



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

Solicitation

NUMBER
PSC1016

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
GUY NISBET 304-558-8802


V E N D O R	RFQ COPY
	TYPE NAME/ADDRESS HERE
	Alpha Associates, Inc.
	209 Prairie Avenue Morgantown, WV 26501

S H I P T O	PUBLIC SERVICE COMMISSION OF WEST VIRGINIA 201 BROOKS STREET CHARLESTON, WV 25301 340-0323
----------------------------	--

DATE PRINTED
06/24/2013

BID OPENING DATE: 07/16/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		906-29		
ARCHITECTUAL & ENGINEERING SERVICES						
EXPRESSION OF INTEREST						
THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY THE WEST VIRGINIA PUBLIC SERVICE COMMISSION (WV PSC) IS SOLICITING "EXPRESSION OF INTEREST", ARCHITECTUAL AND ENGINEERING SERVICES FOR THE PSC BROOKS STREET OFFICE BUILDING, PER THE ATTACHED.						
***** THIS IS THE END OF RFQ PSC1016 ***** TOTAL:						
07/16/13 10:02:06 AM West Virginia Purchasing Division						


SIGNATURE 	TELEPHONE 304-296-8216	DATE 07-15-13
TITLE President and COO	FEIN 55-0516286	ADDRESS CHANGES TO BE NOTED ABOVE

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

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Alpha Associates, Incorporated
(Company)


(Authorized Signature)

Richard Colebank, PE, PS - President and COO
(Representative Name, Title)

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

July 15, 2013
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.:

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Alpha Associates, Incorporated

Company



Authorized Signature

July 15, 2013

Date

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

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

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

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

DEFINITIONS:

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

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

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

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Alpha Associates, Incorporated

Authorized Signature: [Signature] Date: 7/15/2013

State of West Virginia

County of Monongalia, to-wit:

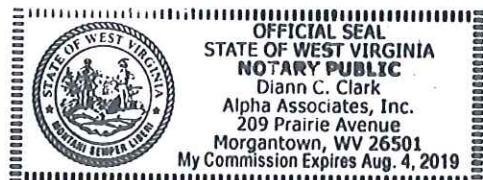
Taken, subscribed, and sworn to before me this 15th day of July, 2013.

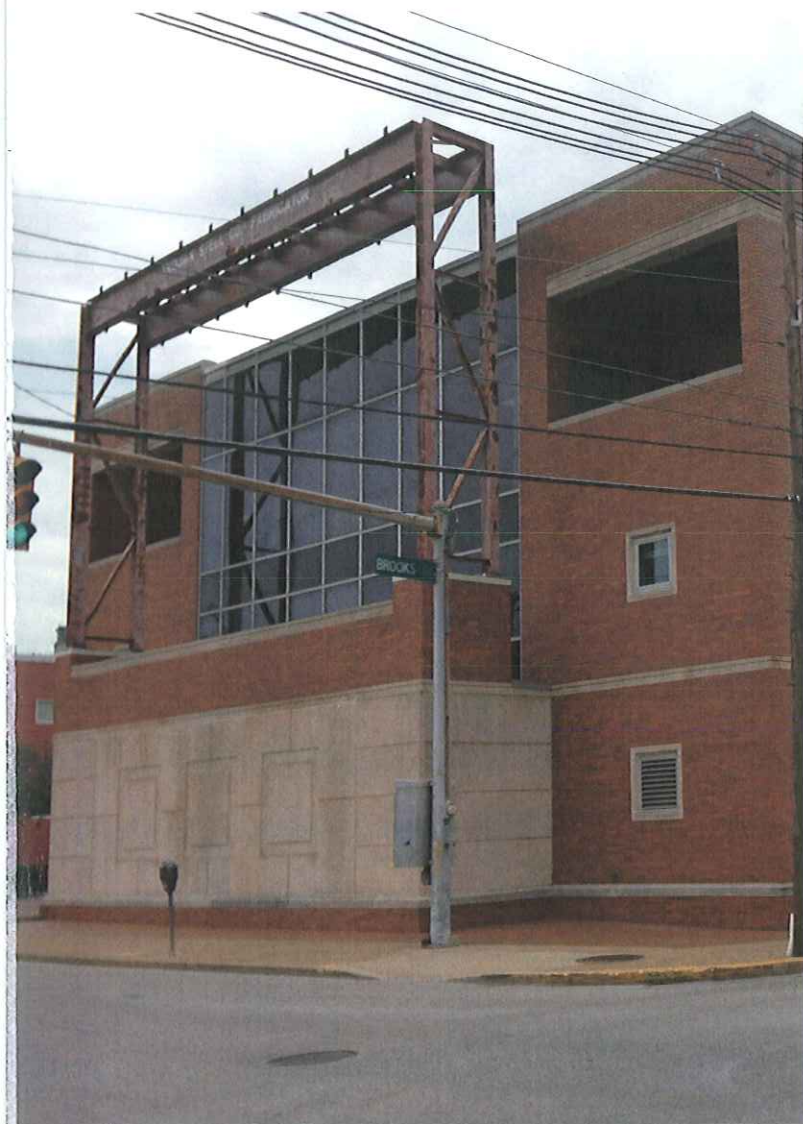
My Commission expires Aug. 4, 2019.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

