, WV
- King Coal Highway, Williamson, WV

Site Design Surveys - Served as survey party crew chief on a variety of site development and design projects for a variety of clients. Representative projects include:

- King's Daughters Medical Center, Ashland, KY
- Martinsburg Middle and High Schools
- Ripley Elementary School

MEMBERSHIPS, AFFILIATIONS AND HONORS

West Virginia Society of Professional Surveyors (WVSPS)



ALPHA ASSOCIATES, INCORPORATED

**STATEMENT OF DIRECT LABOR, FRINGE BENEFITS AND
GENERAL OVERHEAD**

For the Year Ended December 31, 2007

CONTENTS

	<u>Page</u>
INDEPENDENT AUDITORS' REPORT ON STATEMENT OF DIRECT LABOR, FRINGE BENEFITS AND GENERAL OVERHEAD	3
FINANCIAL STATEMENT	
Statement of direct labor, fringe benefits and general overhead	4
Notes to financial statement	5
REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	6-7

DECKER & COMPANY PLLC
CERTIFIED PUBLIC ACCOUNTING

1020 Winchester Avenue • Martinsburg, WV 25401

**INDEPENDENT AUDITORS' REPORT ON STATEMENT OF DIRECT LABOR,
FRINGE BENEFITS AND GENERAL OVERHEAD**

To the Board of Directors
Alpha Associates, Incorporated
Morgantown, WV 26501

We have audited the accompanying Statement of Direct Labor, Fringe Benefits and General Overhead of Alpha Associates, Incorporated for the year ended December 31, 2007. This statement is the responsibility of the management of Alpha Associates, Incorporated. Our responsibility is to express an opinion on the statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Statement of Direct Labor, Fringe Benefits and General Overhead. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in the notes to the statement, Alpha Associates, Incorporated prepared the accompanying statement on a basis of accounting prescribed in Part 31 of the Federal Acquisition Regulations and certain other federal and state regulations, and is not intended to be a presentation in conformity with generally accepted accounting principles.

In our opinion, the Statement of Direct Labor, Fringe Benefits and General Overhead presents fairly, in all material respects, the direct labor, fringe benefits and general overhead of Alpha Associates, Incorporated for the year ended December 31, 2007, on the basis of accounting described in the notes..

In accordance with *Government Auditing Standards*, we have also issued our report dated February 24, 2009, on our consideration of the Company's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and important for assessing the results of our audit.

This report is intended solely for the information and use of Alpha Associates, Incorporated and the West Virginia Department of Highways or other customers related to contracts employing the cost principles of the Federal Acquisition Regulations and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Decker & Company PLLC

February 24, 2009

Alpha Associates, Incorporated

STATEMENT OF DIRECT LABOR, FRINGE BENEFITS AND GENERAL OVERHEAD

For the year ended December 31, 2007

<u>Account</u>	<u>Federal Acquisition Regulation Reference</u>	<u>Total Costs</u>	<u>Notes</u>	<u>FAR Elimination</u>	<u>Direct Cost Elimination</u>	<u>Allowable Overhead</u>	<u>Percent of Direct Labor</u>
Labor - shareholder	31.205.6	\$ 698,522		\$ -	\$ 337,021	\$ 361,501	26.50%
Labor - employees	31.205-6	1,559,704		-	1,027,258	532,446	39.03%
Automobile Expense	31.205-45	60,049		-	-	60,049	4.40%
Automobile Leases	31.205-45, 46	53,830	(1)	4,125	-	49,705	3.64%
Bad Debt Expense	31.205-3	1,404	(2)	1,404	-	-	0.00%
Books and Periodicals/Subscriptions	31.205-43	8,075		-	-	8,075	0.59%
Business Development/Advertising	31.205-1	40,157	(3)	39,551	606	-	0.00%
Consultants	31.205-6	713,270		-	680,822	32,448	2.38%
Contributions	31.205-8	21,906	(4)	21,906	-	-	0.00%
Depreciation	31.205-11	15,162		-	-	15,162	1.11%
Dues and Registrations	31.205-43	51,305		-	-	51,305	3.76%
Education and Seminars	31.205-44	18,199		-	-	18,199	1.33%
Employee Fringe Benefits	31.205-6	244,599	(5)	13,596	-	231,003	16.93%
Entertainment	31.205-14	15,711	(6)	15,711	-	-	0.00%
Equipment Rent	31.205-36	177,684		-	-	177,684	13.02%
Interest Expense	31.205-20	109,236	(7)	109,236	-	-	0.00%
Legal and Accounting	31.205-33	16,729		-	2,310	14,419	1.06%
Miscellaneous Expense	31.205-28	15,782		-	(1,439)	17,221	1.26%
Office Rent	31.205-36	206,564		-	250	206,314	15.12%
Office/Drafting Supplies	31.205-28	65,054		-	993	64,061	4.70%
Other Taxes	31.205-41	34,775		-	-	34,775	2.55%
Payroll Taxes	31.205-41	183,280		-	-	183,280	13.43%
Postage/Shipping/Delivery	31.205-45, 46	15,221		-	7,423	7,798	0.57%
Printing and Reproduction	31.205-28	47,299		-	29,465	17,834	1.31%
Professional Liability Insurance	31.205-19	10,729		-	-	10,729	0.79%
Repairs and Maintenance	31.205-24	16,104		-	-	16,104	1.18%
Software Expense	31.205-39	48,191		-	-	48,191	3.53%
Telephone and Internet	31.205-36	45,146		-	-	45,146	3.31%
Travel Expense	31.205-46	65,514		-	27,168	38,346	2.81%
Utilities	31.205-36	6,248		-	-	6,248	0.46%
Total		\$ 4,565,449		\$ 205,529	\$ 2,111,877	\$ 2,248,043	164.78%

