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Header 1

List View

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

Procurement Folder: 1995723

Procurement Type: Central Contract - Fixed Amt

Vendor ID:

Legal Name: ALPHA ASSOCIATES INC

Alias/DBA:

Total Bid: \$0.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CEOI

SO Dept: 0211

SO Doc ID: GSD26000000002

Published Date: 6/17/26

Close Date: 7/14/26

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: 1995723
Solicitation Description: Building 5 Interior Renovation Project (EOI)
Proc Type: Central Contract - Fixed Amt

Solicitation Closes	Solicitation Response	Version
2026-07-14 13:30	SR 0211 ESR07142600000000220	1

VENDOR
000000201753
ALPHA ASSOCIATES INC

Solicitation Number: CEOI 0211 GSD2600000002
Total Bid: 0
Response Date: 2026-07-14
Response Time: 09:49:16
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

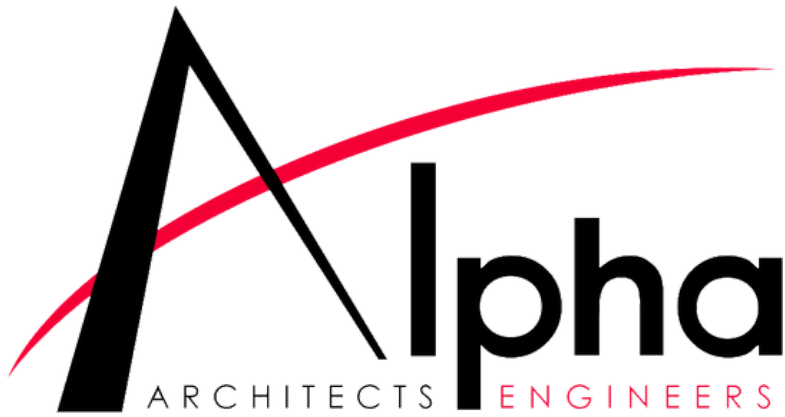
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Architectural engineering				0.00

Comm Code	Manufacturer	Specification	Model #
81101508			

Commodity Line Comments:

Extended Description:

Building 5 Interior Renovation Project (EOI)



JULY 14, 2026

EXPRESSION OF INTEREST – BUILDING 5 INTERIOR RENOVATION PROJECT

CEOI 0211 GSD2600000002 –
ARCHITECTURAL & ENGINEERING
SERVICES



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: 1995723

Doc Description: Building 5 Interior Renovation Project (EOI)

Reason for Modification:

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2026-06-17	2026-07-14 13:30	CEOI 0211 GSD2600000002	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 7/14/26

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) 304-296-8216 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 Inc.

(Company)

(Signature of Authorized Representative)

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

7/14/26

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

304-296-8216 ext 102

(Phone Number) (Fax Number)

rick.colebank@thinkalphafirst.com

(Email Address)

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SECTION A

GENERAL

INFORMATION



July 14, 2026

Mr. David H. Pauline
West Virginia Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305

RE: Expression of Interest – Building 5 Interior Renovation Project (CEOI GSD2600000002)

Dear Mr. Pauline and Selection Committee:

On behalf of Alpha Associates, I am pleased to submit this Expression of Interest for the Building 5 Interior Renovation Project located on the West Virginia State Capitol Complex in Charleston, West Virginia. We are excited about the opportunity to assist the General Services Division with the comprehensive renovation of Floors 1 through 6 while Floors 7 through 10 remain occupied. We understand that this project encompasses full-service architectural and engineering design, construction administration, hazardous materials abatement coordination, and phased implementation within a partially occupied facility. The project will require architectural, mechanical, electrical, plumbing, and fire protection design services while maintaining safe and continuous building operations for occupants on the upper floors.

Alpha brings extensive experience delivering complex public-sector renovation projects involving occupied facilities, phased construction, and multidisciplinary coordination. Our team includes licensed architects, structural engineers, civil engineers, surveyors, and cost estimators with significant experience in government, higher education, healthcare, and commercial building renovations. We routinely provide facility assessments and programming services, architectural and engineering design, ADA accessibility and life-safety improvements, hazardous materials assessment and abatement coordination, construction documents and cost estimating, bid phase services, construction administration and observation, and project closeout and commissioning support.

