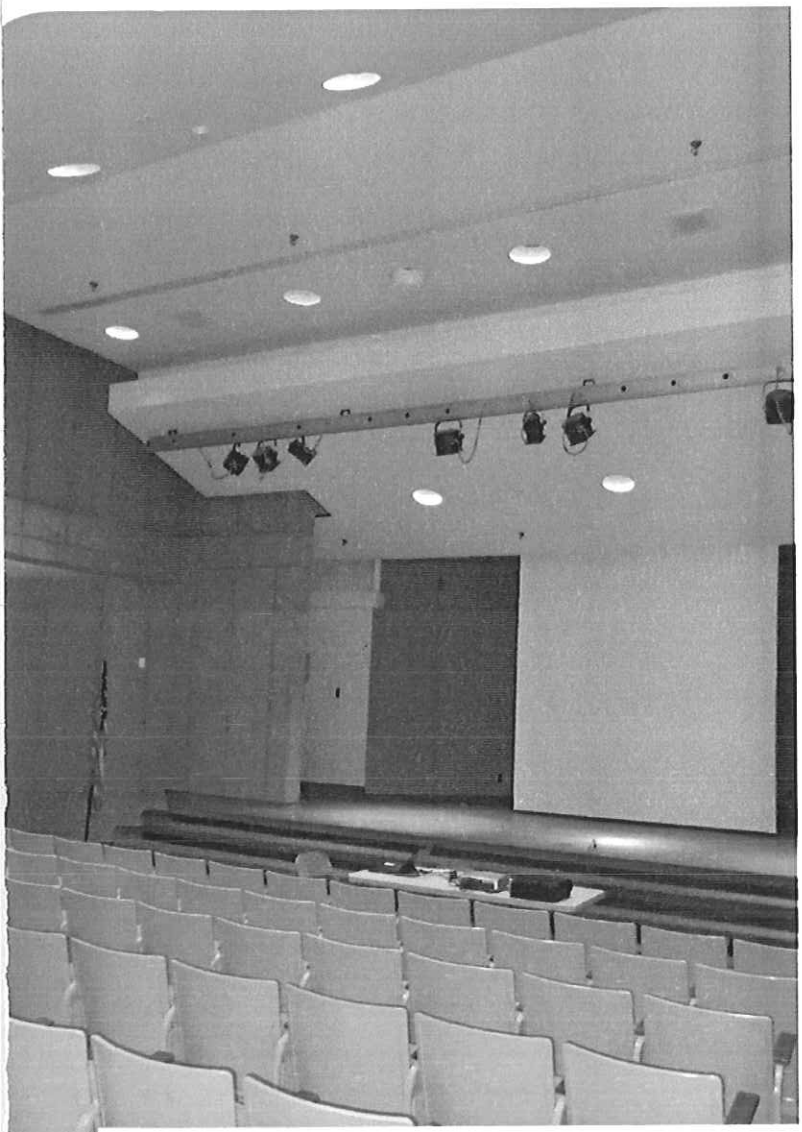

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DCH12101: Grave Creek Archeology Complex

Architectural/Engineering Services

May 2, 2012
EXPRESSION OF INTEREST

RECEIVED
2012 MAY -2 AM 10: 16
WV PURCHASING
DIVISION

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May 2, 2012

Purchasing Division
Building 15
2019 Washington Street, East
Charleston, WV 25305-0130

Attn: Ms. Shelly Murray

Re: RFQ # DCH12101 – Architectural/Engineering Services
Grave Creek Archeology Complex

Dear Ms. Murray,

Alpha Associates, Incorporated is pleased to submit this Expression of Interest to provide architectural and engineering design services for the renovation of restrooms and auditorium spaces at the Grave Creek Archeology Complex in Moundsville, WV. We have a tremendous amount of experience with renovation projects throughout West Virginia, including multiple restroom renovations and auditorium designs. This experience will be a benefit to the Division of Culture and History throughout this project.

Alpha recently completed the renovation of University High School into the new Mountaineer Middle School. Part of the renovation included technology, lighting, and aesthetic improvements to the auditorium. In addition to this project, we have completed the design of multiple new auditoriums for K-12 schools, and higher education facilities throughout the State. We are intimately familiar with providing design services for auditorium acoustics, lighting, accessibility, sound and related equipment.

Alpha has also completed numerous restroom renovations for office buildings, schools, transit authorities and many others. Additional information for these projects is included herein for your review.

To better assist the Division of Culture and History with your project needs, we have added Miller Engineering, Incorporated (MEI) to our design team to provide mechanical, electrical and plumbing design services. Alpha and MEI have worked together on multiple renovation projects over the past 10 years.

09 Prairie Avenue / Morgantown, WV 26501-5934
04.296.8216 / 800.640.8216 / 304.296.8216 fax

We will provide you with a team that has the capability to complete all aspects of your renovation.

After touring your facility and seeing the current condition of the auditorium and restrooms, we are certain that our team can help you to upgrade these spaces to not only meet the current building standards and codes, but also to meet your needs. We look forward to sharing additional information with you in an interview.

Sincerely,

ALPHA ASSOCIATES, INCORPORATED

Matthew S. Breakey, AIA, LEED-AP
Principal, Architect
matt.breakey@thinkalphafirst.com

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PROJECT UNDERSTANDING AND APPROACH

Alpha Associates, Incorporated has developed a team that can provide all of the design services that will be needed for the renovations to the Grave Creek Archeology Complex. Based on Alpha's knowledge and understanding of this project, the team was developed to best fit your needs.

Projects at Alpha are managed by an owner of the firm. In your case, Matthew Breakey, AIA, LEED-AP will be the Principal-In-Charge. Matt will be your single point of contact throughout the project and will manage not only Alpha's internal staff, but also the consultant we have chosen to supplement Alpha's in house services.

Alpha's services for this project will include architectural design, structural engineering, project management, construction administration and quality assurance. MEI will provide mechanical, electrical and plumbing engineering design services.

Project Understanding

The Grave Creek Archeology Complex, located in Moundsville, WV, was opened in 1978. Since that time the restroom and auditorium spaces have not been updated. The Division of Culture and History wishes to hire an architect to evaluate the current conditions of the spaces and develop a design that brings the building up to current code and meets the existing operational needs of your facility.

Project Approach

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

The Scope of Work will be broken down into three phases as follows:

Phase I will include:

1) Initial Kick-off meeting at site with Stake Holders/Owner

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   a. Discuss Overall Design Goals and Project Priorities
2) Prepare Detailed Schedule with Key Dates and Project Milestones
3) Provide Investigation Team
   a. Interview key personnel to determine all "issues" with the spaces. How efficient is the space for the users? (Users are both staff and visitors alike)
      What is the image that the owner wishes to convey?
      Are there Mechanical and Electrical Issues?
      Are there plumbing issues? (These types of questions to be asked)
   b. Interviews could be either written or oral.
   c. Assess if Wants and Needs are compatible with stated Goals and Priorities
4) Assessment of Existing conditions
   a. Review of existing documents if any
   b. Physical on-site inspection
   c. Measurement and/or verification of provided measurements to reflect actual conditions in field.
   d. Photographic survey of existing conditions
5) Code Assessment of spaces to be renovated to address any Life Safety issues that may be present, specifically in the auditorium and restroom
   a. Physical on-site inspection
   b. Review of non-code compliant items
   c. Review of any Fire-Marshal or Building Code Violation reports.
6) Establish conclusions and recommendations based upon observations from inspections of existing conditions and staff input.
7) Develop Schematic Design based upon wants, needs, priorities and goals
8) Determine direction of repairs/replacement/renovation
   a. Establish phases if necessary
   b. Establish probable estimate of costs
9) Meeting with stakeholders/Owner's to present Building Assessment Report

Phase II will include:

1) Obtain approval from Stake holders to proceed to Design Development and Construction Document Phase

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2) Prepare Construction Documents illustrating extent of replacement, repair and constructions of elements determined from above. Documents shall be of sufficient quality to seek competitive bids for the established Scope of Work.
3) Updated Estimate of Probable Construction Cost

Phase III will include:

1) Assist stakeholders in Bidding and Negotiation.
2) Provide analysis of bids received.
3) Provide Construction Administration Services during term of construction, representing the Stakeholders/Owner's interest.

