



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: 2083351

Procurement Type: Central Contract - Fixed Amt

Vendor ID: 000000201753

Legal Name: ALPHA ASSOCIATES INC

Alias/DBA:

Total Bid: \$100.00

Response Date: 10/21/2026

Response Time: 12:00

Responded By User ID: R.Colebank

First Name: Richard

Last Name: Colebank

Email: rick.colebank@thinkalphafir

Phone: 304-296-8216

SO Doc Code: CEOI

SO Dept: 0310

SO Doc ID: DNR2700000001

Published Date: 10/7/26

Close Date: 10/22/26

Close Time: 13:30

Status: Closed

Solicitation Description: A&E - Shooting Range Upgrades

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: 2083351
Solicitation Description: A&E - Shooting Range Upgrades
Proc Type: Central Contract - Fixed Amt

Solicitation Closes	Solicitation Response	Version
2026-10-22 13:30	SR 0310 ESR10212600000003860	1

VENDOR
000000201753
ALPHA ASSOCIATES INC

Solicitation Number: CEOI 0310 DNR2700000001
Total Bid: 100
Response Date: 2026-10-21
Response Time: 12:00:27
Comments:

FOR INFORMATION CONTACT THE BUYER
Joseph (Josh) E Hager III
(304) 558-2306
joseph.e.hageriii@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	Civil engineering				100.00

Comm Code	Manufacturer	Specification	Model #
81101500			

Commodity Line Comments:

Extended Description:

Design and Contract Administration of new shooting range facilities at Plum Orchard Lake Wildlife Management Area and Kanawha State Forest.



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: 2083351

Doc Description: A&E - Shooting Range Upgrades

Reason for Modification:

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2026-10-07	2026-10-22 13:30	CEOI 0310 DNR2700000001	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : *Alpha Associates, Incorporated*

Address : *209 Prairie Avenue*

Street :

City : *Morgantown*

State : *WV*

Country : *USA*

Zip : *26501*

Principal Contact : *Richard A. Polbank*

Vendor Contact Phone: *304.296.8214*

Extension: *102*

FOR INFORMATION CONTACT THE BUYER

Joseph (Josh) E Hager III
(304) 558-2306
joseph.e.hageriii@wv.gov

Vendor
Signature X

[Signature] FEIN# *55-051628*

DATE *10.21.26*

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, President #600
(Address) 209 Prairie Avenue, Morgantown, WV 26501
(Phone Number) / (Fax Number) 304.296.8216 / 304.296.8216
(email address) nick.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)
Richard A. Colebank, President #600
(Signature of Authorized Representative)
Richard A. Colebank, President #600 10-21-26
(Printed Name and Title of Authorized Representative) (Date)
304.296.8216 / 304.296.8216
(Phone Number) (Fax Number)
nick.colebank@thinkalphafirst.com
(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received: NONE
(Check the box next to each addendum received)

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

- ☐ Addendum No. 6
- ☐ Addendum No. 7
- ☐ Addendum No. 8
- ☐ Addendum No. 9
- ☐ Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Alpha Associates, Incorporated
Company

[Signature]
Authorized Signature

10.21.26
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

Thank You



**For inquiries,
contact us.**

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





October 21, 2026

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

Attn: Josh Hager, Senior Buyer

RE: CEOI DNR2700000001 – A&E – Shooting Range Upgrades

Dear Mr. Hager,

Alpha Associates, Incorporated, is pleased to submit our Expression of Interest to provide engineering services to the West Virginia Department of Natural Resources (WVDNR) for the design of shooting range upgrades at Plumb Orchard Lake and Kanawha State Forest

Design Team

Alpha is proud to promote that we are a wild and wonderful West Virginia owned and operated engineering/architectural firm with 57+ years history carried throughout the State. Our 18-person strong professional staff includes architecture, civil and structural engineers, surveyors, cost estimators, construction representatives, landscape designers, interior designers, and technicians. Talk about quite the house blend of skills. The personnel assigned to your project are dedicated and highly qualified professionals with support and technical expertise to meet and surpass your expectations.

Project Understanding

The West Virginia Division of Natural Resources is seeking professional architectural and engineering services for the design of a shooting range upgrades at Plumb Orchard Lake and Kanawha State Forest. The selected consultant will be responsible for evaluating the proposed site, preparing detailed construction drawings, specifying design and material requirements, and supporting the project through bidding and contract administration. The scope includes all necessary technical services to ensure a safe, functional, and environmentally compliant facility designed for public use.

