



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov). As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at [WVPurchasing.gov](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 1

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1126908

Procurement Type: Central Purchase Order

Vendor ID: 000000201753 

Legal Name: ALPHA ASSOCIATES INC

Alias/DBA:

Total Bid: \$0.00

Response Date: 12/07/2022 

Response Time: 12:17

Responded By User ID: Molly Miller 

First Name: Molly

Last Name: Miller

Email: molly.miller@thinkalphafirst.c

Phone: 3042968216

SO Doc Code: CEOI

SO Dept: 0603

SO Doc ID: ADJ2300000002

Published Date: 11/18/22

Close Date: 12/8/22

Close Time: 13:30

Status: Closed

Solicitation Description: Brushfork Army Restroom Renovations EOI

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:** 1126908  
**Solicitation Description:** Brushfork Armory Restroom Renovations EOJ  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2022-12-08 13:30	SR 0603 ESR12072200000002713	1

**VENDOR**  
 000000201753  
 ALPHA ASSOCIATES INC

**Solicitation Number:** CEOI 0603 ADJ2300000002  
**Total Bid:** 0  
**Response Date:** 2022-12-07  
**Response Time:** 12:17:46  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

David H Pauline  
 304-558-0067  
 david.h.pauline@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

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	Brushfork Armory Restroom Renovations EOI				0.00

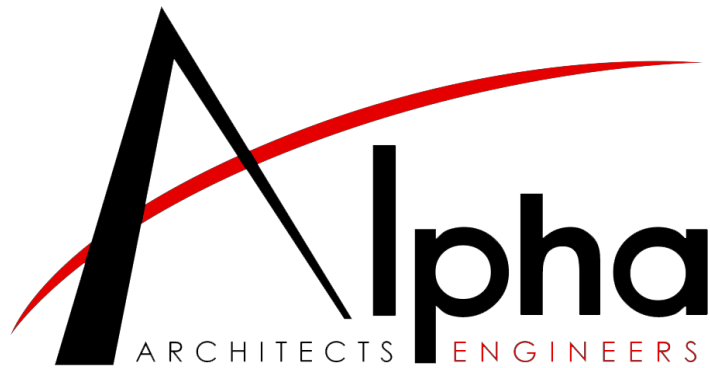
Comm Code	Manufacturer	Specification	Model #
81101508			

**Commodity Line Comments:**

**Extended Description:**

Provide professional architectural and engineering design services per the attached documentation.





***EXPRESSION OF INTEREST***

**ENGINEERING SERVICES**

**BRUSHFORK ARMORY RESTROOM  
RENOVATIONS**

**CEOI 0603 ADJ2300000002**

**Public Notice Date: November 18, 2022**

**Submission Date: December 8, 2022**



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**CONTACT**

**Address**

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



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**Phone & Fax**

Phone: 304-296-8216  
Fax: 304-296-8245

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**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

<b>Proc Folder:</b> 1126908			<b>Reason for Modification:</b>
<b>Doc Description:</b> Brushfork Armory Restroom Renovations EOI			
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2022-11-18	2022-12-08 13:30	CEOI 0603 ADJ2300000002	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 :**

**Street :** 209 Prarie Ave

**City :** Morgantown

**State :** West Virginia **Country :** US **Zip :** 26508

**Principal Contact :** Matthew Echard

**Vendor Contact Phone:** 304-296-8216 **Extension:** 139

**FOR INFORMATION CONTACT THE BUYER**  
 David H Pauline  
 304-558-0067  
 david.h.pauline@wv.gov

**Vendor Signature X**  **FEIN#** 550516286 **DATE** 07 DECEMBER 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.

(Printed Name and Title) MATTHEW ECHARD, PRINCIPAL

(Address) 209 PRAIRIE AVE, MORGANTOWN, WV 26501

(Phone Number) / (Fax Number) (304) 296-8216 x139

(Email address) matthew.echard@thinkalphafirst.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

ALPHA ASSOCIATES, INC.