We understand the importance of maintaining building operations throughout construction and have successfully implemented phased renovation programs that minimize disruptions to occupants while ensuring safety, schedule adherence, and cost control. Our team is experienced in developing detailed phasing plans, temporary occupancy strategies, and contractor coordination procedures necessary for successful execution in active facilities. We also recognize the challenges associated with asbestos-containing materials and have extensive experience coordinating environmental investigations, abatement design, regulatory compliance, and construction oversight.

Alpha's collaborative approach emphasizes stakeholder engagement, thorough existing-condition evaluations, accurate cost estimating, and practical design solutions that extend facility life while improving efficiency, safety, and functionality. We are committed to working closely with the General Services Division and project stakeholders to deliver a high-quality renovation that meets the State's long-term operational goals.

Our firm has a strong record of performance on publicly funded projects throughout West Virginia and is fully qualified to provide the comprehensive architectural and engineering services required for this project. We are confident that our technical expertise, experience with occupied-facility renovations, and commitment to client service make Alpha Associates exceptionally well-suited for this assignment.

Thank you for your consideration. We appreciate the opportunity to submit our qualifications and look forward to discussing how Alpha Associates can assist the State of West Virginia with this important Capitol Complex renovation project.

Sincerely,

Alpha Associates, Inc.

A handwritten signature in blue ink, appearing to read 'Rick Colebank', written over a white background.

Richard A. Colebank, PE, PS

President and COO

rick.colebank@thinkalphafirst.com

(304) 296-8216 ext. 102

Alpha Associates, Inc.

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 & structural engineering, landscape design, project management and surveying**. Our firm is based in Morgantown, WV with a branch office located in Martinsburg, WV, serving the state and the surrounding areas since 1969.

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.



ARCHITECTURE

Commercial
Public
Private
Residential



ENGINEERING

Site
Utilities
Landscape
Structural



SURVEYING

ALTA
Boundary
GPS
Topography



CONTACT PERSON

Richard A. Colebank, *PE, PS*;
President & COO
(304)-296-8216 ext. 102
rick.colebank@thinkalphafirst.com



Corporate Location:

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

Branch Location:

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

Website:

www.thinkalphafirst.com

Phone:

304.296.8216

Email:

email@thinkalphafirst.com

Employees:

21

Statement of Qualifications

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
- 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

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

many factors: Building/Survey/Project 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.

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.

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

Survey Services

ALPHA'S SURVEYORS OFFER A FULL RANGE OF SURVEYING SERVICES INCLUDING:

- ALTA Survey
- Boundary Survey
- Construction Stakeout
- GPS Control Survey
- Elevation or Floodplain Survey
- Site Plan Survey
- Mortgage Inspections
- Subdivision Survey
- Topographic Survey
- Drone Mapping

Surveying services are included in the majority of Alpha's projects.

ALTA & BOUNDARY SURVEY EXPERIENCE

ALTA

2015 - Present

- Willowdale Road ALTA Survey; Morgantown, WV
- Coast Guard ALTA Survey; Kearneysville, WV
- Addivant Plant ALTA Survey; Morgantown, WV
- Pappan ALTA/NSPS Survey
- NBS, Inc. ALTA Survey; Berkeley County, WV
- Arcland ALTA; Martinsburg, WV
- Sistersville General Hospital ALTA/NSPS Survey, Wheeling, WV
- Harvest Care Medical ALTA Survey; Charles Town, WV
- Jefferson Mini-Storage ALTA Survey; Jefferson County, WV
- Interstate Mini-Storage ALTA Survey
- 3710 Collins Ferry Road ALTA Survey; Morgantown, WV

