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WV PURCHASING
DIVISION

A/E SERVICES FOR WHITE HORSE WMA HQ OFFICE, SHOP & GARAGE

CRFQ 0310 DNR20000000005

Architectural & Engineering Services
Public Notice Date: October 4, 2019
Submission Date: November 4, 2019
EXPRESSION OF INTEREST



CONTACT

Address

Richard Colebank, President & COO
Alpha Associates, Incorporated
209 Prairie Ave.
Morgantown, WV 26501

Phone & Fax

Phone: 304-296-8216
Fax: 304-296-8216

Online

Email: rick.colebank@thinkALPHAfirst.com

Website: www.thinkALPHAfirst.com



November 4, 2019

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

Attn: Guy Nisbet

RE: CRFQ 0310 DNR2000000005
A/E Services for White Horse WMA HQ Office, Shop & Garage

Dear Mr. Nisbet,

Alpha Associates, Incorporated is pleased to submit our qualifications to provide architectural and engineering services for the design of a new Headquarters and Maintenance Facility located at White Horse WMA in Hampshire County, West Virginia. We have established a strong team for this important project. Alpha's past experience with similar projects, and our existing relationship with the State of West Virginia including the WVDNR make us a perfect teaming partner for you on your completion project.

Over the past 50 years Alpha has provided quality architectural, engineering and surveying services to various clients, both public and private, throughout the state. Our relevant project experience includes the evaluation, renovation, design and construction of a variety of office spaces including the West Virginia State Office Building in Clarksburg, West Virginia, as well as multiple Maintenance Facilities such as the Maintenance Facility at the Morgantown Municipal Airport. Alpha also has an extensive array of experience in DNR projects.

Design 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 West Virginia Division of Natural Resources is looking to partner with a firm to provide architectural/engineering design services for the new Headquarters and Maintenance Facility located at White Horse WMA. This project may include offices, sleeping/living quarters, equipment storage and maintenance areas as well as all work necessary for, or related to, the facilities, as well as any other ancillary work.

Summary

The Alpha Team is looking forward to continuing to build on an already successful relationship with the WV Division of Natural Resources and the State of West Virginia by providing excellent service at affordable costs. Our dedicated team of professionals will make your project a priority. If you would like to further discuss this upcoming project, please contact me at (304) 296-8216 ext. 102.

Sincerely,

ALPHA ASSOCIATES, INCORPORATED



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

WELCOME TO ALPHA ASSOCIATES, INC.

FIRM PROFILE

Contract Role: Prime

Architect & Engineer

Address

209 Prairie Ave
Morgantown, West Virginia 26501

535 West King Street
Martinsburg, West Virginia 25401

Number of Employees

22

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

Services

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



ALPHA ASSOCIATES, INC. 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 various DNR projects around West Virginia such as Watters Smith Memorial State Park, Berkeley Springs Bathhouse, Hawks News State Park, Cass Scenic Railroad, Tygart Lake State Park, Canaan Valley Resort, Coopers Rock State Park, Hughes River Campground, Springs Run Fish Hatchery and Cacapon State Park. 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 22 architects, engineers, surveyors and administrative personnel all work diligently towards producing the drawings and specifications that will deliver our clients successful projects, completed on time and within budget.

Alpha has thrived for 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.

THINK ALPHA FIRST.

STAFF PLANNING

TO BE ASSIGNED YOUR PROJECT.

All work to be performed for the West Virginia Division of Natural Resources will be managed out of Alpha's Morgantown office. In addition to your dedicated Project Team, Alpha's staff of 22 includes engineers, architects, architectural designers, interior designers, landscape designers, technicians, and support staff that are available to assist with any potential project need.



Richard A. Colebank
PE, PS
President & COO



Charles Branch
PE, PE
Principal, Civil Engineer



Rebecca Key
AIA, LEED-AP
Director of Architecture



Bradley Casdorff
PE, PS
Civil Engineer



Casey Smith
AIA Associate
Architectural Designer

MEET ALPHA'S TEAM.

