



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

List View

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 102412

Procurement Type: Central Purchase Order

Vendor ID: 000000201753



Legal Name: ALPHA ASSOCIATES INC

Alias/DBA:

Total Bid: \$0.00

Response Date: 06/01/2015



Response Time: 10:46

SO Doc Code: CEOI

SO Dept: 0603

SO Doc ID: ADJ1500000008

Published Date: 5/4/15

Close Date: 6/2/15

Close Time: 13:30

Status: Closed

Solicitation Description: MCA Bathhouse Addition/Dorm
Renovation EOI Design Services

Total of Header Attachments: 0

Total of All Attachments: 0

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	MCA Bathhouse Addition and interior renovations				\$0.00

Comm Code	Manufacturer	Specification	Model #
81101508			

Extended Description :	The WV Purchasing Division for the agency, WV Army National Guard's Division of Engineering and Facilities, is soliciting expression of interests for professional design services to architectural and engineering design services for the interior renovation of Building No. 228 and Building No. 229 and the addition of a new Bathhouse, as needed at the Mountaineer Challenge Academy, located at Camp Dawson, near Kingwood, WV.
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Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Expression of Interest
02 — Architect/Engr

Proc Folder: 102412

Doc Description: MCA Bathhouse Addition/Dorm Renovation EOI Design Services

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2015-05-04	2015-06-02 13:30:00	CEOI 0603 ADJ1500000008	1

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV

25305

US

VENDOR

Vendor Name, Address and Telephone Number:

Alpha Associates, Incorporated
209 Prairie Avenue
Morgantown, WV 26501
304-296-8216

FOR INFORMATION CONTACT THE BUYER

Tara Lyle

(304) 558-2544

tara.l.lyle@wv.gov

Signature X

FEIN # 550516286

DATE 5-29-15

All offers subject to all terms and conditions contained in this solicitation

INVOICE TO		SHIP TO	
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR		DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue
1	MCA Bathhouse Addition and interior renovations		

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Vendors should submit one (1) original copy and five (5) convenience copies.

ADJ1500000008	Document Phase Final	Document Description MCA Bathhouse Addition/Dorm Re novation EOI Design Services	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Alpha Associates, Incorporated
(Company)


(Authorized Signature) (Representative Name, Title)

304-296-8216 Phone and Fax

(Phone Number) (Fax Number) (Date)

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code §61-5-3*) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:Vendor's Name: Alpha Associates, IncorporatedAuthorized Signature: _____ Date: May 28, 2015State of West VirginiaCounty of Monongalia, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE**NOTARY PUBLIC** _____



Purchasing Division

**MCA- Bathhouse Addition and
Interior Dorm Renovation
Camp Dawson**

June 2, 2015

EXPRESSION OF INTEREST



think **Alpha** first.com



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May 29, 2015

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

ATTN: Ms. Tara Lyle, Buyer Supervisor

RE: Solicitation ADJ1500000008
MCA – Bathhouse Addition and Interior Dorm Renovation

Dear Ms. Lyle,

Alpha Associates, Incorporated is pleased to submit this Expression of Interest to provide professional architectural and engineering services for a bathhouse addition and interior dorm renovation for the Mountaineer Challenge Academy located at Camp Dawson near Kingwood, WV. Alpha has a tremendous amount of experience with renovation and addition projects throughout West Virginia and we would welcome the opportunity to put our expertise and experience to work for Mountaineer Challenge Academy. Alpha was the architect and engineer on the barracks and mess halls adjacent to the facilities to be renovated and is very familiar with the area and the constraints.

Throughout our more than 46 years of providing architectural and engineering services, Alpha has completed hundreds of renovation and addition projects. These projects have included security upgrades, code compliancy upgrades, as well as overall building renovations.

The professional staff at Alpha is intimately familiar with projects that entail specialized building security, as we have designed several federal and state buildings, as well as sheriff's departments and many other facilities of this type. Our work experience also includes renovations to dorm facilities and other student living areas both at West Virginia University and Fairmont State University. Information on these projects is included herein for your review.

In order to give you a complete project team that can complete all aspects of your renovation/addition project, Alpha has partnered with Miller Engineering for all Mechanical, Electrical, and Plumbing design services. Alpha and Miller have teamed on countless projects over the past 15 years, including a bathhouse project for the West Virginia Division of Natural Resources.

Alpha's Design Team will ensure that your renovation/addition project is designed to meet the needs of your staff and students. The facility will be designed to meet your building security needs, as well as to comply with all building codes and regulations.

We look forward to discussing this project further with you.

Sincerely,

ALPHA ASSOCIATES, INCORPORATED

A handwritten signature in black ink, appearing to read 'Richard A. Colebank', written in a cursive style.

Richard A. Colebank, PE, PS
President and COO

Rick.colebank@thinkalphafirst.com



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FIRM PROFILE

Firm Profile

FIRM NAME

Alpha Associates, Incorporated

OFFICE LOCATIONS

209 Prairie Avenue
Morgantown, West Virginia 26501

535 West King Street
Martinsburg, West Virginia 25401

2506 Kanawha Boulevard East
Charleston, West Virginia 25311

INCORPORATED

1969; Morgantown, WV

FIRM PRINCIPALS

Richard A. Colebank, PE, PS; President and COO
Richard W. Klein, PE, PS; Chairman and CEO
Charles B. Luttrell, PE; Principal
Charles B. Branch, PE; Principal

NUMBER OF EMPLOYEES

26 Employees

SERVICES

Architectural Design
Civil Engineering
Structural Engineering
Surveying
Interior Design
Landscape Architecture
Construction Administration

Alpha Associates, Incorporated was established in 1969 and since that time has completed hundreds of projects throughout Morgantown and the state of West Virginia. Alpha's Corporate Office is located in Morgantown with our Eastern Regional Office located in Martinsburg.



