



**West Virginia**

**Purchasing Division**

**Restoration of Building Four**

**A/E Design Services**

**CEOI 0211 GSD1800000004**

May 2, 2018

**EXPRESSION OF INTEREST**



05/01/18 12:50:55  
WV Purchasing Division

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## TABLE OF CONTENTS

### SECTION A

---

<b>GENERAL FIRM INFORMATION</b>	<b>1-4</b>
A.1 LETTER OF INTEREST	1-2
A.2 FIRM PROFILE	3
A.3 STATEMENT OF QUALIFICATIONS	4

### SECTION B

---

<b>PROJECT MANAGEMENT</b>	<b>6-9</b>
B.1 CAPACITY AND SOFTWARE	5
B.2 COST AND BUDGET	6
B.3 SCHEDULE CONTROL	7-8
B.4 LEED/SUSTAINABILITY	9

### SECTION C

---

<b>PROJECT EXPERIENCE</b>	<b>10-29</b>
B.1 RELATED EXPERIENCE	10-15
B.2 RESUMES	16-29

### SECTION D

---

<b>REFERENCES</b>	<b>30</b>
-------------------	-----------

### SECTION E

---

<b>LICENSES AND CERTIFICATIONS</b>	<b>31-36</b>
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**Richard A. Colebank, PE, PS**

President and COO

rick.colebank@thinkAlphafirst.com



209 Prairie Avenue / Morgantown, WV 26501  
304.296.8216 ext. 102 / 304.216.8324 mobile / 304.296.8216 fax



May 2, 2018

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

Attn: Michelle Childers

**RE: CEOI 0211 GSD180000004**  
**A/E Services for Building Four Renovations**

Dear Ms. Childers,

Alpha Associates, Incorporated is pleased to submit this expression of interest for the Building Four renovation project on the Capitol Campus. The Alpha Team's experience, appreciation of historical presence in the community, and our existing relationship with the General Services Division make us the perfect design partner on this important restoration project at 112 California Avenue in Charleston, WV.

Over the past 49 years Alpha has provided quality architectural, engineering and surveying services to various clients, both public and private, throughout the state. Our relevant project experience includes the evaluation, renovation, design and construction of a variety of office spaces including Building 770 at the West Virginia Regional Technology Park in Charleston, West Virginia, as well as numerous bank branch projects for Clear Mountain Bank and the West Virginia State Office Building in Clarksburg, West Virginia. In addition to this, Alpha has provided professional services for several historical sites including Cass Scenic Railroad Clubhouse, Berkeley Springs Bathhouse, Hawks Nest Pavilion and CCC Era Museum, and the Watters Smith Barn, all in our historical rich state.

#### **Project Team & Location**

Alpha Associates, Incorporated is a West Virginia owned and operated small business that offers several services under one roof, including architecture, civil and structural engineering, surveying, interior design, and construction administrative services. The personnel that will be dedicated to your project are highly qualified

professionals and support staff with the technical expertise to meet and exceed expectations of this project.

This project will be managed from Alpha's Corporate Office located in Morgantown, West Virginia. This location allows our staff to be on site within a day's notice.

### **Project Understanding**

The General Services Division is looking to partner with a firm to provide renovations services for Building Four which was constructed in 1952, and consists of a seven-story office structure that includes a basement and mechanical penthouse. The purpose of this renovation is to update the current building to provide a flexible, state-of-the-art open office space for multiple agencies and users. While this building is not registered as a Nation Historic Place, it still has a style of historic character and should be maintained in a manner that is consistent with the National Park Services Historic Preservation Standards to the extent possible. Exterior restorations may also be included.

### **Summary**

Alpha Associates, Incorporated is looking forward to building upon an already successful relationship with the West Virginia General Services Division. We hope to work with the GSD and provide a restoration plan that will honor the historical integrity as well as integrate the building into the Capitol Campus. If you would like to further discuss this upcoming project, please contact me at (304) 296-8216 ext. 102.

Sincerely,

**ALPHA ASSOCIATES, INCORPORATED**



Richard Colebank, PE, PS  
Richard A. Colebank, PE, PS  
President and COO  
rick.colebank@thinkALPHAfirst.com



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.

**FIRM PROFILE**

**Firm Profile**

**FIRM NAME**

Alpha Associates, Incorporated

**OFFICE LOCATIONS**

209 Prairie Avenue  
Morgantown, West Virginia 26501

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  
Charles B. Luttrell, PE; Principal  
Charles B. Branch, PE; Principal

**NUMBER OF EMPLOYEES**

22 Employees

**SERVICES**

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



## STATEMENT OF QUALIFICATIONS

Alpha Associates, Incorporated is a West Virginia-based architectural and engineering design firm that provides services in the areas of architectural design, interior design, construction administration, civil engineering, structural engineering, landscape design, project management, and surveying. Our clients benefit from our unique combination of extensive design and construction experience, advanced technical tools, dedicated principals and highly skilled staff members.

Alpha's philosophy has always been to provide exemplary services for fair fees. We have always believed that the best way to succeed as a business is to go above and beyond the basic requirements of our contracts and do whatever is necessary to successfully complete the given project. What is best for the client is inevitably best for us too.

Everyone at Alpha, from the president to the administrative staff, works towards the goal of completing successful projects. Our principals are involved with projects from the earliest stages right through final completion and beyond. They will provide frequent updates on the project by using effective communication tools to manage the projects and all the involved parties. Our skilled staff of 22 architects, engineers, surveyors and administrative personnel all work diligently towards producing the drawings and specifications that will deliver our clients successful projects, completed on time and within budget.

Alpha has thrived for 49 years because we are a professional organization dedicated to providing superior architectural and engineering design services to our clients. While our staff is large enough to handle any size project, we are also small enough to give each and every one of our projects the individual attention to detail that will make them successful projects for our clients.