MANAGERS

Richard W. Klein
PE, PS
Chairman & CEO

Richard A. Colebank
PE, PS
President & COO

ARCHITECTURE

Rebecca Key
AIA-LEEP-AP
Director of
Architecture

Casey Smith
AIA Assoc.
Architectural Designer

Todd Lewis
AIA Assoc.
Architectural Technician

Gabrielle Dixon
Architectural
Technician

Alex Hail
Construction
Administration

CIVIL ENGINEERING

Charles Branch
PE; Principal
Senior Civil Engineer

Bradley Casdorph
PE, PS
Civil Engineer

Tom Simpson
PE
Civil Engineer

David Costello Jr.
PS
Manager of Surveying

Julie Frazee
Engineering Technician

Leann Rakes
Engineering Technician

Kevin McCung
Engineering Technician

Barbara Kerns
Survey Crew

Tyler Collins
Survey Crew

STRUCTURAL ENGINEERING

Charles Luttrell
PE, Principal
Senior Structural Engineer

Matthew Echard
PE
Associate Structural Engineer

Cody James
Engineering Technician

OFFICE ADMINISTRATION

Heather Fox
Business Manager

Kayla Facemire
Marketing Coordinator

Kim Coomler
Administrative Assistant

SCHEDULE AND BUDGET.

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

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

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

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

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

Developing an overall project schedule is a critical task that must take into account many factors: building type, owner's desire for occupancy, scope of work and level of documentation, whether contract(s) is bid or negotiated, available fee, and prior experiences on similar projects. Characteristic of the client, its organization, or the involvement of a construction manager and his responsibility for document review must also be considered.

This starts with a kick-off meeting which establishes ground rules, responsibilities, and line of communication. We have found that a team visioning session is a great way to get everyone started off on the right track. Determining a project schedule is a task that must be done with all parties involved in the process. Once the design process begins, a very detailed, realistic project schedule can be developed and communicated to all involved.

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's in house cost estimators, combined with an excellent relationship with contractors throughout the area, will provide the WVDNR with the most accurate estimates of probable construction cost.

CAPACITY & SOFTWARE.

OUR CAPABILITIES

Alpha Associates, Incorporated is prepared to commit staff resources to the White Horse WMA 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 WVDNR 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.

USING THE LATEST 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 2020)
 - Civil 3D
 - RISA 3D
 - RISA Floor
 - RISA Foundation
 - MathCAD
 - D4I Phantom 4 RTK Drone
 - Autodesk Suite
 - Enercalc
 - AutoTURN
 - TopCon GR5 GPS System
 - TopCon Total Station with Reflectorless Capabilities
 - Carlson Surveyor & Data Collector
-



RICHARD A. COLEBANK

PE, PS; PRESIDENT & COO

☎ 304-296-8216 | 800-640-8216

✉ rick.colebank@thinkalphafirst.com

EMPLOYMENT HISTORY

1985-Current | Alpha Associates, Inc.

1983-1985 | Charles Townes & 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- State Board

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

SUMMARY

Mr. Colebank is President and Chief Operating Officer at Alpha. He has been with Alpha Associates, Inc. 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 by 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

Board-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 Principal:

- Morgantown Municipal Airport Access Road; Morgantown, WV
- Mon General Access Road; Morgantown, WV
- WVU Reedsville Farm Redevelopment; Reedsville, WV
- Monongalia General Hospital Access Road; Morgantown, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV
- Clarksburg State Office Building; Clarksburg, WV
- College of Physical Activity & Sports Science; Morgantown, WV
- WVDOH Open End Engineering Contract; WV
- WVDOH Deckers Creek Pedestrian Bridge; Morgantown, WV
- WVDOH Deckers Creek
- Clarksburg State Office Building; Clarksburg, WV
- Jane Lew Truck Stop; Jane Lew, WV
- Grant County Bank Addition & Renovation; Petersburg, WV
- South Berkeley Fire Station; Inwood, WV
- Queen Street Underpass; Martinsburg, WV



RICHARD W. KLEIN

PE, PS; CHAIRMAN & CEO

☎ 304-264-0051 | 877-264-0051

✉ richard.klein@thinkalphafirst.com

EMPLOYMENT HISTORY

1995-Current | Alpha Associates, Inc.

