

**West Virginia Purchasing
Division**

**A/E Design Services for Canaan
Valley Resort Wastewater
Improvements
AEOI 0310 DNR1900000001**

February 22, 2019

EXPRESSION OF INTEREST





Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Expression of Interest
 02 – Architect/Engr

Proc Folder: 544954

Doc Description: A/E Services-Canaan Valley Resort Wastewater Improvements

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2019-02-01	2019-02-22 13:30:00	CEOI 0310 DNR1900000001	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US


VENDOR

Vendor Name, Address and Telephone Number:

Alpha Associates, Inc
 209 Prairie Ave.
 Morgantown, WV 26051
 304-296-8216

FOR INFORMATION CONTACT THE BUYER

Guy Nisbet
 (304) 558-2596
 guy.l.nisbet@wv.gov

Signature  FEIN # 550516286 DATE 2/20/19

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

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 Address: _____

Contract Number: CEOI 0310 DNR1900000001 Contract Description: Canaan Valley Resort

Governmental agency awarding contract: West Virginia Purchasing Division Wastewater Improvements

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.

Richard A. Colebank
Richard W. Klein

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: *Richard A. Colebank* Date Signed: 2/20/19

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 20th day of February, 2019.

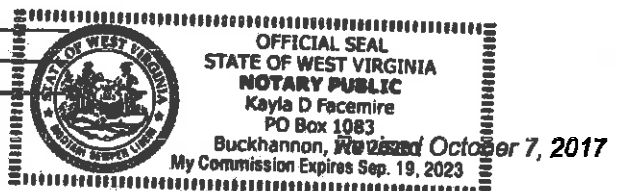
Kayla Facemire
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____



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.

Richard A. Colebank, President & COO
(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)
Richard A. Colebank, Pres. & COO
(Authorized Signature) (Representative Name, Title)
Richard A. Colebank, President & COO
(Printed Name and Title of Authorized Representative)

2/20/19
(Date)
304-296-8216/ 304-296-8245
(Phone Number) (Fax Number)

**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, Inc
Company


Authorized Signature

2/20/19
Date

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

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: 2/20/19

State of West Virginia

County of Upshur, to-wit:

Taken, subscribed, and sworn to before me this 20 day of February, 2019.

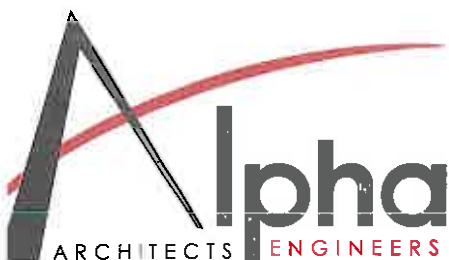
My Commission expires September 19, 2023.



NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)



February 22, 2019

Purchasing Division
2019 Washington St. E.
Charleston, WV 25305

Attn: Gus Nisbet

Re: AEOI 0310 DNR1900000001
A/E Services for Canaan Valley Resort Wastewater Improvements

Dear Mr. Nisbet,

Alpha Associates, Incorporated is pleased to submit our qualifications to provide professional engineering services for Canaan Valley Resort. Alpha has succeeded in providing planning, permitting, funding, design and construction administration services for numerous wastewater systems similar to this project. We have provided design services for many wastewater systems, including thousands of linear feet of collections lines and pump stations.

Over the past 50 years, Alpha has performed numerous designs and evaluations for wastewater systems across the State. In addition to the numerous wastewater projects that Alpha has undertaken throughout the years, Alpha Associates has been providing exemplary civil engineering, design services throughout West Virginia. We have worked with local, state, and federal government entities for numerous projects of varying sizes and types. In this proposal, you will find examples that showcase the Alpha Team's exceptional project experience with projects of similar size and scope.

Project Understanding

The WVDNR is looking to partner with an engineering firm that can provide engineering design services and contract administration for the renovations to the Lodge wastewater plant and collections systems at Canaan Valley Resort. These planned improvements may also include any other work that is necessary for or related to the facilities as well as any other necessary ancillary work. Currently, the Lodge's plant is a 1970s era extended aeration system designed for 100,000 gpd. We are well versed in similar types of plants and the requirements to keep them operations efficiently.

Design Team

Alpha is a West Virginia owned and operated engineering design firm with locations in Morgantown and Martinsburg. Your project will be managed and produced out of our Morgantown Office with support from Martinsburg personnel as necessary. Our professional staff includes civil and structural engineers, architects, surveyors, cost estimators, field service representatives, landscape designers, interior designers, and technicians.