Purchasing Affidavit (Revised 07/01/2012)

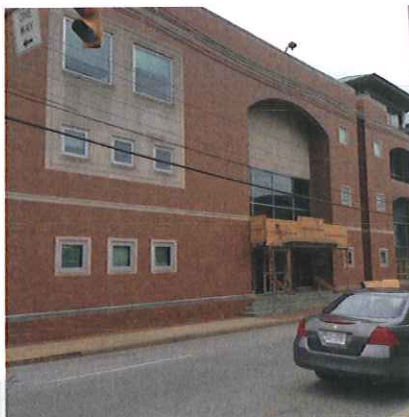




Design Study for Public Service Commission Building PSC1016

Architectural/Engineering Services
July 16, 2013

EXPRESSION OF INTEREST



think **Alpha** first.com

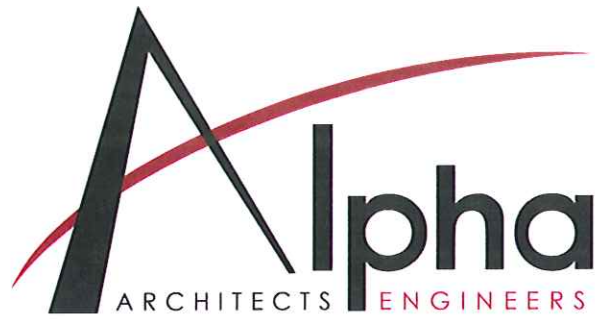


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July 16, 2013

Department of Administration, Purchasing Division
2019 Washington Street East
P.O. Box 50130
Charleston, WV 25305

**RE: Solicitation Number PSC
Public Service Commission Building**

Dear Selection Committee,

Alpha Associates, Incorporated is pleased to submit this Expression of Interest for consideration as the architect/engineer to provide further development of a 35% level design study of the renovation options and eventual renovations for the Public Service Commission Building located at 201 Brooks Street. The Alpha team will prove to be an exceptional partner for you throughout the continued evaluation, design, and renovation. We have recent, relevant experience with projects of this nature.

HISTORY/EXPERIENCE

Alpha has provided architectural and engineering design services throughout the State of West Virginia since 1969. Over the past 44 years we have performed many new construction and renovation projects.

Alpha recently completed the design study for a similar project for the State of West Virginia in Parkersburg. The main goal of the Building 25 project was to evaluate and renovate the deteriorating state government facility. The design study was conducted to determine the best way to systematically and comprehensively repair any and all exterior issues. In addition to the corrections of the façade of the building, an ADA compliant ramp and door entrance as well as upgraded parking facilities are proposed.

This is just one of the many related projects that Alpha has completed. Additional pertinent information is included in the section labeled "Experience".

DESIGN TEAM

Alpha is a West Virginia owned and operated design firm offering a full range of design services, including architectural design, civil and structural engineering, interior design, landscape design, surveying, and construction administration. The following Expression of Interest outlines Alpha's qualifications. Rebecca Key, AIA will be the Project Architect for the project. Additional information is included in the body of the response regarding the complete team for your project.

The design staff for your project will be led by talented architects and engineers with recent, relevant experience. Your project will be managed and produced in Alpha's Charleston office. Rebecca is responsible for Alpha's Charleston Office. Our new location on Kanawha Boulevard, East is located minutes away from your building. This location will prove to be an added benefit for ease and efficiency throughout the various stages of the project. You will have a team of professionals who will be dedicated to the success of your project.

SUMMARY

This project is a perfect fit for our team. We have the ability to continue the design and provide the further evaluation, and design of the Public Service Commission Building Repairs in its entirety. Our quality work, professionalism and dedication are unparalleled among our competitors. We look forward to meeting with you about your project.

Sincerely,

ALPHA ASSOCIATES, INCORPORATED



Richard A. Colebank, PE, PS
President and COO

rcolebank@alphaaec.com



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FIRM PROFILE

Firm Profile

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, WV

FIRM PRINCIPALS

Richard A. Colebank, PE, PS; President and COO
Richard W. Klein, PE, PS; Chairman and CEO
James A. Davison, AIA; Vice President
Charles B. Luttrell, PE; Principal
Steven V. Buchanan, PE, PS; Principal
Matthew S. Breakey, AIA, LEED-AP; Principal
Charles B. Branch, PE; Principal

NUMBER OF EMPLOYEES

34 Employees

SERVICES

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



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

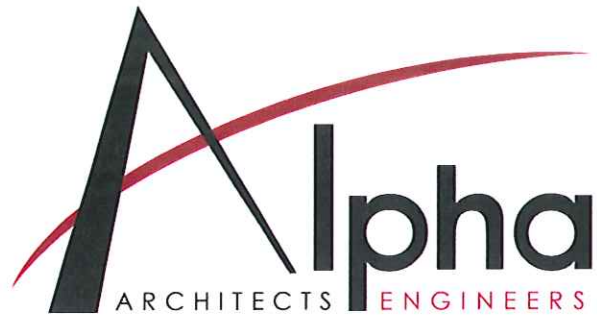


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SCHEDULE AND KEY PHASES OF DEVELOPMENT