BOUNDARY

2015 - Present

- Sampson Boundary Line Adjustment
- Martin/CEM Boundary Survey
- Fortney Boundary Survey
- Scott Property Boundary Line Adjustment
- Clawson/McClure Boundary Survey
- Waltz Property Boundary Survey
- Synder Boundary Line Adjustment Survey
- Colonial Hills Lennar Boundary Line Adjustment
- Clements/Aerial Mapping & Boundary Survey
- JCCM Boundary Survey & Merger
- Brower Boundary Line Adjustment
- Hoffman Boundary Line Adjustment
- Pauley Boundary Line Adjustment/Merger Plat

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
- Appalachian Regional Commission (ARC) Grants
- School Building Authority of West Virginia
- WV DEP Revolving Loan Fund
- WV DEP Voluntary Remediation Program (VRP)
- WV Bureau of Health Clean Water Loan Fund
- Private Bond Sales



Meet the Alpha Team

MANAGEMENT

α Richard A. Colebank, PE, PS

PRESIDENT & COO | PRINCIPAL IN CHARGE
43 YEARS OF EXPERIENCE
MORGANTOWN, WV

CIVIL ENGINEERING

α Charles Branch, PE

SENIOR PRINCIPAL & CIVIL ENGINEER
38 YEARS OF EXPERIENCE
MORGANTOWN, WV

α Bradley Casdorph, PE, PS

CIVIL ENGINEER & CERTIFIED PILOT
47 YEARS OF EXPERIENCE
MORGANTOWN, WV

Nick Marino

Staff Engineer

Josh Adkins

Engineering Technician

Kevin McClung

Engineering Technician

Barbara Kerns

Survey Crew Representative

Jay Mullin

Survey Party Chief

ARCHITECTURE

α Rebecca Key, AIA-LEED-AP

DIRECTOR OF ARCHITECTURE
48 YEARS OF EXPERIENCE
MORGANTOWN, WV

Todd Lewis

AIA Associate
Architectural Technician

Alex Hail

Construction Administration

STRUCTURAL ENGINEERING

α Matthew Echard, PE

PRINCIPAL STRUCTURAL ENGINEER
26 YEARS OF EXPERIENCE
MORGANTOWN, WV

Cody Antoon

Engineering Technician

OFFICE ADMINISTRATION

Heather Fox

Business Manager

Kim Coomler

Administrative Assistant

Macey Lewis

Marketing Coordinator

α KEY PERSONEL

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.

Key Personnel



Richard Colebank

PE, PS, PRESIDENT & COO
PRINCIPAL IN CHARGE
43 YEARS OF EXPERIENCE
MORGANTOWN, WV



Charles Branch

PE, SR. PRINCIPAL & CIVIL
ENGINEER
38 YEARS OF EXPERIENCE
MORGANTOWN, WV



Bradley Casdorph

PE, PS, CIVIL ENGINEER
& CERTIFIED PILOT
47 YEARS OF EXPERIENCE
MORGANTOWN, WV



Matthew Echard

PE, PRINCIPAL
& STRUCTURAL ENGINEER
26 YEARS OF EXPERIENCE
MORGANTOWN, WV



Rebecca Key

AIA, LEED AP, DIRECTOR
OF ARCHITECTURE
48 YEARS OF EXPERIENCE
MORGANTOWN, WV

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

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

Frank L. Gaddy

By
Secretary *Monroe P. Jickles* President
Kenneth H. Means 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 13th 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. Rickhoff

By

Frank D. Goddy

L. J. Burns, Jr.

Luigi

[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

- **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. Casdorph

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

REGISTERED PROFESSIONAL ENGINEER

Registration Number 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 D. Timms, Jr.

Richard E. Dlyns

Blayne S. Shufa

William E. Viers



Matthew Echard, PE

PRINCIPAL & STRUCTURAL
ENGINEER

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

EDUCATION

Massachusetts Institute of Technology

Masters - Engineering &

Environmental Mechanics 2002

West Virginia University

Bachelors - Civil Engineering 2000

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 underserved 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

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

- 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

Leonard D. Turner, Jr.

Richard E. Dlyns

Bhajan S. Saha

William E. Piersen

[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

Bachelor of 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:

- 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

Order of Examiners of Architects



No. 2693

OF WEST VIRGINIA.