Summary

Alpha Associates, Inc. is committed to providing the WVDNR with a team that surpasses every expectation. We will work closely with the State to meet the needs of the project and the community for decades to come. We will work side by side with the WVDNR and Canaan Valley Resort to ensure all projects are completed in a timely, cost effective manner with minimal complications or interruptions. We look forward to further discussing our qualifications with you soon. If you have any questions, please contact me at (304)296-8216 ext. 102.

Sincerely,

ALPHA ASSOCIATES, INCORPORATED



Richard A. Colebank, PE, PS
President & COO
rick.colebank@thinkalphafirst.com



FIRM PROFILE

Firm Profile

FIRM NAME

Alpha Associates, Incorporated

CORPORATE OFFICE

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

24 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.



STATEMENT OF QUALIFICATIONS

Alpha Associates, Incorporated is an Architectural and Engineering design firm that provides services in the areas of Civil Engineering, Structural Engineering, Landscape Design, Architectural Design, Interior Design, Construction Administration, 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.

Since 1969, Alpha has provided engineering planning and design services for wastewater systems to clients such as the Point Marion Borough, Monongalia County Schools, Corporation of Shepherdstown, Harpers Ferry – Bolivar Public Service District, Warm Springs Public Service District, Morgan County Commission, City of Martinsburg Utility Department, Township of Point Marion, PA and the Corporation of Harpers Ferry. Our work is diverse and also includes clients in commercial, educational and governmental facilities, developers and private organizations. Alpha's engineers have recent, relevant project experience in water and sewer design, and this experience enables your project to be completed on time and within budget.

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.

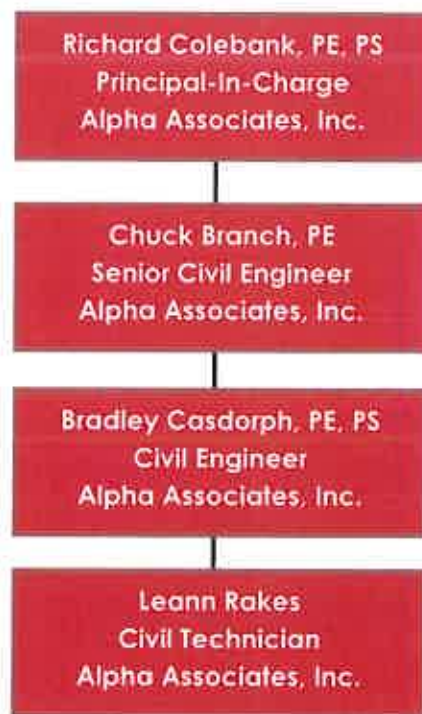
Everyone at Alpha, from the President to the administrative staff, all work towards the goal of completing successful projects. Our principals are involved with projects from the earliest stages right through final completion and beyond. They will consistently update you on your project by using effective communication tools to manage the projects and all the involved parties. Our skilled staff of 24 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 50 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.