(Company)

Matthew Echard

(Signature of Authorized Representative)

MATTHEW ECHARD

07 DECEMBER 2022

(Printed Name and Title of Authorized Representative) (Date)

(304) 296-8216 x139

(Phone Number) (Fax Number)

matthew.echard@thinkalphafirst.com

(Email Address)

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December 8, 2022

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

Attn: David Pauline

**RE: CEOI 0603 ADJ230000002 Brushfork Armory Restroom Renovations**

Dear Mr. Pauline,

Alpha Associates, Incorporated team is pleased to submit our qualifications to provide architectural and engineering services for the new Brushfork Armory Restroom Renovations project in Bluefield, WV. Alpha's past experience with similar projects makes us a perfect teaming partner for you on your renovation project.

Since 1969, Alpha has partnered with numerous Federal, State, and local governments to provide architectural and engineering services for projects around West Virginia. Previous work designed by Alpha ranges from small renovations of less than 200 square feet to large new builds. We possess the necessary experience to fulfill all of your projects needs.

### **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 West Virginia Army National Guard, Construction and Facilities Management Office, is seeking architectural and engineering services for restroom and shower area renovations at the Brushfork Armory.

### Summary

The Alpha Team is looking forward to building a successful relationship with the WV Army National Guard 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. 139.

Sincerely,

**ALPHA ASSOCIATES, INCORPORATED**



Matthew T. Echard, PE  
Principal  
[matthew.echard@thinkalphafirst.com](mailto:matthew.echard@thinkalphafirst.com)

# WELCOME TO

# ALPHA ASSOCIATES, INC.

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## FIRM PROFILE

### **Contract Role: Prime**

Architect & Engineer

### **Address**

209 Prairie Avenue  
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  
Construction Administration

# STATEMENT OF QUALIFICATIONS.

Alpha Associates, Incorporated is a West Virginia based architectural and engineering design firm that provides services in the areas of architectural design, interior design, construction administration, civil engineering, structural engineering, landscape design, project management and surveying. Our clients benefit from our unique combination of extensive design and construction experience, advanced technological tools, dedicated principals and highly skilled staff members. Our work is diverse and includes clients in commercial, educational and government facilities, developers and private organizations.

Since 1969, Alpha has provided architectural and engineering design services throughout the state of West Virginia. We have worked with many local, state and federal government entities on numerous projects of varying sizes and types. Our team of engineering professionals has recent, relevant experience in the preparation of civil/site plans and infrastructure planning and design. In this proposal, you will find examples that showcase the Alpha Team's exceptional project experience on similar types of projects.

Alpha had 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 to 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 the projects from the earliest stages right through the 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 administration 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.

THINK ALPHA FIRST.



# KEY PERSONNEL.

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## TO BE ASSIGNED TO YOUR PROJECT

All work performed for the Brushfork Armory Restroom Renovations Project 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 you with any potential project need.



Richard A. Colebank  
PE, President & COO  
Principal in Charge



Rebecca Key  
AIA, LEED AP Director  
of Architecture



Charles Branch PE,  
Senior Principal  
Senior Civil Engineer



Charles Luttrell  
PE, Senior Principal  
Senior Structural Engineer



Matthew Echard  
PE, Principal  
Structural Engineer

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# 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 Associate  
Architectural  
Designer

Todd Lewis  
AIA Associate  
Architectural  
Technician

Alex Hail  
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

Molly Miller  
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 budgets. 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 regards to funds at the time. Alpha utilizes a number of tools, both traditional and modern to exceed our client's 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 had 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 that had a construction cost in excess of \$20 million.

Successful Project management depends on consensus regarding work efforts, milestones and goals. The team had 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 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 the 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.