Direct Labor Base (direct cost of labor-shareholder and labor-employees)

\$1,364,279

Note References:

- (1) Personal use of leased automobiles is unallowable per FAR 31.205-6(m)(2)
- (2) Bad debt expense is unallowable per FAR 31.205-3
- (3) Advertising expense is unallowable per FAR 31.205-1
- (4) Contributions expense is unallowable per FAR 31.205-8
- (5) Officers life insurance expense is unallowable per FAR 31.205-19
- (6) Entertainment expense is unallowable per FAR 31.205-14
- (7) Interest expense unallowable per FAR 31.205-20

The accompanying notes are an integral part of this statement

Alpha Associated, Incorporated

NOTES TO STATEMENT OF DIRECT LABOR FRINGE BENEFITS AND GENERAL OVERHEAD

For the year ended December 31, 2007

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Business

The Company, incorporated in 1969, operates an architecture, engineering, and design firm operating primarily in West Virginia with offices in Morgantown and Martinsburg, West Virginia.

Basis of Accounting

The accompanying statement was prepared on the basis of accounting prescribed by the Federal Acquisition Regulation, Part 31 – Contract Cost Principles and Procedures and the West Virginia Department of Highways. These accounting procedures are not in conformity with generally accepted accounting principles.

The Company maintains a job-order cost accounting system for recording and accumulating costs uncured under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the Company's job-order cost accounting system.

The Company's method of estimating costs for pricing purposes during the proposal process is consistent with the accumulation and reporting of costs under its job-order cost accounting system.

Fringe Benefits

The following items were included in allowable fringe benefits during the year ended December 31, 2007:

Employment Taxes	\$183,280
Health and Life Insurance	<u>231,003</u>
Total Fringe Benefits	<u>\$414,283</u>

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND ON OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Alpha Associates, Incorporated

We have audited the statement of director labor, fringe benefits and general overhead for Alpha Associates, Incorporated for the year ended December 31, 2007, and have issued our report thereon dated February 24, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Alpha Associates, Incorporated's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the statement of direct labor, fringe benefits and general overhead, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Company's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified a deficiency in internal control over financial reporting that we consider to be a significant deficiency.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the company's ability to initiate, authorize, record, process, or report financial data reliably in accordance with the basis of accounting prescribed in Part 31 of the Federal Acquisition Regulations (FARS), such that there is more than a remote likelihood that a misstatement of the Company's financial statement that is more than inconsequential will not be prevented or detected by the Company's internal control. We consider the deficiency described below to be a significant deficiency in internal control over financial reporting.

- **Finding 2007-1:** The Company's draft of the Statement of Direct Labor, Fringe Benefits and General Overhead contained several spreadsheet formula errors and inconsistencies with the presentation of costs in accordance with the FARS.
- **Response:** The board of directors and staff will review future Statement drafts to eliminate spreadsheet formula errors and inconsistencies with the presentation of costs in accordance with the FARS.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statement will not be prevented or detected by the Company's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we believe that none of the significant deficiencies described above is a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Company's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The Company's response to the finding identified in our audit is described above. We did not audit the Company's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of Alpha Associates, Incorporated and the West Virginia Department of Highways or other customers related to contracts employing the cost principles of the Federal Acquisition Regulations and should not be used by anyone other than these specified parties.

Decker & Company PLLC

February 24, 2009