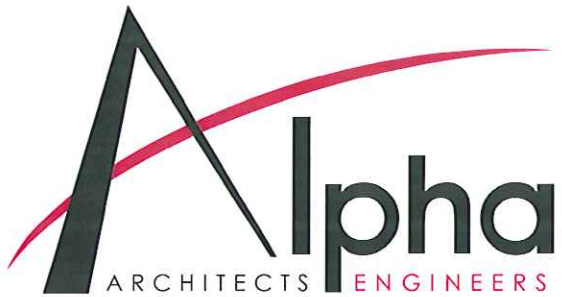
One key to a successful project is a proper management and development plan which depends upon consensus regarding work efforts, milestones and goals. We have found that the development of detailed work plans, which delineate tasks and deliverables for each project phase, is the most effective means of establishing expectations about efforts required by the respective entities involved in the project. In addition to guiding the efforts of the design team, the work plan sets forth specific time frames and decision points for the project stakeholders.

Developing an overall project schedule and work plan is a critical task that must take into account many factors: building type, owner's desire for occupancy, scope of work and level of documentation, whether contract(s) is bid or negotiated, available budget, and prior experiences on similar projects.

Determining a project schedule is a task that must be done with all project stakeholders involved in the process. Once the design process begins, a very detailed, realistic project schedule can be developed and communicated to all involved and will insure the timelines needed are adhered to. It is anticipated that the schedule and work plan will include the following key elements:

PSC Building Outline of Schedule and Key Phases of Development:

- 1.) Initial Kick-Off Meeting with Building Owner/Stakeholders.
- 2.) Establish Project Schedule with Dates Assigned.
- 3.) Review of Assessment Report and Physical On-Site Inspection by design team of Architect and Structural Engineers.
 - a.) Review of all existing documents
 - b.) In-Depth review of Assessment Report
 - c.) Measurements and/or verification of measurements to reflect actual conditions in Field
- 4.) Create graphic illustrations and documentation sufficient for Presentation and Cost Analysis of various options as listed in Assessment report.



5.) Options are to consist of:

- a.) Remove the existing Brick and Start over again with replacement Masonry properly detailed.
- b.) Remove the Brick from the 2nd and 3rd floor, replacing with a Glazed Curtain Wall System
- c.) Repair and Rebuild the former arch on the SW side of the building

6.) Alternate Solution:

- a.) If during the review and development of the options listed above, a more efficient and aesthetically pleasing alternative is discerned, then perhaps an alternate solution with associated costs would be explored.

7.) Consider phasing techniques for reconstruction of the facades in an occupied structure.

- a.) Impact upon construction schedule
- b.) Impact upon personnel and work productivity
- c.) Impact upon cost estimate

8.) Provide Summary of results and report of recommendations for implementation of preferred option.

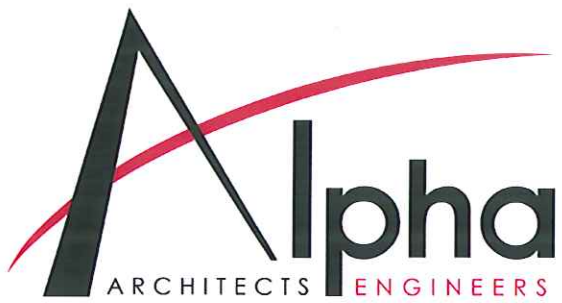
9.) Meetings with Stakeholders and Building Owner/Representatives

The above work is anticipated to be completed within a 120 day time frame, after receipt of Notice to Proceed.