Project Familiarity

Alpha's staff includes Professional Architects and Engineers, as well as additional engineering technicians, surveyors, and landscape designers who are available to assist with all your project needs. The WVDNR has engaged with Alpha on numerous projects, including boat ramp renovations and parking lot expansions at Tygart Lake State Park for improved recreational opportunity, a recent structural assessment of the iconic overlook pedestrian bridge at Coopers Rock State Forest, and the ongoing new aerial tramway system projects at both Hawks Nest State Park and Pipestem Resort State Park.

Summary

Alpha Associates, Incorporated, is excited for the opportunity to work with the WVDNR on another project. Our dedicated team of professionals will make **YOUR PROJECTS A PRIORITY**. We appreciate your time and consideration of Alpha for these upgrades. Please contact me at (304) 296-8216 ext. 102 if you have any questions or require additional information.

Sincerely,

Alpha Associates, Incorporated

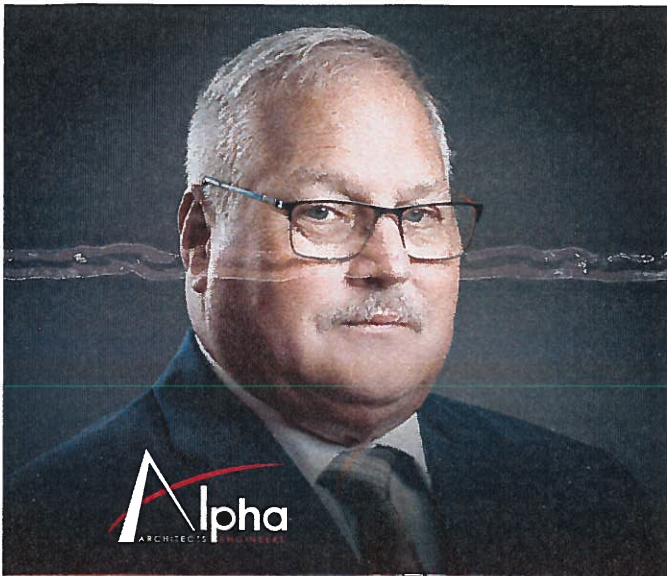
A handwritten signature in blue ink, appearing to read 'Rick Colebank', with a long horizontal flourish extending to the right.

Richard A. Colebank, PE, PS

President and COO

rick.colebank@thinkalphafirst.com

(304) 296.8216 ext. 102



Richard A. Colebank, PE, PS

PRESIDENT AND COO

rick.colebank@thinkalphafirst.com
304-296-8216 ext. 102

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 (No. 10346), 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

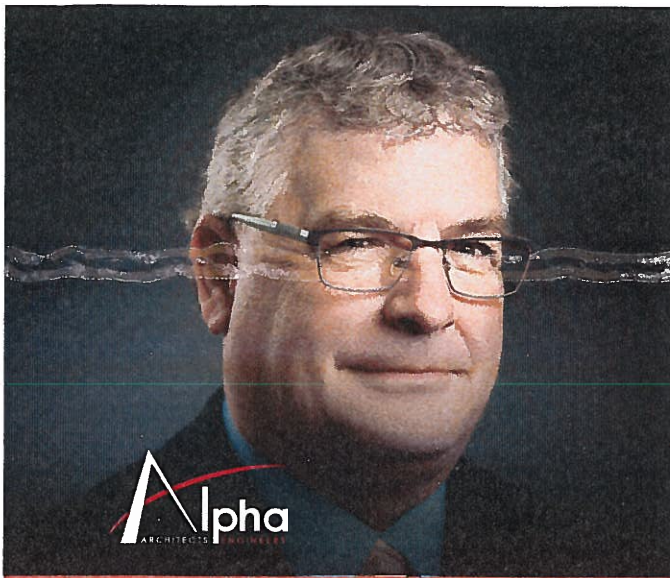
PROFESSIONAL HIGHLIGHTS

Project Manager

- Augustine Avenue Trail; Charles Town, WV
- Clarksburg State Office Building; Clarksburg, WV
- College of Physical Activity & Sports Science; Morgantown, WV
- Grant County Bank Addition & Renovation; Petersburg, WV
- Jane Lew Truck Stop; Jane Lew, WV
- Martinsburg Train Station Corridor Streetscape; Martinsburg, WV
- Monongalia General Hospital Access Road; Morgantown, WV
- Morgantown Municipal Airport Access Rd; Morgantown, WV
- South Berkeley Fire Station; Inwood, WV
- WV State Office Building; Parkersburg, WV
- WVDOH Open End Engineering Contract; WV
- WVDOH Deckers Creek Pedestrian Bridge; Morgantown, WV
- WVU Reedsville Farm Redevelopment; Reedsville, 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