## TABLE OF CONTENTS

### SECTION A

---

<b>GENERAL FIRM INFORMATION</b>	<b>1-4</b>
A.1 LETTER OF INTEREST	1-2
A.2 FIRM PROFILE	3
A.3 STATEMENT OF QUALIFICATIONS	4

### SECTION B

---

<b>PROJECT MANAGEMENT</b>	<b>6-9</b>
B.1 CAPACITY AND SOFTWARE	5
B.2 COST AND BUDGET	6
B.3 SCHEDULE CONTROL	7-8
B.4 LEED/SUSTAINABILITY	9

### SECTION C

---

<b>PROJECT EXPERIENCE</b>	<b>10-29</b>
B.1 RELATED EXPERIENCE	10-15
B.2 RESUMES	16-29

### SECTION D

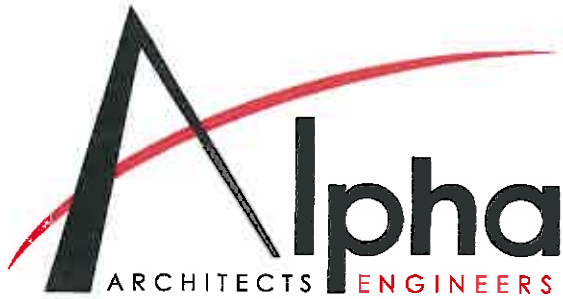
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<b>REFERENCES</b>	<b>30</b>
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### SECTION E

---

<b>LICENSES AND CERTIFICATIONS</b>	<b>31-36</b>
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## CAPACITY AND SOFTWARE

### Capacity

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

The work for this project will be managed and directed from our Morgantown, West Virginia office. The Alpha team will be led by Richard Colebank, PE, PS – President and COO, and supported by Project Manager, Rebecca Key, AIA, LEED-AP – Senior Architect. The following is list of the professional staff who will be dedicated to the success of this project.

Richard Colebank, PE, PS — **Principal in Charge** - Alpha Associates

Rebecca Key, AIA, LEED, AP – **Project Manager, Senior Architect**– Alpha Associates

Casey Smith, AIA – **Architectural Designer** – Alpha Associates

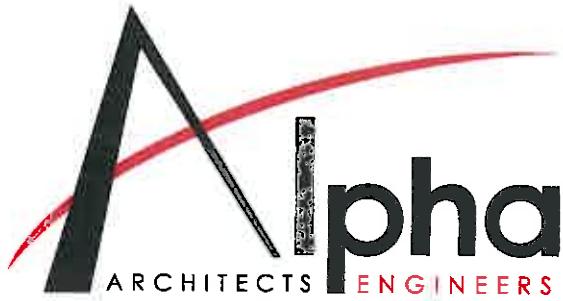
Todd Lewis – **Architectural Technician** – Alpha Associates

Hannah Richardson – **Interior Designer** – Alpha Associates

### Software

The project team incorporates the latest computer and software capabilities required to complete the working drawings and specifications for this project. Our cost accounting system is top-of-the-line and we have the ability to differentiate fees according to task. We have e-mail and internet capability to allow efficient transfer of information between Alpha and the West Virginia General Services Division.





## COST AND BUDGET

Alpha Associate, Incorporated has an excellent record of budget control. Our in-house cost estimators, combined with an excellent relationship with contractors throughout the area allow us to develop accurate estimates early in the design process. The Alpha estimators begin at the schematic design phase of the project and develop a line item estimate of probable construction costs that can be carried through each of the project phases. At each phase the project estimate is updated to include a more detailed estimate in order that the accuracy can be enhanced. During these updated estimates, specific increases or decreasing can be identified allowing the owner to make informed decisions moving forward on the important budget issues for the project.

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

Below you find several examples where Alpha was able to execute projects successfully within a reasonable budget.

### **Jefferson County Emergency Services Agency**

Estimate: \$1,230,651.26

Bid Amount: \$1,219,000.00

Change Order: \$4,354.52

Final Budget: \$1,223,354.52

### **Berkeley County Emergency Ambulance Authority**

Estimate: \$345,463.30

Bid Amount: \$399,400.00

Change Order: \$23,859.91

Final Budget: \$423,259.91

### **Clear Mountain Bank – Oakland**

Estimate: \$1,922,615.80

Bid Amount: \$1,925,948.00

Change Order: -\$37,405.00

Final Budget: \$1,888,543.00



## SCHEDULE CONTROL

Alpha Associates, Incorporated has an excellent track record of producing projects on time and within the Owner's budget. Many A/E firms can claim the same successes, but the determining factor is the tools the firms utilize to achieve the budgets, both in regard to funds and time. Alpha utilizes a number of tools, both traditional and modern to exceed our clients' expectations.

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

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

The Alpha Team has an excellent track record of meeting project design deadlines. Most recently, Alpha completed construction on a project in Morgantown that went from design to completion in just over 12 months. This project was completed for a private developer and had a construction cost in excess of \$20 million.

Successful project management depends upon consensus regarding work efforts, milestones and goals. The team has found that the development of detailed work plans, which delineate tasks and deliverables for each project phase, in concert with the client and full project team, is the most effective means of establishing expectations about efforts required by the respective disciplines. In addition to guiding the efforts of the design team, the work plan sets forth specific time frames and decision points for Owner and user reviews, comments and approvals.

Developing an overall project schedule 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 fee, and prior experiences on similar projects. Characteristic of the client, its organization, or the involvement of a construction manager and his responsibility for document review must also be considered.

This starts with a kick-off meeting which establishes ground rules, responsibilities,



and line of communication. We have found that a team visioning session is a great way to get everyone started off on the right track.

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.



## LEED/SUSTAINABILITY

As the intellectual landscape of the new century becomes more and more environmentally conscious, there is increasing demand to see this attitude reflected in the landscapes with which we surround ourselves. The measure of a project's success is increasingly dependent on its environmental, as well as economic and social innovation. A truly holistic approach to sustainable design must recognize the impacts of every design choice on natural and cultural resources. Aside from being attractive and enjoyable for humans, sustainable projects promote biological diversity, contribute to the quality of the air and water and reduce the impacts of construction and human use to help preserve the planet for future generations.