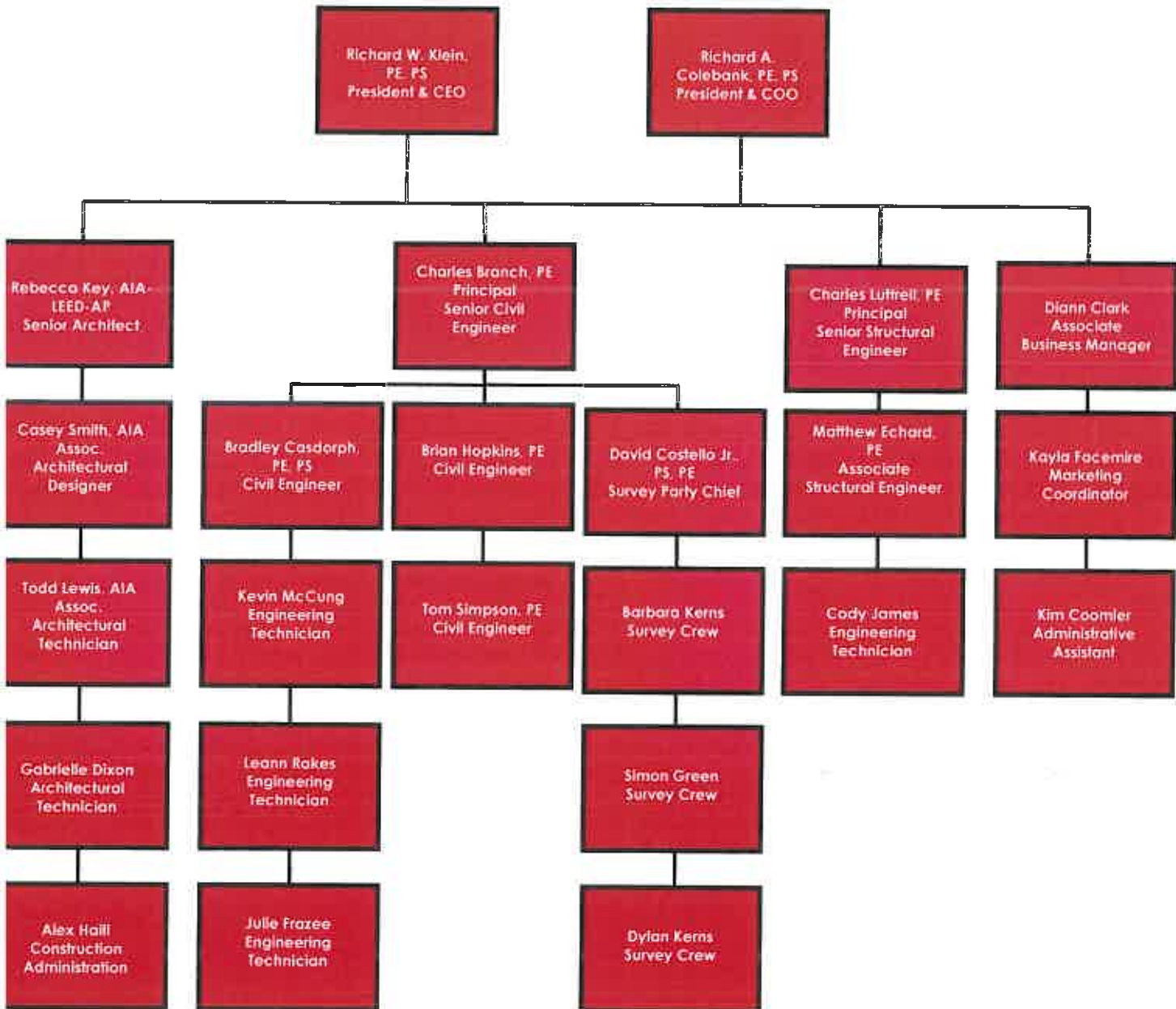


STAFFING PLAN

All work to be performed for the West Virginia Department of Natural Resources will be managed out of Alpha's Morgantown office. In addition to your dedicated Project Team, Alpha's staff of 24 includes engineers, architects, architectural designers, interior designers, landscape designers, technicians, and support staff that is available to assist with any potential project need.



ALPHA TEAM ORGANIZATION





COST AND 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 few actually achieve the results Alpha has over the years. One of the determining factor is the tools the firms utilize to produce the budgets. 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:

- Personnel assigned to the project
- Chosen method of construction
- Changes to project scope
- Unique construction elements for each project

Successful project management depends upon consensus regarding work efforts, milestones and goals. The Alpha 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 regarding the 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. Adherence to the schedule is the responsibility of the Project Manager. The Project Manager must insure the team members, including the owner have bought into the schedule and are maintaining their respective duties.

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.

In a world where "time is money", the schedule of a project is almost as important as controlling the cost. Alpha also works diligently to control the budget of a project. The best way to control the cost of a project is to avoid the "scope creep" that can occur

Alpha also has an excellent record of budget control. Alpha's in house cost estimators, combined with an excellent relationship with contractors throughout the area enable 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.