Firm Profile

Our engineered solutions involve a detailed assessment process: investigation, observation, communication with stakeholders, system analysis, building modeling, and engagement from our entire team. We approach each and every project with this process and the guiding principle that buildings are designed to be livable and function in their intended purpose.

Over the past 13 years Miller Engineering has engineered solutions for over \$17.2M in mechanical system upgrades, repairs, and renovations for projects of all scopes, with clients ranging from private owners to local and state governments.



Our team has engineered repairs and stabilized systems to assist an owner to plan for required upgrades, system repair or develop a maintenance plan to extend the life of a system.

Our team has unique skill-sets regarding engineered renovation solutions. Each member of the team has hands-on mechanical system installation, construction, design, and maintenance experience.



Miller Engineering takes pride in being ***different by design***, and that difference shines through in all phases of our work and continued relationships with our clients.

Additional Benefits

- Experienced and Licensed Professional Engineers
- Quality, Value-Engineered Project Delivery
- Qualified Construction Representative on Staff
- LEED-AP Certified
- Below Industry Change Order Status
- Building Information Modeling
- Interactive Solutions Provider
- Emergency Facility Response



Engineering Design and Consultation

- Mechanical
- Electrical
- Plumbing
- HVAC Design
- Renovation
- New Construction

Aquatic Facility Design

Public Pools & Areas
ADA Compliance
Indoor & Outdoor (air flow)
Chlorination/Filtration

Construction Administration

Maintenance/Facility Improvement Plans
Contract Administration
Code Observation

Communication System

Intercomm & Public Address
Voice/Data/CATV
Urgent Response

Energy

Power Supply (main & backup)
Green & Renewable Consulting
Systems Utilization & Upgrades
Sustainable Solutions

Facility Utilization

Systems Assessment & Solutions
Adaptive Re-use
Planning/Life-Cycle Control
Engineered Replacement

Life Safety Inspection/Design

Fire Protection & Alarm Systems
Access Control
Fire & Electrical Investigation

Industry Experience

Education
Local & State Government
Commercial Development
Healthcare
Public Pools (indoor & outdoor)
Department of Parks & Recreation



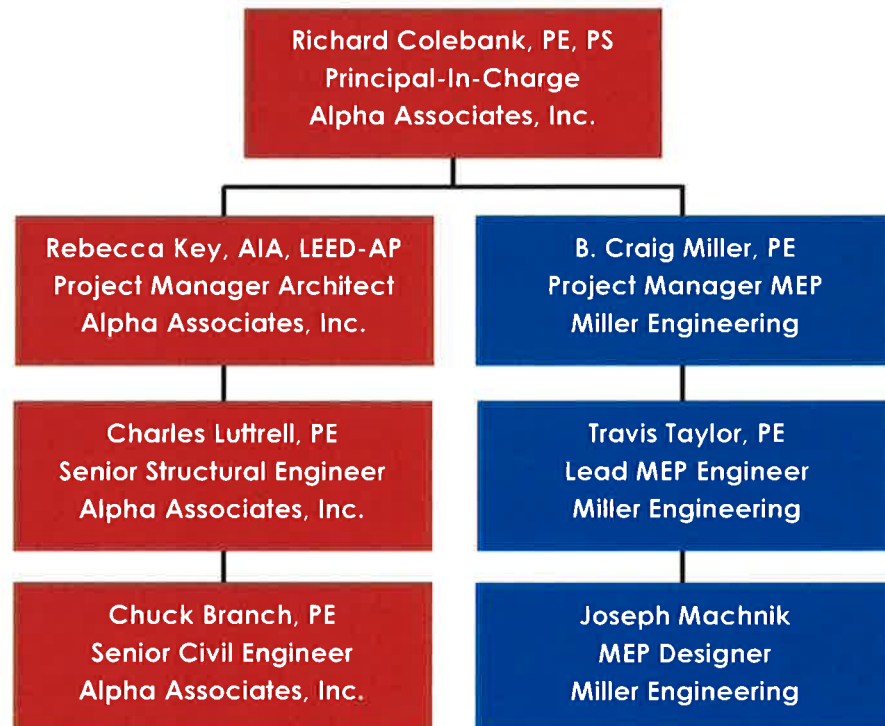
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STAFFING PLAN

All work to be performed for the Mountaineer Challenge Academy Bathhouse addition and interior dorm renovation project will be performed out of Alpha's Morgantown office. In addition to your dedicated Project Team, Alpha's staff of twenty-six (26) includes Engineers, Architects and Support Staff, who are available to assist you with any potential project need. Furthermore, Alpha's team will include Miller Engineering for any and all mechanical, electrical, and plumbing services that will arise throughout the completion of this project.





ALPHA RESUMES

SUMMARY

Mr. Colebank is President and Chief Operating Officer of Alpha. He has been with Alpha Associates, Incorporated 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 many of the Civil Engineering projects developed at Alpha. In his current capacity, Mr. Colebank provides financial and administrative guidance for the day to day operations of the company while continuing to manage Civil Engineering Projects.



PROFILE

Broad-based responsibilities in the following areas:

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

PROFESSIONAL HIGHLIGHTS

Project Manager:

- WVU Research Park; Morgantown, WV
- Federal Bureau of Prisons Hazelton Medium Security Prison
- WV Medal of Honor Recipients Plaza; Hazelton, WV
- North Fork Hughes River Recreation Facilities; Ritchie County, WV
- WVDOH I-77 Welcome Center; Williamstown, WV
- Ices Ferry Bridge; Morgantown, WV
- Monongalia General Hospital Expansion; Morgantown, WV
- Monongalia General Hospital Access Road; Morgantown, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV

Indefinite Delivery/Indefinite Quantity Contracts:

- Morgantown Municipal Airport Open End Contract
- West Virginia Division of Highways Open End Contract
- National Energy Technology Laboratories Open End Contract
- West Virginia University Open End Contract
- United States Postal Service Open End Contract