# CAPACITY AND SOFTWARE.

## OUR CAPABILITIES

Alpha Associates, Incorporated is prepared to commit staff and resources to your 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 you with a committed and dependable design team. Our multidisciplinary design team is prepared to meet and exceed the expectations for your project 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 of 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:

- AutoCAD22
- 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



# 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





# CHARLES B. BRANCH

## PE; SENIOR PRINCIPAL & CIVIL ENGINEER

☎ 304-296-8216 | 800-640-8216

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

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



# 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 Broaddus College, Rex Pyles Arena Deck; Phillipi, 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





## EMPLOYMENT HISTORY

2016-Current | Alpha Associates, Inc.  
2010-2015 | Echard ingenieurBüro  
2006-2009 | Buro Happold Consulting Engineers  
2003-2006 | Risa Technologies, Inc.  
200-2003 | 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 Geillinger 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

# MATTHEW T. ECHARD

## PE; PRINCIPAL & STRUCTURAL ENGINEER

 304-296-8216 | 800-640-8216  
 matthew.echard@thinkalphafirst.com

## SUMMARY

Mr. Echard joined Alpha Associates, Inc. in early 2016 with a strong belief that his clients deserve intelligent, performance-based and value-oriented solutions. Drawing on experience working across the United States, Europe, and the Mid-West, Mr. Echard returned to West Virginia to provide world-class service in a historically unreserved region while making positive contributions to his home state. Mr. Echard places a large value on 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 & Forensics
- Design Management
- Construction Optimization
- New Business & Client Development

Current research area(s):

- Next-generation sustainability strategies in design and construction

## PROFESSIONAL HIGHLIGHTS

Pedestrian Bridges:

- Coopers Rock Overlook Bridge Replacement; Monongalia Co., WV
- Deckers Creek Rail-Trail, Greenmont Pedestrian Bridge; Morgantown, WV
- Harvard Allston Science Complex (HASC); *Harvard University*, Allston, Boston, MA\*  
- Pedestrian Bridges & Wintergardens

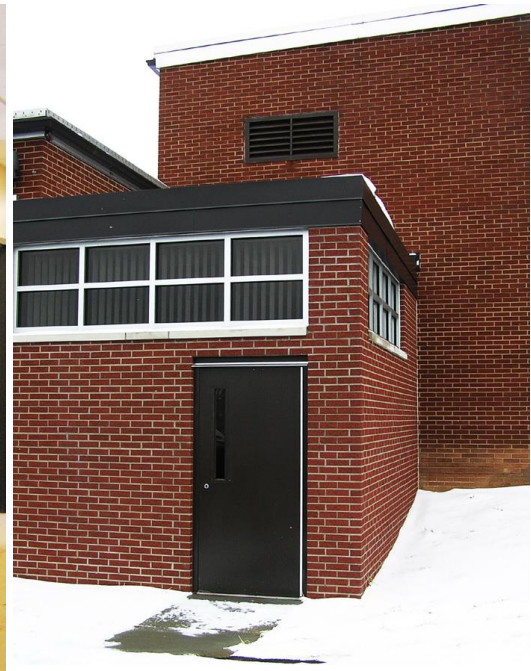
Buildings:

- Burj Daman (60 stories); DIFC, Dubai, UAE\*
- Columbus Center Parcel 16 (34 stories); Boston, MA\*
- Continuities of the Incomplete, *Museum of Modern Art (MOMA)*; Los Angeles, CA\*
- Falmouth High School Renovations and New Gymnasium; Falmouth, MA\*
- HASC Building 1 (8 stories); *Harvard University*, Allston, Boston, MA\*
- Herb Alpert Educational Village, Capshaw-Spielberg Center for Educational Justice, Performing Arts and Leadership Center; Santa Monica, CA\*
- Hotel America (55 stories); Dubai, UAE\*
- King Abdullah Financial District (KAFFD); Riyadh, Saudi Arabia\*  
Parcels 2.09, 2.14 (26 stories), and 4.07/4.08 (40 stories)
- Logan Airport Central Parking Garage and Expansion; Boston, MA\*
- ND Paper Hydrapulper Expansion, Fairmont, WV
- TAJ Mall; Abdoun, Amman, Jordan\*
- UCLA Sproul Hall, Cove & Landing Residences (8 stories); Westwood, Los Angeles, CA\*
- WVDOH District 7 Multi-purpose and Lab Buildings; Roanoke, WV