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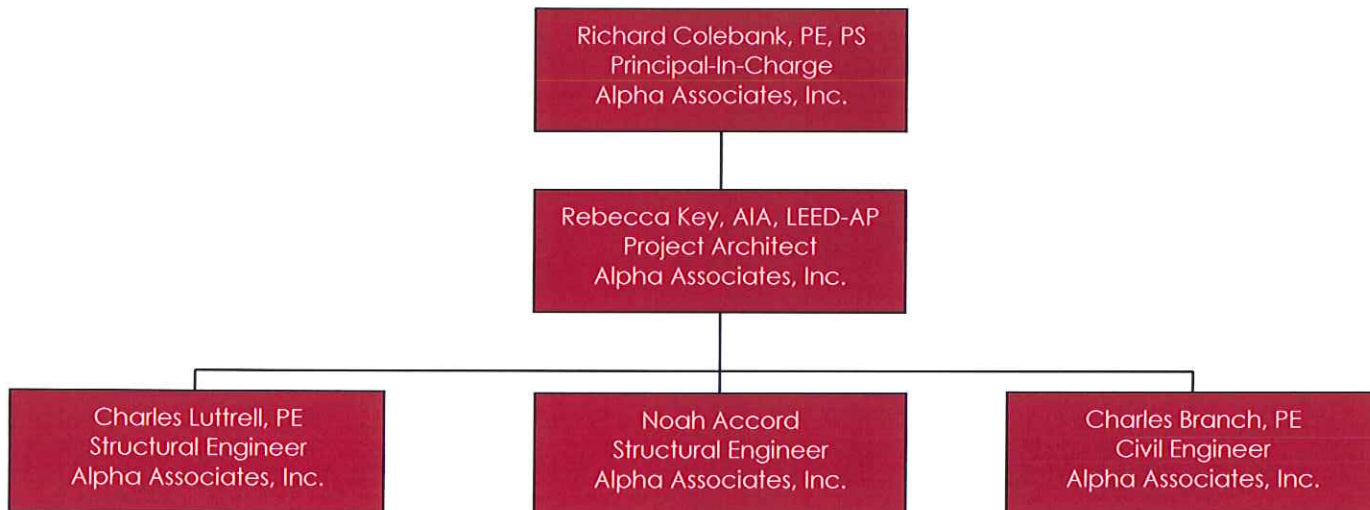
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KEY PERSONNEL

Contact Person: Richard A. Colebank, PE, PS
President and COO
Alpha Associates, Incorporated
209 Prairie Avenue
Morgantown, WV 26501
304-296-8216 Ext.102
rick.colebank@thinkalphafirst.com

ORGANIZATIONAL CHART



Resumes for the above key personnel are included herein



ALPHA RESUMES

SUMMARY

Mr. Colebank is President and Chief Operating Officer of Alpha. He has been with Alpha Associates, Incorporated since 1985. He began his career with Alpha as a staff engineer and progressed through the ranks from Project Manager to his current position. Mr. Colebank has worked with diverse clients such as WVU, City of Morgantown, WVDOH, WVU Foundation, and the Morgantown Municipal Airport, as well as numerous 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.

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

PROFILE

Broad-based responsibilities in the following areas:

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

PROFESSIONAL HIGHLIGHTS

Project Manager:

- WVU Research Park; Morgantown, WV
- Federal Bureau of Prisons Hazelton Medium Security Prison
- WV Medal of Honor Recipients Plaza; Hazelton, WV
- North Fork Hughes River Recreation Facilities; Ritchie County, WV
- WVDOH I-77 Welcome Center; Williamstown, WV
- Ices Ferry Bridge; Morgantown, WV
- Monongalia General Hospital Expansion; Morgantown, WV
- Monongalia General Hospital Access Road; Morgantown, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV

Indefinite Delivery/Indefinite Quantity Contracts:

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





ALPHA RESUMES

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

EMPLOYMENT HISTORY

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

EDUCATION

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

QUALIFICATIONS

• **License:** Professional Engineer: West Virginia, Maryland, Pennsylvania, Virginia
Professional Surveyor: West Virginia
Certified Private Pilot

AFFILIATIONS

- WV Society of Professional Engineers
- National Society of Professional Engineers
- Former NSPE/PEPP Governor of WV
- ACEC/WV; Former President and Current National Director
- University High School Foundation; Charter Member; President
- Morgantown Area Chamber of Commerce; Past Chairman
- Monongalia County PO Technical Advisory Committee; Member
- Morgantown Area Economic Partnership; Member

Contact

Richard A. Colebank

304.296.8216

800.640.8216

rick.colebank@thinkalphafirst.com

think  **Alpha** first.com



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:

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

PROFESSIONAL HIGHLIGHTS

Architectural Design:

- 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
- Mon County Family Court Renovation; Morgantown, WV
- Mon County Sheriff's Building; Morgantown, 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 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
- NCARB 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

Contact

Rebecca Key
304.296.8216
800.640.8216
rebecca.key@thinkalphafirst.com

think  **Alpha**first.com



ALPHA RESUMES

SUMMARY

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

Charles B. Luttrell, PE | Principal, Structural Engineer

PROFILE

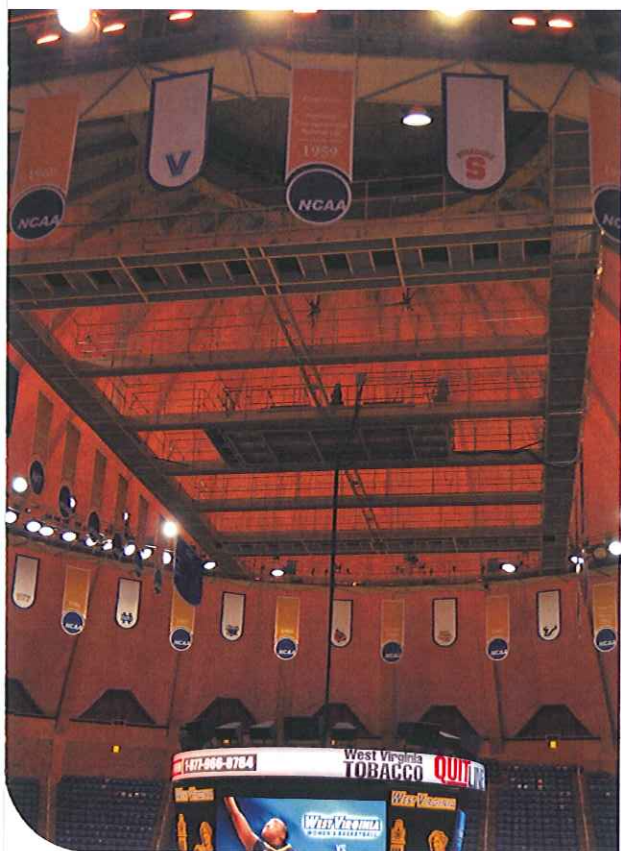
Broad-based responsibilities in the following areas:

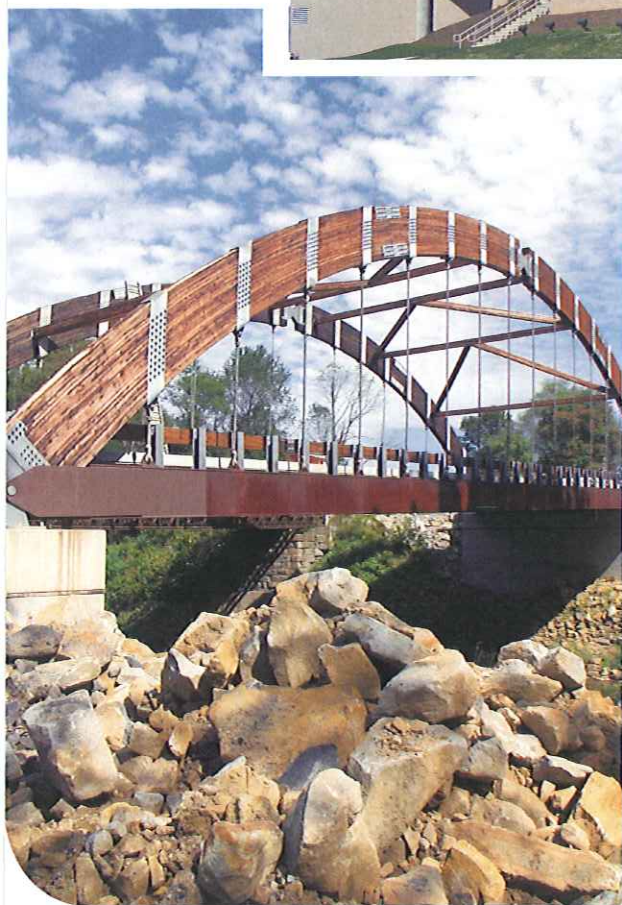
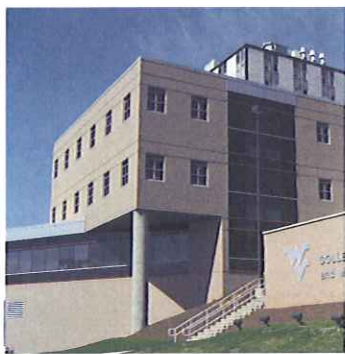
- Bridge Structural Design and Analysis
- Innovative Bridge Materials Applications
- Building Structural Design and Analysis
- Historical Restoration and Evaluations

PROFESSIONAL HIGHLIGHTS

Structural Engineer:

- 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 Broadbush College, Rex Pyles Arena Deck; Philippi, WV
- Mountaineer Middle School Renovation; Morgantown, WV





ALPHA RESUMES

Charles B. Luttrell, PE | Principal, Structural Engineer

EMPLOYMENT HISTORY

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

EDUCATION

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

QUALIFICATIONS

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

AFFILIATIONS

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

Research Experience

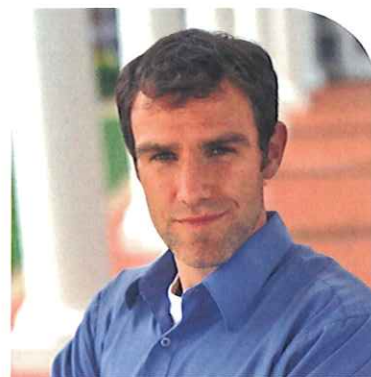
- Cold Formed Steel Deck Research
 - ✓ Fastener Failures
 - ✓ Edge conditions/failures
 - ✓ Buttoned overlap shear failures
- Composite Cold Formed Steel and Concrete Deck Research
 - ✓ Line load behavior/failures
 - ✓ Concentrated load behavior/failures
 - ✓ Web crippling
 - ✓ Punch failures

Contact

Charles B. Luttrell
304.296.8216
800.640.8216

charlie.luttrell@thinkalphafirst.com

think  **Alpha** first.com



ALPHA RESUMES

Noah Accord, PE | Structural Engineer, Associate

SUMMARY

Mr. Accord is a structural engineer in the Morgantown office. He obtained his Masters Degree in Structural Engineering from the University of Pittsburgh, where he graduated Summa Cum Laude. He has experience in performing structural design of all elements of commercial, industrial, educational, and institutional buildings. Prior to his employment at Alpha Associates, Incorporated, he gained valuable experience working for Nicholson Construction.

