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Header @ 1

List View

**General Information** | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 1019021

Procurement Type: Central Purchase Order

Vendor ID:

Legal Name: ALPHA ASSOCIATES INC

Alias/DBA:

Total Bid: \$0.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CEOI

SO Dept: 0211

SO Doc ID: GSD2200000005

Published Date: 4/6/22

Close Date: 4/27/22

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 1

Total of All Attachments: 1





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

State of West Virginia  
Solicitation Response

**Proc Folder:** 1019021  
**Solicitation Description:** EOI: Campus Parking Assessment and Parking Garage Project  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2022-04-27 13:30	SR 0211 ESR04272200000006712	1

**VENDOR**  
000000201753  
ALPHA ASSOCIATES INC

**Solicitation Number:** CEOI 0211 GSD2200000005  
**Total Bid:** 0  
**Response Date:** 2022-04-27  
**Response Time:** 09:47:45  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
(304) 558-0094  
melissa.k.pettrey@wv.gov

Vendor Signature X	FEIN#	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Campus Parking Assessment and Parking Garage Project				0.00

Comm Code	Manufacturer	Specification	Model #
81101517			

Commodity Line Comments:

Extended Description:

Campus Parking Assessment and Parking Garage Project



*EXPRESSION OF INTEREST*

**ARCHITECTURAL/ENGINEERING SERVICES**

**CAMPUS PARKING ASSESSMENT  
AND PARKING GARAGE PROJECT**

**CEIO 0211 GSD2200000005**

Public Notice Date: April 6, 2022  
Submission Date: April 27, 2022



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](mailto:rick.colebank@thinkALPHAfirst.com)

Website: [www.thinkALPHAfirst.com](http://www.thinkALPHAfirst.com)



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

State of West Virginia  
Centralized Expression of Interest  
Architect/Engr

Proc Folder: 1019021

Doc Description: EOI: Campus Parking Assessment and Parking Garage Project

Reason for Modification:

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2022-04-04	2022-04-27 13:30	CEOI 0211 GSD2200000005	1

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Customer Code:

Vendor Name : Alpha Associates, Incorporated

Address : 209 Prairie Ave

Street :

City : Morgantown

State : WV

Country : USA

Zip : 26501

Principal Contact : Richard A. Colebank

Vendor Contact Phone: 304-296-8216

Extension: 102

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
(304) 558-0094  
melissa.k.pettrey@wv.gov

Vendor  
Signature X

FEIN# 550516286

DATE 4/27/2022

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 Avenue 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

Alpha Associates, Incorporated

(Company)



(Authorized Signature) (Representative Name, Title)

Richard A. Colebank, President & COO

(Printed Name and Title of Authorized Representative)

04/20/2022

(Date)

304-296-8216 / 304.296.8245

(Phone Number) (Fax Number)

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April, 27 2022

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

Attn: Melissa Pettrey

**RE: CEOI 03211 GSD2200000005 A/E Services – Campus Parking Assessment and Parking Garage Project**

Dear Ms. Pettrey,

Alpha Associates, Incorporated team is pleased to submit our qualifications to provide architectural and engineering services for the Campus Parking Assessment and Parking Garage Project. Alpha's past experience and our existing relationship with the State of West Virginia make us a perfect teaming partner for the State on this project. The project as we understand it is to provide campus parking master planning services as well as providing bidding documents and contract administration for improvements including a new parking garage.

Since 1969, Alpha has partnered with numerous Federal, State, and local governments to provide architectural and engineering services for projects around West Virginia; including numerous projects for the State of West Virginia. Alpha has the advantage of having Architecture, Civil and Structural Engineering under one roof. In this proposal you will find examples of projects that showcase our experience.

