



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*. 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* 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: 1916937

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: 0603

SO Doc ID: ADJ2600000005

Published Date: 3/2/26

Close Date: 3/17/26

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: 1916937
Solicitation Description: Fire Department Facility Design- Camp Dawson Training Center
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2026-03-17 13:30	SR 0603 ESR03172600000006055	1

VENDOR
 000000201753
 ALPHA ASSOCIATES INC

Solicitation Number: CEOI 0603 ADJ2600000005
Total Bid: 0
Response Date: 2026-03-17
Response Time: 13:04:34
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	Fire Department Facility Design-Camp Dawson Training Center				0.00

Comm Code	Manufacturer	Specification	Model #
81101508			

Commodity Line Comments:

Extended Description:

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

MARCH 17, 2026



Fire Department Facility Design- Camp Dawson Training Center

CEOI 0603 ADJ2600000005 – A/E Services



209 Prairie Avenue / Morgantown, WV 26501-5934
304.296.8216 / 800-640-8216 / 304.296.8216 fax



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: 1916937			Reason for Modification:
Doc Description: Fire Department Facility Design- Camp Dawson Training Center			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-03-02	2026-03-17 13:30	CEOI 0603 ADJ2600000005	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, Inc

Address : 209
Street : Prairie Avenue
City : Morgantown
State : WV **Country :** USA **Zip :** 26501

Principal Contact : Richard A. Colebank, PE, PS; President & COO

Vendor Contact Phone: 304-296-8216 **Extension:** 102

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

Vendor Signature X  **FEIN#** 550516286 **DATE** 03/17/26

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) Richard A. Colebank, PE, PS; President & COO

(Address) 209 Prairie Avenue Morgantown, WV 26501

(Phone Number) / (Fax Number) 304-216-8216 ext. 102

(email address) rick.colebank@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, Incorporated

(Company)

(Signature of Authorized Representative)

Richard A. Colebank, PE, PS; President & COO

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

304-216-8216 ext. 102

(Phone Number) (Fax Number)

rick.colebank@thinkalphafirst.com

(Email Address)

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SECTION A

GENERAL

INFORMATION



March 17, 2026

Department of Administration

Purchasing Division

2019 Washington Street East

Charleston, WV 25305

Attn: David Pauline, Senior Buyer

Re: Expression of Interest – Architectural & Engineering Services for Camp Dawson Fire Department Facility

Dear Mr. Pauline,

On behalf of Alpha Associates, Incorporated, I am pleased to submit this Expression of Interest regarding the solicitation for professional architectural and engineering services associated with the design and development of the new Fire Department Facility at the Camp Dawson Training Center near Kingwood, West Virginia. Our firm has a long history of providing full-service design, engineering, and construction-phase support to public agencies across the state, including projects for military installations, municipalities, emergency-response facilities, and state-owned infrastructure.

Alpha is highly experienced in providing comprehensive planning, design, and construction-phase services for public safety facilities and municipal infrastructure projects across the region. We bring a multidisciplinary team with demonstrated expertise in facility design, utility coordination, code compliance, and delivery of projects funded through federal, state, and local sources. Our design team has provided services to WVARNG across the State of West Virginia since our inception, and we have recently completed the following relevant projects for the WVARNG:

- **The Memorial Tunnel** – Limited Structural Assessment, Standard, WV
- **Volkstone Fencing Project** – Camp Dawson, Kingwood, WV
- **Camp Dawson Paving** – Camp Dawson, Kingwood, WV
- **Billeting Facility Design** – Camp Dawson, Kingwood, WV
- **Parkersburg Armory Renovation/Addition** – Parkersburg, WV

We have worked with many local, state and federal government entities on numerous renovation/addition projects of varying sizes and types, including emergency and fire facilities including the Morgantown Municipal Airport ARRF and Fire Fighting Facility, the South Berkely Fire Station and the Morgantown Municipal Norwood Fire Stations. Alpha Associates is prepared to deliver all services outlined in the CEOI, including:

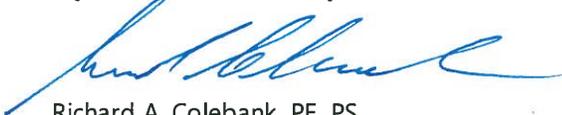
- Investigative services, including geotechnical borings, utility research, and preliminary site evaluations
- Architectural and engineering design, including all site, civil, structural, mechanical, electrical, and architectural disciplines
- Preparation of complete construction bid documents in accordance with WV Purchasing Division procedures
- Development of 35%, 65%, 95%, and 100% design submittals with updated cost estimates at each stage
- Coordination with WVARNG, WV Military Authority, and all applicable governing and regulatory agencies
- Construction-phase services including bid support, construction administration, shop-drawing reviews, and final project closeout

Our project management approach emphasizes clear communication, efficient workflow, and proactive coordination to ensure timely delivery and budget adherence. We have a strong history of working effectively with municipalities, fire departments, planning and development councils, and community stakeholders to deliver public-serving facilities designed for long-term performance, safety, and resilience. This project will be conveniently managed out of Alpha's Corporate Office, located just 45 minutes away from Camp Dawson, in Morgantown, WV.

We recognize the importance of this facility to the Camp Dawson Training Center and the West Virginia Army National Guard. The new Fire Department Facility will serve as a critical asset supporting emergency response, personnel safety, and installation operations. We welcome the opportunity to contribute our capabilities, experience, and technical expertise to this significant and mission-essential project. Thank you for the opportunity to express our interest. We look forward to partnering with you on this important project. Should you require additional information, please feel free to contact me at (304) 296-8216 ext. 102.

Sincerely,

Alpha Associates, Incorporated

A handwritten signature in blue ink, appearing to read 'Rick Colebank', is written over the typed name.

Richard A. Colebank, PE, PS

President and COO

rick.colebank@thinkalphafirst.com

(304) 296 – 8216 ext. 102

About Alpha Associates, Inc.

Alpha's clients are served by a local, unique combination of professionals who provide top-notch **architectural design, civil engineering and structural engineering**. The Alpha design experience begins with the design staff listening, interpreting, reviewing and designing what you, the client, wants. The conclusion of the design process is not the end of Alpha's involvement in your project. Alpha's staff will stay involved until your project is constructed.

Throughout Alpha's decades of practice, our architects and engineers work closely, making history every day. With support from the Alpha Team, one can truly create a sense of place and a proper environment for the built atmosphere.