Alpha Associates, Incorporated understands the importance of sustaining the environment for future generations. Alpha works closely with the client to determine the level of environmental impact that the project will have. For example, Alpha works very hard to preserve and reuse equipment and building materials where necessary. Projects that have been designed include reuse of elements from stained glass windows to commercial cafeteria equipment.

Our Design Team will make sure your facility is designed with cost effective, energy conserving features. Where appropriate, we provide the ability to obtain any level of LEED Certification that you may desire, or we can simply utilize the principals of sustainable design to benefit your project.

The firm currently has three professional staff members who are LEED Accredited Professionals. We have two projects that are LEED registered; The FBOP Hazelton Facility and the new State Office Building in Clarksburg, WV.



## TABLE OF CONTENTS

### **SECTION A**

---

<b>GENERAL FIRM INFORMATION</b>	<b>1-4</b>
A.1 LETTER OF INTEREST	1-2
A.2 FIRM PROFILE	3
A.3 STATEMENT OF QUALIFICATIONS	4

### **SECTION B**

---

<b>PROJECT MANAGEMENT</b>	<b>6-9</b>
B.1 CAPACITY AND SOFTWARE	5
B.2 COST AND BUDGET	6
B.3 SCHEDULE CONTROL	7-8
B.4 LEED/SUSTAINABILITY	9

### **SECTION C**

---

<b>PROJECT EXPERIENCE</b>	<b>10-29</b>
B.1 RELATED EXPERIENCE	10-15
B.2 RESUMES	16-29

### **SECTION D**

---

<b>REFERENCES</b>	<b>30</b>
-------------------	-----------

### **SECTION E**

---

<b>LICENSES AND CERTIFICATIONS</b>	<b>31-36</b>
------------------------------------	--------------



## ALPHA EXPERIENCE

Interior Design | Government

### Finishes Case Study

**West Virginia State Office Building**  
Clarksburg, WV

(Left) Patterned terrazzo flooring provided a decorative path in the main hall of the lower level. The three colors are continued in the polished granite wall cladding and other finishes, such as the aluminum finish on the column covers. The column covers in this area had black reveals to add interest.

(Upper Left) Off the building's main lobby is the entrance to different agencies. These entrances are framed with the granite clad walls, terrazzo flooring, and brushed aluminum column covers. The finishes allow for the glass storefront entrances to be easily noticeable, directing people to their doors. In this area, the column covers do not have the black reveals, but have 3-dimensional black rings.

(Upper Right) Durable materials of porcelain tile and quartz countertops were used at the teller stations of the Dept. of Motor Vehicles. Porcelain tiles were used at the front of the teller stations within the "kick zone", while rubber flooring was used in the walk ways. The rubber flooring mimicked the look of the terrazzo flooring that was used in the building's main lobby and the acoustical properties of the space. The porcelain tile not only provided durability, but the clean look that was needed for this public agency.

#### Project Contact:

Kari Dean

1900 Kanawha Blvd, East

Charleston, WV 25305

304-558-2317

#### At a Glance

CLIENT: State of West Virginia

LOCATION: Clarksburg, WV

COMPLETION DATE: 2016

SIZE: 88,491 sq. ft.

CONSTRUCTION COST: \$24.9 Million





### ALPHA EXPERIENCE

Interior Design | Financial Market

## Interior Architecture

**Clear Mountain Bank**  
Various Locations

Visiting a bank is not an everyday occurrence for most people. With the prevalence of ATM's, direct deposit, and debit cards, going into a bank can be a rarity. When they do go, it's to talk about one of life's biggest stressors: money. Whether it is for a mortgage, creating a new account, opening a new line of credit, or just depositing a check, going to the bank can be a stressful part of the day.

By utilizing natural materials and colors of the surrounding Appalachian landscapes, the interior is meant to create a warm and inviting area mimics the nature of the owners of the institution. The "home-like" atmosphere is brought to life with comfortable seating, a coffee bar, fireplaces, and rustic décor. This atmosphere attempts to ease the discomfort of going to the bank and it draws in customers, both old and new, that the community bank invests in.

### At a Glance

CLIENT: Clear Mountain Bank

LOCATION: Various Locations

COMPLETION DATE: 2002-2011

SIZE: Varying (5,000-19,000)

CONSTRUCTION COST: Varying (Private Client)

### Project Contact:

Mark Randalls

102 Venture Drive, Suite 3

Morgantown, WV

301-292-5429





### ALPHA EXPERIENCE

Interior Design | Administrative

## Executive Finishes

**Monongalia County Sheriff Building**  
Morgantown, WV

(Left) For the elevator lobby, linear cove lighting was chosen to illuminate the space. The soft lighting pairs with the "rug-like" pattern created by different sized, two-toned porcelain tile. While creating a welcoming space, the porcelain tile provides durability the space requires.

(Top right) A waiting area near the elevator lobby continues the patterned porcelain tile. It provides a small seating area with windows that overlook the entrance. The benches help to provide a clean and open area.

(Top left) The conference room employs cove lighting in two bulkheads to provide uniqueness to the room. Paneling was used for the wainscot and chair rail. The covering was stained in the field to match the other casework in the building. This provides a cohesive look while keeping the material affordable.

### At a Glance

CLIENT: Mon County Commission

LOCATION: Morgantown, WV

COMPLETION DATE: 2011

SIZE: 31,655 SF

CONSTRUCTION COST: \$7.9 Million

### Project Contact:

**Sheriff Al Kisner**  
116 Walnut St  
Morgantown, WV  
304-291-7290







**ALPHA EXPERIENCE**

Interior Design | Administrative

**Furnishings & Casework**

**Monongalia County Sheriff Building**  
Morgantown, WV

(Left) The mail custom mail slots were designed based upon the size and quantity of material being distributed to personnel. This included varying sizes of slots. It also featured access from either side for ease of distribution.