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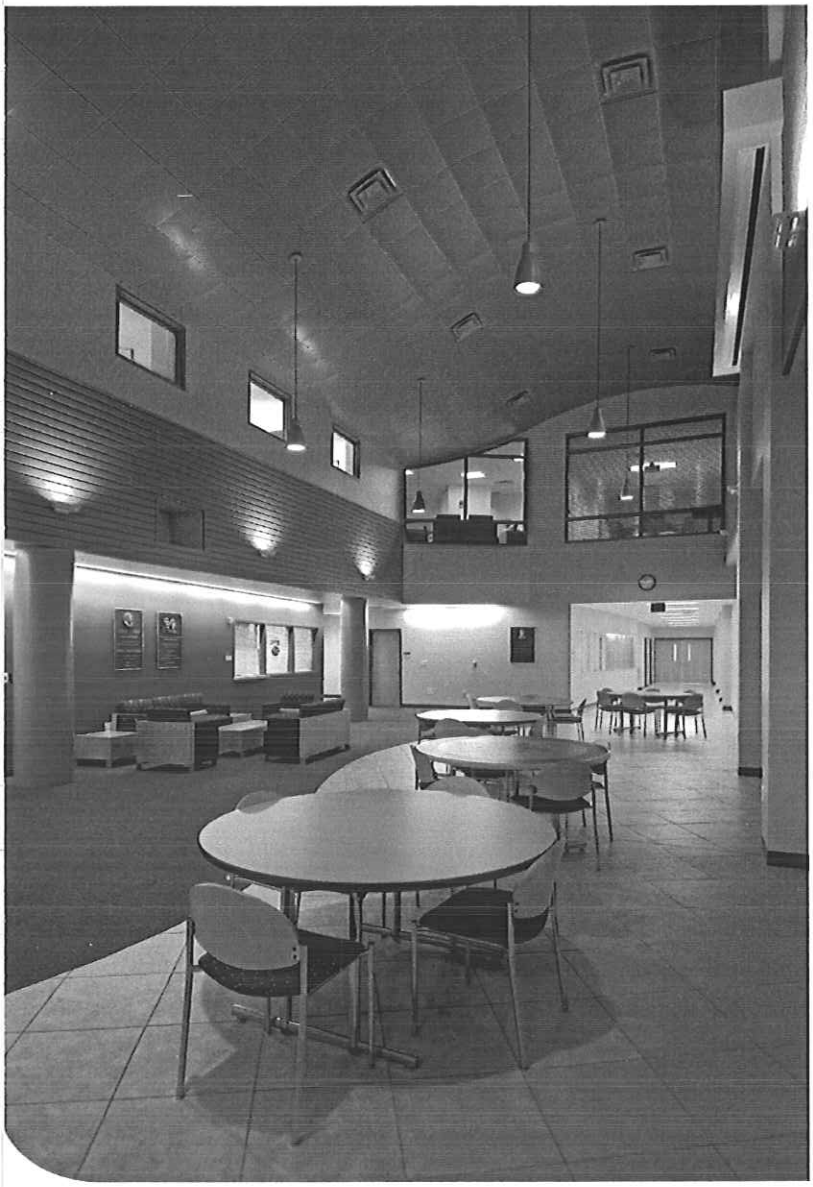

ALPHA EXPERIENCE

ESB East Wing Addition | Reno/Add 2008

Educational Case Study

WVU ESB - East Wing Addition
Morgantown, WV

The first phase of this project was a feasibility study that evaluated the building to determine the nature and scope of the addition.

The West Virginia University Engineering Science Building East Wing Addition/Renovation project was conceived to create a new primary entrance to the existing 228,000 SF building. It consists of a 4-story addition as well as the conversion of an abandoned 3 ½ story boiler room into usable program space. This 3 ½ story boiler space was subdivided into 3 floors supporting chemical-research labs and a tiered lecture hall.

Project Contact:
Kevin Kilinsky
Po Box 6572
Morgantown, WV 26506
304-293-4841

think Alpha first.com

At a Glance

CLIENT:	**West Virginia University**
LOCATION:	**Morgantown, WV**
COMPLETION DATE:	**2008**
SIZE:	**32,600 add, 6,500 reno.**
CONSTRUCTION COST:	**$11 Million**
	Fee: 858,838.00

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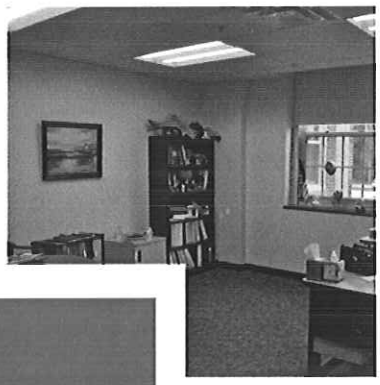

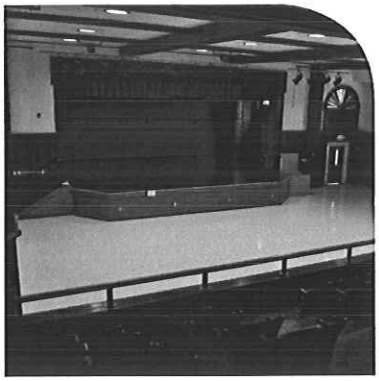

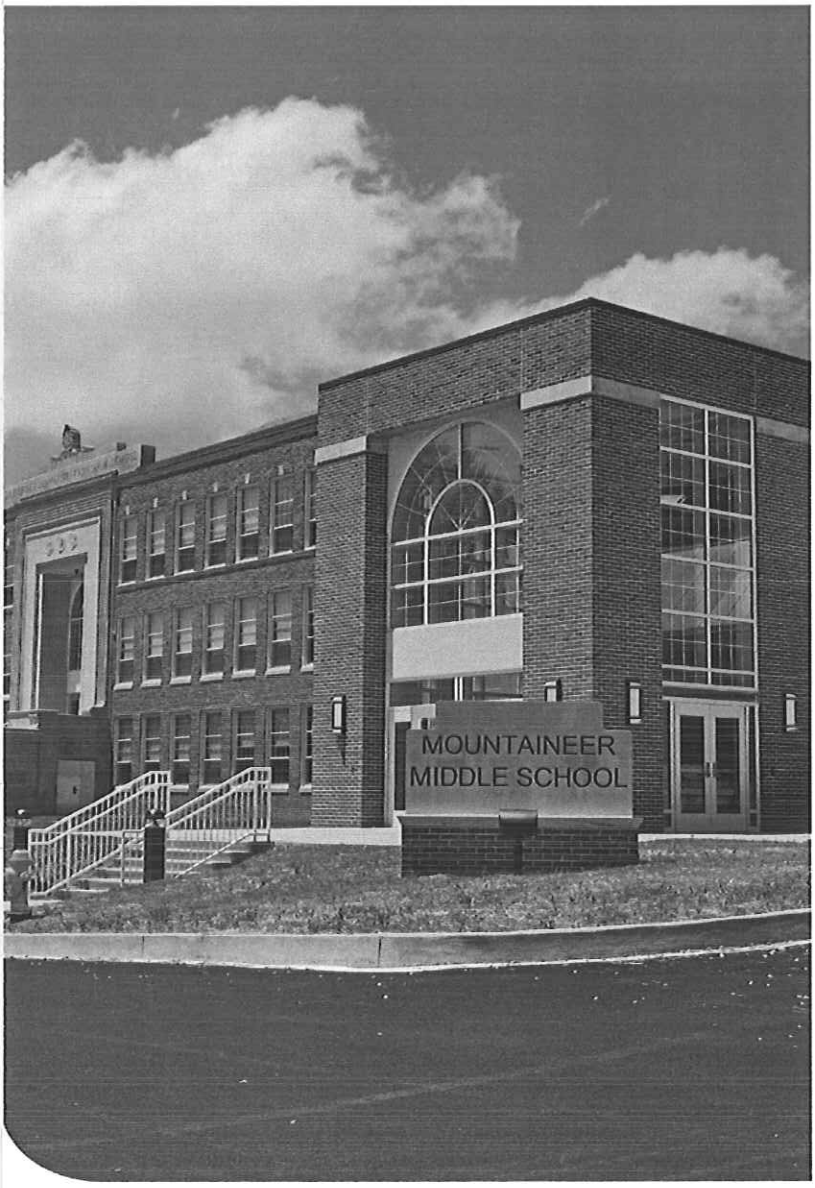

ALPHA EXPERIENCE

Mountaineer Middle School | 2009

Educational Case Study

Mountaineer Middle School
Morgantown, WV

This renovation project included the transformation of a high school into a middle school for Mon County Schools. The renovation included new interior finishes, new HVAC and sprinkler systems, new roof, new entryway, and the paving and redesign of parking lots and access road to comply with ADA regulations.

The project consisted of the demolition of the 80 year old boiler heating system, removing existing wall partitions and floor coverings, and the abatement of asbestos containing materials.

The renovation also included relocating the administrative offices adjacent to the buildings primary entrance.