PROFILE

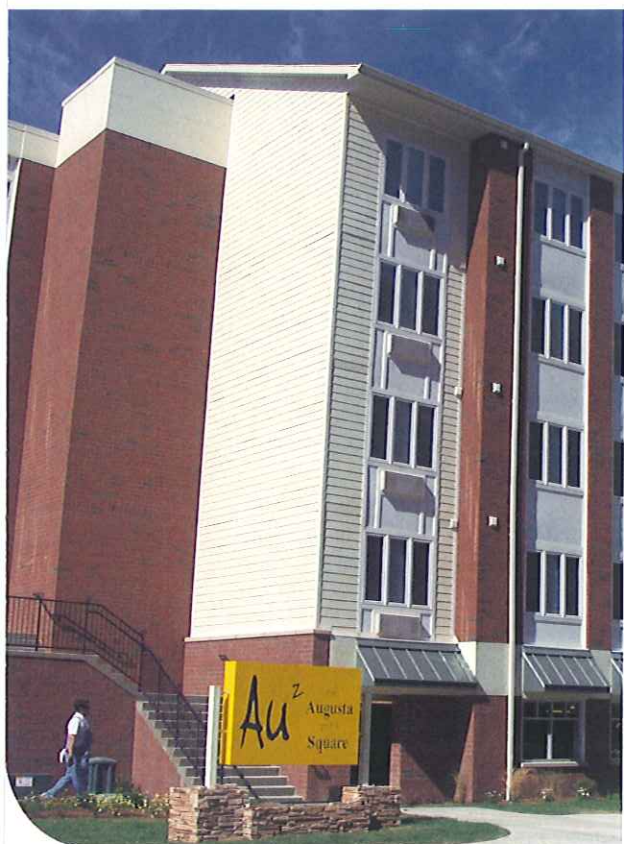
Broad-based responsibilities in the following areas:

- Structural Inspections
- Building Design
- Bridge Design
- Foundation Design
- Retaining Wall Design
- Structural Steel, Concrete, Masonry Design

PROFESSIONAL HIGHLIGHTS

Structural Engineer:

- Alumni Center Structural Framing and Foundation; WVU
- Washington High School; Charles Town, WV
- Chemtura Structural Steel Design; Morgantown, WV
- Fairmont Federal Credit Union; Bridgeport, WV
- Cass Scenic Railroad Clubhouse Renovation; Cass, WV
- WVU ESB East Wing Addition; Morgantown, WV
- The Augusta Apartments; Morgantown, WV
- Jefferson Emergency Services Building; Ranson, WV
- Ices Ferry Bridge; Morgantown, WV
- Potomac State College Library Renovation; Keyser, WV
- Salem University Fitness Pool; Salem, WV
- Alderson Broadbush College Rex Pyle's Deck; Philippi, WV
- WVU Lot 81 Retaining Wall Design; Morgantown, WV
- WV State Office Building; Clarksburg, WV
- Federal Bureau of Prisons Medium Security Prison, Hazelton, WV
- Clear Mountain Bank; Oakland, MD
- Clear Mountain Bank; Reedsville, WV
- Monongalia County Sheriff's Building; Morgantown, WV





ALPHA RESUMES

Noah Accord, PE | Structural Engineer, Associate

EMPLOYMENT HISTORY

2005 – Current	Alpha Associates, Incorporated
2003-2004	Nicholson Construction
2002-2003	Covey Engineering
1999-2001	AB Construction

EDUCATION

University of Pittsburgh
Masters - Structural Engineering; 2005
Bachelor - Civil Engineering; 2004

QUALIFICATIONS

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

AFFILIATIONS

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

Contact

Noah Accord
304.296.8216
800.640.8216
noah.accord@thinkalphafirst.com



ALPHA RESUMES

Charles Branch, PE | Principal, Civil Engineer

SUMMARY

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

PROFILE

Broad-based responsibilities in the following areas:

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

PROFESSIONAL HIGHLIGHTS

Civil Engineer/Project Manager:

- WVU Parking Lot 81 Renovations; Morgantown, WV
- WVU Doll's Run Burn Room; Morgantown, WV
- WVU Alumni Center Parking Lot; Morgantown, WV
- WVU Alumni Center Storm Water Management; Morgantown, WV
- WVU Evansdale Redevelopment; Morgantown, WV
- WVU Health Sciences Center Eastern Division; Martinsburg, WV
- Blackshere Bridge; Mannington, WV
- WVDOH I-77 Welcome Center; Williamstown, WV
- WV Medal of Honor Recipients Plaza; Hazelton, WV
- Lewis County High School Bridge; Weston, WV
- Wyoming County Route 10 Relocation; Wyoming County, WV
- Fairmont Federal Credit Union; Bridgeport, WV





ALPHA RESUMES

Charles Branch, PE | Principal, Civil Engineer

EMPLOYMENT HISTORY

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

EDUCATION

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

QUALIFICATIONS

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

AFFILIATIONS

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

Contact

Charles B. Branch
304.296.8216
800.640.8216

chuck.branch@thinkalphafirst.com

think  first.com



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PHOTO COURTESY OF WEST VIRGINIA UNIVERSITY



ALPHA EXPERIENCE

Façade Replacement | 2001

Architectural Case Study

**West Virginia University - Engineering
Sciences Building Façade Replacement
Morgantown, WV**

Alpha Associates provided architectural and structural engineering design services for the evaluation and solution of the deteriorating brick façade at the Engineering Sciences Building.