Architecture

Commercial
Public
Private
Residential



Engineering

Site
Utilities
Landscape
Structural



Surveying

Topography
Boundary
ALTA





“Creating client-focused designs with quality and value that are sustainable and cost-effective”

Locations:

209 Prairie Avenue
Morgantown, WV 26501
304-296-8216

535 West King Street
Martinsburg, WV 25401
304-264-0051

Website:

thinkalphafirst.com

Employees:

21

Webster’s dictionary defines Alpha as "the first, the beginning". In the case of Alpha, the beginning was 1969 and the location was Morgantown, West Virginia. Since 1969, Alpha has earned a reputation for producing exceptional architectural and engineering designs for high profile organizations. By 1995, Alpha’s client base had grown, demanding the need for a second location. The Eastern Panhandle of West Virginia was selected, and the planning began.

The Eastern Regional Office is located in Historic Downtown Martinsburg and is conveniently located to serve clients in West Virginia, Maryland, Virginia and Pennsylvania. We continue to raise the bar with a design studio of cross-disciplined professionals that embrace technology and innovation while treating you, the client, with respect and dignity.

As you travel through the region, you will find Alpha’s influence on the built environment, especially in West Virginia. Alpha’s local project success reflects an architectural studio which encourages creativity and flexibility. Continuing the focus of success, Alpha’s architectural and engineering teams are experts with the planning of solutions for complex issues even before facing them head-on. Alpha’s team consists of industry leaders, consistently being called upon for advice and guidance for the future. Alpha Associates, Inc. will surpass all expectations while maximizing the client’s, your, vision.

With our client-first mission, we design spaces for now and the future.

Statement of Qualifications

Alpha Associates, Incorporated is a local, West Virginia based Architectural/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. Alpha's work is diverse and includes clients in commercial, educational, and government facilities, developers and private organizations.

Since 1969, Alpha's team provided architectural/engineering design services throughout the State and surrounding areas. For over 56+ years, we have worked with numerous local, state, and federal government entities on multiple projects of varying sizes and types. No project is too big or too small for us. Our team of licensed architects and engineers have recent, relevant experience with land assessment, civil/site planning, schematic and design layout, document preparation, and construction/bid administration to complete projects seamlessly.

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 take every step necessary to successfully complete and surpass a given project. We act in the client's best interest.

Everyone at Alpha, no matter the given role, all work towards the same goal of achieving success for not the project but the client too. Our principals are involved with all projects from the earliest stages through to the final completion and even beyond. They will consistently update you on your projects by using effective communication tools to manage the projects and all involved parties.

Our skilled staff of architects, engineers, surveyors and administrative personnel at Alpha are professionals dedicated to providing superior services to the State of West Virginia and surrounding areas. While our staff is large enough to handle any size project, our firm is also capable of being small enough to give each and every one of our projects the individual attention to details it deserves. Alpha's local and unique approach to projects ensures success for all our clientele.



LEED/Sustainability

As the intellectual landscape of the new century becomes more and more environmentally conscious, there is increasing demand to see this attitude reflected in the “built environment” with which we surround ourselves. The measure of a project’s success is increasingly dependent on its environmental, as well as economic and social innovation. A truly holistic approach to sustainable design must recognize the impacts of every design choice on natural and cultural resources. Aside from being attractive and enjoyable for humans, sustainable projects promote biological diversity, contribute to the quality of the air and water and reduce the impacts of construction and human use to help preserve the planet for future generations.

Alpha Associates, Incorporated understands the importance of sustaining the environment for future generations. Alpha works closely with the client to determine the level of environmental impact that the project will have. For example, Alpha works very hard to preserve and reuse equipment and building materials where necessary. Projects that have been designed include reuse of elements from stained glass windows to commercial cafeteria equipment.

Our Design Team will make sure your facility is designed with cost effective, energy conserving features. Where appropriate, we provide the ability to obtain any level of LEED Certification that you may desire, or we can simply utilize the principals of sustainable design to benefit your project.

The firm currently has three professional staff members who are LEED Accredited Professionals. We have two projects that are LEED registered; The FBOP Hazelton Facility and the new State Office Building in Clarksburg, WV.



SECTION B

**TECHNICAL
EXPERTISE**

Alpha's Scheduling Expertise

Project Track Record

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; however, the determining factor is the tools a firm utilizes to achieve the budgets, in regards to funds at that time. Alpha utilizes a number of both traditional & modern tools 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

Successful Project Management/Schedule

Successful project management depends on consensus regarding work efforts, milestones and goals. Our team has found the development of detailed work plans, which delineate tasks and deliverables for each project phase, in consort with the client and full project team, is the most effective approach with establishing expectations of 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 the Owner and user reviews, comments and/or approvals.

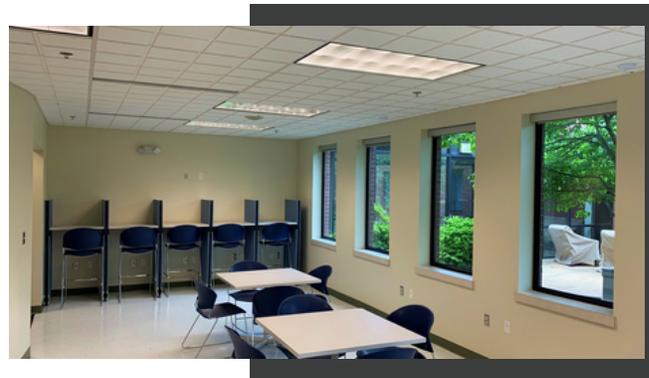
Developing an overall project schedule is a critical task that must take account of many factors: building type, owner's desired occupancy, scope of work & level of documentation, whether contract(s) is bid or negotiable, available fee, and experiences on similar projects. Once the design process begins, a comprehensive, realistic project schedule can be developed and communicated to all involved.

In a world where "time is money", the schedule of a project is as important as controlling the cost. Alpha works diligently to control the budget of a project and avoid the "scope creep" which can occur.

Alpha's Unique In-House Features

Alpha's in-house cost estimators combined with our excellent relationships with contractors throughout the State provides 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 which can be carried through each of the project phases. At each phase, the estimate is updated to include a more detailed evaluation for enhanced accuracy. When updating estimates, specific increases or decreases can be identified allowing the owner to make informed decisions on important budget issues for the project.