Project Contact:
Ed McCabe
13 South High Street
Morgantown, WV 26505
304-291-9210

At a Glance

CLIENT:	**Mon County Schools**
LOCATION:	**Morgantown, WV**
COMPLETION DATE:	**2009**
SIZE:	**115,780 Sq. Ft.**
CONSTRUCTION COST:	**$8.4 Million**

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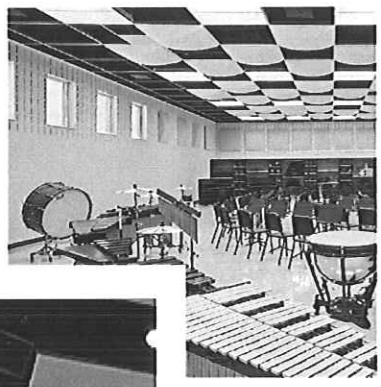

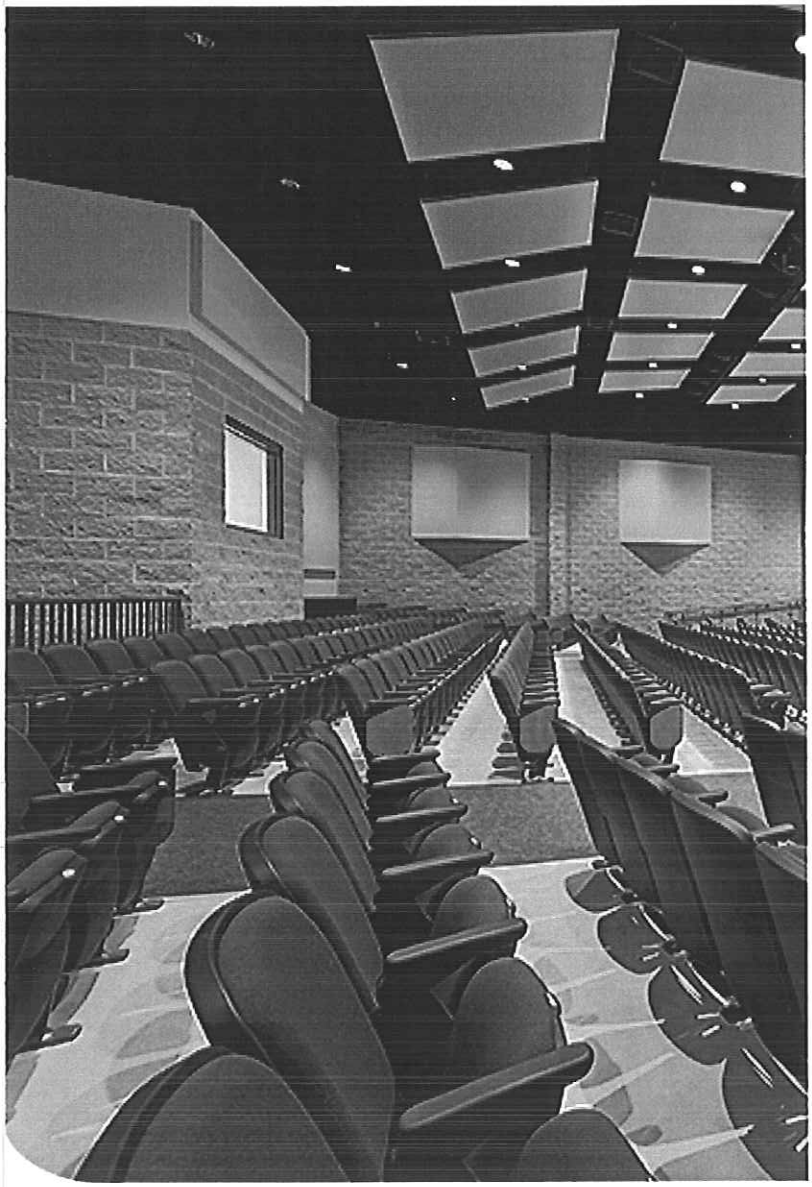

ALPHA EXPERIENCE

Washington High School | 2009

Educational Case Study

Washington High School
Charles Town, WV

Washington High School houses grades 9-12 and is capable of holding 1200 students initially. The school, located in a high growth area was designed for future expansion with core facilities to accommodate an ultimate capacity of 1500 students.

The two-story structure is designed with science and technology as a key education component. Unique spaces, such as a print technology lab, high tech science classrooms and laboratories, create a high school to be a partner in the economic growth of the area.

The project also includes the design and construction of a new sports stadium, athletic fields and all support facilities.

Project Contact:
Susan Wall
110 Mordington Avenue
Charles Town, WV 25414
304-728-9225

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At a Glance

CLIENT:	Jefferson County Schools
LOCATION:	Charles Town, WV
COMPLETION DATE:	2008
SIZE:	210,000 SF
CONSTRUCTION COST:	$35 Million

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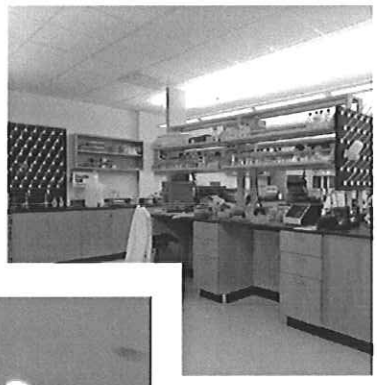

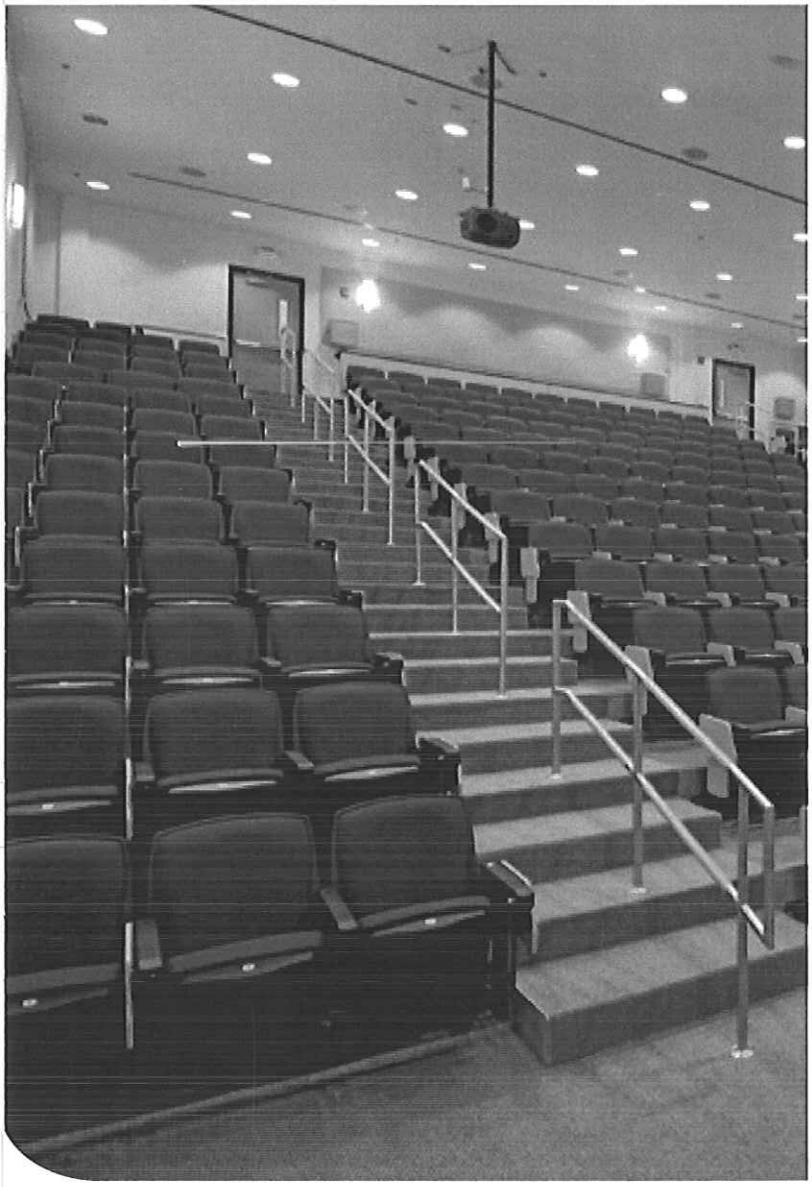

ALPHA EXPERIENCE

South Agricultural Sciences Building | 2005

Educational Case Study

WVU -South Agricultural Sciences Building
Morgantown, WV

Alpha provided architectural and engineering design services for a two-story addition to the south side of the WVU Agricultural Sciences Building. The addition included a large 250 seat, multi-tier general purpose lecture lab/auditorium, 7 research labs, 2 teaching labs, 12 faculty offices, a greenhouse, assorted support rooms, and an unfinished shell space for future expansion, all within 40,000 square feet.

The expediency of the project necessitated a building envelope that was fast and affordable, while at the same time providing a connection with the existing white/gray masonry construction of the 1950's era Agriculture Sciences Building.