\*project experience at previous firm

# PARKERSBURG ARMORY RENOVATION AND ADDITION

Parkersburg, WV; 2009



## *At a Glance:*

CLIENT: WV Army National Guard  
LOCATION: Parkersburg, WV  
COMPLETION DATE: 2009  
SIZE: 2,600 Square Feet  
CONSTRUCTION COST: \$400,000

Alpha continues their relationship with the West Virginia Army National Guard with the renovation of a space originally designated as a rifle range at the Parkersburg Armory.

New offices, conference room, and break room provide new work space for officers. A secondary entrance was included in the design to serve the department that will occupy this space.

A fire alarm upgrade for the entire building was also included in the project scope as well as an alternate for an access control system and mass notification system.



# ELKINS COAL AND COKE BUILDING

Masontown, WV; 2018



## *At a Glance:*

CLIENT: Mon River Trails  
Conservancy  
LOCATION: Masontown, WV  
COMPLETION DATE: 2018  
SIZE: 783 SQ.FT.  
CONSTRUCTION COST: \$187,000

## *Project Contact:*

Ella Belling  
PO Box 282  
Morgantown, WV 26507  
304-692-6782

Alpha Associates, Incorporated provided architectural design for renovations to the Elkins Coal and Coke Building. The project is partially funded by a grant from the Federal Highway Administration's Recreational Trails Program.

## The project included:

- Renovation of existing stone building with slate roof.
- Demolition of existing roof and structure, salvaging all slate for re-use.
- Construction of new roof utilizing pre-engineered roof trusses.
- Installation of salvaged slate that remains on site.
- Construction of two toilet rooms with new concrete slab, interior drywall partitions, etc.
- Plumbing and minimal electrical.



# BERKELEY SPRINGS BATH HOUSE

**Berkeley Springs, WV; 2010**



## *At a Glance:*

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

## *Project Contact:*

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

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.



# MORGANTOWN CITY HALL FAÇADE RESTORATION

**Morgantown, WV; 2018**



## *At a Glance:*

CLIENT: City of Morgantown  
LOCATION: Morgantown, WV  
COMPLETION DATE: 2018  
SIZE: Exterior of Building  
CONSTRUCTION COST: \$600,000

## *Project Contact:*

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

The 1926 limestone and brick building had once been the City of Morgantown's Fire and Police Department. Now operating as City Hall for Morgantown, WV; deferred maintenance and aging of structure over the past nearly 100 years, required significant repairs to the limestone edifice.

Through careful investigation of the structure, and examination of the original drawings, it was determined that one of the major failures of the limestone façade was occurring in a location that should have had an expansion joint. This structural anomaly was repaired with the reuse of existing limestone, and newly quarried stone from the original quarry. Other repairs and restoration were performed at the limestone parapet and brick sidewalls at windows and cornices on three sides of the building, and inner court.

Alpha Associates provided the following services to complete the project:

- Discovery, Site Investigation and Probing
- Building Envelope Model and Analysis
- Restoration and Repair Design along with Estimate of Probable Cost
- Bidding and Construction Administration Services



# MINERS HEALTH AND SAFETY TRAINING BUILDING

Oak Hill, WV; 2018



## *At a Glance:*

CLIENT: WVMHST  
LOCATION: Oak Hill, WV  
COMPLETION DATE: 2019  
SIZE: 16,584 Sq. Ft.  
CONSTRUCTION COST: \$690,000

## *Project Contact:*

Eugene White  
7 Players Club Dr. Ste 2  
Charleston, WV 25311  
304-469-8100

Alpha Associates, Incorporated provided architectural design, civil and structural engineering services for renovations to the Miners Health and Safety Training Building. The building serves as a Training Building for the WV Miners Health and Safety.