1974-1995 Kelley, Gidley, Blair and Wolfe, Inc.

EDUCATION

University of Charleston
Masters of Business Administration; 1987

West Virginia Institute of Technology
Bachelor of Science- Civil Engineering;
1973

QUALIFICATIONS

License: Professional Engineer: West Virginia, Maryland, South Carolina

Professional Surveyor: West Virginia

AFFILIATIONS

WV Society of Professional Engineers
National Society of Professional Engineers
American Society of Civil Engineers
American Water Works Association
Water Pollution Control Federation
Main Street Martinsburg; Member
Shepherdstown Rotary Club
WVU Medicine, University Healthcare
Foundation Executive Board
For the Kids George Children's Museum

SUMMARY

Mr. Klein, in addition to Chairman & CEO, serves as Regional Manager and Civil Engineer of our Martinsburg pffoce. He has more than 43 years of experience in Civil Engineering Design, Construction Phase Services, Project Management and Operations Management. During the past 29 years, Mr. Klein worked on numerous projects in the Eastern Panhandle serving districts in Berkeley, Jefferson, and Morgan counties; industries such as Winchester and Western Railroad, Halltown Paperboard, Millville Quarry, ESSROC and major developments including Liberty Business Park, Coast Guard Operations Systems Center and the Eastern Management Development Center.

PROFILE

Board-based responsibilities in the following areas:

- Municipal Engineering
- Site Planning
- Storm Water Management
- Water Distribution Systems
- Waste Water Collection and Treatment
- New Business Development

PROFESSIONAL HIGHLIGHTS

Civil Engineering Projects:
Shepherd University Pedestrian Underpass; Shepherdstown, WV
Washington High School; ChariesTown, WV
Harpers Ferry/Bolivar WWTP Design Improvements
Bradstone-SHenandoah Casting Plant Site Plan
TB&H Ready-Mix Concrete Plant Site Design
The Woods Home Owners Association Water System Analysis
Shepherd College Interceptor Sewer; Shepherdstown, WV
Martinsburg Roundhouse Site Design; Martinsburg, WV
Cumberland Valley Railroad Department; Martinsburg, WV
Halltown Paperboard Company, Wastewater Treatment Plant
Corp. of Sheperdstown, Renovation of Main Sweage Pump Station
Martinsburg Little League Fields; Martinsburg, WV
Berkeley Co. Court House, Parking Lots and Guard House
Swift Transportation Truck Depot Site Plan
Eastern Management Development Center; Shepherstown, WV
Berkeley Springs Water System Improvements Phase 1, 2, and 3
Rt. 522 Southm Water and Sewer System Extensions; Morgan County
Colonial Hills Subdivision; Jefferson County, WV
Quail Ridge Subdivision; Berkeley County, WV



CHARLES B. BRANCH

PE; PRINCIPAL & CIVIL ENGINEER

☎ 304-296-8216 | 800-640-8216

✉ chuck.branch@thinkalphafirst.com

EMPLOYMENT HISTORY

1992-Current | Alpha Associates, Inc.

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

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

Board-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; Hazleton, WV
- Lewis County High School Bridge; Weston, WV
- Wyoming County Route 10 Relocation; Wyoming County, WV
- Fairmont Federal Credit Union; Bridgeport, WV



CHARLES B. LUTTRELL

PE; PRINCIPAL & STRUCTURAL ENGINEER

☎ 304-296-8216 | 800-640-8216

✉ charlie.luttrell@thinkalphafirst.com

EMPLOYMENT HISTORY

1996-Current | Alpha Associates, Inc.
1995-1996 | Larry D. Luttrell, PE, PhD
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
Buttomed Overlap Shear Failures

Composite Cold Formed Steel and
Concrete Deck
Line Load Behavior/Failures
Concentrated Load Behavior/Failures
Web Crippling
Punch Failures

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 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 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

Borad-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

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; Phillipi, 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



REBECCA KEY

AIA, LEED-AP; DIRECTOR OF ARCHITECTURE

☎ 304-296-8216 | 800-640-8216

✉ rebecca.key@thinkalphafirst.com

EMPLOYMENT HISTORY

2000-Current | Alpha Associates, Inc.