The solution replaced the existing brick façade with a pre-engineered panelized material.

The existing façade consisted of three wythes of masonry units: an outer glazed brick, a middle tile unit, and an interior tile unit. The design included the removal of the outer two wythes of masonry.

The replacement façade consisted of 6" steel studs with kraft paper faced batt insulation supporting synthetic panels and thermal glazed aluminum windows and aluminum louvers.

The project was completed in two phases. Phase I consisted of removing the East Façade and Phase II consisted of removal of the remaining three sides. Phase I was an emergency situation that required immediate action. Phase II is awaiting future funding.

Project Reference:

Kevin Swisher
P.O. Box 6572
Morgantown, WV 26506
304-293-2856

At a Glance

CLIENT: West Virginia University
LOCATION: Morgantown, WV
COMPLETION DATE: 2001
SIZE: Exterior of Building
CONSTRUCTION COST: \$973,909

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ALPHA EXPERIENCE

District One Headquarters | 2006

Transportation Case Study

**Department of Highways District One
Headquarters Feasibility Study
Charleston, WV**

Alpha's study investigated four potential options for rehabilitating the 4.48 acre location along Smith Street. The site contained four major buildings and several smaller buildings.

Option 1 – Proposed the renovation of the existing office building, the removal of various satellite or accessory structures and equipment shed. The Red Brick building and Shawnee/Ruffner building would remain in place in their existing condition.

Option 2 – Proposed the same as option 1 with one exception. The Red Brick buildings would be renovated.

Option 3 – Proposed the demolition of all buildings except for the Shawnee/Ruffner Building which would be renovated.

Option 4 – Proposed the demolition of all buildings except for the Red Brick building which would be renovated.

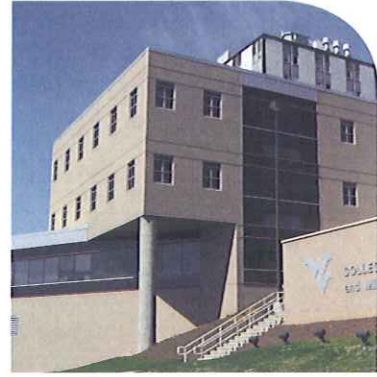
Project Reference:

Anthony Carovillano
1334 Smith Avenue
Charleston, WV 25301
304-558-3001

At a Glance

CLIENT: WV Division of Highways
LOCATION: Charleston, WV
COMPLETION DATE: 2006
SIZE: 4.48 Acres
4 Major Buildings
CONSTRUCTION COST: N/A

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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 Reference:

Kevin Kilinsky
P.O. Box 6572
Morgantown, WV 26506
304-293-4841

At a Glance

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

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ALPHA EXPERIENCE

Terminal Renovations | 2011

Architectural Case Study

**Morgantown Municipal Airport -
Terminal Renovation**
Morgantown, WV

Alpha Associates provided services for multi-year, multi-phase contracts for improvements to the runways and terminal building.

Terminal renovations provided security upgrades and improvements to the TSA facilities for passenger check-in; improvements to the toilet facilities to facilitate compliance with ADA requirements, improvements and renovations to enhance general aviation services and improvements to the building envelope, mechanical, electrical and fire-life safety systems.

The renovation successfully provided better access through the building, an improved building envelope from a R1 value to R14, and upgraded the mechanical systems in a phased project that allowed the airport to continue operation on a daily basis during the construction periods.

Project Reference:

Bob Hammel
100 Hart Field Road
Morgantown, WV 26505
304-291-7461

At a Glance

CLIENT: City of Morgantown
LOCATION: Morgantown, WV
COMPLETION DATE: 2011
SIZE: 20,000 square feet
CONSTRUCTION COST: Multiple Phases and Contracts



ALPHA EXPERIENCE

State Building 25 | TBD

Architectural Case Study

State of West Virginia Building 25

Exterior Evaluation and Design

Parkersburg, WV

The purpose of this project was to provide architectural and engineering design services to evaluate and design repairs for the exterior of Building 25 in Parkersburg, WV.

The design provided a systematic and comprehensive repair plan to the worn and damaged exterior of the building's Exterior Insulated Finish System and exterior painted surfaces. The project also consisted of a redesigned ADA compliant ramp and door entrance, and parking lot improvements.

Alpha teamed with Moisture Tech to determine the cause of massive moisture migration to the interior of the building.