**Design Team**

Alpha is a West Virginia owned and operated architectural and engineering design firm with locations in Morgantown, and Martinsburg. Our 21-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**

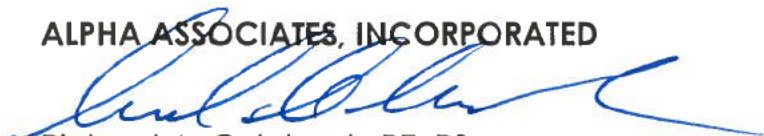
The Department of Administration is looking to partner with an engineering firm that can provide the required architectural and engineering design and construction administration services to provide a campus parking master plan. If selected, the Alpha team will review existing plans and conditions and work with the owner to determine a plan that will minimize disruption to concurrent operation of the campus and provide all necessary services to design the facilities in a manner that is consistent with the Department's needs and objectives, current law, and current codes. In addition, the Alpha team will provide some construction contract administration services.

### **Summary**

The Alpha Team is looking forward to continuing a successful relationship with the State of West Virginia by providing excellent service at affordable costs and surpasses every expectation. We will work closely with the State to meet the needs of the project and the community for decades to come. We will work side by side with the State to ensure all projects are completed in a timely, cost-effective manner. We look forward to further discussing our qualifications with you in a formal interview. If you have any questions, 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](mailto:rick.colebank@thinkalphafirst.com)

# WELCOME TO ALPHA ASSOCIATES, INC.

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## FIRM PROFILE

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### **Contract Role: Prime**

Architect & Engineer

### **Address**

209 Prairie Ave  
Morgantown, West Virginia 26501

535 West King Street  
Martinsburg, West Virginia 25401

### **Number of Employees**

21

### **Principals**

Richard A. Colebank, PE, PS; President & COO  
Richard W. Klein, PE, PS; Chairman & CEO  
Charles B. Luttrell, PE; Senior Principal  
Charles B. Branch, PE; Senior Principal  
Matthew T. Echard, PE; Principal

### **Services**

Architectural Design  
Civil Engineering  
Structural Engineering  
Surveying  
Interior Design  
Landscape Architecture



# STATEMENT OF QUALIFICATIONS.

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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 technological tools, dedicated principals, and highly skilled staff members.

Since 1969, Alpha has had provided architectural and engineering design services for clients throughout the state of West Virginia. We have worked with many organizations as well as local, state and federal governments on numerous building projects, including additions, renovations and new construction. Our work is diverse and includes clients in historical renovations, commercial, educational and governmental facilities, developers and private organizations. In this proposal, you will find examples that showcase the Alpha Team's exceptional project experience on similar type facilities.

Alpha has the knowledge and understanding in design and construction to complete this project seamlessly from the initial project inspections to the development of plans. The Alpha team will be your expert for this project.

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 everything 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 twenty-one (21) architects, engineers, surveyors and administrative personnel all work diligently towards producing drawings and specifications that will deliver our clients successful projects, completed on time and within budget.

Alpha has thrived for over 52 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.

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**THINK ALPHA FIRST.**

# STAFF PLANNING

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## TO BE ASSIGNED TO YOUR PROJECT.

All work to be performed for the Williamstown AASF #1 Taxiway and Apron repairs will be managed out of Alpha's Morgantown office. In addition to your dedicated Project Team, Alpha's staff of 21 includes engineers, architects, architectural designers, technicians, and support staff that are available to assist with any potential project needs.