Many projects use alternatives to control the budget through obtaining actual contractor pricing during the bid process. This allows flexibility in the owner's determining costs of portions for the project which may be optional and/or critical for budget control.



Capacity & 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 feeds 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:



- Autodesk Suite
 - AutoCAD
 - Revit
 - Civil 3D
- Bentley Open Bridge Modeler & Designer
- Enercalc
- TopCON GR5 GPS System
- TopCON Total Station with Reflector-less Capabilities
- Carlson Surveyor & DataCollector
- RISA 3D
- RISA Foundation
- MathCAD Prime
- DJI Phantom 4 RTK Drone
- Office 365
- Twinmotion
- Adobe Photoshop

Funding Experience

Throughout our 56 years of business, Alpha Associates, Incorporated has worked with multiple funding agencies on projects, including State and Federal dollars. Our funding experiences includes:



- State and Federal ARRA Funds
- West Virginia Infrastructure Loan Program
- HUD Grants and Loans
- West Virginia Economic Development Grants and Loans
- Transportation Enhancement Grants
- West Virginia State Historic Preservation Office Funds
- Small Cities Block Grants
- Tax Increment Financing
- BIG Grant (Boating Infrastructure Grant)

- USDA Rural Development/Rural Utility Service - Grants and Loans
- ARC
- School Building Authority of West Virginia
- WV DEP Revolving Loan Fund
- WV Bureau of Health Clean Water Loan Fund
- Private Bond Sales



Meet the Alpha Team

MANAGEMENT

α Richard A. Colebank
PE, PS
President & COO

CIVIL ENGINEERING

α Charles Branch
PE, Senior Principal
Senior Civil Engineer

α Bradley Casdorff
PE, PS
Civil Engineer

Nick Marino
Staff Engineer

Coulton Souders
Engineering Technician

Kevin McClung
Engineering Technician

Barbara Kerns
Survey Crew Representative

Jay Mullen
Survey Party Chief

ARCHITECTURE

α Rebecca Key
AIA-LEED-AP
Director of Architecture

Todd Lewis
AIA Associate
Architectural Technician

α Alex Hail
Construction Administration

STRUCTURAL ENGINEERING

α Matthew Echard
PE, Principal
Structural Engineer

Cody Antoon
Engineering Technician

OFFICE ADMINISTRATION

Heather Fox
Business Manager

Kim Coomler
Administrative Assistant

Macey Lewis
Marketing Coordinator

α Key Personnel

Key Personnel

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.

Organization and Management



Richard Colebank

PE, PS, PRESIDENT & COO
PRINCIPAL IN CHARGE



Charles Branch

PE, SR. PRINCIPAL &
CIVIL ENGINEER



Bradley Casdorff

PE, PS CIVIL ENGINEER



Rebecca Key

AIA, LEED AP DIRECTOR OF
ARCHITECTURE



Matthew Echard

PE, PRINCIPAL &
STRUCTURAL ENGINEER

SECTION C

STAFFING

CAPABILITIES



Richard A. Colebank, PE, PS

PRESIDENT AND COO

EMPLOYMENT HISTORY

1985 – Current

Alpha Associates, Incorporated

1983-1985

Charles Townes and Associates, P.C.

1983

US Army Corps of Engineers

EDUCATION

West Virginia University Master of
Business Administration; **1999**

Bachelor - Civil Engineering; **1982**

QUALIFICATIONS

License(s): Professional Engineer: West Virginia, Maryland, Pennsylvania, and Virginia Professional Surveyor: West Virginia Certified Private Pilot FAA 107 Drone Pilot Certification

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 managing projects.

PROFILE

Broad-based responsibilities in the following areas:

- Project Management
- Business Operations & Financial Management
- Quality Assurance/Quality Control
- Civil Engineering
- Project Management and Design
- New Business Development
- Expert Testimony and Investigation

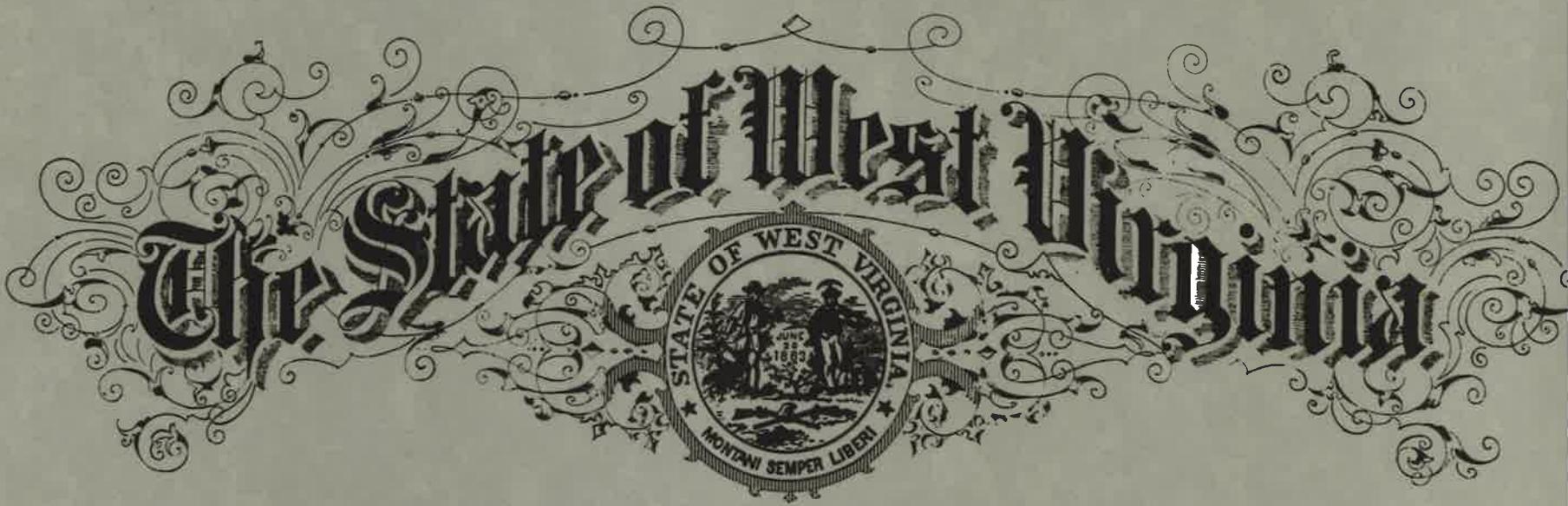
PROFESSIONAL HIGHLIGHTS

Project Manager

- Morgantown Municipal Airport Access Rd; Morgantown, WV
- Mon General Access Rd; Morgantown, WV
- WVU Reedsville Farm Redevelopment; Reedsville, WV
- Monongalia General Hospital Access Road; Morgantown, WV
- 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

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 & Environmental Engineering Visiting Committee
- WVU College of Business & Economics MBA Advisory Committee
- WVU 2023 Academy of Civil Engineers



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting.