ALPHA RESUMES

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
Masters of Business Administration; 1999
Bachelor - Civil Engineering; 1982

QUALIFICATIONS

- **License:** Professional Engineer: West Virginia, Maryland, Pennsylvania, Virginia

Professional Surveyor: West Virginia
Certified Private Pilot

AFFILIATIONS

- Former NSPE/PEPP Governor of WV
- ACEC/WV; Former President and National Director
- University High School Foundation; Charter Member; President
- Morgantown Area Chamber of Commerce; Past Chairman
- Monongalia County MPO Technical Advisory Committee; Member
- Morgantown Area Economic Partnership; Member
- American Red Cross, River Valley Chapter B.O.D.
- WVU College of Civil and Environmental Engineering Visiting Committee

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Contact

Richard A. Colebank
304.296.8216
800.640.8216

rick.colebank@thinkalphafirst.com



ALPHA RESUMES

Rebecca Key, AIA, LEED-AP | Architect, Associate

SUMMARY

Ms. Key has worked in the architectural field for over 35 years. She is Project Architect/Project Manager for numerous architectural designs at Alpha Associates, Incorporated. Ms. Key is involved from the programmatic stages and schematic designs all the way through construction documents to construction administration.



PROFILE

Broad-based responsibilities in the following areas:

- Architectural Design
- Interior Design
- Medical Design
- Interior Space Planning
- Historic Renovation

PROFESSIONAL HIGHLIGHTS

Architectural Design:

- Mon County Family Court Renovation; Morgantown, WV
- West Virginia Regional Technology Park Renovation to Building 770; South Charleston, WV
- Mon County Sheriff's Building; Morgantown, WV
- WVU South Agricultural Sciences Building; Morgantown, WV
- Washington High School; Charles Town, WV
- Prichard Hall Renovation; Fairmont State University; Fairmont, WV
- WVU CRRB Renovation, 5th and 7th Floors; Morgantown, WV
- WVU Boreman Hall, Boreman Bistro; Morgantown, WV
- WVU Hatfields Restaurant; Morgantown, WV
- Hart Field Maintenance Facility; Morgantown, WV
- Norwood Fire Station; Morgantown, WV
- FMW Composites; Bridgeport, WV
- Hart Field Terminal Renovation; Morgantown, WV
- White Hall Municipal Building; White Hall, WV
- WV State Office Building; Clarksburg, WV
- Ruby McQuain Amphitheater Roof; Morgantown, WV
- Augusta Apartment Building; Morgantown, WV
- Cass Scenic Railroad Clubhouse Renovation; Cass, WV
- Berkeley Springs Bath House Renovation; Berkeley Springs, WV



ALPHA RESUMES

Rebecca Key, AIA, LEED-AP

Architect, Associate

EMPLOYMENT HISTORY

2000 – Current Alpha Associates, Incorporated
1983-1999 Alexander Key and Associates
1978-1983 Webster Clothes; Director of Store Planning

EDUCATION

University of Maryland
Bachelor of Architecture; 1977
Maryland Institute College of Art
Coursework in Furniture Design; 1986-1987

QUALIFICATIONS

- **License:** Registered Architect: West Virginia, Maryland, Washington DC, New York, Virginia, Pennsylvania
- NCIDQ Certified
- Leadership In Energy and Environmental Design Accredited Professional

AFFILIATIONS

- American Institute of Architects
- West Virginia Society of Architects
- Fairmont, WV ICC Board of Appeal; Board Member
- U.S. Green Building Council
- AIA Liveable Communities
- Marion County Chamber of Commerce
- Leadership Kanawha Valley Class of 2014

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Contact

Rebecca Key
304.296.8216
800.640.8216

rebecca.key@thinkalphafirst.com



ALPHA RESUMES

SUMMARY

Mr. Luttrell has worked with Alpha Associates, Inc. since 1996. He is the chief structural engineer on all projects at Alpha. Before coming to Alpha, Mr. Luttrell's graduate work resulted in several contributions to the cold-formed steel deck industry. His new method of analysis for non-uniform loads on composite concrete and cold formed steel decks has been made a permanent part of the Steel Deck Institute's design manual. Mr. Luttrell also worked on projects that involved pre-stressed timber bridge research with the WVU Constructed Facilities Center. Since coming to Alpha, Mr. Luttrell has had significant involvement in the effort to begin utilizing modern composite materials in practical bridge applications.



PROFILE

Broad-based responsibilities in the following areas:

- Bridge Structural Design and Analysis
- Innovative Bridge Materials Applications
- Building Structural Design and Analysis
- Historical Restoration and Evaluations

PROFESSIONAL HIGHLIGHTS

Structural Engineer:

- Alumni Center Structural Framing and Foundation; WVU
- Engineering Science Building, East Wing Addition, WVU
- Hazel Ruby McQuain Amphitheater Roof; Morgantown, WV
- West Buckeye Bridge; Core, WV
- Washington High School; Charles Town, WV
- WVU Coliseum Structural Inspection; Morgantown, WV
- WVU Coliseum Scoreboard Hoist Project; Morgantown, WV
- Alderson Broaddus College, Rex Pyles Arena Deck; Philippi, WV
- Mountaineer Middle School Renovation; Morgantown, WV
- Salem International Building Inspections; Salem, WV
- Monongalia County Sheriff's Building; Morgantown, WV
- South High Street Bridge, Morgantown, WV
- Ices Ferry Bridge, Morgantown, WV



ALPHA RESUMES

Charles B. Luttrell, PE | Principal, Structural Engineer

EMPLOYMENT HISTORY

1996 – Current Alpha Associates, Incorporated
1995-1996 Larry D. Luttrell, PE, Ph D
1991-1994 West Virginia University
1990-1991 WVU Constructed Facilities Center

EDUCATION

West Virginia University
Masters - Structural Engineering; 1995
Bachelor - Civil Engineering; 1993