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, Washinton 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

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, Inc. 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

Borad-based responsibilities in the following areas:

- Architetural Design
- Interior Design and Space Planning
- Feasibility Studies
- Water Infiltration Analysis
- 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 Pavillion; Arnstead, WV
- Hawks Nest State Park CCC Museum; Arnstead, WV

Recreation:

- Ruby McQuain Amphitheater; Morgantown, WV
- North Fork Hughes Rover 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



BRADLEY CASDORPH

PE, PS; CIVIL ENGINEER

☎ 304-296-8216 | 800-640-8216

✉ brad.casdorph@thinkalphafirst.com

EMPLOYMENT HISTORY

2004-Current | Alpha Associates, Inc.
1979-2004 | Triad Engineering, Incorporated

EDUCATION

West Virginia University
Masters - Soil Conditions & 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 Region Chapter
Aircraft Owners and Pilots Association

SUMMARY

Mr. Casdorff joined the Alpha Associates, Incorporated team in 2004 and currently works as a project engineer in the Morgantown office. He has 37 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:

- WVDOH Arnettsville Bridge Replacement; Monongalia County, WV
- WVDOH Open Engineering Open End Contract; WV
- WVDOH Deckers Creek Pedestrian Bridge; Morgantown, WV
- Freedom Automotive Three Dealerships; Morgantown, WV
- Freedom Kia Clarksburg; Clarksburg, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV
- Mon General Hospital Access Road; Morgantown, WV
- WVU - Lot 81 Parking Area Improvements; Morgantown, WV
- McKee Crossing - 120 Acre Subdivision; Martinsburg, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV
- WVU Reedsville Farm Redevelopment; Reedsville, WV
- Mon General Hospital - East Parking Area; Morgantown, WV
- Jane Lew Truck Stop; Jane Lew, WV
- Point Marion Borough; Point Marion, PA
- Clarksburg State Office Building; Clarksburg, WV
- WVU College of Physical Activity & Sports Sciences; Morgantown, WV

Surveying:

- WVDOH Arnettsville Bridge Replacement; Monongalia County, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV
- Mon General Hospital Access Roadway; Morgantown, WV
- Freedom Automotive Three Dealerships; Morgantown, WV
- Freedom Kia Clarksburg; Clarksburg, WV



MATTHEW T. ECHARD

PE; STRUCTURAL ENGINEER & ASSOCIATE

☎ 304-296-8216 | 800-640-8216

✉ matthew.echard@thinkalphafirst.com

EMPLOYMENT HISTORY

2016-Current | Alpha Associates, Inc.
2010-2015 | Echard ingenieurBuro
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 Guimaraes, 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.

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 in 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

Borad-based responsibilities in the following areas:

- Structural Engineering
- Structural Forensics
- Project Management

PROFESSIONAL HIGHLIGHTS

Project Manager & Structural Engineer:

- Westover Goodwill Structural Design; Morgantown, WV
- Weyerhaeuser Roof Evaluation; Heaters, WV
- Los Mariachis UTC; Morgantown, WV
- WVU Creative Arts Center Performance Access; Morgantown, WV
- WVU Mountain Lair Grid Iron Assessment; Morgantown, WV



CASEY SMITH

AIA ASSOC.; ARCHITECTURAL DESIGNER

☎ 304-296-8216 | 800-640-8216

✉ casey.smith@thinkalphafirst.com

EMPLOYMENT HISTORY

2016-Current | Alpha Associates, Inc.

2014-2016 | MSES Architects

2011-2014 | Blackwood Associates

2007-2009 | Vandalia Heritage Foundation

EDUCATION

Boston Architectural College
Master of Architecture

Fairmont State University
Bachelor- Architecture
2009

SUMMARY

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

PROFILE

Board-based responsibilities in the following areas:

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

PROFESSIONAL HIGHLIGHTS

Construction Administration Projects:

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

BERKELEY SPRINGS BATH HOUSE

Berkeley Springs, WV; 2010

Alpha designed the renovation of this historic landmark originally built in 1929 with a 1949 addition. The Bath House in Berkeley Springs State Park is open to the public and is operated year-round by the Park Service.