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

W. E. Jones President.
E. J. Jones Secretary.

SECTION D

**PROJECT
EXPERIENCE**



(MECCA) BUSINESS LEARNING INSTITUTE PUBLIC CHARTER SCHOOL

Germantown, Maryland

The Mentoring By Example College and Career Academies (MECCA) Business Learning Institute, a Public Charter School in Germantown, Maryland, will open in the 2025 school year. The facility, formerly an unused office building, underwent extensive renovations and an expansion of 10,600 sq. ft. to accommodate classrooms for 6th to 8th grade students in its first phase. The addition includes a structural component for future upper stories, allowing for grades 9-12 without disrupting the completed school.

Phase 1 Middle School

- 26,511 sq. ft.
- Cafeteria & commercial kitchen
- Media and tutoring areas
- 15 classrooms
- Specialized rooms: art & music
- HVAC System

Phase 2 High School

- 3 levels
- 30,000 sq. ft.

PROJECT INFORMATION

Services Provided:
Architectural & Engineering

Size:
Middle school 375-390, High School: 500

Completion Date:
2026

Cost:
\$ Multiple
Phases/Projects

Reference:
LaChaundra Graham
MBEF College & Career Academies
Gaithersburg MD
20877
240-223-1776



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:
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



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 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



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:

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



VA WEST VIRGINIA TRAINING FACILITY

Shepherdstown, WV

The VA WV National Training Academy project consisted of the complete renovation of existing office space in Shepherdstown, WV. The space had to be re-designed to function as a place to hold training sessions as well as develop and film training videos for the VA.

To achieve this, high STC walls and doors had to be provided for the filming studios and the large training rooms. Standard enclosed offices, conference rooms, and open office space were also provided for the facility. Renovated restrooms and a new break area completed the project, providing all the spaces needed for the VA's intended usage of the site.

PROJECT INFORMATION

Client:
The Federal Group

Services Provided:
Architectural, Civil &
Structural
Engineering

Size:
14,825 sq. ft.

Completion Date:
2019

Cost:
\$ Private

Reference:
Ken Lowe, The
Federal Group
233 Lowe Drive
Shepherdstown, WV
304.870.7001



NEW CLARKSBURG STATE OFFICE BUILDING

Clarksburg, WV

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

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

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

This project is LEED® Registered

PROJECT INFORMATION

Client:

The State of West Virginia

Services Provided:

Architectural,
Engineering &
Surveying

Size:

88,491 sq. ft.

Completion Date:

2016

Cost:

\$ 24.9 Million

Reference:

William Berry
Charleston, WV
304.957.7188

Statement of Approach and Methodology

A successful construction and/or renovation 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.

The owner should also include at least one representative from each of the end user categories: Instructor, student, training staff, coaches, maintenance staff, facilities, administration and perhaps could be broadened to include alumni, and other members of the community that may be utilizing and/or contributing to the success of the project.

Ensuring the expected operational plan will “fit” within the confines of the spaces to be developed 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, also considering scale and texture of materials.

CONDUCTING A LISTEN AND LEARN SESSION

Most projects should start with a Listen and Learn Session, where some or all of the stakeholders involved are able to discuss and identify their Needs and their Wants. A tour of an existing facility (if available) should also be conducted at this time. A basic questionnaire with specific questions for each entity involved may be forwarded to each “stakeholder” group in advance of the Listen and Learn Session. The design team, by participating and being the facilitator of this session will gain insight into the true Scope of the Program. This will also facilitate the development of, or, the validation, of the project’s budget.

The Listen and Learn Session will ensure that all stakeholders have a voice in the outcome!