QUALIFICATIONS

- **License:** Professional Engineer: West Virginia, Pennsylvania

AFFILIATIONS

- WV Society of Professional Engineers
- National Society of Professional Engineers
- Chi Epsilon; Member
- American Concrete Institute; Member

Research Experience

- Cold Formed Steel Deck Research
 - ✓ Fastener Failures
 - ✓ Edge conditions/failures
 - ✓ Buttoned overlap shear failures
- Composite Cold Formed Steel and Concrete Deck Research
 - ✓ Line load behavior/failures
 - ✓ Concentrated load behavior/failures
 - ✓ Web crippling
 - ✓ Punch failures



ALPHA RESUMES

Charles Branch, PE | Principal, Civil Engineer

SUMMARY

As Chief Engineer for site development and planning projects, Mr. Branch is a vital part of the design process at Alpha. His involvement spans from strictly civil engineering projects, to the design of large scale educational projects and medical facilities. Mr. Branch acts as peer review for young engineers in the firm on issues ranging from storm water management to site design. Mr. Branch is also involved in commercial and residential development design, roadway and bridge design and utilities layout.



PROFILE

Broad-based responsibilities in the following areas:

- Highway Design
- Municipal Engineering
- Wastewater Collection
- Storm Sewer System Design
- Storm Water Management
- Site Engineering
- Project Management

PROFESSIONAL HIGHLIGHTS

Civil Engineer/Project Manager:

- 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 Evansdale Redevelopment; Morgantown, WV
- WVU Health Sciences Center Eastern Division; Martinsburg, WV
- Blackshere Bridge; Mannington, WV
- WVDOH I-77 Welcome Center; Williamstown, WV
- WV Medal of Honor Recipients Plaza; Hazelton, WV
- Lewis County High School Bridge; Weston, WV
- Wyoming County Route 10 Relocation; Wyoming County, WV
- Fairmont Federal Credit Union; Bridgeport, WV



ALPHA RESUMES

Charles Branch, PE

Principal, Civil Engineer

EMPLOYMENT HISTORY

1992 – Current Alpha Associates, Incorporated
1988-1992 Reimer, Muegge, & Associates, Inc.

EDUCATION

West Virginia University
Bachelor - Civil Engineering; 2000
Fairmont State College
Bachelor Architectural Engineering Technology; 1988

QUALIFICATIONS

- **License:** Professional Engineer: West Virginia

AFFILIATIONS

- WV Society of Professional Engineers
- National Society of Professional Engineers

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Contact

Charles B. Branch
304.296.8216
800.640.8216

chuck.branch@thinkalphafirst.com



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting.

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

Richard A. Colebank

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT

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

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

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



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

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

Frank L. Gaddy

By *Wm. A. Jackson* President
Kenneth H. Means Secretary

Robert B. Scott



of West Virginia.

No. 2693

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



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

Will E. Johnson *President.*
E. J. ... *Secretary.*



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting,

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

Charles B. Luttrell

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT

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

REGISTERED PROFESSIONAL ENGINEER

Registration Number [REDACTED]

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



Given under the hand and the Seal of the Board at the Capitol in the City of Charleston, this 28th day of July in the year of our Lord One Thousand Nine Hundred and Ninety-nine and of the State the One Hundred Thirty-sixth.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

Wm. R. Nickless
Wm. R. Nickless

Frank H. Naddy
Wm. R. Nickless



B. Craig Miller, PE

Craig founded Miller Engineering in 2003, and serves as President and Principal Engineer. He has more than 20 years' experience in design, specification, operations and project management. During his employment with WVU, Craig was directly involved with approximately \$130 million in new capital construction. His experience with a wide range of projects including HVAC, electrical, plumbing, infrastructure upgrades, building automation, energy efficiency and maintenance/renovation, among others, allows him to serve in multiple capacities within a given project. Craig will serve as the "Relationship Manager" for Miller Engineering as the main communication interface between the Owner, the design team, contractors and end users.

Project Role: Relationship Manager – Primary Point of Contact

- *Engineer in Responsible Charge*
- *Design and Project Management of Mechanical, Electrical, Plumbing Projects*
- *Concept and Construction Design*
- *Business Operations and Financial Management Oversight*
- *Quality Assurance and Control*

Professional Project Highlights

- WVU Recreation Center Indoor Pool – Owner's Engineer
- WVU Life Sciences Building and Student Recreation Center – Owner's Engineer
- Camp Virgil Tate
- Mapletown High School HVAC Replacement
- Advanced Surgical Hospital
- Holly River State Park Primary Electric Service Replacements Phase I & II
- Beech Fork State Park – MEP New Construction Design
- WVU Willowdale Walkway

Professional History

2003- Present	Miller Engineering, Inc.	President, Relationship Manager
2002-2003	Casto Technical Services	Existing Building Services Staff Engineer
2001-2002	Uniontown Hospital	Supervisor of Engineering
1995-2001	West Virginia University	Staff Engineer
1990-1995	BOPARC	Caretaker – Krepps Park
1983-1988	University of Charleston	Electrician/HVAC Mechanic

Education

1995	West Virginia University	BS- Mechanical Engineering
1988	University of Charleston	BA- Mass Communications

Licenses and Certifications

- Professional Engineer (West Virginia, Pennsylvania, Maryland, and Ohio)
- Licensed Master Plumber
- LEED-AP Certified



Travis Taylor, PE

Experience in project management facilitates Travis's ability to create and design constructible projects. Prior to joining the Miller Engineering team he was directly responsible for managing \$10 million in electrical construction budgets. His experiences encompass both new construction and renovation. Travis maintains professional competencies by attending seminars and continuing education classes. As lead engineer he provides HVAC, mechanical, plumbing and electrical design solutions and services for our clients. In addition, he is part of our team's complete assessment process in both

planning and MEP design through construction administration.