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

Richard A. Colebank

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT by law, hereby certify that he, having submitted satisfactory evidence of his ability and experience, is a REGISTERED PROFESSIONAL ENGINEER

Registration Number 10346

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



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

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

Secretary
Frank Gaddy

By
Kenneth H. Means

President
Robert B. Scott



Charles Branch, PE

SR. PRINCIPAL & CIVIL ENGINEER

EMPLOYMENT HISTORY

1992-Current

Alpha Associates, Inc.

1988-1992

Reimer, Muegge & Assoc., Inc.

EDUCATION

West Virginia University

Bachelors - Civil Engineering

2000

Fairmont State College

Bachelors -Architectural Engineering

1988

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

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

QUALIFICATIONS

License(s): Professional Engineer: West Virginia



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting

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

Charles B. Branch

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT by law, hereby certify that he, having submitted satisfactory evidence of his ability and experience, is a REGISTERED PROFESSIONAL ENGINEER

Registration Number 15056

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



Given under the hand and the Seal of the Board at the Capitol in the City of Charleston, this 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

Ed Ruckliff

By Frank D. Goddy

L. J. Burns, Jr

[Signature]

[Signature]



Bradley Casdorph, PE, PS

CIVIL ENGINEER

EMPLOYMENT HISTORY

2004-Current

Alpha Associates, Inc.

1979-2004 Triad

Engineering, Inc.

EDUCATION

MA Soil Conditions & Foundation Design

1982

BA Civil Engineering 1979

AFFILIATIONS

- WV Society of Professional Engineers
- National Society of Professional Engineers
- WVSPS Mountain Regional Chapter; President
- Aircraft Owners and Pilots Association; Member

QUALIFICATIONS

- License: Professional Engineer: West Virginia
- Professional Surveyor: West Virginia
- Certified Private Pilot
- Certified FAA Part 107 Remote Pilot

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 & Design
- Highway Design
- Hydraulic & Hydrology Studies
- Site Plan Development
- Land Surveying, including 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



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come Greeting

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

Bradley H. Casdorff

DOES IN PURSUANCE OF AUTHORITY VESTED IN IT
by law hereby certify that he having submitted satisfactory evidence of his ability and experience is a

REGISTERED PROFESSIONAL ENGINEER

Registration Number 16618

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



Given under the hand of the Seal of the Board at the Capitol in the City of Charleston, This 29th day of December in the year of our Lord 2005 and of the State the One Hundred Forty-Second

Members of the Board

Leonard J. Thomas, Jr. Richard E. Dlyns
Bhajan S. Shuja William E. Verson



Matthew Echard, PE

PRINCIPAL & STRUCTURAL ENGINEER

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 & construction

EMPLOYMENT HISTORY

2016-Current

Alpha Associates, Inc.

2010-2015

Echard ingenieurBüro

2006-2009

Buro Happold Consult. Engineers

2003-2006

Risa Technologies, Inc.

2000-2003

Zaldastani Associates, Inc

PROFESSIONAL HIGHLIGHTS

Project Manager

- Morgantown Municipal Airport Access Rd; Morgantown, WV
- Mon General Access Rd; Morgantown, WV
- WVU Reedsville Farm Redevelopment; Reedsville, WV
- Monongalia General Hospital Access Road; Morgantown, WV
- 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

EDUCATION

Massachusetts Institute of Technology

Masters - Engineering &

Environmental Mechanics 2002

West Virginia University

Bachelors - Civil Engineering 2000

AFFILIATIONS

- American Concrete Institute
- American Institute of Steel Construction
- American Society of Civil Engineers
- American Wood Council

QUALIFICATIONS

License(s): Professional Engineer: West Virginia, California California OES SAP Evaluator



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 19830

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



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

Members of the Board

James D. Thomas, Jr.

Richard E. Dlyna

Bhajan S. Saha

William E. Pison

[Signature]



Rebecca Key, AIA, LEED AP

DIRECTOR OF
ARCHITECTURE

EMPLOYMENT HISTORY

2000-Current

Alpha Associates, Inc.

1983-1999

Alexander Key & Associates

1978-1983

Webster Clothes; Director of Store Planning

EDUCATION

BA Architecture | 1977

Coursework in Furniture Design 1986-87

AFFILIATIONS

- American Institute of Architects
- West Virginia Society of Architects
- Fairmont, WV ICC Board of Appeal; Board Member
- US Green Building Council
- AIA Liveable Communities
- Leadership Kanawha Valley Class of 2014

QUALIFICATIONS

- License: Professional Architect: Maryland, New York, Virginia, Washington DC, and West Virginia
- NCIDQ Certified (Interior Design) Leadership in Energy and Environmental Design Accredited Professional
- Meet Standards of Secretary of the Interior for Historic Architecture

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
- Feasibility Studies
- Water Infiltration Analysis
- Historic Renovation
- Project Management

PROFESSIONAL HIGHLIGHTS

Education:

- North Elementary School Connector; Morgantown, WV
- Mountaineer Middle School; Morgantown, WV
- Pineville Elementary School; Pineville, WV
- Washington High School; Charles Town, WV

Historic Renovations:

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

Recreation:

- Ruby McQuain Amphitheater; Morgantown, WV
- North Fork Hughes River State Park; Ritchie County, WV

Dormitory & Multi-Family:

- Fairmont State University, Prichard Hall Renovation; Fairmont, WV
- WVU Boreman Hall; Morgantown, WV
- Augusta Apartment Building; Morgantown, WV
- Grand Central Apartment

Municipal & State Government:

- WV State Office Building; Clarksburg, WV
- Mon County Family Court Renovation; Morgantown, WV
- Mon County Sheriff's Department; Morgantown, WV
- Norwood Fire Station; Morgantown, WV
- WV State Office Building 25; Parkersburg, WV

The Board of Architects



of West Virginia.

No. 2693

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.



