



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50136  
 Charleston, WV 25305-0130

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

Proc Folder: 572923

Doc Description: A/E Services North Bend Cokely Branch Campground Improvement

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2019-04-22	2019-05-09 13:30:00	CEOI 0310 DMR1900000011	1

**BID RECEIVING LOCATION**

BID CLERK

DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON  
 US

WV 25305

RECEIVED

2019 MAY 13 PM 12:22

WV PURCHASING  
 DIVISION

**VENDOR**

Vendor Name, Address and Telephone Number:

Alpha Associates, Inc  
 209 Prairie Ave.  
 Morgantown, WV 26501  
 304-296-8216

**FOR INFORMATION CONTACT THE BUYER**

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

Signature X

FEIN # 550516286

DATE 5-10-19

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

**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)

(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contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated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)

(Printed Name and Title of Authorized Representative)

5/10/19

(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 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

5/10/19  
Date

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

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 DNR190000011 Contract Description: North Bend Cokley Branch  
Campground Improvements

Governmental agency awarding contract: West Virginia Purchasing Division

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: [Handwritten Signature] Date Signed: 5/10/19

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 10th day of April, 2019.

[Handwritten Signature]  
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: 5/10/19

State of West Virginia

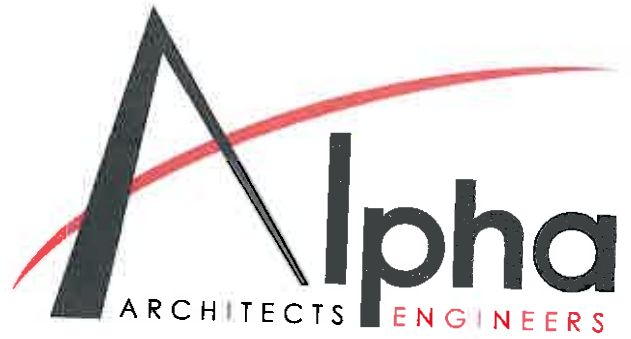
County of Upshur to-wit:

Taken, subscribed, and sworn to before me this 10 day of April, 2019.

My Commission expires September 19, 2023.



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



**WVDNR**  
**North Bend**  
**Cokley Branch Campground**  
**Improvement Project**  
**Architectural & Engineering Services**

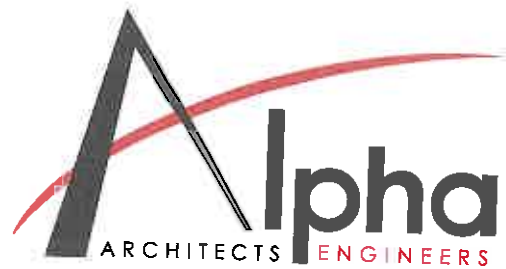
May 14, 2019

1:30PM

CEOI 0310 DNR1900000011

**STATEMENT OF QUALIFICATIONS**





May 14, 2019

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

Attn: Guy Nisbet

**RE: CEOI 0310 DNR19000011**  
**A/E Services for North Bend Cokley Branch Campground Improvements**

Alpha Associates, Incorporated is please to submit this Expression of Interest to provide the necessary engineering, architectural, and other related professional services for the improvements at North Bend Cokley Branch Campground located in Ritchie County, WV. Alpha was fortunate to have provided the design of the original Cokley Campground at North Bend for the NRCS as a part of the overall improvements that included the infrastructure, campgrounds, boat ramps and other amenities. This combined with our ongoing experience with the WVDNR makes us perfect partnering firm for the Department of Natural Resources on this upcoming project.

Since 1969, Alpha has partnered with the Department of National Resources to provide architectural and engineering services for projects around the state. We are currently working with the DNR on the Tygart Lake State Park Boating & Parking Improvements Project. This project has provided our staff with recent and relevant knowledge to successfully complete the Elk River Boating Access Projects at Mink Shoals, Big Chimney, Blue Creek, Upper Clendenin, and Lower Clendenin. Our work on the Tygart Project gives us the recent and relevant experience with the U.S. Army of Corps of Engineers in the permitting process. In the past 50 years Alpha has provided design, construction documents, permitting and Construction Administration services for numerous projects including infrastructure extensions.

**The Project Team**

Alpha is a West Virginia owned and operated architectural and engineering design firm with locations in Morgantown, and Martinsburg. Our 24-person

professional staff includes architects, civil and structural engineers, surveyors, cost estimators, construction representatives, landscape designers, interior designers, and technicians. 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.