Project Role: Lead MEP Engineer

- *Design of Mechanical, Electrical, and Plumbing Systems*
- *Constructible Materials Evaluation*
- *Site Evaluation and Mechanical System Review*
- *Submittal and RFP Review*
- *RFI Coordination, Review, and Response*
- *Construction Observation*

Professional Project Highlights

- **Krepps Park ADA Upgrades**
- **Holly River State Park Primary Electric Service Replacements Phase I & II**
- **Beech Fork State Park Lodge Design Development**
- **Pipestem Lodge McKeever Lodge HVAC Piping Replacement**
- **WV Veterans Memorial Restoration**
- **Bobtown Elementary School HVAC Upgrades**

Professional History

2011-Present	Miller Engineering, Inc.	Staff Engineer
2006-2011	Tri-County Electric, Co.	Project Manager
2006-2006	Schlumberger	Field Engineer Trainee - MWD

Education

2006 West Virginia University, BS – Mechanical Engineering

Licenses and Certifications

- Professional Engineer - State of West Virginia
- OSHA 10-hour Course: Construction Safety & Health



Robert Angus

20 Years of maintenance, operations, and construction management precede Rob's engagement with Miller Engineering. Professional expertise of construction project management was gained as an owner of his own contracting company specializing in residential and commercial construction, electrical, plumbing, and HVAC projects. Rob's hands-on approach, common sense and valuable work history knowledge enables him to interface with construction personnel seamlessly alongside engineers and architects. He is adept at preventing and handling issues. Rob is involved at the estimation phase to allow for continuity within the project's design and construction.

Project Role: Construction Representative

- Construction Project Representation and Management
- Project Cost Estimation
- Submittal Review
- RFI, RFPCO Review and Response

Professional Project Highlights

- 3RD Party Construction Observation – Canaan Valley Resort
- Advanced Surgical Hospital
- Cheat Lake Elementary HVAC Upgrade
- Suncrest Middle School Gym HVAC Upgrade
- North Elementary School Boiler/AC
- Mapletown Jr./Sr. High School HVAC/Boiler Upgrade
- WVU Research Building Office Renovation

Professional History

2009- Present	Miller Engineering, Inc.	Aquatic Construction Representative
2000-2009	Angus Contracting, LLC	Owner/Operator
1991-2000	BOPARC	Director of Maintenance

Education

2000	Monongalia County Technical Education Center	Heating, Cooling, and Refrigeration Certification
1996	West Virginia University	Recreation and Parks Administration

Licenses and Certifications

- Licensed West Virginia General Contractor
- Licensed West Virginia HVAC Contractor
- Certified HVAC Mechanic Contractor
- Licensed West Virginia Journeyman Electrician
- Licensed West Virginia Master Plumber
- OSHA 10-Hour Construction Safety & Health



Jack Jamison

Jack brings 15 years as an electrical/building inspector and over 25 years of experience in the commercial electrical construction industry. His knowledge and experience are valuable resources to Miller's complete assessment process.

Project Role: Code and Construction Specialist

- Facility Review, Code Research, and Project Evaluation
- Field Observations and Issue Resolutions

Professional Project Highlights

- Board Member of the WV Code Officials
- Founder and Secretary of the West Virginia Division of the International Association of Electrical Inspectors
- IAEI Ohio Chapter – Membership Chair

Professional History

2010- Present	Miller Engineering, Inc.	Code and Construction Specialist
1999-2010	Megco Inspections	Chief Inspector
1972-1998	Jamison Electrical Construction	Master Electrician

Education

1971 Fairmont State College, BS-Engineering Technology-Electronics

Licenses and Certifications

- Master Code Professional, IAEI Master Electrical Inspector, Class C Electrical Inspector – WV, PA, MD, & OH
- ICC Commercial Building, Building Plans, Commercial Plumbing, Residential Energy, and Accessibility Inspector/Examiner
- WV Master Electricians License
- NCPCCI-2B, 2C, 4B, 4C: Electrical & Mechanical General/Plan Review
- OSHA 30 Hour Course: General Industry
- NFPA Code Making Panel 14 – NEC 2014 Edition



Joseph Machnik

Joe has experience with AutoCAD, MEP and Revit MEP. He provides design modeling, drafting and supervised design services and construction support for Miller Engineering.

Project Role: MEP Designer

Revit/CADD Coordination of New Construction and Renovation Designs

Professional History

2010 – Present Miller Engineering, Inc. MEP Designer

Education

2008 Penn State – Fayette, AS - Building Engineering Systems Technology: *Building Environmental Systems Technology*
 2007 Penn State – Fayette, AS - Building Engineering Systems Technology: *Architectural Engineering Technology*



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ALPHA EXPERIENCE

The Augusta | 2008

Architectural Case Study

The Augusta Residential Complex Morgantown, WV

Alpha Associates, Incorporated completed the design and construction of this residential tower located in Morgantown, WV. The project consisted of two buildings and is approximately 148,000 SF. Included in the buildings are:

- 158 Student Housing Units for 296 Occupants
- Mix of 2 Bedroom/2 Bath Units & 1 Bedroom/1 Bath Units
- Includes Central Lobby
- Multi-story – Mid Rise Development
- 2 Buildings 5 to 7 Levels
- 3 Elevators
- Parking Garage
- Fully Landscaped Courtyard
- Leasable Rental Space

This residential housing complex was recently purchased by West Virginia University.

Project Contact:

Joseph Patten
PO Box 6570
Morgantown, WV 26506
304-293-5876

At a Glance

CLIENT: McCoy 6 Properties
LOCATION: Morgantown, WV
COMPLETION DATE: 2008
SIZE: 148,000 sq. ft.
CONSTRUCTION COST: \$32,000,000

think  **Alpha** first.com



ALPHA EXPERIENCE

Berkeley Springs Bath House

2010

Historical Case Study

Berkeley Springs Bath House

Berkeley Springs, WV

Alpha designed the renovation of this historic landmark originally built in 1929 with a 1949 addition. The Bath House in Berkeley Springs State Park is open to the public and is operated year round by the Park Service.