General Approach to New Construction Project

Listen and Learn Session: (Conceptual Phase)

- Identify Stakeholders
- Review of project with project stakeholders
- 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? Phases because of funding vs. phases due to constructability.
 - Operational definitions: hours of operation, what type of training to be performed
 - Establishment of priorities of various elements of program to be developed
- Site analysis and evaluation of all locations being considered.
 - An evaluation and sketch of each site under consideration (or already purchased) of the site layout and building orientation with associated paving, parking, sidewalks, handicap accessibility, drainage and grading issues would be developed with Alpha's in-house civil engineers.
 - The purpose of which, is the establishment that the owner's criteria will be met with the acquisition or development of the site.
- Surveying of Project Location to Include (if required): (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.*

COMMUNITY INPUT MAY BE NEEDED AT THIS POINT

Outline of process below would apply equally to new construction or renovation project.

Schematic Phase

- Design Team to present multiple concepts, minimum two, maximum three to be considered by project stakeholders for basic layout.
- Cost impact of each concept to be discussed with stakeholders.

Schematic Phase (continued)

- ADA, Egress, and exit as well as fire codes are addressed at this point. (This defines what is required vs. what is desired)
- Evaluation of energy savings, improved efficiency and/or energy services that would improve cost implications.

COMMUNITY INPUT MAY BE NEEDED AT THIS POINT

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 landscape selections, as well as exterior building materials, etc.
- Preliminary estimate of probable cost.

COMMUNITY INPUT MAY BE NEEDED AT THIS POINT

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

COMMUNITY INPUT MAY BE NEEDED AT THIS POINT

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 VOZNAK

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

JOHN REARDON

**Director of Buildings and Properties
Diocese of Wheeling-Charleston**

Phone: (304) 233-0880

Email: JReardon@dwc.org

DAMIEN DAVIS, P.E., CFM

Director of Engineering & Public Works

389 Spruce Street

Morgantown WV, 26505

Phone: (304) 284-7398

MBEF College & Career Academies, Inc.
The MECCA Business Learning Institute Public Charter School
702 Russell Avenue, Suite 440
Gaithersburg, MD 20877



July 15, 2025

To Whom It May Concern:

It is with great confidence and appreciation that I write this letter of recommendation for Alpha Associates, who serves as the architecture and engineering firm for our organization, MBEF College & Career Academies, Inc., in support of our public charter school, the MECCA Business Learning Institute, facility development efforts.

Alpha Associates has been an invaluable partner in our planning and execution process, offering a high level of professionalism, technical expertise, and client-centered service throughout our engagement. From the earliest stages of feasibility analysis to detailed design and engineering, their team has demonstrated a thorough understanding of educational environments and the unique requirements of public charter school facilities.

What distinguishes Alpha Associates is their responsiveness, clear communication, and ability to navigate complex challenges with practical, cost-effective solutions. They work collaboratively with our internal team and external partners and show a genuine commitment to helping us create an inspiring, functional, and safe space for students, educators, and families.

We especially appreciate their proactive guidance through regulatory, permitting, and compliance processes, and their ability to adapt plans based on our evolving needs—always with clarity, creativity, and integrity.

I highly recommend Alpha Associates to any organization seeking an architecture and engineering firm that values excellence, transparency, and partnership. They are not just service providers—they are trusted advisors who bring both vision and precision to their work.

If you have any questions or would like to speak further about our experience, please feel free to contact me directly.

LaChaundra M. Graham, MSM, MBA, CH, Hon.D
President & Chief Executive Officer, MBEF College & Career Academies, Inc. (MECCA)
Founder, The MECCA Business Learning Institute (MBLI) Public Charter School
Phone: (240) 994-2057
Email: Lgrah00@mbef-cca.org

CERTIFICATE OF *Authorization*

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

*The West Virginia State Board of Registration for Professional Engineers
having verified the person in responsible charge is registered in
West Virginia as a professional engineer for the noted firm, hereby certifies*

ALPHA ASSOCIATES, INC.

C00012-00

Engineer in Responsible Charge: RICHARD A. COLEBANK - WV PE 010346

*has complied with section §30-13-17 of the West Virginia Code governing
the issuance of a Certificate of Authorization. The Board hereby notifies you of its
certification with issuance of this Certification of Authorization for the period of:*

January 1, 2026 - December 31, 2027

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

Thank You



**For inquiries,
contact us.**

www.thinkalphafirst.com
email@thinkalphafirst.com
304-296-8216