Project Contact:
John Sommers
Po Box 6572
Morgantown, WV 26506
304-293-2856

At a Glance

CLIENT:	**West Virginia University**
LOCATION:	**Morgantown, WV**
COMPLETION DATE:	**2005**
SIZE:	**40,000 Sq. Ft.**
CONSTRUCTION COST:	**$7.3 Million**

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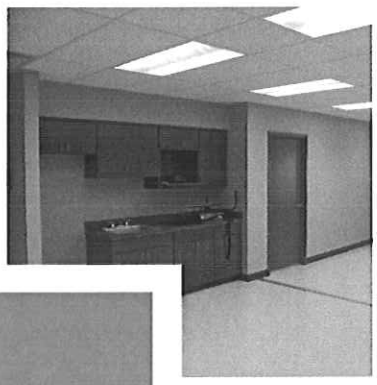

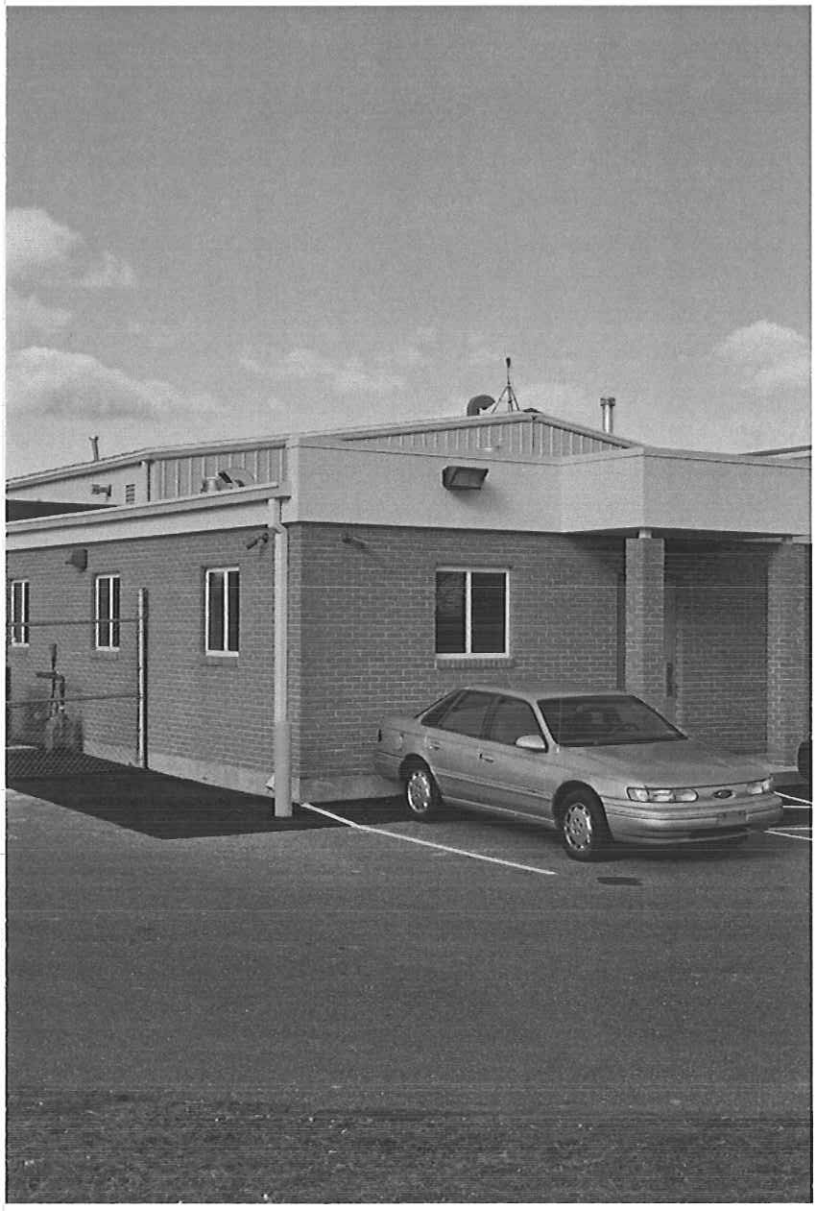

ALPHA EXPERIENCE

Vehicle Maintenance Facility | 2009

Architectural Case Study

EPTA Vehicle Maintenance Facility Alterations and Additions

Martinsburg, WV

Alpha provided architectural and engineering services for the Eastern Panhandle Transit Authority Vehicle Maintenance Facility in Martinsburg, WV.

The Scope of Work included a 1550 square feet addition and a 2400 square foot renovation of the existing facility. Due to funding, the time constraints on this project were very tight.

The work included:

- Selective Demolition
- Three New Offices
- New Workroom and Storage Room
- New Toilets and Training Room
- Carpet Removal and Replacement

Project Contact:
Belinda Rollins
446 Novak Drive
Martinsburg, WV 25405
304-263-0876

think Alpha first.com

At a Glance

CLIENT:	**WV Depart of Public Transit**
LOCATION:	**Martinsburg, WV**
COMPLETION DATE:	**2009**
SIZE:	**3,950 square feet**
CONSTRUCTION COST:	**Private Client**

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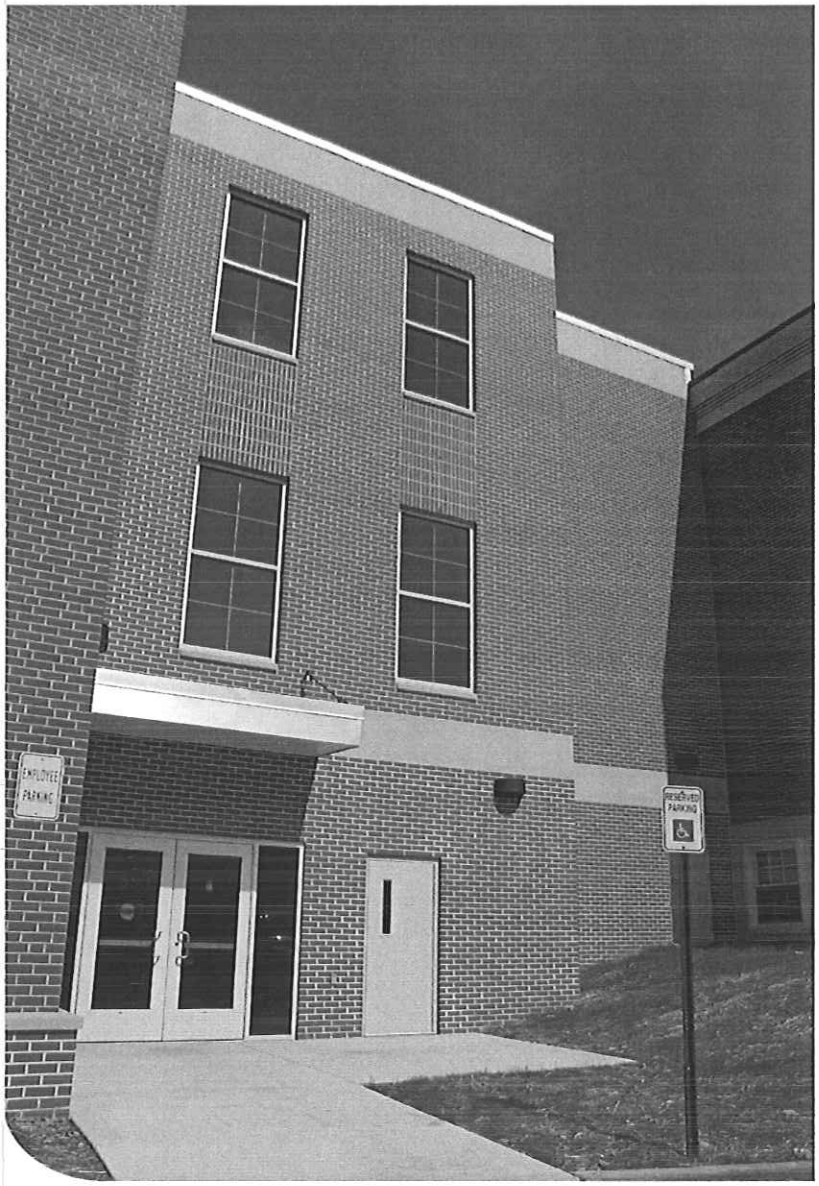

ALPHA EXPERIENCE

WVU Potomac State College | 2008

Educational Case Study

WVU Potomac State College Connecting Link

Keyser, WV

The main purpose of this project was to provide handicapped individuals access to two of the most utilized buildings on the Potomac State College campus, the Administration Building and Academy Hall. An addition constructed between these two buildings with differing floor elevations allowed this to occur.

Through the use of an elevator, multiple ramps, and new corridors, wheelchair access is available to all public areas of both buildings. Renovations of classrooms and toilet rooms were also made to meet ADA regulations.