The renovation included restoration of the historic masonry exterior. New hot water storage tanks and boilers are a major component of the design, as well as, central air-conditioning, which the Bath House never had before.

The interior design added amenities such as whirlpool baths. The Bath House upgraded to reflect a more "spa-like" ambiance. The existing Roman Baths have new liners and saunas were added for the benefit of the Bath House Patrons.

Project Contact:

Brad Leslie

324 4th Street

South Charleston, WV 25303

304-558-2764

At a Glance

CLIENT: WV DNR

LOCATION: Berkeley Springs, WV

COMPLETION DATE: 2010

SIZE: 7,127 Sq. Ft.

CONSTRUCTION COST: \$2.2 Million

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ALPHA EXPERIENCE

WV Regional Tech Park Building 770 | Est. 201

Architectural Case Study

**WV Regional Tech Park-
Building 770 Renovation**
South Charleston, WV

Alpha Associates, Incorporated is currently working with HDR on the renovation of Building 770 at the WV Regional Tech Park in South Charleston. The project is the core and shell of a vacant and unoccupied laboratory building. Design work included the selective demolition and removal of HVAC, piping systems, and corridor ceilings. In addition, Alpha's team performed a full roof replacement, limited masonry work as it related to infill, repair of mortar joints, and structural settlement. Construction is currently underway for this project, and the estimated completion date is September of 2015.

Project Contact:

Jim King

1018 Kanawha Blvd., East

Charleston, WV 25301

304-558-0281

At a Glance

CLIENT: WVHEPC

LOCATION: South Charleston, WV

COMPLETION DATE: Est. September 2015

SIZE: 128,900 Sq. Ft.

CONSTRUCTION COST: \$11.478 Million

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ALPHA EXPERIENCE

Vehicle Maintenance Facility | 2009

Architectural Case Study

EPTA Vehicle Maintenance Facility

Alterations and Additions

Martinsburg, WV

Alpha provided architectural and engineering services for the Eastern Panhandle Transit Authority Vehicle Maintenance Facility in Martinsburg, WV.

The Scope of Work included a 1550 square feet addition and a 2400 square foot renovation of the existing facility. Due to funding, the time constraints on this project were very tight.

The work included:

- Selective Demolition
- Three New Offices
- New Workroom and Storage Room
- New Toilets and Training Room
- Carpet Removal and Replacement

Project Contact:

Belinda Rollins

446 Novak Drive

Martinsburg, WV 25405

304-263-0876

At a Glance

CLIENT: WV Depart of Public Transit

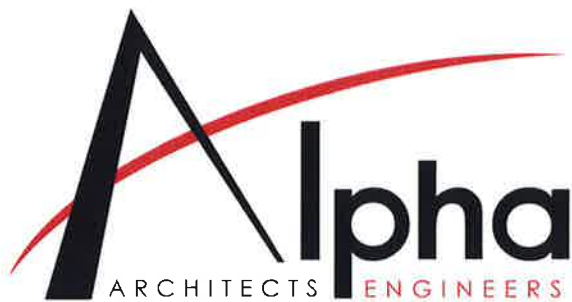
LOCATION: Martinsburg, WV

COMPLETION DATE: 2009

SIZE: 3,950 square feet

CONSTRUCTION COST: Private Client

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ALPHA EXPERIENCE

Prichard Hall | 2001

Educational Case Study

Fairmont State College - Prichard Hall
Fairmont, WV

Alpha Associates, Incorporated provided Architectural and Engineering Services for Fairmont State College for the renovation of a 1963 Co-Ed Dormitory. Design of ADA compliant entrance ramp and main entrance into the building were included in this project. Interior renovations of the 1,466-SF space included lobby, vending area, computer lab, TV lounge, poolroom, and ADA compliant restroom facilities.

Alpha's design staff chose large format porcelain tile for the exterior finish material of the landings in the entry. Utilizing this format allows for a slip resistant surface and provides a contrast from the sidewalk and ramp surface to the entry area of the building.



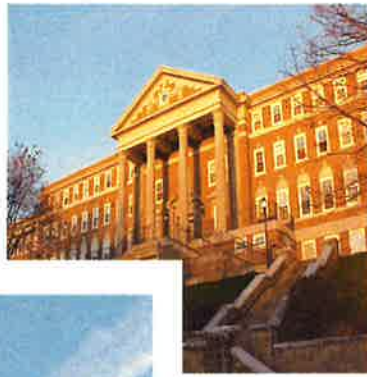
Project Contact:

Larry Lawrence
1201 Locust Avenue
Fairmont, WV 26554
304-304-367-4295

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At a Glance

CLIENT: Fairmont State College
LOCATION: Fairmont, WV
COMPLETION DATE: 2001
SIZE: 1,466 SF
CONSTRUCTION COST: \$240,000



ALPHA EXPERIENCE

Stalnaker Hall | 1993

Educational Case Study

West Virginia University - Stalnaker Hall
Morgantown, WV

The original center section of Stalnaker Hall was completed in 1919, with two additional wings added in 1939. This renovation project replaced dormitory-style quarters with suites containing 306 bedrooms and shared living space. The food services area of Stalnaker Hall also underwent renovations. Alpha Associates, Incorporated teamed with a national A/E firm to provide civil engineering, structural engineering and construction administration. The 95,000 square foot project included the following: restoration/reconstruction of entire building, ADA parking area, ADA ramps, new sidewalks and steps, handrails and landscaping, asbestos abatement, skylights, new roof, elevator, window replacement.

This building required extensive demolition, including demolition of all rooms and load bearing walls on both the North and South wings. The center wing included complete gutting of all floors with only the exterior wall remaining. This project also included underpinning of the existing structure to add basement space.