### **Project Understanding**

The WV DNR is looking to partner with an engineering firm to provide services for the design to extend sewer to 28 existing camp sites and 12 planned campsites at Cokley Branch Campground. This project will also include approximately 12 floating boat dock slips and connecting dock on the lake adjacent to the campground. The sewage system extension will include gravity collection system, pump station, and a force main to connect to the existing sewer, as well as any other work necessary for, or related to, the park facilities, and ancillary work.

### **Summary**

The Alpha Team is excited for the opportunity to work with the WV DNR on another project and to continue our work at North Bend. Our dedicated team of professionals will make your project a priority. Please contact me at 304-296-8216 extension 102 if you have any questions or require additional information. Thank you for your consideration.

Sincerely,

**ALPHA ASSOCIATES, INCORPORATED**



Richard A. Colebank, PE, PS  
President and COO

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





**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 & COO  
Richard W. Klein, PE, PS; Chairman & 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.



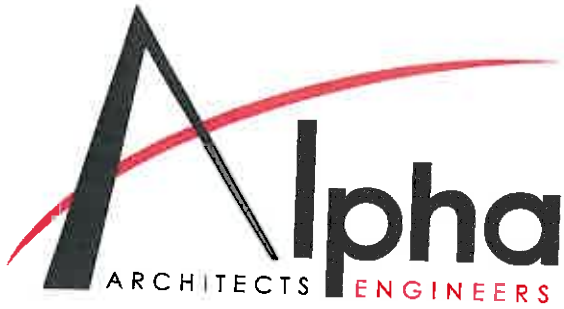
## STATEMENT OF QUALIFICATIONS

Alpha Associates, Incorporated is 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 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.