Charles Branch, PE

SR. PRINCIPAL & CIVIL
ENGINEER

chuck.branch@thinkalphafirst.com
304-296-8216 ext. 115

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

- Augustine Avenue Trail; Charles Town, WV
- Clarksburg State Office Building; Clarksburg, WV
- Fairmont Federal Credit Union; Bridgeport, WV
- Freedom Automotive Group Dealerships; Morgantown, WV
- Freedom Kia; Clarksburg, WV
- Jane Lew Truck Stop; Jane Lew, WV
- Lewis County High School Bridge; Weston, WV
- Martinsburg Little League Fields; Martinsburg, WV
- Queen St Underpass; Martinsburg, WV
- WV Medal of Honor Recipients Plaza; Hazleton, WV
- WVDOH I-77 Welcome Center; Williamstown, WV
- WVU Alumni Center Parking Lot; Morgantown, WV
- WVU Alumni Center Storm Water Management; Morgantown, WV
- WVU Doll's Run Burn Room; Morgantown, WV
- WVU Health Sciences Center Eastern Division; Martinsburg, WV
- WVU Parking Lot 81 Renovations; Morgantown, WV
- WVU Reedsville Farm Redevelopment; Morgantown, WV
- Wyoming County Route 10 Relocation; Wyoming County, WV

QUALIFICATIONS

License(s): Professional Engineer: West Virginia (No. 15056)



Matthew Echard, PE

PRINCIPAL & STRUCTURAL
ENGINEER

matthew.echard@thinkalphafirst.com
304-296-8216 ext. 104

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

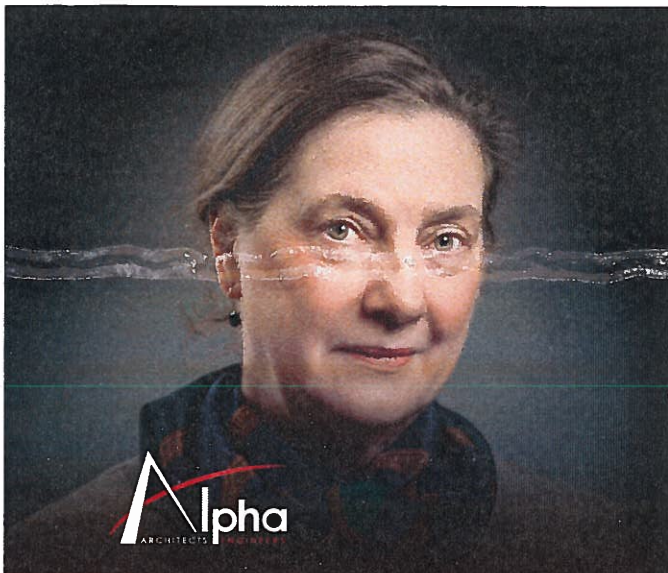
- Clarksburg State Office Building; Clarksburg, WV
- College of Physical Activity & Sports Science; Morgantown, WV
- Grant County Bank Addition & Renovation; Petersburg, WV
- Jane Lew Truck Stop; Jane Lew, WV
- Martinsburg Train Station Corridor Streetscape; Martinsburg, WV
- Mon General Access Rd; Morgantown, WV
- Monongalia General Hospital Access Road; Morgantown, WV
- Morgantown Municipal Airport Access Rd; Morgantown, WV
- South Berkeley Fire Station; Inwood, WV
- WV State Office Building; Parkersburg, WV
- WVDOH Deckers Creek Pedestrian Bridge; Morgantown, WV
- WVDOH Open End Engineering Contract; WV
- WVU Reedsville Farm Redevelopment; Reedsville, 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 (No. 19830),
California California OES SAP Evaluator



Rebecca Key, AIA, LEED AP

DIRECTOR OF ARCHITECTURE

rebecca.key@thinkalphafirst.com
304-296-8216 ext. 109

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

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

QUALIFICATIONS

- License: Professional Architect: Maryland (6502514), New York, Virginia, Washington DC, and West Virginia (No. 2693)
- NCIDQ Certified (Interior Design) Leadership in Energy and Environmental Design Accredited Professional
- Meet Standards of Secretary of the Interior for Historic Architecture

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.