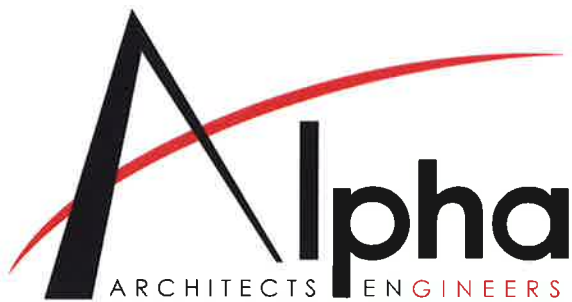
Project Contact:

Charlie Robison
979 Rawley Lane
Morgantown, WV 26506
304-293-5280

At a Glance

CLIENT: West Virginia University
LOCATION: Morgantown, WV
COMPLETION DATE: 1993
SIZE: 95,000 SF
CONSTRUCTION COST: \$12 Million

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ALPHA EXPERIENCE

Student Leader Housing | Multiple Projects

Residential Case Study

West Virginia University - Student Leader Housing

Morgantown, WV

This project was part of West Virginia University's "Operation Jumpstart" program, providing housing units to accommodate Resident Faculty Leaders. Alpha provided architectural and engineering services for program review and the design of campus housing units, which included four different sites.

The units, designed to utilize modular construction, are located adjacent to the Tower Dormitories as well as Arnold, Boreman and Stalnaker Halls.

The total built/renovated area is approximately 32,000 square feet and includes six single family, five bedroom residences, an office support building, six two-car garages, conference/meeting facilities, and computer and fitness center.

Project Contact:

WVU Facilities Management
PO Box 6572
Morgantown, WV 26506
304-293-5463

At a Glance

CLIENT: West Virginia University
LOCATION: Morgantown, WV
COMPLETION DATE: 1998
SIZE: 32,000 sq. ft.
CONSTRUCTION COST: Multiple Projects and Phases

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ALPHA EXPERIENCE

Wood Technology Center | 2005

Architectural Case Study

Wood Technology Center

Elkins, WV

The West Virginia Wood Technology Center offers continuing education students training and technical support. Alpha Associates, Incorporated provided design and construction administration for the addition and interior renovation. Attached to the pre-existing Randolph County Development Authority, the Wood Technology Center project includes a 2070 SF metal addition of classroom and office space as well as 5400 SF interior renovation of existing classroom and offices.

A state-of-the-art spray booth is also included in the project to enable top-quality finishing of wood projects produced in the wood shop.

Project Contact:

Robbie Morris

10 11th Street #1

Elkins, WV 26241

304-637-0803

think  first.com

At a Glance

CLIENT: Randolph County
Development Authority

LOCATION: Elkins, WV

COMPLETION DATE: 2005

SIZE: 7,470 SF

CONSTRUCTION COST: \$436,000

Project Experience: Development and Design

Beech Fork State Park Lodge

Services Provided:

- Mechanical
- Electrical
- Plumbing
- Cost Estimation
- Phased Plan for Pools

Estimated Budget: \$20M

Facility Area: 74,000 ft²

Owner: West Virginia Department of Natural Resources



Currently, the West Virginia Department of Natural Resources has engaged our team's services for design and development of a new, multi-million dollar lodge in the southern region of the state. Miller Engineering is providing all of the mechanical, electrical and plumbing design and pool design for the Beech Fork State Park. This project includes coordination with ZMM Architects, EL Robinson, the West Virginia Department of Environmental Protection, the West Virginia Division of Highways and the US Army Corps of Engineers. Development and design for guest, conference and public recreational areas, as well as commercial kitchen space, fire safety and public safety lighting are key elements of the project.

Project Contact:

*Bradley S. Leslie, PE, Assistant Chief
State Parks Section
(304) 558-2764 ext. 51826*

Project Experience: Renovation

Berkeley Springs Bathhouse

Services Provided:

- Mechanical
- Electrical
- Plumbing

Estimated Budget: \$2.1M

Facility Area: 9,000 ft²

Owner: West Virginia

Department of Natural Resources



The heated 1000-gallon per minute flow of 78.4 degree, mineral-laden water is used by spa guests prior to other activities via tubs or large Roman baths. The existing structure was lacking in proper ventilation and dehumidification systems. The goal of the MEP system design was to provide reliable, cost-effective, energy efficient systems that would enhance clients' spa experiences and protect the historic nature of the structure. The successful renovation entailed replacement of all MEP systems and their associated piping. With a need for hot water supply that is exceptionally large, it required a split into two systems: domestic (2,000 GPH) and Roman Bath water (3,000 GPH) units to fulfill demand requirements. A full VAV-HVAC system with terminal reheat and comfort radiant heating was installed over the client tubs and massage tables to produce optimal atmospheric temperatures. Upon completion, goals of proper ventilation and humidity conditions were met.

Project Contact:

*Bradley S. Leslie, PE, Assistant Chief
State Parks Section
(304) 558-2764 ext. 51826*

Project Experience: New Facility

Preston County 911 Center

Services Provided:

- Mechanical
- Electrical
- Plumbing
- Fire Protection
- Fire Alarm

Estimated Budget: \$2M

Facility Area: 7,000 ft²

Owner: Preston County



Photo Courtesy of Mills Group



Rendering Courtesy of Mills Group

Project Contact:
Michael Mills, AIA
Mills Group
Phone: (304) 296-1010

The 7,000 ft² facility incorporates many features to increase the facility's reliability and functionality as a county-wide emergency-operations center in addition to being a 911 service call center. The HVAC system serving the 911 center and its supporting data center are redundant and incorporate a "shelter in place" function to seal them from outside air should the need arise. The training facility is equipped with HVAC systems and power/data cabling to permit it to function as an emergency operations center. The facility has a dual fuel emergency generator which serves the 911 center and the training room/operations center. The building water, electric and tel/data/cable utilities each required special attention and coordination with the service providers.