Project Contact:
Harlan Shreve
101 Fort Avenue
Keyser, WV 26726
304-788-6800

think Alpha first.com

At a Glance

CLIENT:	**West Virginia University**
LOCATION:	**Keyser, WV**
COMPLETION DATE:	**2008**
SIZE:	**3,600 SF Addition**
	11,200 SF Renovation
CONSTRUCTION COST:	**$7.3 Million**

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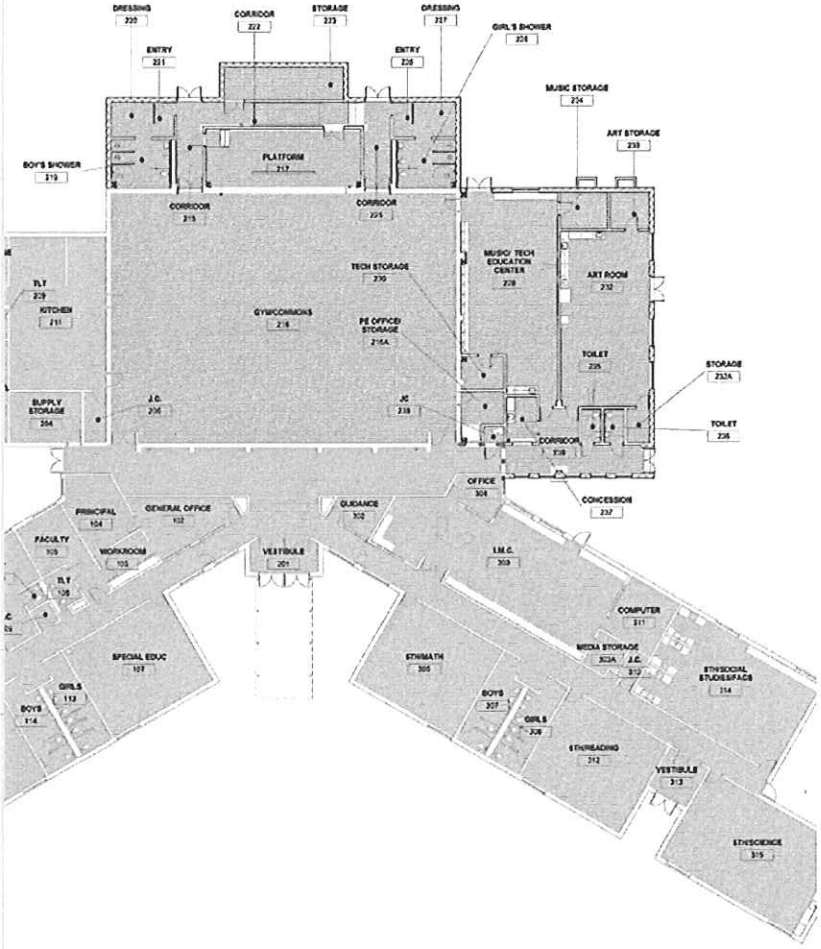

ALPHA EXPERIENCE

Aurora Elementary | est. 2012

Educational Case Study

Aurora Elementary School
Addition/Renovation
Aurora, WV

When Alpha Associates initially designed the Aurora Elementary School in 1993, following a fire that destroyed the existing school, the building was conceived as a K-8 facility with multiple additive alternates for music, art, and technology, locker room, and performance spaces. These alternates were not elected.

Since that time, the school has operated as a pre-K through 6th grade facility. The 5,720 square foot addition to Aurora school will complete the master plan for the facility to allow it to serve 7th and 8th grades. The 5th through 8th grades will then operate on a rotating class schedule for specialized instruction.

The addition includes 2 classrooms, 2 lockers rooms (male and female) and a stage.

Project Contact:
Dr. Larry Parsons
731 Preston Drive
Kingwood, WV 26537
304-329-0580

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At a Glance

CLIENT:	**Preston County Schools**
LOCATION:	**Aurora, WV**
COMPLETION DATE:	**Est. 2012**
SIZE:	**5,720 Sq. Ft.**
CONSTRUCTION COST:	**$1.3 Million**

Alpha Associates, Incorporated
Corporate Organization

Rick Colebank, PE, PS
President and COO

Dick Klein, PE, PS
Chairman and CEO

Charlie Luttrell, PE
Principal

Jim Davison, AIA
Vice President

Rick Colebank, PE, PS
President and COO

Dick Klein, PE, PS
Eastern Regional Office

Administrative Support

Structural Engineering

Noah Accord, PE	Structural Engineer
Jim Wolfe	Project Manager
Dan Fisher	Engineering Technician

Architectural Design

Matt Breakey, AIA, LEED-AP	Principal
Rebecca Key, AIA LEED-AP	Architect
Tom Pritts, AIA, LEED-AP	Architect
Kelly Brett	CADD Coordinator
Todd Lewis	Architectural Technician
Luke Cunningham	Architectural Technician
Colleen Simmons	Interior Designer
Alex Haill	Construction Field Rep.

Civil Engineering

Steve Buchanan, PE, PS	Principal
Chuck Branch, PE	Principal
Bradley Casdorph, PE, PS	Civil Engineer
Rebecca Morris, PE	Civil Engineer
Greg Donnelly, EIT	Civil Engineer
Kevin McClung	Landscape Designer
Gayle Shreves	Engineering Technician
Christiana Crosland	Engineering Technician
Allen Goff	Surveyor
Greg Moyers	Construction Field Rep.

Public Works

Ryan Perks, PE	Civil Engineer
Eric Iser, PE	Civil Engineer
Joseph Weant, Jr.	Civil Engineering Technician
Barbara Kerns	Survey Tech.

Administrative Staff

Diann Clark	Business Manager
Bobbie Hawkins	Business Development
Kim Weaver	Marketing Coordinator
Kim Coomler	Administrative Assistant

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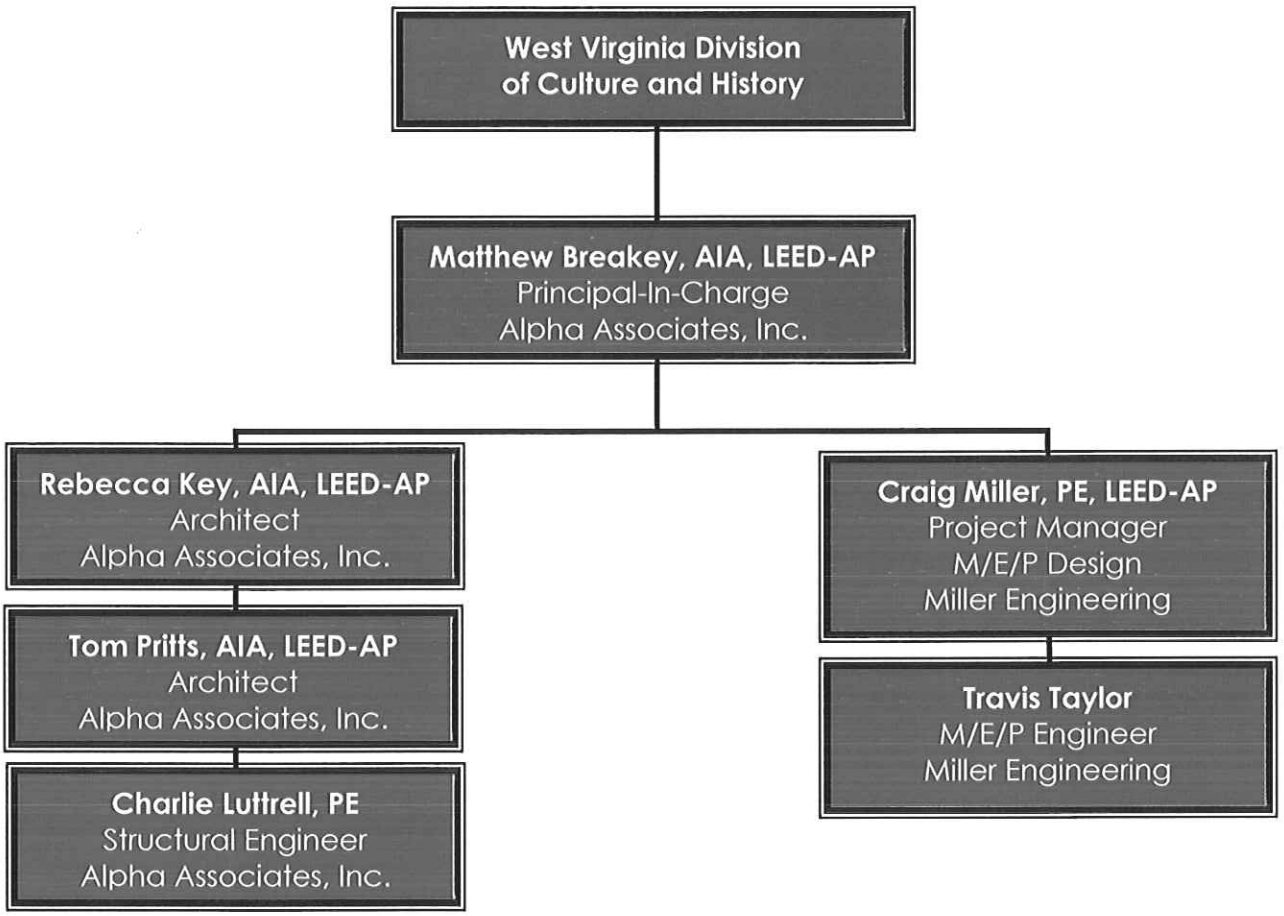

West Virginia Division of Culture and History
Matthew Breakey, AIA, LEED-AP
Principal-In-Charge
Alpha Associates, Inc.
Rebecca Key, AIA, LEED-AP
Architect
Alpha Associates, Inc.
Tom Pritts, AIA, LEED-AP
Architect
Alpha Associates, Inc.
Charlie Luttrell, PE
Structural Engineer
Alpha Associates, Inc.
Craig Miller, PE, LEED-AP
Project Manager
M/E/P Design
Miller Engineering
Travis Taylor
M/E/P Engineer
Miller Engineering