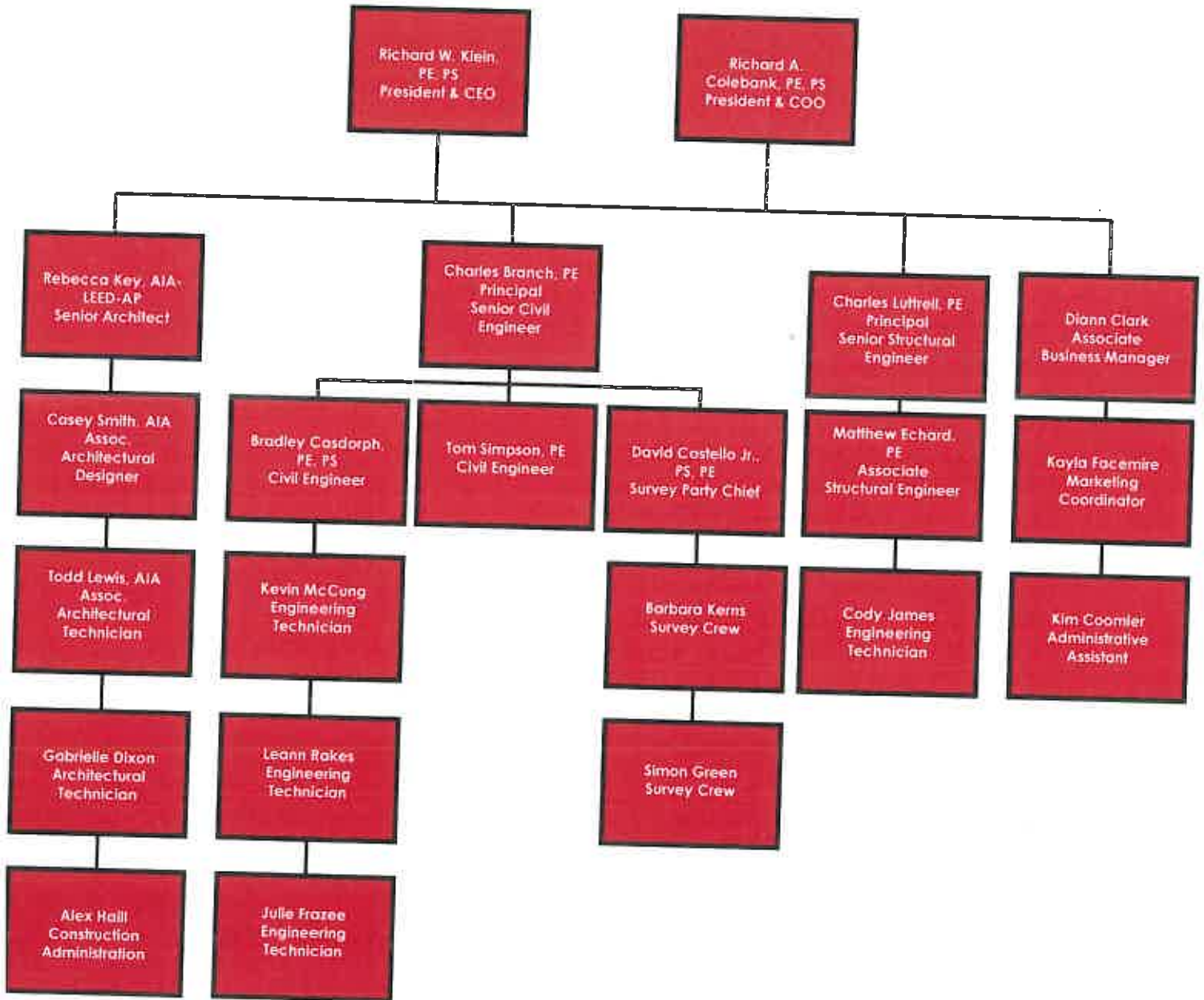


## STAFFING PLAN

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



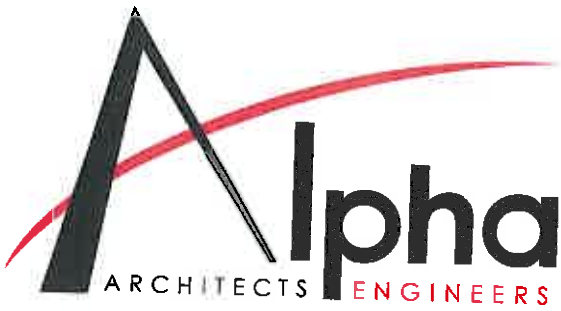
great way to get everyone started off on the right track.

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.



## CAPACITY AND SOFTWARE

### Capacity

Alpha Associates, Incorporated is prepared to commit staff resources to the North Bend Cokley Branch Campground improvement 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 Department of Natural Resources with a committed and dependable design team. Our multidisciplinary design team is prepared to meet and exceed the expectations of the State by committing any resources necessary to meet the project schedule.

### 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 secure e-mail and internet capability to allow efficient transfer of information between Alpha and the client. We currently have the latest editions of the following software:

- AutoCAD 19
- REVIT (Editions up to 2019)
- Civil 3D
- RISA 3D
- RISA Floor
- RISA Foundation
- MathCAD
- Autodesk Suite
- Enercalc
- AutoTURN
- TopCon GR5 GPS System
- TopCon Total Station with Reflectorless Capabilities
- Carlson Surveyor & Data Collector



## ALPHA RESUMES

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

### 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.



### 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

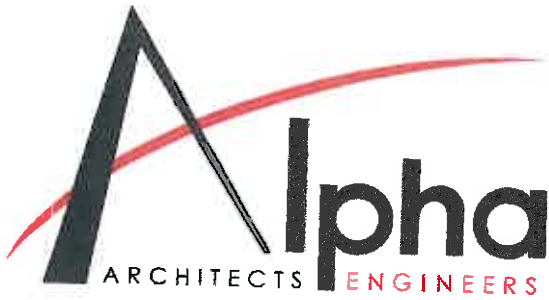
#### Project Manager:

- 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

think  **Alpha** first.com

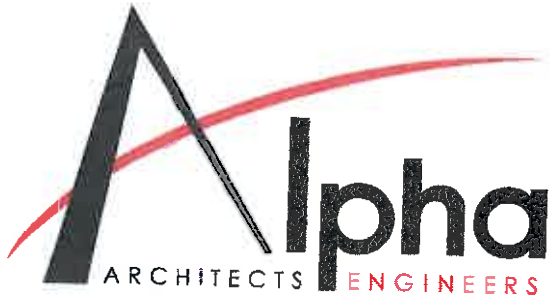
Contact

**Richard A. Colebank**

304.296.8216

800.640.8216

[rick.colebank@thinkalphafirst.com](mailto:rlick.colebank@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**

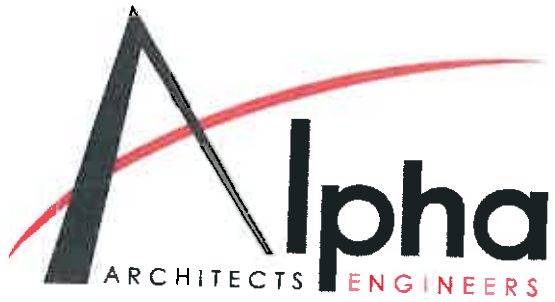
Broad-based responsibilities in the following areas:

- 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

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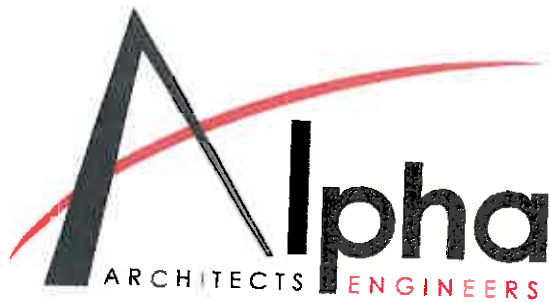
Contact

Charles B. Branch

304.296.8216

800.640.8216

[chuck.branch@thinkalphafirst.com](mailto: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 oil 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:

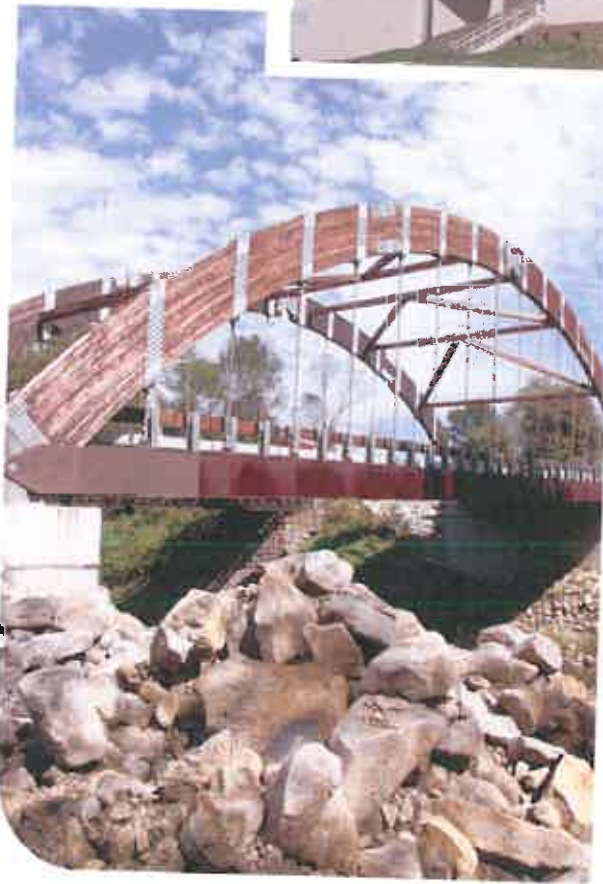
- Bridge Structural Design and Analysis
- Innovative Bridge Materials Applications
- Building Structural Design and Analysis
- Historical Restoration and Evaluations

### PROFESSIONAL HIGHLIGHTS

#### Structural Engineer:

- Freedom Automotive Group 3 Dealerships; Morgantown, WV
- Hazel Ruby McQuain Equine Education & Resource Center; WVU
- WVDOH 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

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Contact

Charles B. Luttrell

304.296.8216

800.640.8216

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



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### Contact

Rebecca Key  
 304.296.8216  
 800.640.8216

[rebecca.key@thinkalphafirst.com](mailto:rebecca.key@thinkalphafirst.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
- Davisson 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.

### PROFILE

Broad-based responsibilities in the following areas:

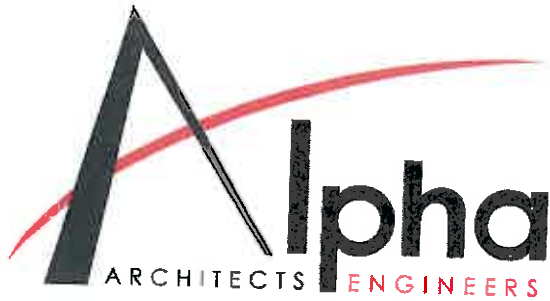
- Structural Engineering
- Structural Forensics
- Project Management

### 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.

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Contact

Matthew T. Echard

304.296.8216

800.640.8216

matthew.echard@thinkalphafirst.com



## ALPHA EXPERIENCE

Stonewall Jackson Resort | On-Going

### Engineering Case Study

**Stonewall Jackson Resort**  
Roanoke, WV

Alpha Associates, Incorporated is currently working on the completion of a variety of projects for Stonewall Jackson Resort in Roanoke, WV. During the summer of 2013, Alpha completed the design of infrastructure for 25 cottages at the Resort. Work for the infrastructure included all earthwork, roadways, and utilities. The grading and roads were completed during the fall of 2012 by the Army National Guard as well as some other miscellaneous off-site grading activities that the Resort requested Alpha's services in completing with the National Guard.