(Top right) The customized reception area included built-in counters and drawer boxes. The overhead unit was customized to include tackboard and specific areas for office forms.

(Top left) The typical workspace for a sheriff deputy utilized manufactured, modular office furniture. Each area was outfitted with file boxes, an overhead storage unit, tackboard, and bookshelves. The space was to be largely used as a workspace to process end-of-shift paperwork.

**Project Contact:**  
Sheriff Al Kisner  
116 Walnut St  
Morgantown, WV  
304-291-7290

**At a Glance**

**CLIENT:** Mon County Commission  
**LOCATION:** Morgantown, WV  
**COMPLETION DATE:** 2011  
**SIZE:** 31,655 SF  
**CONSTRUCTION COST:** \$7.9 Million





**ALPHA EXPERIENCE**

**Women's Club of Fairmont** | 2002

**Historical Case Study**

**Women's Club of Fairmont**  
**Fairmont, WV**

This two-story residence was built on a bluff overlooking the Monongahela River in the early 1900s. On the National Register of Historic Buildings, the Women's Club of Fairmont has owned the building since the 1930s.

Alpha Associates, Incorporated provided architectural and engineering design services to upgrade the building in 2002. Our services included a new roof and downspouts, fireplace and chimney, and windows.

**Project Contact:**  
**Mary Jo Thomas**  
**300 First Street**  
**Fairmont, WV 26554**  
**304-363-9414**

**At a Glance**

**CLIENT:** Women's Club of Fairmont  
**LOCATION:** Fairmont, WV  
**COMPLETION DATE:** 2002  
**SIZE:** 6,000 SF  
**CONSTRUCTION COST:** \$120,727



## ALPHA EXPERIENCE

Professional Office Building | 2001

### Historical Case Study

**KCAD Professional Office Building**  
Martinsburg, WV

Alpha Associates, Incorporated completed the restoration of this historic train station to be used as the Alpha Eastern Regional Office. The Martinsburg Train Station is part of the Boom Town Historic District. Originally constructed in 1889 to allow for the expansion of the Cumberland Valley Railroad, the Depot has not been used for passengers since the 1950's.

Extensive care was taken to maintain the original windows and to restore much of the original façade. Alpha received a West Virginia Society of Architects Design award for this historical restoration.

#### Project Contact:

**Richard Klein**  
535 West King Street  
Martinsburg, WV 25401  
304-264-0051

#### At a Glance

**CLIENT:** KCAD Properties  
**LOCATION:** Martinsburg, WV  
**COMPLETION DATE:** 2001  
**SIZE:** 85,250 sq. ft.  
**CONSTRUCTION COST:** Private Client





## 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 other public and private clients. Since 1988, Mr. Colebank has been the Principal-In-Charge 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 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
- Expert Testimony and Investigation

### PROFESSIONAL HIGHLIGHTS

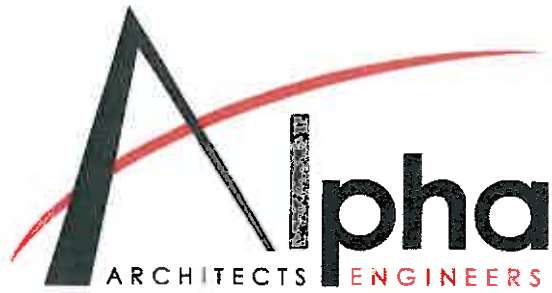
#### Project Manager:

- 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
- West Virginia State Office Building; Clarksburg, WV
- WVU College of Physical Education and Sports Science/Student Health Center; 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

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



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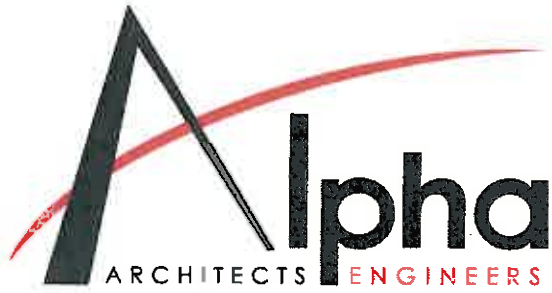
Contact

Richard A. Colebank

304.296.8216

800.640.8216

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

- Jane Lew Truck Stop; Jane Lew, WV
- Clarksburg State Office Building; Clarksburg, WV
- WVU Reedsville Farm Redevelopment; Morgantown, WV
- Freedom Automotive Group Dealerships; Morgantown, WV
- Freedom Kia; Clarksburg, WV
- WVU Parking Lot 81 Renovations; Morgantown, WV
- WVU Doll's Run Burn Room; Morgantown, WV
- WVU Alumni Center Parking Lot; Morgantown, WV
- WVU Alumni Center Storm Water Management; Morgantown, WV
- WVU 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

think  first.com

Contact

Charles B. Branch

304.296.8216

800.640.8216

chuck.branch@thinkalphafirst.com



## 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:

- Freedom Automotive Group 3 Dealerships; Morgantown, WV
- Hazel Ruby McQuain Equine Education & Resource Center; WVU
- WVDOH Amettsville Replacement Bridge; Morgantown, WV
- Clarksburg State Office Building; Morgantown, WV
- Grant County Bank Addition & Renovation; Petersburg, WV
- South Berkeley Fire Station; Inwood, WV
- Alumni Center Structural Framing and Foundation; WVU
- Engineering Science Building, East Wing Addition, WVU
- Hazel Ruby McQuain Amphitheater Roof; Morgantown, WV
- 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
- Salem International Building Inspections; Salem, WV
- Monongalia County Sheriff's Building; Morgantown, WV
- South High Street Bridge, Morgantown, WV
- Ices Ferry Bridge, 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, 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



think  first.com

Contact

Charles B. Luttrell

304.296.8216

800.640.8216

[charlie.luttrell@thinkalphafirst.com](mailto:charlie.luttrell@thinkalphafirst.com)



## ALPHA RESUMES

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

### SUMMARY

Ms. Key has worked in the architectural field for over 35 years. She serves as Project Architect/Project Manager for numerous architectural designs at Alpha Associates, Incorporated. Ms. Key is involved from the programmatic stages and schematic designs all the way through construction documents to construction administration. Having been with Alpha since 2000, Ms. Key has provided design services on numerous projects that have contributed to the ever-growing skyline of Morgantown, Charleston, Bridgeport, and other areas around the state.