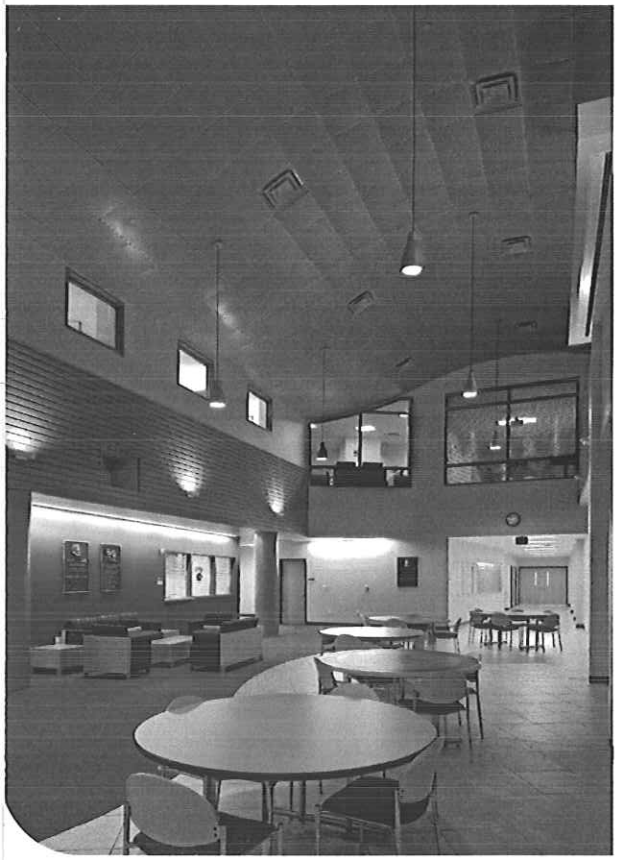
Alpha ARCHITECTS ENGINEERS

ALPHA RESUMES

Matthew Breakey, AIA, LEED-AP | Principal, Architect

SUMMARY

Mr. Breakey began working at Alpha in 1998, and became a principal of the firm in 2004. Mr. Breakey has gained experience through working as Architect of Record and Project Manager on major capital construction projects throughout West Virginia. Mr. Breakey became a LEED Accredited Professional in 2009.



PROFILE

Broad-based responsibilities in the following areas:

- Architectural Design
- Construction Administration
- Client Development
- New Business Development

PROFESSIONAL HIGHLIGHTS

Higher Educational Facilities

- Potomac State College, ADA Connector Link; Keyser, WV
- Engineering Science Building, East Wing Addition, WVU
- Potomac State College, Library Façade Replacement, Keyser, WV
- Engineering Sciences Building, 10th Floor Renovation, WVU
- Engineering Sciences Building Nan/Microtechnology Lab; WVU
- Alfred F. Galli Laboratory, WVU
- Robert C. Byrd Health Sciences Center SRP Lab; WVU

K-12 Educational Facilities:

- Washington High School; Charles Town, WV
- Mountaineer Middle School Renovation; Morgantown, WV
- Pocahontas County High School Science Wing; Marlinton, WV
- Slanesville Elementary School Addition; Hampshire County, WV
- Petersburg High School Science Lab Renovation; Petersburg, WV
- Buckhannon Upshur Middle School Renovations; Buckhannon, WV

Miscellaneous:

- Fairmont Federal Credit Union; Bridgeport, WV
- Clear Mountain Bank, Reedsville Branch; Reedsville, WV
- BC Bank Renovation/Addition; Philippi, WV
- Clear Mountain Bank, Oakland Branch; Oakland, MD
- Clear Mountain Bank, Sabraton Branch, Morgantown, WV

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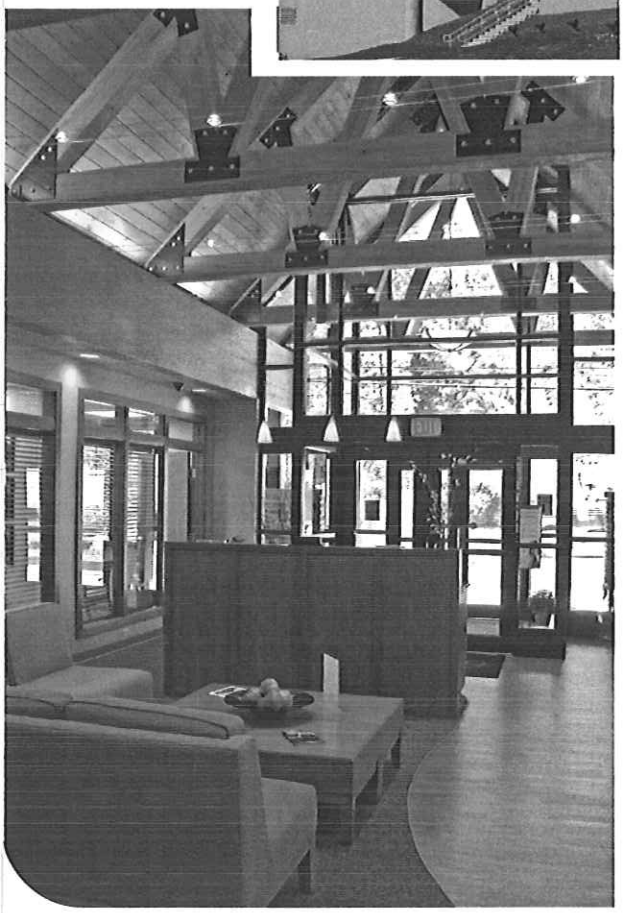

ALPHA RESUMES

Matthew Breakey, AIA, LEED-AP | Principal, Architect

EMPLOYMENT HISTORY

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

EDUCATION

Pennsylvania State University
Bachelor of Architecture; 1992
Bachelor of Science; 1991

QUALIFICATIONS

- **License:** Registered Architect: West Virginia, Maryland
- NCARB Certified
- Leadership In Energy and Environmental Design Accredited Professional

AFFILIATIONS

- American Institute of Architects
- West Virginia Society of Architects
- Council of Educational Facility Planners International
- U.S. Green Building Council
- Chestnut Ridge Park Board; Past President
- Main Street Morgantown

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Contact
Matthew S. Breakey
304.296.8216
800.640.8216
matt.breakey@thinkalphafirst.com

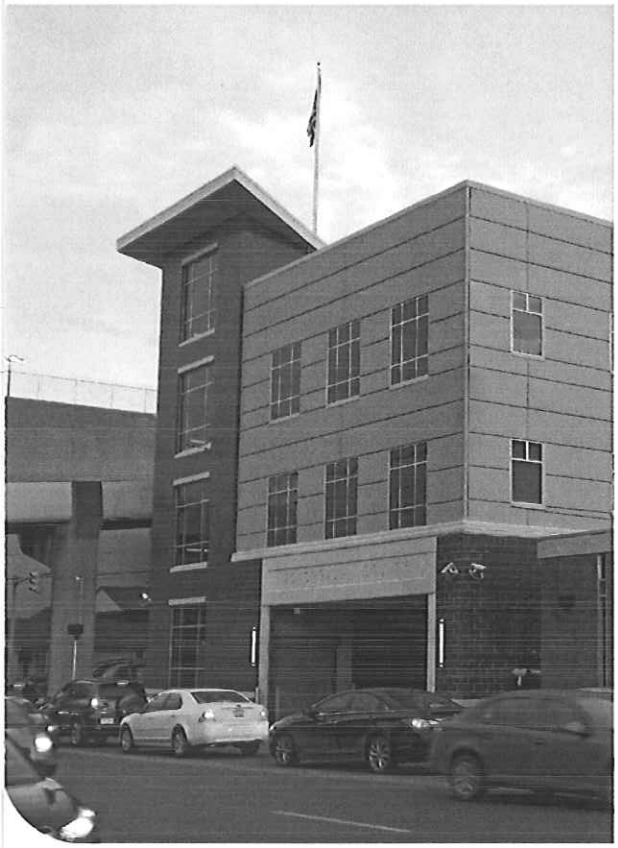
Alpha
ARCHITECTS ENGINEERS

ALPHA RESUMES

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

SUMMARY

Ms. Key has worked in the architectural field for over 34 years. She is Project Architect/Project Manager for numerous architectural designs at Alpha Associates, Incorporated. Ms. Key is involved from the programmatic stages and schematic designs all the way through construction documents to construction administration.