Construction of the utility infrastructure was just completed in Spring 2015 which included water, sanitary, gas, power and communication lines. Alpha is also working on an evaluation and report for the existing water and waste water treatment systems at the Resort.

#### At a Glance

**CLIENT:** Stonewall Jackson Resort

**LOCATION:** Roanoke, WV

**COMPLETION DATE:** On-Going

**SIZE:** Multiple Projects

**CONSTRUCTION COST:** Completed by WVANG

#### Project Contact:

**Steve Jordan**  
WV Commercial  
305 Washington Street, West  
Charleston, WV 25302  
304-347-7500

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BEFORE



AFTER

**ALPHA EXPERIENCE**

Tygart Lake State Park | 2019

**Recreation Case Study**

**Engineering Case Study**  
Grafton, WV

The project at Tygart Lake was designed to greatly improve the existing boating facilities. The two existing ramps were widened and lengthened to better access the lake and extend the boating season.

Parking lot circulation was expanded to allow better access and the small existing gravel lot was enlarged to accommodate 110 parked vehicles and trailers.

Overall the project has greatly improved the recreational opportunities for the public and provided an efficient, effective boating facility.



BEFORE



AFTER

**Project Contact:**  
Brad Leslie  
324 4th Ave.  
South Charleston, WV 25303  
304-558-2764

At a Glance

CLIENT: WVDNR  
LOCATION: Grafton, WV  
COMPLETION DATE: 2019  
SIZE: 7.5 Acres  
CONSTRUCTION COST: \$2 Million





### ALPHA EXPERIENCE

2010

## Harper's Ferry-Bolivar Wastewater 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 has been funded with a low interest loan from the WVDEP Revolving Loan Fund. It is currently under construction utilizing a 50% federal stimulus program loan waiver.

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.

### 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

### Project Contact:

Tommy Williams

Harper's Ferry - Bolivar PSD

P.O. Box 235

Harper's Ferry, WV 25425

4-535-2390





**ALPHA EXPERIENCE**

**North Fork Hughes River** | 2009

## Recreation Case Study

### North Fork Hughes River Recreational Design

Ritchie County, WV

Alpha Associates, incorporated provided architectural, engineering and landscape design for the implementation of a \$12 million Master Plan for the USDA. The project included:

- Restrooms and Bath Houses
- Amphitheater
- Trails
- Parking Areas
- Check in Building
- Water Transmission and Distribution
- Navigational Aids
- Camping Areas
- Picnic Areas
- Sports Fields
- Roadways
- Maintenance Building
- Sewage Collection and Treatment



**Project Contact:**

**Sam Ware**

**91 Boyles Lane**

**Parkersburg, WV 26104**

**304-422-9072**

**At a Glance**

**CLIENT:** USDA

**LOCATION:** Ritchie County, WV

**COMPLETION DATE:** 2009

**SIZE:** Over 100 Acres

**CONSTRUCTION COST:** \$12 Million





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 10<sup>th</sup> 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]*

*[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. Casdorff**

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. Thomas Jr.*     *Richard E. Dignall*  
*Blake J. Smith*     *William E. Person*



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

Frank Saddy

By  
Secretary *Wm. P. Jackson* President  
Kenneth H. Means *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. Echard**

**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

*James D. Thomas, Jr.*      *Richard E. Deyne*

*Blayne S. Salje*      *William E. Piersen*

# 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 1924

Will [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 him, 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 Hundred Thirty-sixth.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

Handwritten signatures of the board members, including names like 'Frank Kelly' and 'Wm. J. ...'.

# 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



## REFERENCES

**Michael Evans, Architect**  
**State of West Virginia**  
1900 Kanawha Blvd, East  
Bldg. 1 Room MB-60  
Charleston, WV 25305  
304-957-7145

**Melody Haynes, Procurement Officer**  
**State of West Virginia**  
1900 Kanawha Blvd. East  
Bldg. 1, Room MB-60  
Charleston, WV 25305  
304-957-7173

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

**Brad Leslie**  
**WV DNR**  
324 4<sup>th</sup> Street  
South Charleston, WV 25303  
304-558-2764

**Mr. John Sommers, Senior Project Manager**  
**West Virginia University**  
979 Rawley Lane  
Morgantown, WV 26506  
304-293-2856

"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**

"The entire staff at Alpha has always been responsive, professional, creative, and practical. Most importantly, they are always concerned about our needs as a client. They quickly respond to challenges that arise during construction."

**Brian Thomas, President**  
**Clear Mountain Bank**