Alex Hail

CONSTRUCTION
ADMINISTRATOR

EMPLOYMENT HISTORY

2001-Current

Alpha Associates, Inc.

Morgantown, WV

1984-2001

Vice President of Store Fixture
Design & Planning

Alexander Key Associates

Baltimore, MD

CERTIFICATIONS

AIA Associate Member

Former

West Virginia University

Construction Safety Leader OSHA
Safety Course

PROFILE

Broad-based responsibilities in the following areas:

- Review Of In-House Construction Documents Prior to Bidding to Ensure Constructability.
- Attendance And Conducting of Pre-Construction Meetings, Progress Meetings During Construction Between Owner, Contractor and Architect
- Review And Response to RFIs (Request for Information) From Contractors.
- Review And Response of Shop Drawing Submittals.
- Review And Response of Pay Applications in Accordance with AIA Standard Practices.
- Review And Response of Change Orders.
- Site Visits and Field Reports of Observations of Ongoing Construction.
- Punch Lists to Establish Substantial Completion of Projects.

PROFESSIONAL HIGHLIGHTS

CONSTRUCTION ADMINISTRATOR

Education:

- North Elementary School Connector; Morgantown, WV
- Mountaineer Middle School; Morgantown, WV
- Pineville Elementary School; Pineville, WV
- Washington High School; Charles Town, WV
- Huff Consolidated Elementary School; Hanover, WV

Municipal & State Government:

- WV State Office Building; Clarksburg, WV
- Mon County Family Court; Morgantown, WV
- Mon County Sheriff's Department; Morgantown, WV
- Norwood Fire Station; Morgantown, WV
- WV State Office Building 25; Parkersburg, WV

SECTION D

**PROJECT
EXPERIENCE**

Fire Station & First Responder Experience



FIRE STATION EXPERIENCE

Alpha Associates

- **Norwood Fire Station** – Addition & Renovation
- **Independent Fire Company** – Conceptual Design
- **South Berkeley County Volunteer Fire Company**
- **Rowlesburg Fire Station** – Conceptual Design
- **Morgantown Municipal Airport** – Air Rescue & Fire Fighting Building
- **West Virginia University** – Fire Training Academy
- **Shepherdstown Volunteer Fire Department**

FIRST RESPONDER EXPERIENCE

Alpha Associates

- **Jefferson County Emergency Services Agency**
- **Berkeley County Emergency Ambulance Authority**





PROJECT INFORMATION

Client:
City of Morgantown

Services Provided:
Architectural & Engineering

Size:
7,626 sq. ft.

Completion Date:
Spring of 2024

Cost:
\$1,770,957

Reference:
Eugene Deem, Fire Chief
Morgantown, WV
304.284.7480

NORWOOD FIRE STATION RENOVATION

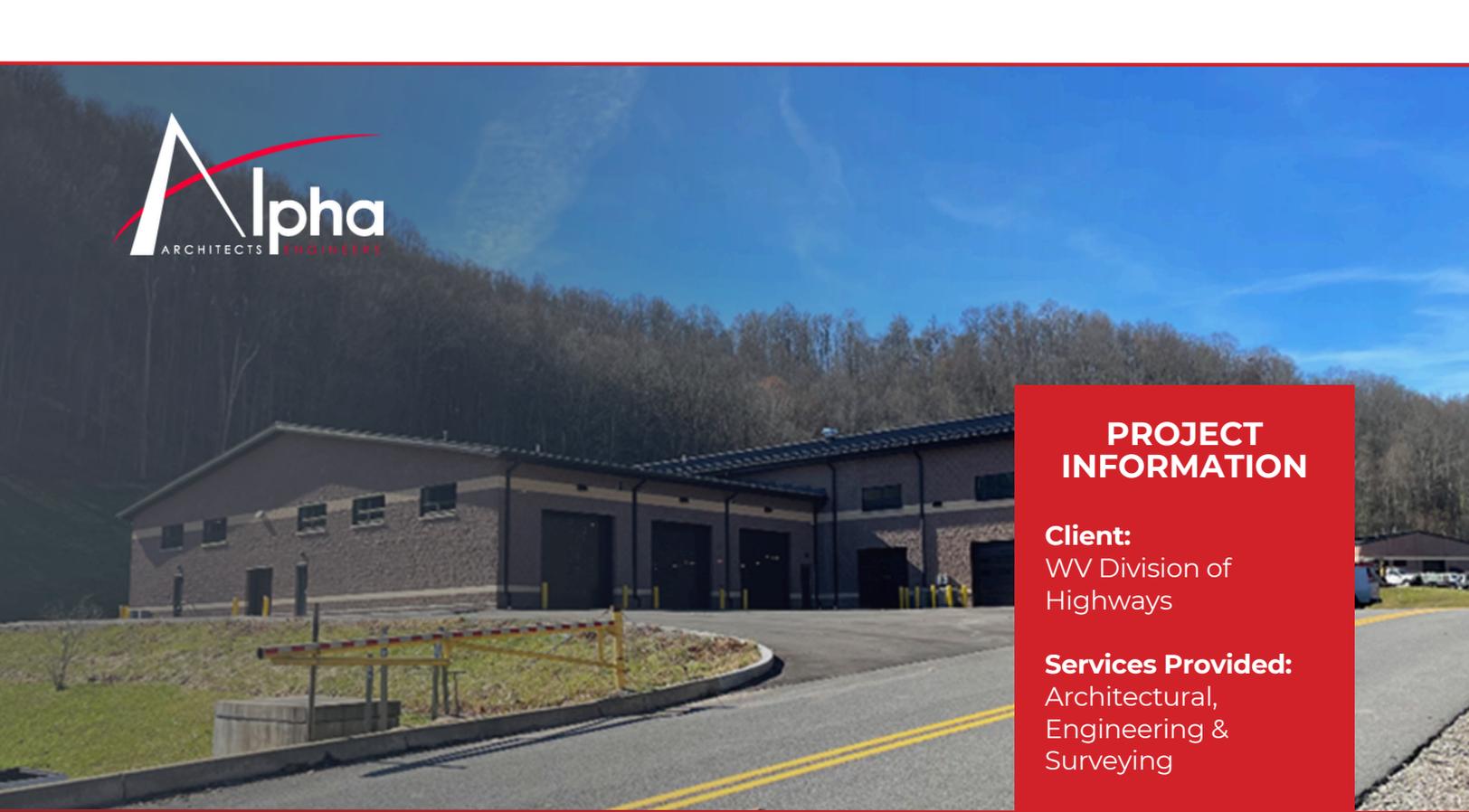
Morgantown, WV

Alpha provided a renovation and addition to an existing 1953 fire station residential quarters of a municipal fire station in the City of Morgantown. The addition of approximately 1,500-square feet provides for individual bunk rooms, new locker room and shower facilities a dedicated exercise room and expanded dayroom.