PROFILE

Broad-based responsibilities in the following areas:

- Architectural Design
- Interior Design
- Medical Design
- Interior Space Planning
- Historic Renovation

PROFESSIONAL HIGHLIGHTS

Architectural Design:

- Mon County Family Court Renovation; Morgantown, WV
- Mon County Sheriff's Building; Morgantown, WV
- WVU South Agricultural Sciences Building; Morgantown, WV
- Washington High School; Charles Town, WV
- Prichard Hall Renovation; Fairmont State University; Fairmont, WV
- WVU CRRB Renovation, 5th and 7th Floors; Morgantown, WV
- WVU Boreman Hall, Boreman Bistro; Morgantown, WV
- WVU Hatfields Restaurant; Morgantown, WV
- Hart Field Maintenance Facility; Morgantown, WV
- Norwood Fire Station; Morgantown, WV
- FMW Composites; Bridgeport, WV
- Hart Field Terminal Renovation; Morgantown, WV
- White Hall Municipal Building; White Hall, WV
- WV State Office Building; Clarksburg, WV
- Ruby McQuain Amphitheater Roof; Morgantown, WV
- Augusta Apartment Building; Morgantown, WV
- Cass Scenic Railroad Clubhouse Renovation; Cass, WV
- Berkeley Springs Bath House Renovation; Berkeley Springs, WV

Alpha
ARCHITECTS ENGINEERS

ALPHA RESUMES

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

EMPLOYMENT HISTORY

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

EDUCATION

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

QUALIFICATIONS

- **License:** Registered Architect: West Virginia, Maryland, Washington DC, New York, Virginia, Pennsylvania
- NCIDQ Certified
- Leadership In Energy and Environmental Design Accredited Professional

AFFILIATIONS

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

think Alpha first.com

Contact
Rebecca Key
304.296.8216
800.640.8216
rebecca.key@thinkalphafirst.com

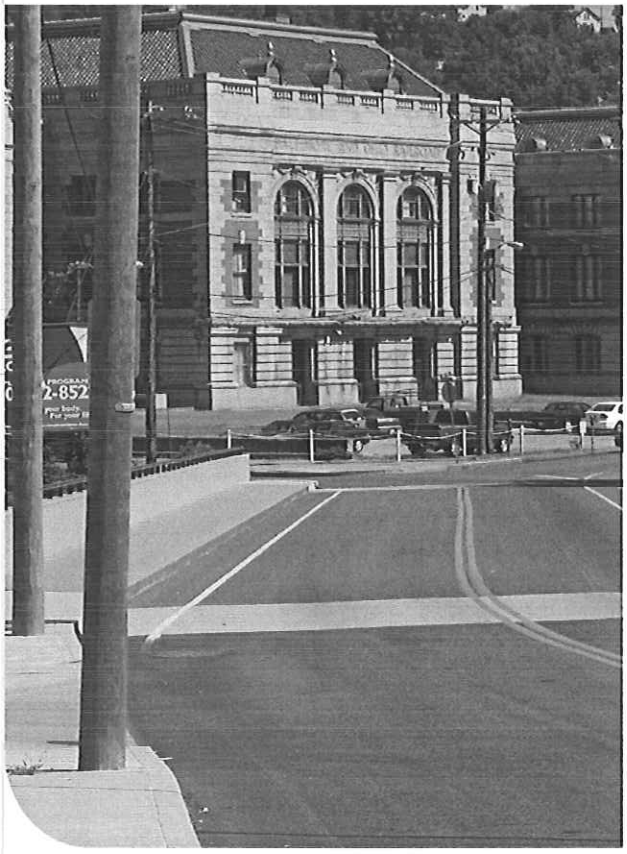
Alpha ARCHITECTS ENGINEERS

ALPHA RESUMES

Charles B. Luttrell, PE | 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 the WVU Constructed Facilities Center. Since coming to Alpha, Mr. Luttrell has had significant involvement in the effort to begin utilizing modern composite materials in practical bridge applications.



PROFILE

Broad-based responsibilities in the following areas:

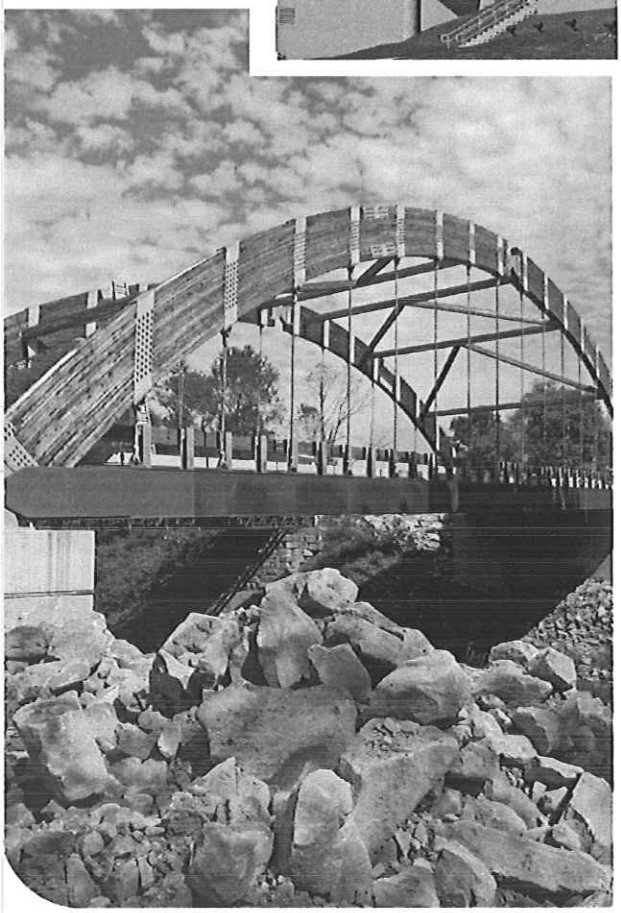
- Bridge Structural Design and Analysis
- Innovative Bridge Materials Applications
- Building Structural Design and Analysis
- Historical Restoration and Evaluations

PROFESSIONAL HIGHLIGHTS

Structural Engineer:

- Alumni Center Structural Framing and Foundation; WVU
- Engineering Science Building, East Wing Addition, WVU
- Hazel Ruby McQuain Amphitheater Roof; Morgantown, WV
- West Buckeye Bridge; Core, WV
- Washington High School; Charles Town, WV
- WVU Coliseum Structural Inspection; Morgantown, WV
- WVU Coliseum Scoreboard Hoist Project; Morgantown, WV
- Alderson Broaddus College, Rex Pyles Arena Deck; Philippi, WV
- Mountaineer Middle School Renovation; Morgantown, WV

Alpha
ARCHITECTS ENGINEERS



ALPHA RESUMES

Charles B. Luttrell, PE | Principal, Structural Engineer

EMPLOYMENT HISTORY

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

EDUCATION

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

QUALIFICATIONS

- **License:** Professional Engineer: West Virginia, Maryland, 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 Research
  - ✓ Line load behavior/failures
  - ✓ Concentrated load behavior/failures
  - ✓ Web crippling
  - ✓ Punch failures

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

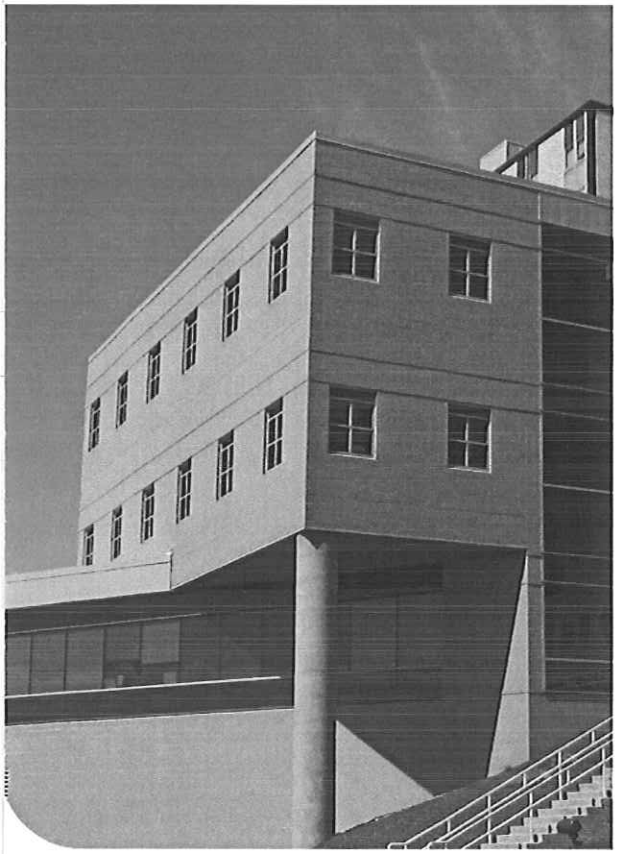
Alpha ARCHITECTS ENGINEERS

ALPHA RESUMES

Thomas Pritts, AIA, LEED-AP | Associate, Architect

SUMMARY

Mr. Pritts is a licensed Architect who joined the Alpha Associates, Incorporated staff in the Morgantown office In 2004. His involvement in projects in West Virginia's Eastern Panhandle facilitated his relocation to Cumberland, MD in 2008 to better serve clients in that area. In 2008 he received his LEED Accredited Professional Certification from the USGBC and Construction Document Technologist designation from the Construction Specification Institute. Mr. Pritts has become a valuable asset to Alpha Associates with broad experience in K-12 and higher educational design, commercial design and programmatic development.