### PROFILE

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

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

### PROFESSIONAL HIGHLIGHTS

#### Education

- Ridgedale Elementary; Morgantown, WV
- Mountaineer Middle School; Morgantown, WV
- Pineville Elementary; Pineville, WV
- Huff Consolidated School; Hanover, WV

#### Historic Renovations

- Cass Scenic Railroad - Clubhouse Renovation; Cass, WV
- Berkeley Springs Bathhouse; Berkeley Springs, WV
- Hawks Nest State Park Picnic Pavilion; Anstead, WV
- Hawks Nest State Park CCC Museum; Anstead, WV

#### Recreation

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

#### Dormitory and Multi-Family

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

#### Municipal & State Government

- WV State Office Building; Clarksburg, WV
- Mon County Family Court Renovation; Morgantown, WV
- Mon County Sheriff's Department; Morgantown, WV
- White Hall Municipal Building; White Hall, WV
- WV State Office Building; Parkersburg, 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
- NCIDQ Certified (Interior Design)
- Leadership In Energy and Environmental Design Accredited Professional
- Meet Standards of Secretary of the Interior for historic architecture

**AFFILIATIONS**

- American Institute of Architects
- West Virginia Society of Architects
- Fairmont, WV ICC Board of Appeal; Board Member
- U.S. Green Building Council
- AIA Liveable Communities
- Marion County Chamber of Commerce
- Leadership Kanawha Valley Class of 2014



**Contact**

**Rebecca Key**  
 304.296.8216  
 800.640.8216

[rebecca.key@thinkalphafirst.com](mailto:rebecca.key@thinkalphafirst.com)



## ALPHA RESUMES

**Bradley Casdorff, PE, PS** | Civil Engineer

### SUMMARY

Mr. Casdorff joined the Alpha Associates, Incorporated team in 2004 and currently works as a project engineer in the Morgantown office. He has 36 years of professional experience with roadway design, storm sewer design, airport airside renovation and design, storm water management including conveyance and detention, environmental permitting, project administration supervision and inspection, as well as boundary and construction surveying.



### PROFILE

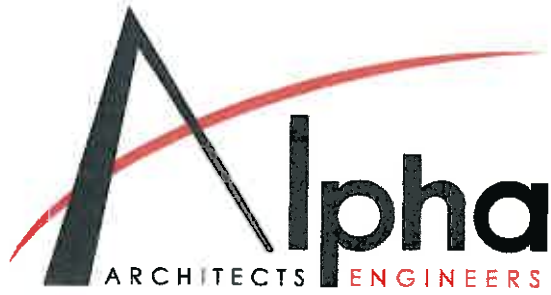
Broad-based responsibilities in the following areas:

- Airport Planning and Design
- Highway Design
- Hydraulic and Hydrology Studies
- Site Plan Development
- Land Surveying

### PROFESSIONAL HIGHLIGHTS

#### Civil Engineering:

- Platinum Properties - Waterfront Conference Center; Morgantown, WV
- Hart Field - Runway Safety Area; Morgantown, WV
- Hart Field - Ramp Renovation and Deicing Facility; Morgantown, WV
- Hart Field - Signage and Lighting; Morgantown, WV
- Hart Field - Airport Certification Manual; Morgantown, WV
- Hart Field - Air Rescue and Fire Fighting Vehicle Procurement, WV
- WVU - Lot 81 Parking Area Improvements; Morgantown, WV
- WVU Animal Facilities Annex, Engineering Retrofit; Morgantown, WV
- McKee Crossing - 120 Acre Subdivision; Martinsburg, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV
- Davison Estates - 60 Acre Subdivision; Morgantown, WV
- Mon General Hospital - East Parking Area; Morgantown, WV
- Applebee's Restaurant, Site Plan; Morgantown, WV
- WVU CPASS/Student Health; Morgantown, WV
- WVU Research Park- 100 Acre ALTA/ACSM Survey; Morgantown, WV
- WVU Museum; Morgantown, WV



## ALPHA RESUMES

**Bradley Casdorff, PE, PS** | Civil Engineer

### EMPLOYMENT HISTORY

2004 – Current    Alpha Associates, Incorporated  
1979-2004        Triad Engineering, Incorporated

### EDUCATION

West Virginia University  
Masters - Soil Conditions and Foundation Design; 1982  
Bachelor - Civil Engineering; 1979

### QUALIFICATIONS

- **License:** Professional Engineer: West Virginia  
Professional Surveyor: West Virginia  
Certified Private Pilot

### AFFILIATIONS

- WV Society of Professional Engineers
- National Society of Professional Engineers
- WVSPS - Mountain Regional Chapter; President
- Aircraft Owners and Pilots Association; Member



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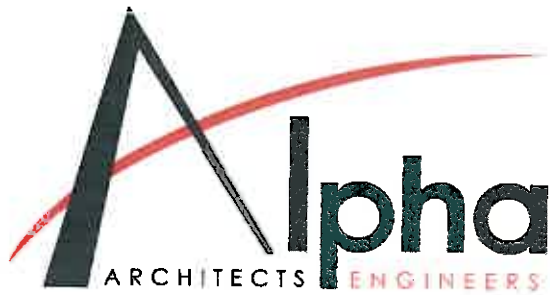
Contact

Bradley Casdorff

304.296.8216

800.640.8216

brad.casdorff@thinkalphafirst.com



## ALPHA RESUMES

**Matthew T. Echard, PE** | Structural Engineer, Associate

### SUMMARY

Mr. Echard joined Alpha Associates, Inc. in early 2016 with a strong belief that his clients deserve intelligent, performance-based and value-oriented solutions. Drawing on experience working across the United States, Europe, and the Middle East, Mr. Echard returned to West Virginia to provide world-class service in a historically underserved region while making positive contributions to the future growth of his home state. Mr. Echard places a large value on the collaborative work process, believing that a building's form and function are derived from many contexts. Mr. Echard's office is located in the corporate office in Morgantown, WV.