The renovation included restoration of the historic masonry exterior, including the replacement of historic covered windows. New hot water storage tanks and boilers are a major component of the design, as well as, central air-conditioning, which the Bath House never had before.

The interior design added amenities such as whirlpool baths. The Bath House upgraded to reflect a more "spa-like" ambiance. All renovations were upgraded to meet ADA compliance. The existing Roman Baths have new liners and saunas were added for the benefit of the Bath House Patrons.

At a Glance:

CLIENT: WV DNR
LOCATION: Berkeley Springs, WV
COMPLETION DATE: 2010
SIZE: Bldg: 7,127 Square Feet
CONSTRUCTION COST: \$2.2 Million

Project Contact:

Brad Leslie
324 4th Street
Charleston, WV 25303
304-558-2764



CASS SCENIC RAILROAD— CLUBHOUSE RENOVATION

Cass, WV; 2009

Alpha performed an evaluation of the building condition, structural foundation, and MEP systems for the Clubhouse to document the historic structure and utilize the information to determine what the best use of the building would be. Alpha then designed the renovation of this historic landmark originally built in 1916.

Renovation of the Cass Clubhouse was first developed as a lodge concept. When that was deemed too costly, the renovation/restoration design was confined to the exterior of the building shell and first floor. This stabilized the building and fixed major problems while allowing the first floor to be operated as a museum.

At a Glance:

CLIENT: WV DNR
LOCATION: Cass, WV
COMPLETION DATE: 2009
SIZE: Bldg: 5,163 Square Feet
CONSTRUCTION COST: \$505,000; \$75,617 Fee

Project Contact:

Brad Leslie
324 4th Street
Charleston, WV 25303
304-558-2764



HAWKS NEST STATE PARK PICINIC PAVILLION

Anstead, WV; 2011

The picnic pavilion at the Hawks Nest State Park, located off of Route 60 in Anstead, West Virginia, was established under The New Deal. The main goal of restoration was to provide guests with an esthetically pleasing historic site during their visit at Hawks Nest State Park. Alpha Associates, Incorporated provided plans for the park to restore the pavilion. These plans included the repair and repoint of fireplace and surround wall, cleaning existing foundation drains, clear vegetation away from building, recapping chimney, roof repair, and installation of a waterproof wall to prevent water damage.

At a Glance:

CLIENT: WV DNR Parks & Recreation

LOCATION: Anstead, WV

COMPLETION DATE: 2011

Project Contact:

Brad Leslie

324 4th Street

Charleston, WV 25303

304-558-2764



CLARKSBURG STATE OFFICE BUILDING

CLARKSBURG, WV; 2017

Alpha Associates, Incorporated provided architectural design, civil and structural engineering and surveying services for a new State Office Building in Clarksburg, WV. The building is designed as an 88,491 square foot; four story office building that will hold State agencies.

The structure is brick, and structure glazed brick, and concrete frame. The project incorporated traditional and non-traditional interior partitions for offices. The building faces East/West to provide maximum passive solar benefit for energy savings, through the design of the mechanical systems. The project will be applying for Silver Certification under LEED standards.

At a Glance:

CLIENT: State of West Virginia
LOCATION: Clarksburg, WV
COMPLETION DATE: 2016
SIZE: 88,491 Square Feet
CONSTRUCTION COST: \$24.9 Million

Project Contact:

Robert Krause
1900 Kanawha Blvd, East
Charleston, WV 25305
304-558-2317



NORTH FORK HUGHES RIVER RECREATIONAL DESIGN

Ritchie County, WV; 2009

Alpha Associates, Incorporated provided architectural, engineering and landscape design for the implementation of a \$12 million Master Plan for the USDA. Camping Area.