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

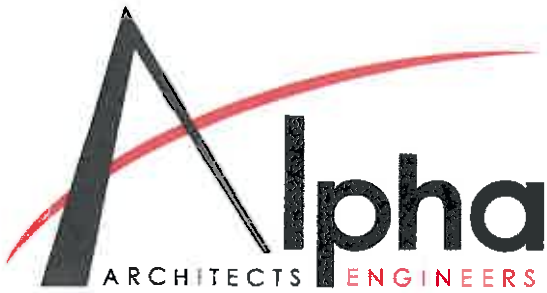
Project Manager:

- 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
Certiified 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

Contact

Richard A. Colebank

304.296.8216

800.640.8216

rick.colebank@thinkalphafirst.com

think  first.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

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:

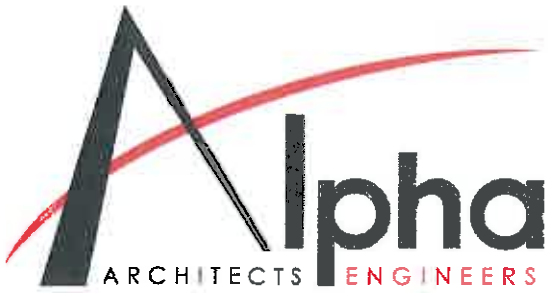
- Bridge Structural Design and Analysis
- Innovative Bridge Materials Applications
- Building Structural Design and Analysis
- Historical Restoration and Evaluations

PROFESSIONAL HIGHLIGHTS

Structural Engineer:

- Freedom Automotive Group 3 Dealerships; Morgantown, WV
- Hazel Ruby McQuain Equine Education & Resource Center; WVU
- WVDOH Arnettsville Replacement Bridge; Morgantown, WV
- Clarksburg State Office Building; 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

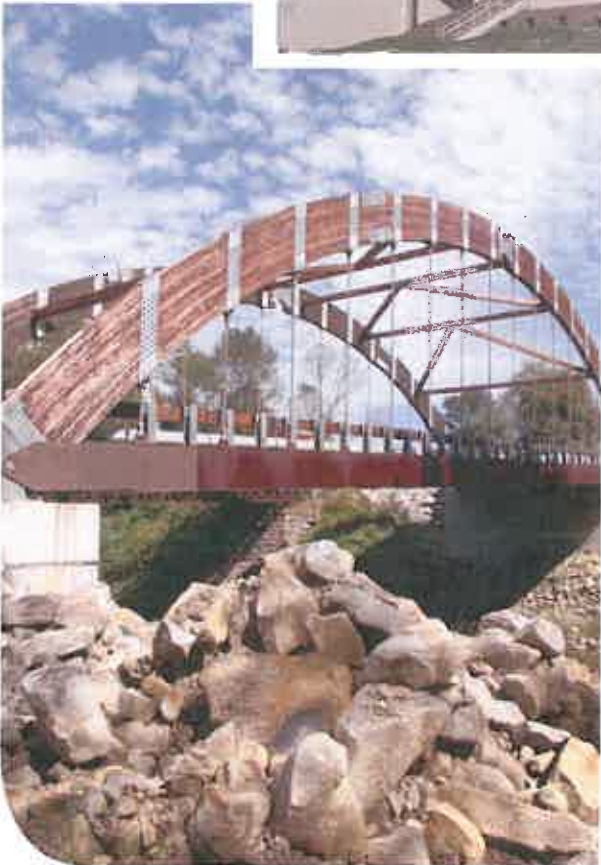
- **License:** Professional Engineer: West Virginia, Pennsylvania

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

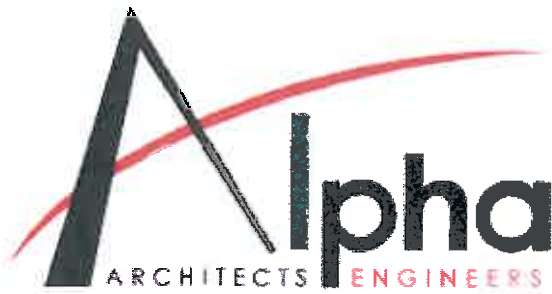
Contact

Charles B. Luttrell

304.296.8216

800.640.8216

charlie.luttrell@thinkalphafirst.com



ALPHA RESUMES

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.