### EMPLOYMENT HISTORY

2016-Current	Alpha Associates, Incorporated
2010-2015	Echard ingenieurBüro
2006-2009	Buro Happold Consulting Engineers
2003-2006	RISA Technologies, Inc.
2000-2003	Zaldastani Associates, Inc.

### EDUCATION

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

### QUALIFICATIONS

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

### AFFILIATIONS

American Concrete institute (ACI)  
 American Institute of Steel Construction (AISC)  
 American Society of Civil Engineers (ASCE)  
 American Wood Council (AWC)

### PROFILE

Broad-based responsibilities in the following areas:

- Structural Engineering
- Structural Forensics
- Project Management

### PROFESSIONAL HIGHLIGHTS

#### Structural Engineering:

- Grant County Bank; Petersburg, WV
- WVDOH Arnettsville Bridge Replacement; Monongalia County, WV
- WVDOH Deckers Creek Pedestrian Bridge; Morgantown, WV
- Jane Lew Truck Stop; Jane Lew, WV
- Queen Street Underpass; Martinsburg, WV
- Westover Goodwill Structural Design; Morgantown, WV
- Weyerhaeuser Roof Evaluation; Heaters, WV
- Weyerhaeuser OSB Facilities Alterations; Heaters, WV
- Weyerhaeuser Hazardous Material Transfer Encloser; Heaters, WV
- Mapletown High School Elevator; Mapletown, PA
- Knauf Insulation Melter Line Structural Supports ; Inwood, WV
- Knauf Insulation Cooling Tower & Heat Exchanger Structure & Foundations; Inwood, WV
- 57 Middleway Pike Commercial Building; Inwood, WV
- GrafTech Furnace Structural Assessment; Grafton, WV
- FedEx Distribution Facility Structural Damage Assessment; Morgantown, WV
- Los Mariachis UTC; Morgantown, WV



## ALPHA RESUMES

**Matthew T. Echard, PE** | Structural Engineer

### EMPLOYMENT HISTORY

2016-Current	Alpha Associates, Incorporated
2010-2015	Echard ingenieurBüro
2006-2009	Buro Happold Consulting Engineers
2003-2006	RISA Technologies, Inc.
2000-2003	Zaldastani Associates, Inc.

### EDUCATION

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

### QUALIFICATIONS

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

### AFFILIATIONS

American Concrete Institute (ACI)  
 American Institute of Steel Construction (AISC)  
 American Society of Civil Engineers (ASCE)  
 American Wood Council (AWC)

### Publications

- Echard, M. and Tonis, D. Convergent Design Methodology for Bio-Science Labs: Architectonic and Performative Structural Considerations Using the Geilinger Composite Column Solution. Proceedings of ICSEA2010 - First International Conference on Structures and Architecture Guimarães, Portugal, July 2010, Taylor & Francis.
- Echard, M. Structural Analysis and Design Within a BIM Framework. EASEC 10 - East Asia Structural Conference, Bangkok, Thailand, August 2006.

think  first.com

Contact

Matthew T. Echard

304.296.8216

800.640.8216

[matthew.echard@thinkalphafirst.com](mailto:matthew.echard@thinkalphafirst.com)



## ALPHA RESUMES

Casey Smith, Assoc. AIA

Architectural Designer

### SUMMARY

Mr. Smith has been employed with Alpha Associates since 2016. He has worked on several architectural projects including multi-million dollar projects for private and public sector clients. Mr. Smith came to Alpha with an impressive background in educational, commercial, and local government facilities. He has offered assistance in project management, using his background to further improve the quality of each project he is involved with. Mr. Smith has been an incredible asset to Alpha Associates and proves to be an asset on each of his projects.

### PROFILE

Broad-based responsibilities in the following areas:

- Architectural/Structural Construction Drawings
- Construction Administration
- Project Management Assistance

### PROFESSIONAL HIGHLIGHTS

#### Construction Administration Projects

- Cacapon State Park Lodge Renovation
- Los Mariachis New Restaurant; Morgantown, WV
- Freedom Ford Automotive Dealerships, Granville, WV
- Elkins Fordland; Elkins, WV
- Federal Group GSA VA Tenant Improvement Project;
- Point Marion ADA Deck; Point Marion, PA
- Los Mariachi Renovation; Morgantown, WV
- WVU Hazel Ruby McQuain Equine Education & Resource Center; Reedsville, WV

### EMPLOYMENT HISTORY

2016- Current	Alpha Associates, Incorporated
2014-2016	MSES Architects
2011-2014	Blackwood Associates
2007-2009	Vandalia Heritage Foundation

### Education

2014	Boston Architectural College, Master of Architecture
2009	Fairmont State University; BS Architecture





**SUMMARY**

Mrs. Richardson has been employed with Alpha Associates since August of 2016. While new to the Alpha team, she brings a different approach to design that focuses on the interior space and those that occupy it. She specializes in space planning and strongly believes in functional interior spaces and spatial relations. At Alpha, Richardson also does work as an Architectural Technician.