Richard A. Colebank  
PE, PS  
Principal in Charge



Rebecca J. Key  
AIA, LEED-AP  
Project Architect



Charles Luttrell  
PE, Senior Principal  
Structural Engineer



Charles B. Branch  
PE, Senior Principal  
Civil Engineer



Matthew T. Echard  
PE, Principal  
Structural Engineer

---

# MEET THE ALPHA TEAM.

## MANAGERS

Richard W. Klein  
PE , PS  
Chairman & CEO

Richard A. Colebank  
PE , PS  
President & COO

## ARCHITECTURE

Rebecca Key  
AIA-LEED-AP  
Director of  
Architecture

Casey Smith  
AIA Assoc.  
Architectural Designer

Todd Lewis  
AIA Assoc.  
Architectural Technician

Alex Haill  
Construction  
Administration

## CIVIL ENGINEERING

Charles Branch  
PE; Senior Principal  
Senior Civil Engineer

Bradley Casdorff  
PE, PS  
Civil Engineer

Tom Simpson  
PE  
Civil Engineer

David Costello Jr.  
PS  
Manager of Surveying

Julie Frazee  
Engineering Technician

Terry Higgins  
Field Representative

Kevin McClung  
Engineering Technician

Barbara Kerns  
Survey Crew

Tyler Collins  
Survey Crew

## STRUCTURAL ENGINEERING

Charles Luttrell  
PE, Senior Principal  
Senior Structural Engineer

Matthew Echard  
PE, Principal  
Structural Engineer

Cody Antoon  
Engineering Technician

## OFFICE ADMINISTRATION

Heather Fox  
Business Manager

Hailey Hill  
Marketing Coordinator

Kim Coomler  
Administrative Assistant



# SCHEDULE AND BUDGET.

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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 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 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. 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 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 client with the most 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 decreases can be identified allowing the owner to make informed decisions moving forward on 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.

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# CAPACITY AND SOFTWARE.

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## OUR CAPABILITIES

Alpha Associates, Incorporated is prepared to commit staff and resources to the West Virginia Division of Natural Resources. 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 22
  - REVIT (Editions up to 2022)
  - Civil 3D
  - RISA 3D
  - RISA Floor
  - RISA Foundation
  - MathCAD
  - DJI 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

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 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
- WVDOH Martinsburg Train Station Corridor Streetscape; Martinsburg, WV
- WV State Office Building; Parkersburg, WV
- College of Physical Activity & Sports Science; Morgantown, WV
- WVDOH Open End Engineering Contract; WV
- WVDOH Deckers Creek Pedestrian Bridge; Morgantown, WV
- 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



## 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

# CHARLES B. BRANCH

## PE; SENIOR PRINCIPAL & CIVIL ENGINEER

☎ 304-296-8216 | 800-640-8216

✉ [chuck.branch@thinkalphafirst.com](mailto:chuck.branch@thinkalphafirst.com)

## 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 Health Sciences Center Eastern Division; Martinsburg, WV
- WVDOH Martinsburg Train Station Corridor Streetscape; Martinsburg, 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
- Queen St Underpass; Martinsburg, WV
- Martinsburg Little League Fields; Martinsburg, 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, Inc.

### 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

Certified FAA Part 107 Remote Pilot

### AFFILIATIONS

WV Society of Professional Engineers

National Society of Professional Engineers

WVSPS- Mountain Regional Chapter; President

Aircraft Owners and Pilots Association; Member

### SUMMARY

Mr. Casdorph joined the Alpha Associates, Inc. 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 , including the use of Aerial Drone Technology

### PROFESSIONAL HIGHLIGHTS

#### Civil Engineering:

WVDOH Arnettsville Bridge Replacement; Monongalia County, WV

WV DOH 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

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

VA Parking Lot SWM; Shepherdstown, WV

Arcland RV Parking Lot SWM; Charles Town, WV

#### Surveying:

WVDOH Arnettsville Bridge Replacement; Monongalia County, WV

Morgantown Municipal Airport Access Road; Morgantown, WV

Mon General Hospital Access Road; Morgantown, WV

Freedom Automotive Three Dealerships; Morgantown, WV

Freedom Kia Clarksburg; Clarksburg, WV





# CHARLES B. LUTTRELL

## PE; SR. 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  
Buttressed 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 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 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:

- 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; Clarksburg, 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
- Shepherd University Pedestrian Underpass; Shepherdstown, WV
- Washington High School; Charles Town, WV
- WVU Coliseum Structural Inspection; Morgantown, WV
- Alderson Broadbush College, Rex Pyles Arena Deck; Phillippi, WV
- Monongalia County Sheriff's Building; Morgantown, WV
- South High Street Bridge; Morgantown, WV
- Ices Ferry Bridge; Morgantown, WV
- Matthews Foundry Structural Evaluation; Martinsburg, WV
- Martinsburg Little League Fields; Martinsburg, WV
- Martinsburg WWTP; Martinsburg, WV
- Queen St. Underpass; Martinsburg, WV
- Winchester & Western RR Rt. 11 Bridge; Martinsburg, WV





# MATTHEW T. ECHARD

## PE; PRINCIPAL & STRUCTURAL ENGINEER

☎ 304-296-8216 | 800-640-8216

✉ matthew.echard@thinkalphafirst.com

### EMPLOYMENT HISTORY

2016-Current | Alpha Associates, Inc.  
2010-2015 | Echard ingenieurBüro  
2006-2009 | Büro 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 ICSA2010-  
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

Broad-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
- Martinsburg Queen Street Underpass; Martinsburg, WV
- Charles Town Water Plant Clearwell Emergency Repair; Charles Town, 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: Maryland,  
New York, Pennsylvania, Virginia,  
Washington DC, West Virginia

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

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

Broad-based responsibilities in the following areas:

- Architectural 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
- Washington High School; Chares Town, WV

#### Historic Renovations:

- Cass Scenic Railroad- Clubhouse Renovation; Cass, WV
- Berkeley Springs Bathhouse; Berkeley Springs, WV
- Hawks Nest State Park Picnic Pavillion; 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 Apartments

#### 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



## 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

# CASEY SMITH

## AIA ASSOC.; ARCHITECTURAL DESIGNER

☎ 304-296-8216 | 800-640-8216

✉ casey.smith@thinkalphafirst.com

## 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

Broad-based responsibilities in the following areas:

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

## PROFESSIONAL HIGHLIGHTS

Construction Administration Projects:

- Cacapon State Park Lodge Renovation
- Los Mariachis New 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 Mariachis Renovation; Morgantown, WV
- WVU Hazel Ruby McQuain Education & Resource Center; Reedsville, WV
- Martinsburg Queen St. Underpass; Martinsburg, WV

# WVU ALUMNI PARKING

## Morgantown, WV; 2008

Alpha Associates provided surveying, civil engineering, and construction administration services for the West Virginia University Alumni Center Parking Lots Project. This project provided 200 controlled access, paved parking spaces adjacent to the new WVU Alumni Center, lighting, storm water controls, and other related appurtenances.

Alpha's civil engineering components included: building demolition, site grading, storm water management, utility design, and storm drain design. Alpha coordinated the project with the Morgantown Utility Board, the City of Morgantown, and all local utility companies.

Also included in this construction package was the demolition of two existing apartment buildings. Alpha provided engineering for the removal of the buildings and coordination of environmental remediation services.

### *At a Glance:*

CLIENT: WVU Alumni Association  
LOCATION: Morgantown, WV  
COMPLETION DATE: 2008  
SIZE: 200 Spaces  
CONSTRUCTION COST: \$997,000

### *Project Contact:*

Paul Hanko  
PO Box 4269  
Morgantown, WV 26504  
304-293-4731





# WVU LOT 81 PARKING LOT

## **Morgantown, WV; 2011**

Alpha Associates, Incorporated provided surveying, civil engineering, and construction administration services for West Virginia Park Lot 81 Project. This project was the renovation of a parking lot of approximately 1000 spaces. Phase 1 provided revised entrances and additional handicap parking. Phase 2 provided additional asphalt and storm water management controls as well as new lighting.

Alpha's civil engineering components included: site grading, storm water management, utility design, and storm drain design. Alpha coordinated the project with Morgantown Utility Board, the City of Morgantown, and all local utility companies.