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

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

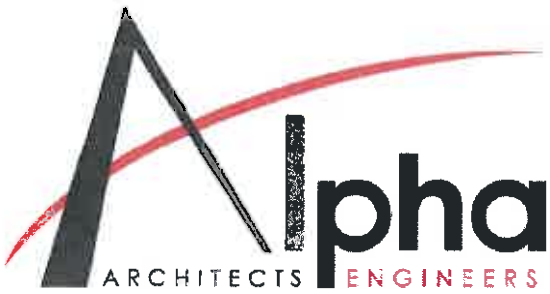
Dormitory and Multi-Family

- 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

think  Alpha first.com



ALPHA RESUMES

Bradley Casdorph, PE, PS | Civil Engineer

SUMMARY

Mr. Casdorph 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

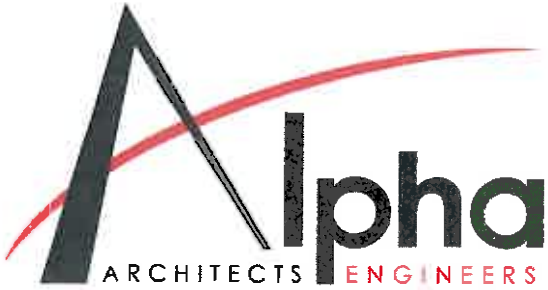
Broad-based responsibilities in the following areas:

- 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
- WVSPE - Mountain Regional Chapter; President
- Aircraft Owners and Pilots Association; Member

Contact

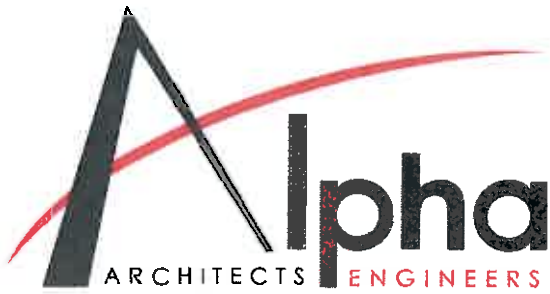
Bradley Casdorff

304.296.8216

800.640.8216

brad.casdorff@thinkalphafirst.com

think  Alpha first.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.

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.

Contact

Matthew T. Echard

304.296.8216

800.640.8216

matthew.echard@thinkalphafirst.com

think  first.com



ALPHA EXPERIENCE

Mon. County Wastewater Treatment Engineering Case Study

Wastewater Treatment Plant Upgrades Monongalia County, WV

These Monongalia County projects included renovating, replacing and expanding treatment plants at numerous sites for the Monongalia Board of Education. The plants were designed to correct and meet discharge limitation. The following school sewage plants have been completed:

- Cass Elementary
- Daybrook Elementary
- Ridgedale Elementary
- Waitman Barbe Elementary
- Mason-Dixon Elementary
- Easton Elementary
- Summers Elementary
- Cool Springs Elementary

Project Contact:

Dr. Frank Devono
13 South High Street
Morgantown, WV 26501
304-291-9210



At a Glance

CLIENT: Monongalia Co. BOE
LOCATION: Monongalia County, WV
COMPLETION DATE: Various
SIZE: Various
CONSTRUCTION COST: Various

WATER DISTRIBUTION EXPERIENCE

Corporation of Harpers Ferry Analysis and Preliminary Engineering Report

– Alpha completed an Analysis and Preliminary Engineering Report of the existing Harpers Ferry Water Distribution System and Filtration Plant in 2009. Our services included review of Federal and State water treatment regulations, review of maintenance records and condition of equipment, review of the existing water distribution system with emphasis on the proposed line replacements, and conducted a follow up review of the 2009 Sanitary Survey to assess the level of compliance with the recommendations. The Preliminary Engineering Report included a Project Cost Estimate to be used in funding applications.



Point Marion Preliminary Engineering Report – Alpha prepared a preliminary engineering report for the replacement of approximately 25,000 LF of waterline and related appurtenances, as well as, improvements to the treatment plant and water storage tank.



Wyoming County Preliminary Engineering Reports – Alpha prepared a preliminary engineering report for the communities of Coal Mountain, Brenton, Marianna, Green Camp, Wyoming and Grover. The proposed treatment plants, pump stations, water tanks, and distribution system would serve approximately 380 customers. The report consisted of 79,000 LF of 2 – 8" waterline.

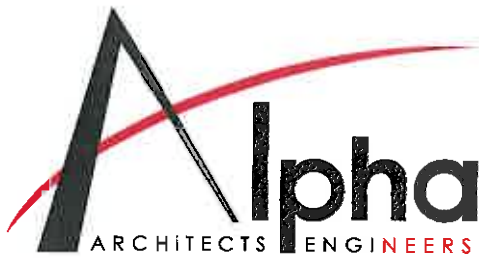


Water Street Waterline Replacement – The project included 1000 LF of 6" waterline and related appurtenances on Water Street in Point Marion. This project was funded through a Community Development Block Grant.