**PROFILE**

Broad-based responsibilities in the following areas:

- Architectural Construction Drawings
- Interior Design
- Renderings/Presentations
- Research Based Design
- Space Planning

**PROFESSIONAL HIGHLIGHTS****Interior Design/Architectural Technician**

- BCFB South Berkeley Fire Station; Inwood, WV
- Cacapon State Park Old Lodge Renovation; Cacapon, WV
- Freedom Automotive Group, Morgantown; WV
- Grant County Bank Renovation/Addition; Petersburg, WV
- Hazel Ruby McQuain Equine Education & Research Center; Reedville, WV
- Jane Lew Truck Stop; Jane Lew, WV
- New Restaurant for Los Mariachis; Morgantown, WV
- VA Tenant Improvements; Shepherdstown, WV

**EDUCATION**

Harding University

Bachelor of Science - Interior Design; 2017

**EMPLOYMENT HISTORY**

2016 - Current Alpha Associates, Incorporated



## TABLE OF CONTENTS

### **SECTION A**

---

<b>GENERAL FIRM INFORMATION</b>	<b>1-4</b>
A.1 LETTER OF INTEREST	1-2
A.2 FIRM PROFILE	3
A.3 STATEMENT OF QUALIFICATIONS	4

### **SECTION B**

---

<b>PROJECT MANAGEMENT</b>	<b>6-9</b>
B.1 CAPACITY AND SOFTWARE	5
B.2 COST AND BUDGET	6
B.3 SCHEDULE CONTROL	7-8
B.4 LEED/SUSTAINABILITY	9

### **SECTION C**

---

<b>PROJECT EXPERIENCE</b>	<b>10-29</b>
B.1 RELATED EXPERIENCE	10-15
B.2 RESUMES	16-29

### **SECTION D**

---

<b>REFERENCES</b>	<b>30</b>
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### **SECTION E**

---

<b>LICENSES AND CERTIFICATIONS</b>	<b>31-36</b>
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## REFERENCES

**Jim King**  
**WV Higher Education Policy Council**  
1018 Kanawha Boulevard, East, Suite 700  
Charleston, WV 25301-2800  
304-558-0281 ext. 206

**Bill Clark, Executive Director**  
**Region 9 Planning and Development Council**  
400 West Stephen Street Suite 301  
Martinsburg, West Virginia 25401  
304-263-1743

**David Hildreth**  
**State of West Virginia**  
1409 Greenbrier Street  
Charleston, WV 25305  
304-558-0510

**Mayor Jesse Corley**  
**Town of White Hall**  
2119 Fairmont Avenue  
White Hall, WV 26554  
304-367-1687

**Terry Hough, City Engineer**  
**City of Morgantown**  
389 Spruce Street  
Morgantown, WV 26505  
304-284-7412

"Alpha Associates have a proven record of customer satisfaction and successful client delivery with our organization. We would be confident in our recommendation in support of Alpha."

**J. Paul Walden**  
**West Virginia University**

Every aspect and detail of your planning, coordination, and completed projects have been exceptional and outstanding in every regard.

**Robert Hammel, Former Director**  
**Morgantown Municipal Airport**



## TABLE OF CONTENTS

### SECTION A

---

<b>GENERAL FIRM INFORMATION</b>	<b>1-4</b>
A.1 LETTER OF INTEREST	1-2
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### SECTION E

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<b>LICENSES AND CERTIFICATIONS</b>	<b>31-36</b>
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STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting

Know Ye That The State Board of Registration for Professional Engineers of the State of West Virginia, reposing special confidence in the Intelligence, Integrity, and Discretion of

Charles B. Branch

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT

by law, hereby certify that he, having submitted satisfactory evidence of his ability and experience, is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

To hold and use such title in the practice of his profession, subject to the conditions prescribed by law.



Given under the hand and the Seal of the Board at the Capitol in the City of Charleston, this 18th day of February in the year of our Lord 2002 and of the State the One Hundred Thirty-Eighth.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

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



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come Greeting  
Know Ye That The State Board of Registration for Professional Engineers  
of the State of West Virginia, reposing special confidence in  
the Intelligence, Integrity and Discretion of

**Bradley H. Casdorph**

DOES IN PURSUANCE OF AUTHORITY VESTED IN IT  
by law hereby certify that he having submitted  
satisfactory evidence of his ability and experience is a

**REGISTERED PROFESSIONAL ENGINEER**

Registration Number [REDACTED]

To Hold and use such title in the practice of his profession,  
subject to the conditions prescribed by law.



Given under the hand of the  
Seal of the Board at the Capitol in the  
City of Charleston,  
This 29th day of December  
in the year of our Lord 2005  
and of the State  
the One Hundred Forty-Second

Members of the Board

*James D. Timmer, Jr.*     *Richard E. Dignall*  
*Blayne S. Salifu*     *William E. Dwyer*



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting.

Know Ye That The State Board of Registration for Professional Engineers of the State of West Virginia, reposing special confidence in the Intelligence, Integrity and Discretion of

Richard A. Colebank

Does, IN PURSUANCE OF AUTHORITY VESTED IN IT by law, hereby certify that he, having submitted satisfactory evidence of his ability and experience, is a REGISTERED PROFESSIONAL ENGINEER

Registration Number [Redacted]

To hold and use such title in the practice of his profession, subject to the conditions prescribed by law.



Given under the hand and the Seal of the Board at the Capitol in the City of Charleston this 23rd day of Feb. in the year of our Lord One Thousand Nine Hundred and Eighty-Eight and of the State the One Hundred Twenty-Fourth.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

Secretary Frank Saddy

Secretary Kenneth H. Means

By Wm. A. Jackson President

Robert B. Scott



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come Greeting  
"Know Ye" That The State Board of Registration for Professional Engineers  
of the State of West Virginia, reposing special confidence in  
the Intelligence, Integrity and Discretion of

Matthew T. Lehard

DOES IN PURSUANCE OF AUTHORITY VESTED IN IT

by law hereby certify that he having submitted  
satisfactory evidence of his ability and experience is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

"To Hold" and use such title in the practice of his profession,  
subject to the conditions prescribed by law.