The goal of achieving defined and separate spaces for apparatus and equipment from housing and residential facilities is the hallmark of 21st century fire stations. Since 9.11 studies have confirmed the increased risk of toxic borne particles from burn and accident areas effecting the health of fire fighters, they must be kept out of the residential areas of the fire house.

Norwood Fire Station will now have an extractor for cleaning gear separated and contained within the equipment area. Separate air handling and exhaust systems along with the use of radiant underfloor heating in the locker room and bunk areas will ensure the comfort of the “house” for generations of fire fighters.





PROJECT INFORMATION

Client:

WV Division of Highways

Services Provided:

Architectural, Engineering & Surveying

Size:

MPB: 31,000 sq. ft. |
Lab: 5,000 sq. ft.

Completion Date:

2022

Cost:

\$ 12,058,000 for both facilities

Reference:

Joshua Smith
WVDOH Project Manager
304.887.2325

DEPARTMENT OF HIGHWAYS DISTRICT 7 HEADQUARTERS

Weston, WV

Alpha provided architectural, civil and structural engineering design services for two (2) new facilities at the WVDOH District 7 campus outside of Weston, WV.

The first is a new concrete and asphalt testing laboratory on a previously prepared site pad. The building is single story, and all masonry building with a wood truss roof. The second facility, known as Multi-purpose Building, consists of 4 different departments, separated by internal partitions and structures.

Each department has its own high-bay area for variously sized transportation vehicles and storage. Administrative areas are located on a second level, with direct connection to the department they serve. Commonly utilized spaces are centrally located and accessible to all occupants without having to traverse another department.

The campus sits on top of a roughly 50-60ft of uncontrolled fill. Previously disposed mine soils, stumps and other organics underlay the site. An extensive deep foundation system consisting of nearly 100 piles was used in conjunction with a network of concrete grade beams to carry the heavy loads of the long-span building above.



PROJECT INFORMATION

Client:
WV Miners Health & Safety

Services Provided:
Architectural,
Engineering &
Surveying

Size:
16,584 sq. ft.

Completion Date:
2019

Cost:
\$ 690,000

Reference:
Eugene White
7 Players Clun Dr.,
Ste 2
Charleston, WV 25311
304.469.8100



WEST VIRGINIA OFFICE OF
MINERS' HEALTH SAFETY & TRAINING

WEST VIRGINIA OFFICE OF MINERS' HEALTH, SAFETY & TRAINING BUILDING

Oak Hill, WV

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.

This facility consisted of:

- Renovation of Prefab Metal Building
- Added Office Space
- Poured Concrete
- Parking Lot
- New Windows & Doors
- Interior Finishes





PROJECT INFORMATION

Client:

Berkeley County Fire Services Board

Services Provided:

Architectural,
Engineering &
Surveying

Size:

23,089 sq. ft.

Completion Date:

2017

Cost:

\$ 2.9 Million

Reference:

Hunter Wilson
Martinsburg, WV
25401
304.261.5270

SOUTH BERKELEY VOLUNTEER FIRE COMPANY

Martinsburg, WV

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

The building contains:

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

This design also included a back-up generator space capable of providing electrical power for the entire facility during a power outage.





PROJECT INFORMATION

Client:
Independent Fire Company

Services Provided:
Architectural, & Engineering Design

Size:
7,950 sq. ft.

Completion Date:
2011

Cost:
\$ 3,605,000

Reference:
Jay Watson
Independent Fire Company
Ranson, WV

INDEPENDENT FIRE COMPANY

Ranson, WV

Alpha Associates provided architectural and engineering services with a completed schematic design to assist with fundraising efforts. This project included demolishing a portion of the existing building, construction a new two-story structure and renovating the existing building including re-cladding the exterior walls.





PROJECT INFORMATION

Client:

Jefferson County
Ambulance Authority

Services Provided:

Architectural,
Engineering &
Surveying

Size:

6,750 sq. ft.

Completion Date:

2010

Cost:

\$1.2 Million

Reference:

Pete Kelley
Ranson, WV
304.728.3287

JEFFERSON COUNTY EMERGENCY SERVICE AGENCY

Ranson, WV

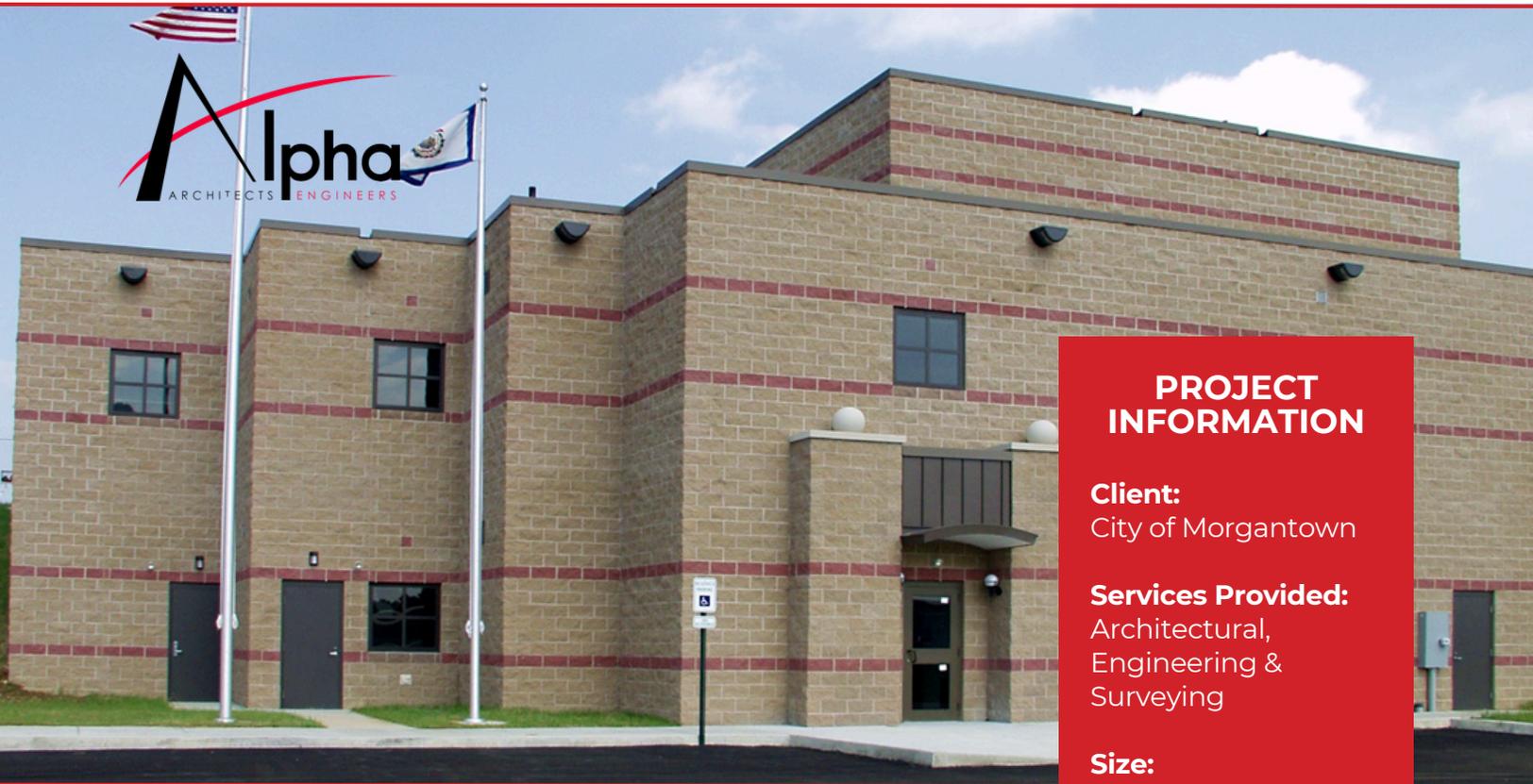
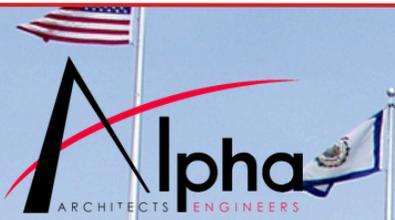
Alpha Associates provided architectural design, civil and structural engineering and surveying services for a new Operations Center for the Jefferson County Ambulance Authority.

The building contains:

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

This building was designed with a civic presence and blend seamlessly into the surrounding development.





PROJECT INFORMATION

Client:
City of Morgantown

Services Provided:
Architectural,
Engineering &
Surveying

Size:
7,000 sq. ft.

Completion Date:
2003

Cost:
\$1 Million

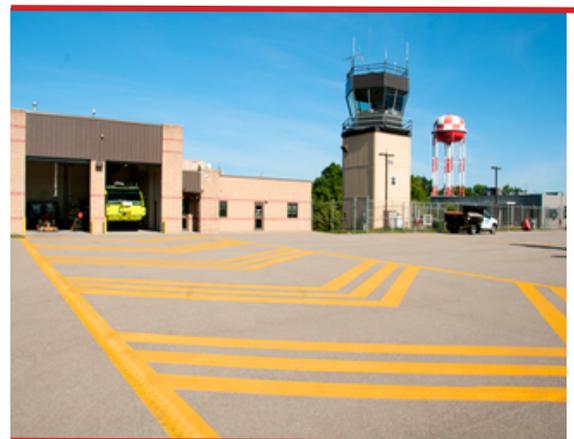
Reference:
Morgantown
Municipal Airport
Morgantown, WV
304.291.7461

MORGANTOWN MUNICIPAL AIRPORT AIR RESCUE & FIRE FIGHTING BUILDING

Morgantown, WV

Alpha Associates, Incorporated provided architectural design, civil & structural engineering, and surveying to the majority of the Morgantown Municipal Airport, but one relevant building is the Air Rescue and Fire Fighting Building.

This space houses two (2) fire trucks and other equipment required, along with additional space for Airport Management offices and a training center also incorporated into the building.



Statement of Approach and Methodology

A successful project requires the investment of time by all stakeholders. Each person should have something to contribute. The owner is tasked with providing the design team with as much information as possible not only about the physical aspects of the project, but also the planned operation.

Ensuring the expected operational plan will “fit” within the confines of the space shall be viewed from the perspective of the user. “Fit” is defined as spatial relationships that are interwoven with the operational aspects to achieve a synergy of purpose. The perspective of the user of the space shall also determine the best flow for the spatial relationships.

Kick-off meeting: (Conceptual Phase)

- Review of project with project stake holders
- Establish communication and define timeline with proposed meeting schedule
- Review of stated program, add or delete to program and establish design priorities:
 - Budget vs. quality of finishes
 - Overall anticipated occupancy date by staff vs. students
 - Quantity of occupants & timing
 - Does construction have to be phased?
 - Operational definitions: hours of operation, what type of training to be performed

Surveying of project location to include: (Conceptual Phase)

- Location of Utility entry points, types of services available, capacity of services
 - Plumbing, Electrical and Mechanical systems
- Examine any and all existing drawings of facilities that may exist.
 - If existing drawings are not available, then design team to provide field measured drawings of areas to be renovated. Noting, location of walls, doors, windows, lighting, etc.

Conceptual Phase

- Design Team to present multiple concepts, minimum two, maximum three to be considered by project stakeholders for basic layout.
- Conceptual phase will also include considerations for force protection if necessary.
 - Physical separation and/or electronic separation from other areas of building.
- Cost impact of each concept to be discussed with stakeholders.
- ADA, Egress, and exit as well as fire codes are addressed at this point. (This defines what is required vs. what is desired)

Statement of Approach and Methodology

Schematic/Design Development

- Schematic design to be developed from approved conceptual layouts, with modifications made as necessary to remain on budget and program.
- This phase will include floor plans, elevations, MEP system selection and location of various built-in elements.
- Finish type of wall, floor and casework selections, as well as exterior building materials, etc.
- Preliminary estimate of probable cost.