Berkeley Springs Water Works – Engineering work included a multi-phased project of improvements to the municipal water system. Contracts 1 and 2 included a 4,000 feet water main extension, renovations to the water booster station and construction of a 200,000 gallon elevated water storage tank. Contracts 3 and 4 included the construction of a 144,000 gallon water storage tank and the installation of a new altitude valve vault.



Coolfont Ridge Storage Tank – The project involved a booster station, 10,000 linear feet of sewer line, 28 manholes and 12,000 linear feet of waterline. Another portion of the project involved the planning, design and construction phase services for a 67,000 gallon storage tank.



National Conservation Training Center (NCTC) – This project consisted of extending the Shepherdstown Public Water System to NCTC. The work included the installation of 15,021 LF of 12" main with related gate valves, air release valves and fire hydrants. Although this line generally followed the State highway, a substantial portion of the line was laid in private property adjacent to the road right-of-way. This required numerous easement plats through private property.



McKee Crossing Subdivision, Phase 1– This phase of the subdivision includes 130 residential lots. In addition to the water lines within the subdivision itself, this project requires the extension and looping of the Berkeley County PSWD lines. The total Phase 1 water system includes 6,048 LF of 12" water main, 2,791 LF of 8" water main, gate valves, air release valves, fire hydrants and connections to the existing system at two locations. This project was permitted and ready to bid in 2008.



Morgan County Commission, Water Line Extension to the Tom Seely Furniture Factory – This project was studied in 2003 by the County Commission to provide the factory with adequate fire protection, as well as to provide domestic water service to numerous residential and commercial customers along the route. The project would have included 7,800 LF of 8" water main, related gate valves and seven fire hydrants. It has not been constructed do to funding. The factory has since drilled a new well and constructed a water tank to provide fire protection.

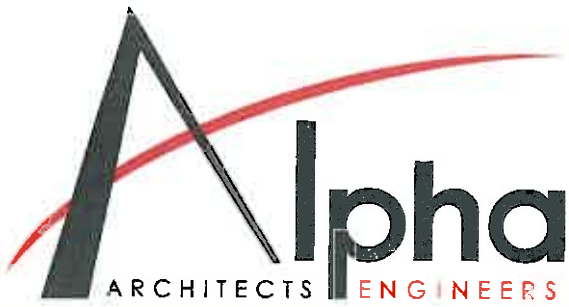


Quail Ridge Subdivision, Section II – This residential subdivision is located in Jefferson County but is served water by the Berkeley County PSWD. The water system includes approximately 11,700 LF of 6" and 8" mains, related valves and 10 fire hydrants.



City of Martinsburg, College Avenue Water Line Replacement – This project consisted of replacing 2" and 3" water main with 6" line. A total of 3,455 LF of 6" pipe was constructed. This project was completed while maintaining service to all existing customers. New lines were laid and tested on a block by block basis and then the customers were disconnected from the old line and connected to the new line. Most of the main line connections were done under pressure.

Woods Golf Course Community – This project involved a study to map and determine the current and future operations of the water system. Alpha reviewed the existing water storage tanks, and investigated capacity, location and integration into the water system. The study also included determination of code compliance with Federal and State water treatment and testing regulations and compliance of existing plants.



ALPHA EXPERIENCE

Harper's Ferry-Bolivar Wastewater | 2010 Engineering Case Study

Harper's Ferry- Bolivar Wastewater Harper's Ferry, WV

This project consists of the planning and design of improvements to the wastewater treatment plant. As with all public works projects, the first step was the preparation of a facilities plan meeting all the requirements of the West Virginia Infrastructure Council. This was followed by a Priority List Application and a Funding Application. This project was funded with a low interest loan from the WVDEP Revolving Loan Fund. It was completed and placed in operation in 2010.

The improvements to the Wastewater Treatment Plant includes the furnishing and installation of a sludge dewatering system including a belt filter press package with specified controls, pumps, chemical feed equipment, piping and all civil structural, mechanical, electrical and control work necessary for the complete installation and startup of the system. All of the equipment and appurtenances is housed in a new pre-engineering building. Other related equipment includes a sludge pump, filtrate pumps, lime feed system, and a cake pump system.