Given under the hand of the  
Seal of the Board at the Capitol in the  
City of Charleston,  
This 17th day of August  
in the year of our Lord 2012  
and of the State  
the One Hundred Forty-Ninth

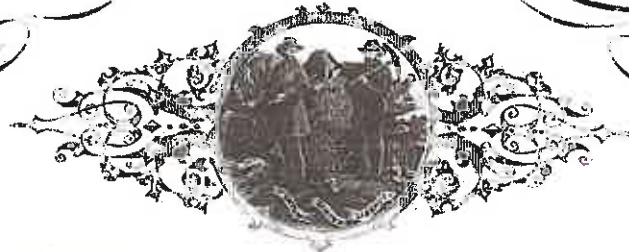
Members of the Board

Loren D. Timms, Jr. Richard E. Dignall

Bhajan S. Saha William E. Vison



# The Board of Architects



of West Virginia.

No. [REDACTED]

This Certifies that Rebecca Jean Key of Baltimore  
in the State of Maryland, having successfully passed an examination  
before the Board of Architects of the State of West Virginia; and being  
otherwise qualified, is hereby authorized to practice Architecture in all its  
branches in the State of West Virginia.



Witness the signatures of the President and Secretary of the Board of  
Architects of West Virginia and the seal of said Board, this 26th  
day of September 1994

[Signature] President.  
[Signature] Secretary.



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting.

Know Ye That The State Board of Registration for Professional Engineers, of the State of West Virginia, reposing special confidence in the Intelligence, Integrity and Discretion of Charles B. Luttrell

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT

By law, hereby certify that he, having submitted satisfactory evidence of his ability and experience, is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number [Redacted]

To hold, and use, such title in the practice of his profession, subject to the conditions prescribed by law.



Given under the hand and the Seal of the Board at the Capitol in the City of Charleston this 28th day of July in the year of our Lord One Thousand Nine Hundred and Ninety-nine and of the State the One Thousand and Thirty-sixth.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

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

# CERTIFICATE OF *Authorization*

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

*The West Virginia State Board of Registration for Professional Engineers  
having verified the person in responsible charge is registered in  
West Virginia as a professional engineer for the noted firm, hereby certifies*

**ALPHA ASSOCIATES, INC.**

**C00012-00**

**Engineer in Responsible Charge: RICHARD A COLEBANK - WV PE 010346**

*has complied with section §30-13-17 of the West Virginia Code governing  
the issuance of a Certificate of Authorization. The Board hereby notifies you of its  
certification with issuance of this Certification of Authorization for the period of:*

**January 1, 2018 - December 31, 2019**

*providing for the practice of engineering services in the State of West Virginia.*

IF YOU ARE REQUIRED TO REGISTER WITH THE SECRETARY OF STATE'S OFFICE  
PLEASE SUBMIT THIS CERTIFICATE WITH YOUR APPLICATION.



IN TESTIMONY WHEREOF, THE WEST VIRGINIA STATE BOARD OF  
REGISTRATION FOR PROFESSIONAL ENGINEERS HAS ISSUED THIS COA  
UNDER ITS SEAL AND SIGNED BY THE PRESIDENT OF SAID BOARD.

BOARD PRESIDENT

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

  
\_\_\_\_\_  
(Name, Title)

Richard A. Colebank, President & COO

\_\_\_\_\_  
(Printed Name and Title)

209 Prairie Ave, Morgantown, WV 26501

\_\_\_\_\_  
(Address)

304-296-8216/ 304-296-8245

\_\_\_\_\_  
(Phone Number) / (Fax Number)

rick.colebank@thinkalphafirst.com

\_\_\_\_\_  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Alpha Associates, Inc

\_\_\_\_\_  
(Company)

  
\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)

Richard A. Colebank

\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

4-27-2018

\_\_\_\_\_  
(Date)

304-296-8216/ 304-296-8245

\_\_\_\_\_  
(Phone Number) (Fax Number)

**West Virginia Ethics Commission**  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

**Contracting Business Entity:** Alpha Associates, Inc **Address:** 209 Prairie Ave, Morgantown, WV 26501

**Authorized Agent:** Richard A. Colebank, President & COO **Address:** \_\_\_\_\_

**Contract Number:** CEOI 0211 GSD1800000004 **Contract Description:** Renovations of Building Four

**Governmental agency awarding contract:** \_\_\_\_\_

**Check here if this is a Supplemental Disclosure**

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (*attach additional pages if necessary*):

**1. Subcontractors or other entities performing work or service under the Contract**

Check here if none, otherwise list entity/individual names below.

**2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**

Check here if none, otherwise list entity/individual names below.

**3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**

Check here if none, otherwise list entity/individual names below.

Signature:  Date Signed: April 27, 2018

**Notary Verification**

State of West Virginia, County of Upshur:

I, Kayla Facemire, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 27<sup>th</sup> day of April, 2018.

  
Notary Public's Signature

**To be completed by State Agency:**  
Date Received by State Agency: \_\_\_\_\_  
Date submitted to Ethics Commission: \_\_\_\_\_  
Governmental agency submitting Disclosure: \_\_\_\_\_



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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, Inc

Authorized Signature: [Signature] Date: 4-27-2018

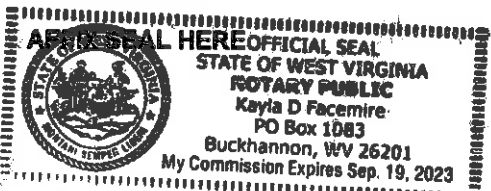
State of West Virginia

County of Upshur, to-wit:

Taken, subscribed, and sworn to before me this 27 day of April, 2018.

My Commission expires Sept. 19 7, 2023.

NOTARY PUBLIC [Signature]  
Purchasing Affidavit (Revised 01/19/2018)



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

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

Alpha Associates, Inc

Company

  
Authorized Signature

4-27-2018

Date

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