Design Development/Construction Documents

- Forwarding of project to State approving authorities as required
- Incorporation of any, and all comments
- Completion of drawings and written documents sufficient for public bid
- Final Estimate of probable construction cost

Bid Phase

- Establish timeline for advertising
- Establish Bid Due Date
- Pre-Bid Meeting with potential bidders
- Facilitate distribution of bid documents (drawings & specifications)
- Respond to questions from contractors during bid phase, and issuance of addenda as necessary
- Facilitate Bid Opening, Review of bids and recommendation of contract award to project stakeholders

Construction Administration Phase

- Contract initiation and development between Owner and General Contractor
- Organize and prepare minutes of Pre-Construction Conference to familiarize the contractor with the project
- Review of shop drawings and approval of pay applications
- Progress Meetings with Contractor, Architect and Owner (Owner's Representative)
- Review of site and building materials and condition during construction
- Final punch list and review of project pre-and post-occupancy

APPENDIX

REFERENCES

HEAR FROM OUR CLIENTS

“

Alpha Associates is one of the best architectural, engineering, and surveying firms we have dealt with. I commend them for their design excellence and professionalism. They are an easy company to work with, **creative and innovative** in their approach, and always available to answer questions.

”

Frank Blackwell

FORMER WYOMING COUNTY SCHOOLS

“

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.**

”

J. Paul Walden

WEST VIRGINIA UNIVERSITY

“

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

”

Robert Hammel

FORMER DIRECTOR MORGANTOWN MUNICIPAL AIRPORT

“

Alpha Associates has been **an invaluable partner** in our planning and execution process, offering high level of professionalism, technical expertise, and client-centered service throughout our engagement.

”

LaChaundra M. Graham, MSM, MBA, CH, Hon.D

PRESIDENT & CHIEF EXECUTIVE OFFICER, MBEF COLLEGE & CAREER ACADEMIES, INC (MECCA)

“

I am happy to say that their (Alpha's) services were delivered in a very professional and very timely manner. Their company met the needs of the Marion County Schools very well in that their advice and counsel was given utilizing a data **driven decision process**, and they have a current and broad knowledge base of industry standards. I recommend Alpha Associates without hesitation or reservation.

”

Dr. James Phares

FORMER SUPERINTENDENT, MARION COUNTY BOE

“

Overall, the relationship with Alpha Associates has been positive and one that has helped to relieve me of many of the burdens I carry in regard to this project. I appreciate their **commitment of time and talent** to make this a project that well serves as the 'Gateway to the Eastern Panhandle.'

”

Dr. Steven Nichols

FORMER SUPERINTENDENT, JEFFERSON COUNTY SCHOOLS

REFERENCES

Scott Owen
West Virginia University
P.O. Box 6572
Morgantown, WV 26506
Phone: 304-293-7478

Stephen Vozniak
Assistant Director
PRT
Phone: 304-293-8929
Email: Stephen.vozniak@mail.wvu.edu

John Thompson, Manager of Design & Construction Services
WVU Facilities Management
Work: 304-293-3625
Phone: 304-826-0177
Email: John.Thompson@mail.wvu.edu

Matt Yeager
Chief Planning, Engineering, & Maintenance Section
112 California Ave., Chas. WV 25305
Phone: (304) 558-2764
Email: Matt.J.Yeager@wv.gov

Bradley Leslie, PE
WV DNR
324 4th Ave
South Charleston, WV 25303
Office: 304 558 2764
Cell: 304 389 7663

Damien Davis, P.E., CFM
Director of Engineering & Public Works
389 Spruce Street
Morgantown WV, 26505
Phone: 304-284-7398

December 5, 2023

To Whom It May Concern:

The purpose of this letter is to provide a reference for Rebecca Key and Alpha Associates of Morgantown, West Virginia.

Alpha Associates was assigned the task of designing and project management for renovation and an addition to a fire sub station that was built in the 1950's.

Alpha Associates, from the beginning has been engaged, educational and very patient with my lack of knowledge in the construction process. They have taken an outdated station and have turned it into a modern day facility that provides for a more comfortable and convenient work and living area for the firefighters.

I would be very comfortable working with Alpha Associates in the future for any additional projects. I would highly recommend them for any future projects.

Sincerely,

A handwritten signature in blue ink that reads "Eugene Deem". The signature is written in a cursive style with a large, stylized "E" and "D".

Eugene Deem

Fire Chief Morgantown Fire Department

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.

Scott E. Thomas Jr.

BOARD PRESIDENT

State of West Virginia



Certificate

I, Mac Warner, Secretary of State of the State of West Virginia, hereby certify that

ALPHA ASSOCIATES, INCORPORATED

was incorporated under the laws of West Virginia and a Certificate of Incorporation was issued by the West Virginia Secretary of State's Office on June 23, 1969.

I further certify that the corporation has not been revoked or administratively dissolved by the State of West Virginia nor has the West Virginia Secretary of State issued a Certificate of Dissolution to the corporation.

Accordingly, I hereby issue this Certificate of Existence

CERTIFICATE OF EXISTENCE

Validation ID:1WV25_3J5W7



*Given under my hand and the
Great Seal of the State of
West Virginia on this day of
January 26, 2024*

Mac Warner

Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/8/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER United Security Agency, Inc. 1207 Fairmont Ave Fairmont WV 26554	CONTACT NAME: Joni Wilson PHONE (A/C No. Ext): 3043631660 E-MAIL ADDRESS: joniwilson@unitedsecurityagency.com		FAX (A/C, No): 304-363-5956
	INSURER(S) AFFORDING COVERAGE		
INSURED Alpha Associates Inc. 209 Prairie Avenue, Suite 209 Morgantown WV 26501	ALPHASS-02	INSURER A : ERIE INSURANCE GROUP	NAIC # 26830
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 1243020144

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		Q97-1216659	2/12/2024	2/12/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y		Q02-6230182	2/12/2024	2/12/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y		Q26-6270060	2/12/2024	2/12/2025	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Q93-5600323	9/6/2023	9/6/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Broad form/Deliberate Intent coverage applies to Employers Liability coverage "Additional Employers Liability Coverage Under WV Code Section 23-4-2(d)(2)(B) Endorsement per form # WC9906 10A (Ed 9/15) UF-4845 (form available upon request)
 WVDNR 324 4th Avenue South Charleston, WV 25303 is named Additional Insured on the Business Owners policy per form CG2010 (4/13) and on the Commercial Auto Liability policy.
 30 Day notice of cancellation applies to the Erie policies.

CERTIFICATE HOLDER**CANCELLATION**

WV Division of Natural Resources
 324 4th Avenue
 South Charleston WV 25303

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joni L. Wilson

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Thank You



**For inquiries,
contact us.**

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