### *At a Glance:*

CLIENT: WVU  
LOCATION: Morgantown, WV  
COMPLETION DATE: 2011  
CONSTRUCTION COST: \$1.3 Million

### *Project Contact:*

Kevin Kilinsky  
P.O. Box 6572  
Morgantown, WV 26506  
304-293-4731



# CPASS & STUDENT HEALTH CENTER

## Morgantown, WV; 2014

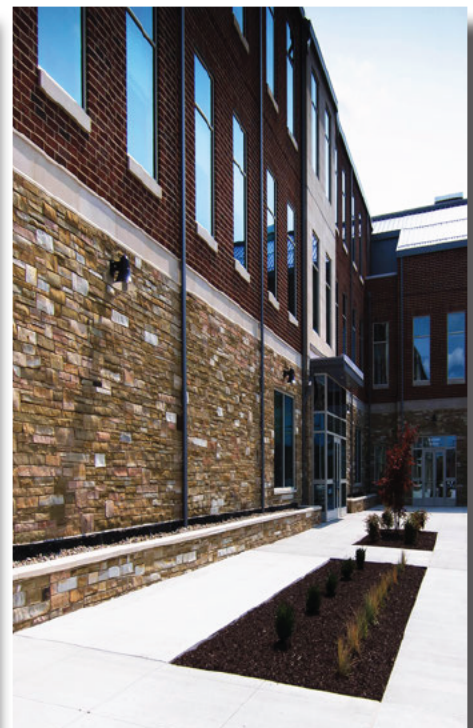
The College of Physical Activity and Sports Studies (CPASS) is a combined project of 120,000 square foot that borders the newly renovated athletic fields, also designed by Alpha. It is home to the new WVU Student Health Center (SHC) as well as three large general purpose classrooms that seat 50 or more students and five other classrooms, among other features. In addition, there is an athletic training room and lab, fitness room and computer lab that serve students from all colleges within the University. The Student Health Center brings together the traditional student health services, WVU Urgent Care, and Carruth Mental Health under one roof. The adjacency to the Student Recreation Center and Towers dormitories make this an ideal location for these functions on the campus. Brick, cast stone, and natural stone facades bring the Georgian aesthetics from the original Downtown campus with a hint of the modern forms and detailing found elsewhere on the Evansdale Campus.

### *At a Glance:*

CLIENT: West Virginia University  
LOCATION: Morgantown, WV  
COMPLETION DATE: 2014  
SIZE: 120,000 Square Feet  
CONSTRUCTION COST: \$24,751,000

### *Project Contact:*

Scott Owen  
WVU Facilities Management Project Manager  
P.O. Box 6570  
Morgantown, WV 26505  
304-293-7478





# CLARKSBURG STATE OFFICE BUILDING

## Clarksburg, WV; 2016

Alpha Associates, Incorporated provide architectural design, civil and structural engineering and surveying services for a new state office building in Clarksburg, WV.

Designed to complement the historic character of downtown Clarksburg, WV, the five story building sits on a 2.1 acre site. The sloping site created an opportunity for a public entrance on the main level, and a staff entrance on the lowest level. Six public facing State agencies were designated to occupy the building, including the Department of Motor Vehicles and WV Workforce.

The exterior building envelope consists of oversized red brick and structural clay tile that mimics sandstone in an ashlar pattern. Energy efficient systems, including the use of a revolving door, were created and constructed for the building envelope and interior spaces. Elevators, public restrooms, and other secondary spaces were located in the central core, creating an efficient floor plate.

### *At a Glance:*

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

### *Project Contact:*

William Barry  
1900 Kanawha Blvd. East  
Charleston, WV 25305  
304-957-7188



# NATIONAL ENERGY TECHNOLOGY LABRATORY

**Morgantown, WV; 2006**

Alpha Associates, Inc. provided a full range of design services for the National Energy Technology Laboratory in Morgantown, WV.