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.

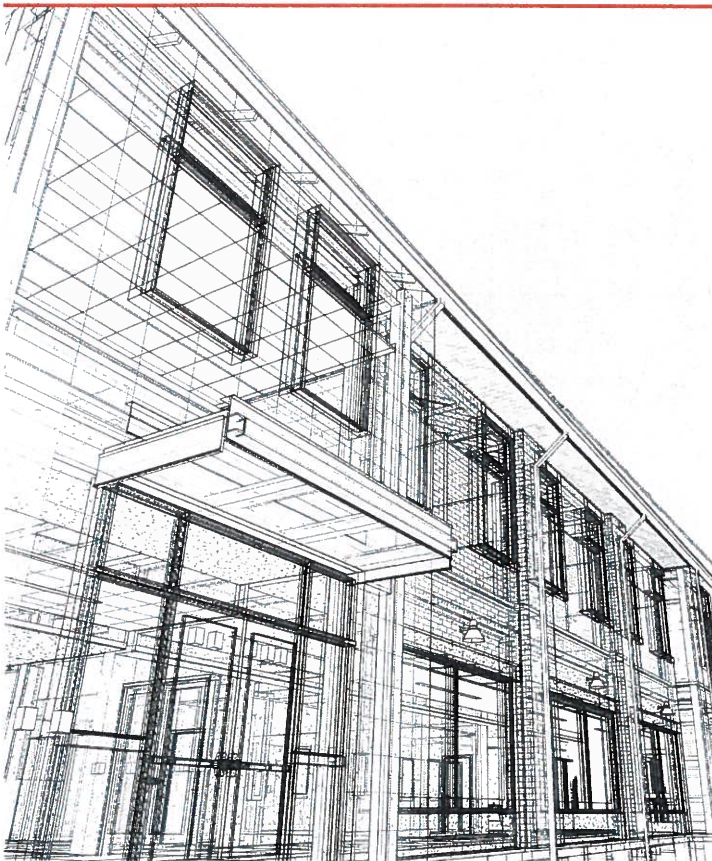
Capacity & Software

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

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

Nick Marino
 Staff Engineer

Colton Souders
 Engineering Technician

Kevin McClung
 Engineering Technician

SURVEYING

Barbara Kerns
 SURVEY CREW MANAGER
 40 YEARS OF EXPERIENCE
 MARTINSBURG, WV

Jay Mullin
 SR. SURVEY CREW CHIEF & CAD TECH
 41 YEARS OF EXPERIENCE
 MARTINSBURG, WV

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

α Key Personnel

Statement of Approach

CONDUCTING A LISTEN AND LEARN SESSION

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.

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 the site (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 Work. 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!

Listen and Learn Session: (Conceptual Phase)

- Review of Project with Project Stakeholders
- Establish Communication and Define Timeline with Proposed Meeting Schedule
- Review of Stated Scope, Add or Delete to Scope and Establish Design Priorities:
 - Budget vs. quality
- Site Analysis and Evaluation of the Site
 - Initial Reporting
- 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 documents of the site that may exist.
 - If existing documents are not available, then design team to provide field measured drawings of area. Noting, location of utilities, other infrastructure, etc.