Project Contact:

Melody Haynes

1900 Kanawha Blvd East

Bldg. 1, Room MB-60

Charleston, WV 25305

304-957-7173

At a Glance

CLIENT: State of West Virginia

LOCATION: Parkersburg, WV

COMPLETION DATE: TBD

SIZE: Exterior of Building

CONSTRUCTION COST: TBD

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ALPHA EXPERIENCE

State Office Building | TBD

Architectural Case Study

West Virginia State Office Building
Clarksburg, WV

Alpha Associates, Incorporated provided architectural design, civil and structural engineering and surveying services for a new State Office Building in Clarksburg, WV. The building is designed as an 85,250 square foot, five story office building that will hold seven State agencies.

The structure is limestone and granite cladding over steel and concrete frame.

The project will be applying for Silver Certification under LEED standards.

Construction is currently awaiting budget approval from the State of West Virginia.

Project Reference:

David Hildreth
1409 Greenbrier Street
Charleston, WV 25311
304-558-0510

At a Glance

CLIENT: State of West Virginia
LOCATION: Clarksburg, WV
COMPLETION DATE: TBD
SIZE: 85,250 sq. ft.
CONSTRUCTION COST: Approx. \$20 Million

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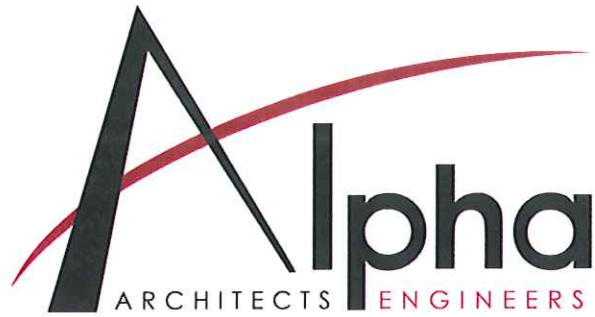


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CLIENT REFERENCES

Melody Haynes
WV Purchasing Division
1900 Kanawha Blvd East
Bldg. 1, Room MB-60
Charleston, WV 25305
304-957-7173

Harlan Shreve
WVU Potomac State College
101 Fort Avenue
Keyser, WV 26726
304-788-6800

Sheriff Al Kisner
Morgantown Sherriff's Office
155 Chancery Row
Morgantown, WV 26505
304-291-7290

David Hildreth
WV Real Estate Division
1409 Greenbrier Street
Charleston, WV 25311
304-558-0510

Fred Butcher
WVU Robert C. Byrd Health Sciences Center
P.O. Box 9000
Morgantown, WV 26505
304-293-1536

***"Alpha brings the highest level of
service and quality to their work.
Their staff is highly qualified,
professional, and customer
oriented."***

*Fred R. Butcher, PhD
VP Planning & Operations for
Health Sciences*



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June 5, 2013

Richard Colebank
ALPHA ASSOCIATES, INC.
209 Prairie Ave
Morgantown, WV 26501-5927

Dear Mr. Colebank,

Pursuant to your request, this is to confirm that Insperity PEO Services, L.P., formerly known as Administaff Companies, II, L.P. ("Insperity"), is performing duties outlined in our Client Services Agreement with ALPHA ASSOCIATES, INC. for the payroll period beginning 09/29/2012. These duties include payroll for employees working at ALPHA ASSOCIATES, INC. For employees on Insperity's payroll, Insperity is the employer of record for payroll tax purposes during the time in which the Client Services Agreement is in effect. Insperity submits all applicable taxes and returns under the Insperity EIN 76-0689539. Insperity is a Professional Employer Organization (PEO) and provides human resource services to our clients.

Sincerely,

Sharon Smith

Sharon Smith
Payroll Tax Specialist

Workforce Optimization | MidMarket Solutions | Performance Management
Expense Management | Time and Attendance | Organizational Planning | Employment Screening
Recruiting Services | Retirement Services | Business Insurance | Technology Services

19001 Crescent Springs Drive
Kingwood, Texas 77339-3802
281-358-8986 | 800-237-3170

insperity.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/4/2013

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

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

PRODUCER Insurance Centers, Inc. 102 Venture Drive Suite 5 Morgantown WV 26508		CONTACT NAME: Jeannie Frankenberry PHONE (A/C, No, Ext): (304) 292-9645 FAX (A/C, No): (304) 291-1158 E-MAIL ADDRESS: jfrankenberry@insurancecenters.com	
INSURED Alpha Associates Incorporated 209 Prairie Avenue Morgantown WV 26501		INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Indemnity Company NAIC # 25658 INSURER B: Underwriters at Lloyds, London INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** CL136402686**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			6808C627895	2/12/2013	2/12/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			BA8C630629	2/12/2013	2/12/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS \$ 10,000			CUP008C643975	2/12/2013	2/12/2014	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A					WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	B Professional Liability			HPP2013/013	2/12/2013	2/12/2014	Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, If more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SAMPLE

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

AUTHORIZED REPRESENTATIVE

J Frankenberry/JEAN

ACORD 25 (2010/05)

INS025 (2010/05) 01

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