- Project consisted of:
- Renovation of Prefab Metal Building with added office space
- Poured Concrete
- Parking Lot
- New windows and doors
- Interior Finishes

# 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*

*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:*

*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.

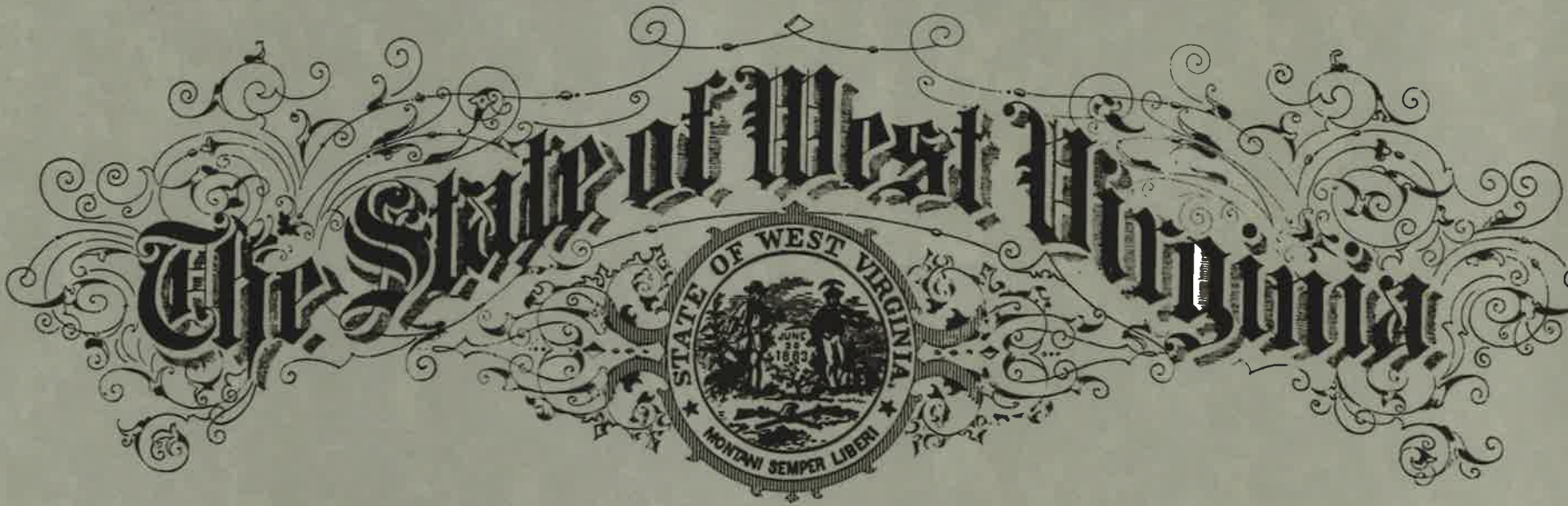


IN TESTIMONY WHEREOF, THE WEST VIRGINIA STATE BOARD OF  
REGISTRATION FOR PROFESSIONAL ENGINEERS HAS ISSUED THIS COA  
UNDER ITS SEAL, AND SIGNED BY THE PRESIDENT OF SAID BOARD.

A handwritten signature in black ink, appearing to read "Bryan S. Caldwell".

BOARD PRESIDENT





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 B. Scott



# The Board of Architects



## of West Virginia.

No. [REDACTED]

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



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

Will E. Johnson President.  
E. Faith Dean 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. 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. Goddy

[Signatures]





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: G. R. [unclear], Frank H. Naddy, W. B. Faulkner, and others.





STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

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

Matthew T. Echard

DOES IN PURSUANCE OF AUTHORITY VESTED IN IT

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

**REGISTERED PROFESSIONAL ENGINEER**

Registration Number [REDACTED]

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



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

Members of the Board

James D. Thomas, Jr.

Richard E. Dlyna

Bhajan S. Saha

William E. Piersen

[Signature]



# HEAR FROM OUR CLIENTS.

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**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

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