COMMUNITY INPUT MAY BE NEEDED AT THIS POINT

Schematic Phase

- Provide Preliminary Designs & Design Alternatives (Minimum 2, Maximum 3)
- Present Estimated Construction Costs for Each Concept
- Submit to Stakeholders for Comment

****COMMUNITY INPUT MAY BE NEEDED AT THIS POINT****

Design Development

- Develop Schematic Designs from Approved Conceptual Layouts with Modifications as Necessary to Remain on Budget
- Preliminary Estimate of Probable Cost
- Make Phased Implementation Recommendations

****COMMUNITY INPUT MAY BE NEEDED AT THIS POINT****

Design Development/Construction Documents

- Incorporation of Comments
- Complete Designs/Construction Docs Sufficient for Public Bid
- Forward Project to State Approving Authorities as Required
- Permit Applications and Supporting Documentation
 - Coordinate with Federal and State Agencies Ensuring Submissions meet Requirements
- Propose Final Estimated Costs

****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 RFI's from Contractors during Bidding, and Issue Addenda as Necessary
- Facilitate Bid Opening & Review
- Make Recommendation of Contract Award to Project Stakeholders

Construction Administration Phase

- Initiate Contract Between Owner and General Contractor
- Organize and Prepare Meeting Minutes of Pre-Construction Conference
- Approve Pay Applications & Shop Drawings
- Progress Meetings with Contractor and Owner (Owner's Representative)
- Review of Site and Materials and Condition During Construction
- Provide Final Inspections & Reporting



Alpha Experience

Ongoing & Completed Projects with the WVDNR

Hawks Nest State Park & Pipestem State Park – New Aerial Tramways

Ansted, WV | Pipestem, WV

Alpha Associates, Incorporated is currently engaged with the WVDNR as engineer of record to provide a more both Hawks Nest State Park and Pipestem Resort with a more accommodating aerial tramway system for guests. Alpha is providing full services with plans to tie the new development into the existing lodge buildings and create ADA compliant access to the new terminals.

Alpha's designs of the new aerial tramways feature significant improvements over the original, including larger six-person gondolas and a freight car to transport larger objects such as kayaks and bicycles.



Project Contact:

Brad Leslie, Project Engineer

WVDNR

brad.s.leslie@wv.gov

304.389.7663



Coopers Rock State Forest – Pedestrian Overlook Bridge Renovations

Morgantown, WV

The WVDNR engaged Alpha to perform a structural assessment of the overlook pedestrian bridge at Cooper Rock State Forest. Over several years, Alpha has consulted with WVDNR/PEM to develop a design befitting to the iconic state park while making immediate repairs to keep visitors safe.

Project Contact:

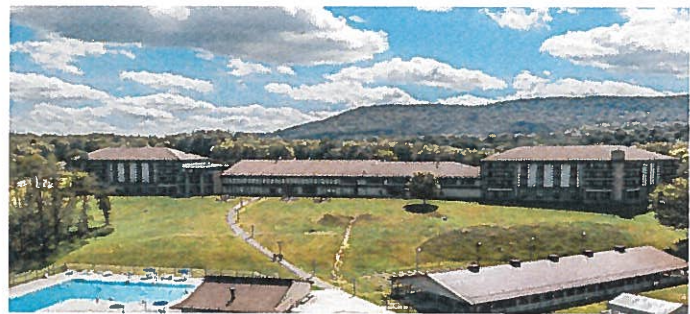
Brad Leslie, Project Engineer
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brad.s.leslie@wv.gov
304.389.7663



Canaan Valley Resort Buildings 1, 4 & 5 – Demolition Project

Davis, WV

Alpha Associates, Incorporated provided demolition plans for the existing buildings 1, 4 and 5 at Canaan Valley Resort. The reclamation plans included creating two (2) levels of grassed, accessible, open spaces that can be used for outdoor activities.



Project Contact:

Guy Nisbet, Assistant Dir. of Business & Technical Services
National Association of State Procurement Officials (NASPO)
guy.l.nisbet@wv.gov
304.558.2596



Coopers Rock State Forest – Portable Water Supply & Distribution System Morgantown, WV

Alpha designed a new portable water supply and distribution system for Coopers Rock State Forest. The current well, storage tank, and pump systems were deficient and in need of replacement. The upgraded system serves as the Forest Superintendent's residence, the Assistant Superintendent's residence, as well as the Forest Office Building.



Project Contact:

Brad Leslie, Project Engineer
WVDNR
brad.s.leslie@wv.gov
304.389.7663

Watters Smith Memorial State Park

Jane Lew, WV

Alpha Associates, Incorporated prepared demolition plans for the existing pool at Watters Smith Memorial State Park. As part of the reclamation, Alpha completed the architectural and site design for a large pavilion that the park will rent to the public for use of gatherings such as wedding receptions, family reunions, and company picnics.



Alpha also developed a structural engineering plan to straighten and stabilize the historic Farm Barn located within the Historical Restoration and Interpretive Area of the park.