The project included:

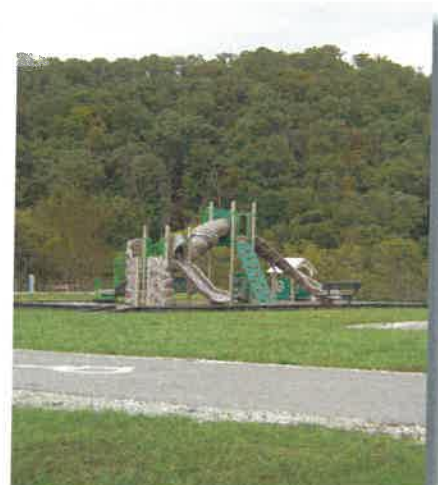
- Restrooms and Bath Houses
- Amphitheater
- Trails
- Parking Areas
- Check in Building
- Water Transmission and Distribution
- Navigational Aids
- Camping Areas
- Picnic Areas
- Sports Fields
- Roadways
- Maintenance Building
- Sewage Collection and Treatment

At a Glance:

CLIENT: USDA
LOCATION: Ritchie County, WV
COMPLETION DATE: 2009
SIZE: Over 100 Acres
CONSTRUCTION COST: \$12 Million

Project Contact:

Sam Ware
91 Boyles Lane
Parkersburg, WV 26104
304-422-9072



MORGANTOWN MUNICIPAL AIRPORT MAINTENANCE BUILDING

Morgantown, WV; 2005

Alpha Associates, Incorporated designed and provided construction administration for the Hart Field Maintenance Building. The building provides garage and storage for the airport's snow-blowing and lawn-cutting machines. This project features six high-bay areas with one maintenance/repair pit. The balance of the area consists of auxiliary spaces such as dry and liquid storage, overhead crane hoist with access to a storage mezzanine.

The building was constructed using split face block and metal panels over a pre-engineered steel rigid frame metal building.

At a Glance:

CLIENT: City of Morgantown
LOCATION: Morgantown, WV
COMPLETION DATE: 2005
SIZE: 8,000 Sq. Ft.
CONSTRUCTION COST: \$850,000

Project Contact:

Jackie Marhefka
100 Hart Field Road
Morgantown, WV 26505
304-291-7461



MORGANTOWN MUNICIPAL AIRPORT AIR RESCUE AND FIRE FIGHTING BUILDING

Morgantown, WV; 2003

Alpha Associates, Incorporated provided architectural design, civil and structural engineering and surveying services this latest building at the Morgantown Municipal Airport. The building serves as an Air Rescue and Fire Fighting Building, housing two fire trucks and equipment.

Additional space for Airport Management offices and a training center are also included in the building.

At a Glance:

CLIENT: City of Morgantown
LOCATION: Morgantown, WV
COMPLETION DATE: 2003
SIZE: 7,000 Sq. Ft.
CONSTRUCTION COST: \$1 Million

Project Contact:

Jackie Marhefka
100 Hart Field Road
Morgantown, WV 26505
304-291-7461



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Ranson, WV; 2010

Alpha Associates, Incorporated provided architectural design, civil and structural engineering and surveying services for a new Operations Center for the Jefferson County Ambulance Authority.

The building contains:

- Three (3) vehicle Bays
- Sleeping Quarters
- Training Room
- Office Spaces

The building was designed to blend into the surrounding development and to have a civic presence.

At a Glance:

CLIENT: Jefferson County Ambulance Authority
LOCATION: Ranson, WV
COMPLETION DATE: 2010
SIZE: 6,750 Square Feet
CONSTRUCTION COST: \$1.2 Million

Project Contact:

Pete Kelley
419 Sixteenth Avenue
Ranson, WV 25438
304-728-3287



SOUTH BERKELEY VOLUNTEER FIRE CO.

Martinsburg, WV; 2017

Alpha Associates, Incorporated provided architectural design, civil & structural engineering and surveying services for to renovate an existing 18,100 square foot pre-fabricated metal building used as a supermarket to a new fully functional Fire Station for the Berkeley County Fire Service Board and the South Berkeley Volunteer Fire Company. The existing building along with a 1,768 square foot addition and incorporating a 3,218 sq. ft. Mechanical/Storage Mezzanine to provide a total of 23,089 sq. ft.. The building contains:

- Seven (7) Apparatus Bays
- Training Meeting Room
- Day Room with Kitchen and Dining Facilities
- Sleeping quarters for ten (10) with Locker Rooms, and Toilet and Shower Facilities
- 240 Person Community Room with Commercial Kitchen and Food Preparation Facilities

The building also includes a back-up generator capable of providing electrical power for the entire facility during a power outage.