Project Contact:

Erin Williams
Harper's Ferry – Bolivar PSD
Box 235
Harper's Ferry, WV 25425
535-2390



At a Glance

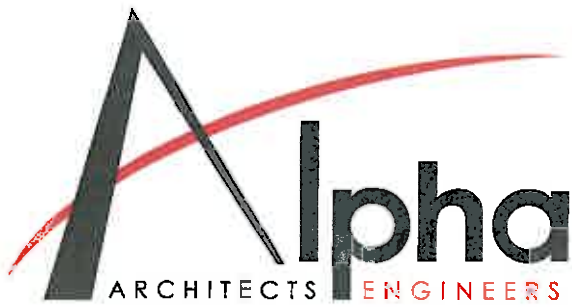
CLIENT: Harper's Ferry-Bolivar
Public Service District

LOCATION: Harper's Ferry, WV

COMPLETION DATE: 2010

SIZE: 300,000 gallons per day

CONSTRUCTION COST: \$769,479.00



ALPHA EXPERIENCE

Analysis and Preliminary Engineering Report | 2009

Engineering Case Study

Corporation of Harpers Ferry

Harpers Ferry, WV

Alpha Associates, Incorporated served as the Engineer to study the Harpers Ferry Water Distribution System and Filtration Plant. The majority of the distribution system was constructed in 1964 and the filtration plant was constructed in 1987. The distribution system includes three water storage tanks, two of which date to 1964 and one which was recently constructed in 2008.

The project included the following elements:

- Conduct follow-up review of the 2009 Sanitary Survey and assess the level of compliance with the recommendations.
- Review Federal and State water treatment regulations and their applicability to the existing filtration plant.
- Review maintenance records and the condition of the equipment.
- Review the list of maintenance and replacement items prepared by the chief operator and determine cost and priority for these items
- Review the existing water distribution system with emphasis on the proposed line replacements suggested by the chief operator.
- Prepare a Preliminary Engineering Report that can be utilized to seek funding through the West Virginia Infrastructure Council.

At a Glance

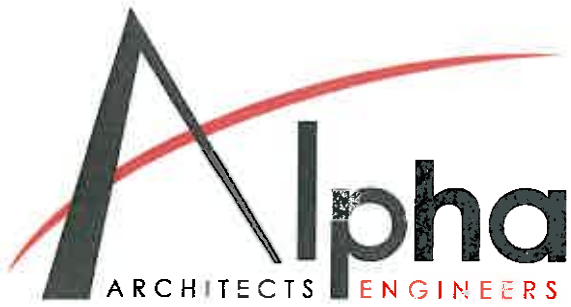
CLIENT: Corporation of Harpers Ferry

LOCATION: Harpers Ferry, WV

COMPLETION DATE: 2009

SIZE: Plant-.366 MGD

CONSTRUCTION COST: N/A



ALPHA EXPERIENCE

City of Shepherdstown | 1999

Engineering Case Study

City of Shepherdstown

Shepherdstown, WV

This project involved the renovation of the main pump station, which included pumps, motors, valves and piping, master meter replacement and electronic control system. It also involved the construction of a new interceptor sewer, the majority of which runs through the campus of Shepherd College. The project was divided into several contracts, with all contracts now completed. The construction cost for the entire project was approximately \$220,000. The contracts required the pumping of the entire flow in the existing interceptor while the pump station was renovated.



Project Contact:

Frank Welch
Director – Public Works Department
PO Box 248
Shepherdstown, WV 25443
304-876-3322

At a Glance

CLIENT: City of Shepherdstown
LOCATION: Shepherdstown, WV
COMPLETION DATE: 1999
SIZE: Multiple Projects
CONSTRUCTION COST: \$220,000

think  Alpha first.com



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 15056

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 10th day of February in the year of our Lord 2002 and of the State the One Hundred Thirty-Eighth

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

[Signature]

[Signature]

[Signature]

[Signature]



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 16618

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. Timms, Jr. Richard E. Dignas

Blayne S. Selja William E. Dierman



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 10346

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

Frank Waddy

Secretary
Kenneth H. Means

By
Maud P. Jickman President

Robert L. Smith



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. Richard

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 19830

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

James D. Thomas, Jr. Richard E. Dlyna
Blair S. Stipe William E. Dyer

Order of the Board of Architects



No. 2093
of West Virginia

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 1924

W. J. G. J. President.
W. J. G. J. 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 14172

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



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

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

Handwritten signatures: Charles B. Luttrell, Frank Ruby, and W. B. Faulkner.

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