Project Contact:

Carolyn Mansberger, Retired Project Manager
WVDNR
Lost Creek, WV
304.745.3081



Cacapon State Park – Old Lodge Renovation

Berkeley Springs, WV

Alpha Associates, Incorporated was tasked by the WVDNR and Cacapon State Park to rehabilitate the Old Inn (also known as the Old Lodge). The project upgraded the HVAC and allowed for the removal of temporary window AC units from the rooms. The windows, sashes, and shutters were restored using stored parts or in-kind parts. HVAC furnaces were installed in the partial basement and outdoor condensers were installed on the west-end of the building with refrigerant linesets groups and run up the exterior face of the building to the attic. Two (2) fireplaces were converted from wood to gas fire units and one wood burning fireplace was upgraded with an electronic draft controller.



Interior wall work included removal of ca. 1970 panels and painted panels to reveal the original rustic log appearance. The modifications applied to the bathroom layouts in the three (3) bedrooms include the removal of existing hall entrances and the relocation and/or construction of new walls and doors. Lighting fixtures were replaced to be a more period appropriated fixture, and, to the south of the building, Alpha provided an installation of a buried propane tanks and associated pipework.

The Old Inn at Cacapon State Park is eligible for the National Register of Historic Places by the West Virginia Division of Culture and History and it was determined that the renovations made did adversely affect the historic characteristics of the building.

Project Contact:

Brad Leslie, Project Engineer
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brad.s.leslie@wv.gov
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Bald Knob Overlook Evaluation

Cass, WV

At the request of Matt Yeager, Deputy Chief of Planning, Engineering and Construction for WV State Parks, and Marshall Markely, Superintendent of Cass Scenic Railroad State Park, Alpha visited the Bald Knob Observation Deck in 2023. The purpose of the site visit was to perform the site work for a limited structural evaluation of the deck.



It was determined that the observation deck at Bald Knob has exceeded its structural life span and is now seriously dangerous to continue to use. There were no repair options and/or short-term solutions given; however, Alpha provided some good options for a new observation area at this location. The front of the hill could be terraced with low retaining walls and hardscape. This solution would be economical and very durable. A new observation deck could be built. If it was set back a little from the current one it could be built at the same deck elevation without having such tall columns. If it was set in the same location but built slightly lower than the current deck, the approach section could be launched from grade and provide handicapped accessible access

Project Contact:

Brad Leslie, Project Engineer

WVDNR

brad.s.leslie@wv.gov

304.389.7663



Canaan Valley Resort Tubing Conveyor

Davis, WV

The Canaan Valley Tube Park is situated on the eastern side of State Route 32 and north of Slope Road within the southeastern portion of Canaan Valley State Park. Planned improvements to the park included excavation of on-site material at the crest of the run and placement of fill to create a berm on the northeastern side of the tube run, resulting in a more well-defined run area.



Project Contact:

Sam England, General Manager
Canaan Valley Resort
englands@canaanrestort.com
304.866.4121

Tygart Lake State Park – Boat Ramp(s) Renovations

Grafton, WV

The project at Tygart Lake was designed to greatly improve the existing boating facilities. The two existing ramps were widened and lengthened to better access the lake and extend the boating season. Parking lot circulation was expanded to allow better access and the small existing gravel lot was enlarged to accommodate 110 parked vehicles and trailers.



Overall, the project has greatly improved the recreational opportunities for the public and provided an efficient, effective boating facility.

Project Contact:

Brad Leslie, Project Engineer
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brad.s.leslie@wv.gov
304.389.7663

REFERENCES

SCOTT OWEN

Construction Manager, Design & Construction

West Virginia University

Phone: 304-293-7478

WVU Reedsville Farm Redevelopment - Project Engineering: Rick Colebank, Chuck Branch, Brad Casdorff, & Matthew Echard

BRADLEY LESLIE, PE

WV DNR

324 4th Ave, South Charleston, WV 25303

Office: 304 558 2764

Cell: 304 389 7663

Various WV DNR Projects - Project Managers: Rick Colebank & Chuck Branch

JOHN THOMPSON

Manager of Design & Construction Services

WVU Facilities Management

Work: 304-293-3625 Phone: 304-826-0177

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MATT YEAGER

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PRT

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DAMIEN DAVIS, P.E., CFM

Director of Engineering & Public Works

389 Spruce Street, Morgantown WV, 26505

Phone: 304-284-7398

Morgantown City Hall Facade Restoration - Project Manager: Rick Colebank, Team: Matthew Echard & Rebecca Key