At a Glance:

CLIENT: Berkeley County Fire Services Board
LOCATION: Inwood, WV
COMPLETION DATE: 2017
SIZE: 23,089 Square Feet
CONSTRUCTION COST: \$2.9 Million

Project Contact:

Hunter Wilson
400 W. Stephen Street
Martinsburg, WV 25401
304-261-5270



DISTRICT SEVEN HEADQUARTERS

Weston, WV; TBD

The project, currently in the Design Development Phase, consists of creating and providing construction documents for two facilities. Both facilities are located at the new Headquarters for District 7 WVDOH campus just outside of Weston, WV.

The first is a new concrete and asphalt testing laboratory on a previously prepared site pad. The building is planned to be approximately 5000 sq. ft., single story, all masonry building, with a wood truss roof.

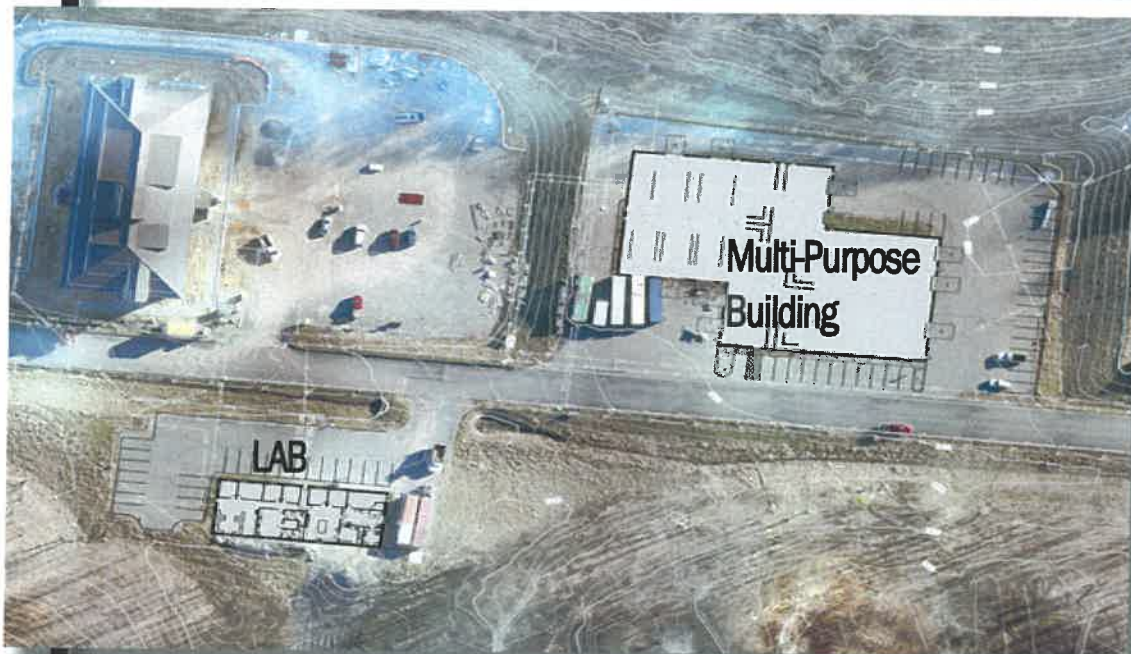
The second facility, known as Multi-Purpose Building, consists of 4 different departments, separated by internal partitions and structure. Each department shall have their own high-bay area for variously sized transportation vehicles and storage. Administrative areas shall be located on a second level, with direct connection to the department they serve. Commonly utilized spaces shall be centrally located and accessible to all occupants without having to traverse another department. The building shall be approximately 31,000 sq. ft.