PROFILE

Broad-based responsibilities in the following areas:

- Architectural Design
- Programmatic Development
- Green Building Design

PROFESSIONAL HIGHLIGHTS

Higher Educational Facilities

- Potomac State College, ADA Connector Link; Keyser, WV
- Engineering Science Building, East Wing Addition, WVU
- Potomac State College, Library Façade Replacement, Keyser, WV
- Engineering Sciences Building, Basement Renovation, WVU
- Engineering Sciences Building Nan/Microtechnology Lab; WVU
- Potomac State College, McKee Arts Center Plaza; Keyser, WV

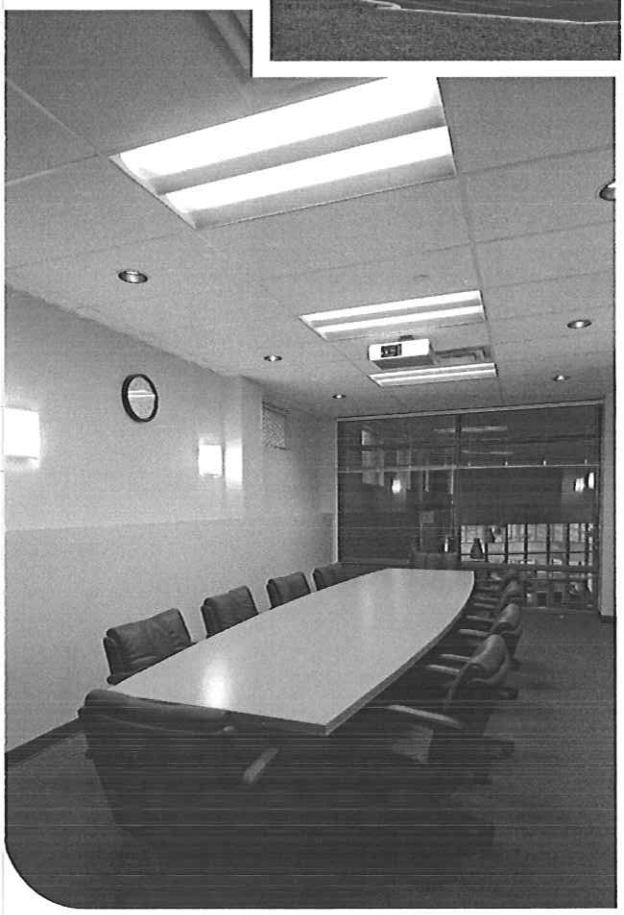
K-12 Educational Facilities:

- Washington High School; Charles Town, WV
- Cheat Lake Elementary School Renovation; Morgantown, WV
- Monongalia County Schools – School Access Safety; Morgantown, WV

Miscellaneous:

- Fairmont Federal Credit Union; Bridgeport, WV
- Clear Mountain Bank, Reedsville Branch; Reedsville, WV
- Ridgeley Community Center; Ridgeley, WV
- Clear Mountain Bank, Oakland Branch; Oakland, MD
- Jefferson County Emergency Operations Building; Ranson, WV
- Berkeley County Ambulance Authority; Martinsburg, WV
- Eastern Panhandle Transit Authority Renovation; Martinsburg, WV
- Eastern Management Development Center; Shepherdstown, WV
- Yellow Brick Bank; Shepherdstown, WV
- The Clarion Hotel; Shepherdstown, WV

Alpha
ARCHITECTS ENGINEERS



ALPHA RESUMES

Thomas Pritts, AIA, LEED-AP | Associate, Architect

EMPLOYMENT HISTORY

2004 – Current Alpha Associates, Incorporated
2003-2004 Marshall Craft Associates

EDUCATION

Virginia Tech
Bachelor of Architecture; 2004

QUALIFICATIONS

- **License:** Registered Architect: West Virginia, Maryland
- NCARB Certified
- Leadership in Energy and Environmental Design Accredited Professional
- Construction Document Technologist
- Certified Construction Specifier

AFFILIATIONS

- American Institute of Architects
- West Virginia Society of Architects
- Autodesk User Group International
- U.S. Green Building Council
- Construction Specification Institute

think Alpha first.com

Contact
Thomas Pritts
304.296.8216
800.640.8216
tom.pritts@thinkalphafirst.com

MILLER
ENGINEERING, INC.

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.

MILLER
ENGINEERING, INC.

TRAVIS TAYLOR
MECHANICAL DESIGNER

EDUCATION

Bachelor of Science in Mechanical Engineering
West Virginia University - 2006
Promise Scholar

QUALIFICATIONS

Travis has been employed with MEI for five months. Prior to MEI, Travis was a Project Manager with Tri-County Electric, an electrical contractor, for five years. During his time with Tri-County Electric, Travis coordinated and managed manpower, prepared and reviewed product submittals for compliance with contract drawings, and prepared estimates for bids. Travis also took part in meetings and coordination with contractors, architects, engineers, and owners to resolve issues and maintain on schedule during the construction process. Travis has been involved with many projects covering a variety of sizes and scopes for both new construction and renovations.

Since joining MEI, Travis has been performing MEP design. Travis's previous work experience provides him with a construction background that helps him prepare a constructible design.

Travis will be sitting for his Fundamentals of Engineering exam in 2012 as part of his process to obtain a PE license in the future.

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	PAGE
DCH12101	1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
SHELLY MURRAY
304-558-8801

VENDOR
RFQ COPY
TYPE NAME/ADDRESS HERE

Alpha Associates, Inc.
209 Prairie Avenue
Morgantown, WV 26501

SHIP TO
DIVISION OF CULTURE & HISTORY
GRAVE CREEK ARCHEOLOGY COMPLEX
801 JEFFERSON AVENUE
PO BOX 527
MOUNDSVILLE, WV
26041 304-558-0220

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/12/2012				

BID OPENING DATE: 04/25/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				EXPRESSION OF INTEREST		
				THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF CULTURE & HISTORY, IS SOLICITING EXPRESSIONS OF INTEREST FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR RENOVATION OF RESTROOMS AND AUDITORIUM SPACES AT THE GRAVE CREEK ARCHEOLOGY COMPLEX, 801 JEFFERSON AVENUE, MOUNDSVILLE, WV, 26041 PER THE FOLLOWING BID REQUIREMENTS AND ATTACHED SPECIFICATIONS.		
001	1	LS		906-00-00-001		
				ARCHITECT/ENGINEERING SERVICES, PROFESSIONAL		
				EXHIBIT 3		
				LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE [signature] TELEPHONE 304-296-8216 DATE 04-30-12

TITLE Principal, Architect FEIN 55-0516286 ADDRESS CHANGES TO BE NOTED ABOVE

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

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	PAGE
DCH12101	2

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UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT BY THE STATE OF WEST VIRGINIA, ITS AGENCIES, OR POLITICAL SUBDIVISIONS, THE TERMS, CONDITIONS, AND PRICING SET FORTH HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.

RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.

CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.

OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)

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.

THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

GNATURE	TELEPHONE	DATE
	304-296-8216	04-30-12

TLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Principal, Architect	55-0516286	

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

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DCH12101	3

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SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.

NOTICE

A SIGNED BID MUST BE SUBMITTED TO:

DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
BUILDING 15
2019 WASHINGTON STREET, EAST
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: SHELLY MURRAY

RFQ. NO.: DCH12101

BID OPENING DATE: 04/25/2012

BID OPENING TIME: 1:30 PM

PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE [signature] TELEPHONE 304-296-8216 DATE 04-30-12

TITLE Principal, Architect FEIN 55-0516286 ADDRESS CHANGES TO BE NOTED ABOVE

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

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	PAGE
DCH12101	4

ADDRESS CORRESPONDENCE TO ATTENTION OF:
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304-558-8801

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Alpha Associates, Inc.
209 Prairie Avenue
Morgantown, WV 26501

SHIP TO
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT

TO CONTACT YOU REGARDING YOUR BID:

304-296-8216

CONTACT PERSON (PLEASE PRINT CLEARLY):
Matthew S. Breakey, AIA, LEED-AP

****** THIS IS THE END OF RFQ DCH12101 ****** TOTAL:

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	304-296-8216	04-30-12

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Principal, Architect	55-0516286	

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

RFQ No. DCH12101

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 exceed 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.

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

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Alpha Associates, Incorporated

Authorized Signature: _____ Date: 5/1/2012

State of West Virginia

County of Monongalia, to-wit:

Taken, subscribed, and sworn to before me this ___ day of _____, 20___.

My Commission expires _____, 20___.

AFFIX SEAL HERE

NOTARY PUBLIC _____

State of West Virginia
Department of Administration
Purchasing Division
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
001	1	LS		906-00-00-001		

---------- ADDENDUM NO. 1 ----------

THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE

FROM: 04/25/2012
TO : 05/02/2012

ARCHITECT/ENGINEERING SERVICES, PROFESSIONAL

EXHIBIT 10

REQUISITION NO.: .....

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO.'S:

NO. 1 ..X.....

NO. 2 .....

NO. 3 .....

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE [signature] TELEPHONE 304-296-8216 DATE 04-30-12

TITLE Principal, Architect 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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BID OPENING DATE: 05/02/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT

NO. 4 .....

NO. 5 .....

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.

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.

.....
SIGNATURE

Alpha Associates, Inc.
.....
COMPANY

April 30, 2012
.....
DATE

NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.

---------- END OF ADDENDUM NO. 1 ----------

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE | TELEPHONE 304-296-8216 | DATE 04-30-12

TITLE Principal; Architect | FEIN 55-0516286 | ADDRESS CHANGES TO BE NOTED ABOVE

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