JOHN MAYFIELD

Shaft Drillers International, LLC

Email: jmayfield@shaftdrillers.com

Current Morgantown Municipal Airport Hangar Projects - Project Manager: Rebecca Key

ANTONINO LEGEZA

Shaft Drillers International, LLC

Phone: +1 (412) 260-5715

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Current Morgantown Municipal Airport Hangar Projects - Project Manager: Matthew Echard

LACHAUNDRA GRAHAM

President & Chief Executive Officer

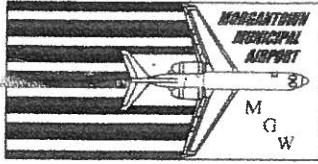
MBEF College & Career Academies, Inc.

702 Russell Avenue, Suite 440, Gaithersburg, MD 20877

Phone: 240.994.2057

Email: lgrah00@mbef-cca.org

(MECCA) Business Learning Institute, Public Charter School - Project Architect: Rebecca Key



Morgantown Municipal Airport

100 Hart Field Road
Morgantown, West Virginia 26505
(304) 291-7461
www.morgantownairport.com

Robert E. Hammel, Director
C: (304) 290-7461
bobhammel@westco.net

May 1, 2007

MEMORANDUM FOR ALPHA Associates, Inc, ATTN: Mr. Richard Colebank,
President/CEO, 209 Prairie Avenue, Morgantown, WV 26505

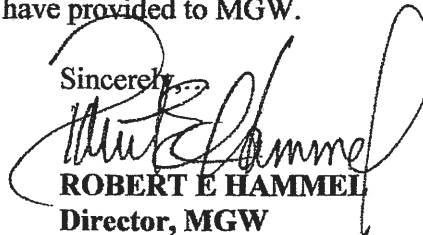
SUBJECT: Memorandum of Appreciation and Recommendation

On behalf of the management and staff of the Morgantown Municipal Airport (MGW), we wish to extend our sincere appreciation to your company for the absolute professionalism that your employees have demonstrated during the many years that you and your associates have served as MGW's contracted Architecture and Engineering (A&E) firm. Every aspect and detail of your planning, coordination, and completed projects have been exceptional and outstanding in every regard. The efforts of your airport designated staff, in tandem with their respective individual expertise, are considered to have been of the highest specialized caliber available within the civilian engineering and consultant community.

I want to specifically thank Mr. Brad Casdorff and Mr. Jeff Barr for their committed reliability, availability, and dedicated initiative in keeping the airport management and staff informed and updated in regard to project status and plans. Additionally, we'd like to personally thank Ms. Bobbie Hawkins for her noteworthy ability to maintain a very effective line of communication between the airport and your staff. These individuals, as well as yourself, are truly the rare type of professionals who not only have the propensity to do a job, but most importantly "do it well!"

Accordingly, we wish to thank you for a "job well done" and look forward to working with you in the future. With best regards, we sincerely hope that this letter can serve as a recommendation to your future clients and we are certainly willing to advocate your engineering excellence and the outstanding service that you have provided to MGW.

Sincerely,


ROBERT E HAMMEL
Director, MGW

CF:
MGW Advisory Committee Members

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/27/2026

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 have **ADDITIONAL INSURED** provisions or 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 MEDALLION INSURANCE SERVICES PO Box 79089 Charlotte NC 28271		CONTACT NAME: Phyllis Constantino PHONE (A/C, No, Ext): (704) 256-6000 FAX (A/C, No): (704) 256-6001 E-MAIL ADDRESS: phyllis@medallioninsurance.com	
INSURED Alpha Associates, Incorporated 209 Prairie Ave Ste #209 Morgantown WV 26501		INSURER(S) AFFORDING COVERAGE INSURER A: Admiral Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 24856	

COVERAGES

CERTIFICATE NUMBER: CL2632712420

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
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	PROFESSIONAL LIABILITY CLAIMS-MADE			EO000065170-02	02/12/2026	02/12/2027	EACH CLAIM \$3,000,000 AGGREGATE \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Information Purposes

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

Byron Wischick