Several projects were completed throughout the life of the IDIQ including:

- NETL Parking
- Garage
- NETL Utility Relocation
- NETL Facade Replacement
- NETL Roof Replacement

## *At a Glance:*

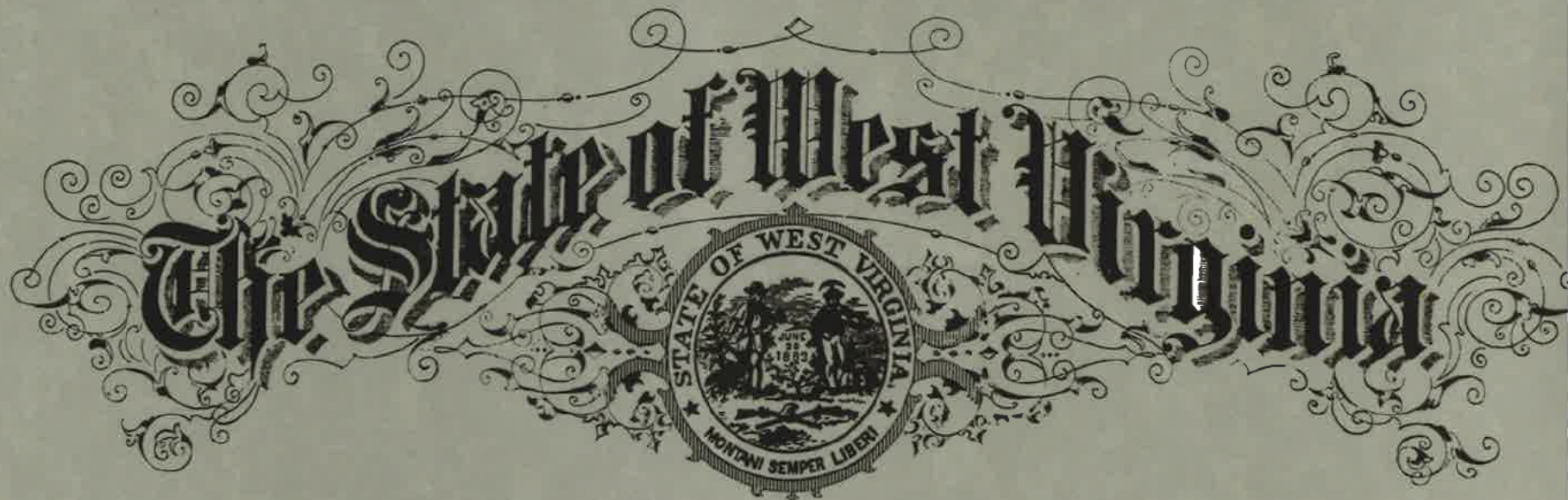
CLIENT: NETL  
LOCATION: Morgantown, WV  
COMPLETION DATE: Est. 2006  
SIZE: Various  
CONSTRUCTION COST: Various

## *Project Contact:*

David Glendenning  
Rt. 1 Box 236  
Flemington, WV 26347







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 Gaddy

By  
Secretary *Monroe P. Fickens* President  
Kenneth H. Means Robert B. Scott





STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

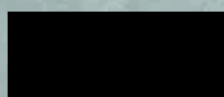
**To all to whom these presents shall come, Greeting**

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

**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



*(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 18<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

*L. R. Ruckliff*

By

*Frank D. Gaddy*

*L. J. Burns, Jr.*

*Lucretia*

*[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

Leland D. Thomas, Jr.

Richard E. Dlyns

Bhajan S. Shuja

William E. Viersen

[Signature]





STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

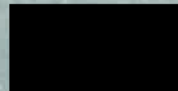
To all to whom these presents shall come, Greeting.

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

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



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

For Record

Frank H. Huddy

W. L. Lunde  
L. J. Lunde

W. B. Faulkner





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

Louise D. Thomas, Jr.

Richard E. Dlyna

Bhajan S. Saha

William E. Viersen

[Signature]



# The Board of Architects



of West Virginia.

No. 

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

Will E. Johnson President.  
E. Keith Dean Secretary.



# 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, 2020 - December 31, 2021**

*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