At a Glance:

CLIENT: WV Division of Highways
LOCATION: Weston, WV
COMPLETION DATE: TBD
SIZE: Multi-Purpose Building-31,000 sq. ft., Lab- 5,000 sq. ft.
CONSTRUCTION COST: TBD

Project Contact:

Joshua Smith
WVDOH Project
Manager
304-887-2325





STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting

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

Charles B. Branch

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT

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

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

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



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

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

[Signature]

By Frank D. Godby

[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 [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. Dlynas*

Blayne S. Saha *William E. [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

Richard A. Colebank

Does, IN PURSUANCE OF AUTHORITY VESTED IN IT

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

REGISTERED PROFESSIONAL ENGINEER

Registration Number [redacted]

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



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

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

Secretary Frank Gaddy

By Kenneth H. Means President Robert 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

Samuel D. Timmons, Jr. Richard E. Dlynae

Bhopal S. Saha William E. Jensen



of West Virginia.

No. [REDACTED]

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



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

[Signature] President.
[Signature] Secretary.



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting.

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

Charles B. Luttrell

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT

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

REGISTERED PROFESSIONAL ENGINEER

Registration Number [redacted]

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



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

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

Handwritten signatures: Frank Nully, and others.

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

HEAR FROM OUR CLIENTS.



J. Paul Walden
West Virginia University

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



Robert Hammel
Former Director
Morgantown Municipal Airport

Every aspect and detail of [Alpha's] planning, coordination, and completed projects have been exceptional and outstanding in every regard.

References

Brad Leslie
WV Parks and Recreation
Division of Natural Resources
324 4th Avenue
South Charleston, WV 25303
304-558-2764

Bill Clark, Executive Director
Region 9 Planning & Development Council
400 West Stephen St Suite 301
Martinsburg, WV 25401
(304)-263-1743

David Hildreth
State of West Virginia
1409 Greenbrier Street
Charleston, WV 25305

Dirar Ahmad
West Virginia Division of
Highways
Building 5
1900 Kanawha Blvd., East
Charleston, WV 25305-0430
304-558-2830

Damien Davis, City Engineer
City of Morgantown
389 Spruce Street
Morgantown, WV 26505
304-284-7412



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: 568443

Doc Description: A/E Services for New District VI Office Complex

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2019-04-08	2019-04-30 13:30:00	CEOI 0310 DNR1900000010	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 26501
 304-296-8216

FOR INFORMATION CONTACT THE BUYER

Brittany E Ingraham
 (304) 558-2157
 brittany.e.ingraham@wv.gov


Signature X

FEIN # 550516286

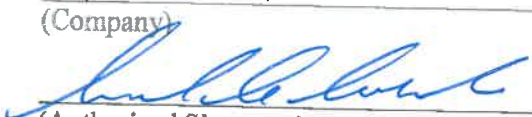
DATE 10/31/19

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

10/31/19
(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)

- Addendum No. 1
- Addendum No. 2
- Addendum No. 3
- Addendum No. 4
- Addendum No. 5

- Addendum No. 6
- Addendum No. 7
- Addendum No. 8
- Addendum No. 9
- 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

10/31/19
Date

NOTE: This addendum acknowledgement 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: CRFQ 0310 DNR2000000005 Contract Description: White Horse WMA HQ Office, Shop & Garage

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 Colebank, President, COO
Richard Klein, Chairman, CEO

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: [Signature] Date Signed: 10/31/19

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 31st day of October, 2019.

[Signature]
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date Submitted to Ethics Commission: _____

Government Agency Submitting Disclosure: _____



NOTARY PUBLIC
Kayla D Facemire
PO Box 1083
Buckhannon, WV 26201
My Commission Expires Sep. 19, 2023

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

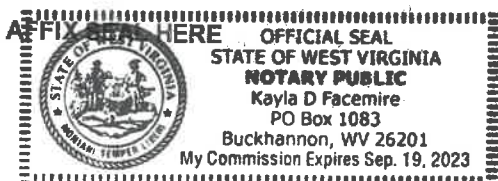
Authorized Signature: [Signature] Date: 10/31/19

State of West Virginia

County of Upshur, to-wit:

Taken, subscribed, and sworn to before me this 31 day of October, 2019.

My Commission expires September 19, 2023.



NOTARY PUBLIC

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