Project Experience: Master Planning

Camp Virgil Tate

Services Provided:

- MEP Design
- Aquatic Design
- Shelter Design
- Estimating
- Fundraising Rendering

Estimated Budget: \$1.1M

Facility Area: 5,500 ft²

Owner: WVU 4-H Extension



Miller Engineering can offer master public pool planning, MEP design and facility maintenance plans. Visual renderings are also available from our Revit building information modeling. With community concerns and input in mind, the team developed and designed an outdoor pool facility at the request of the Kanawha county 4-H foundation. The original pool structure and systems were in complete failure. Our team evaluated the structure and recommended a new ADA-code-compliant pool facility that would best suit the diverse programming needs of the community. The Revit created rendering was utilized by the organization for fundraising purposes. Construction is anticipated to begin in winter of 2015 upon the project receiving funding.

Project Contact:

*Kerri J. Wade, MSW - Extension
Agent Kanawha County
Phone: (304)720-9573*

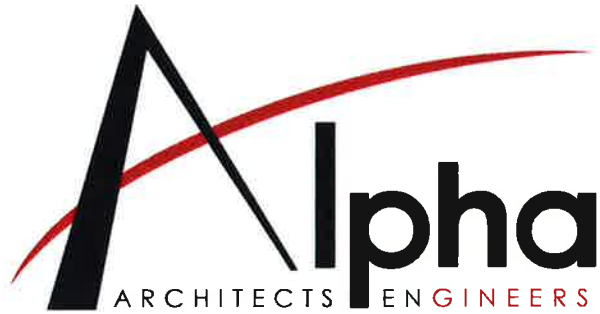


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REFERENCES

Jim King
WV Higher Education Policy Council
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 25301-2800
304-558-0281 ext. 206

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

Michael Evans, Architect
State of West Virginia
1900 Kanawha Blvd., East
Bldg. 1 Room MB-60
Charleston, WV 25305
304-957-7145

David Hildreth
State of West Virginia
1409 Greenbrier Street
Charleston, WV 25305
304-558-0510

Chris Francis, P.E.
WVDOH Engineering Division
Project Manager
1334 Smith Street
Charleston, WV 25301
Phone: (304) 558-9693

"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 your planning, coordination, and completed projects have been exceptional and outstanding in every regard.

Robert Hammel, Former Director
Morgantown Municipal Airport

Client References

What our satisfied customers have to say...

"I chose Miller Engineering because they are not a purely design based firm. They have real world construction experience and the work ethic to ensure that the project is completed on time, on budget. I have confidence that my agency's interest is well served in design and in construction contract administration. I cannot say that about every firm I have worked with."

--Bradley S. Leslie, PE

"Hard working, very customer oriented, diligent and your team at Miller Engineering will do 'whatever it takes' 24/7 to meet our needs or any customers' needs. Willing to come in on days off, weekends, nights, and holidays - no questions asked!"

--Christopher T. Halterman

Brad Leslie, PE <i>Assistant Chief</i> <i>WV Division of Natural Resources</i> <i>State Parks Section</i> <i>324 4th Avenue</i> <i>South Charleston, WV 25303-1228</i> (304) 558-2764 ext. 51823 Bradley.S.Leslie@wv.gov	Kerri J. Wade, MSW <i>Extension Agent - Kanawha County</i> <i>West Virginia University</i> <i>4700 MacCorkle Avenue, SE</i> <i>Suite 101</i> <i>Charleston, WV 25304</i> 304.720.9573 Kerri.Wade@mail.wvu.edu	Christopher T. Halterman <i>Director of Operations</i> <i>The Dominion Post</i> <i>1201 Earl Core Rd.</i> <i>Morgantown, WV 26505</i> (304) 291-9479 chalterman@dominionpost.com
Pat Sweeney <i>Business Manager</i> <i>Southeastern Greene School District</i> <i>1000 Mapletown Rd.</i> <i>Greensboro PA 15338</i> (724) 943-3052 Sweeney.pat@segasd.org	Mike Trantham <i>Program Administrator Senior</i> <i>WVU Environmental Health & Safety</i> <i>P.O. Box 6551</i> <i>975 Rawley Avenue</i> <i>Morgantown, WV 26506</i> (304) 293-5785 Mike.Trantham@mail.wvu.edu	Randy Kolson <i>Vice President</i> <i>Aqua Pool, Inc.</i> <i>1438 Electric Avenue</i> <i>Pittsburgh, PA 15112</i> (412) 824-6900 randy@aquapoolinc.com

For More Information Contact – Craig Miller, Owner/President, Miller Engineering
 Phone: (304) 291-2234 | 240 Scott Avenue Suite 1 Morgantown, WV 26508



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PROJECT MANAGEMENT AND QUALITY CONTROL

Alpha Associates, Incorporated is an Architecture and Engineering firm that provides services in the areas of Architecture, Structural Engineering, Civil Engineering, Surveying, Construction Administration, and Project Management. Alpha's architects and engineers have recent, relevant project experience that enables your project to be completed on time and within budget.

Alpha is a principal driven company with a staff that is large enough to handle any size project, yet small enough to provide the personal detail and supervision to successfully complete your project. We are available to you long after the completion of your project. Our staff is committed to working with an established project time frame and budget.

Alpha works under a project management system wherein each project is assigned a project manager and a principal of the firm. Internal bi-weekly project management meetings serve as a tool to discuss the preceding weeks' activities, planned activities, project budgets, and estimated time schedules and personnel utilization. Adherence to this process helps to insure that a client's concerns are addressed in a timely fashion aiding in the delivery of a successful project.

Prior to releasing projects for bidding, each project receives a Principal's review. The Principal-in-Charge of the project and the Project Manager conduct the review, which involves a complete evaluation of all internally produced and consultant produced construction documents. Alpha's construction administration staff performs a second assessment to examine constructability and coordination issues from the perspective of the construction field staff.

In addition to project management meetings, design principals have weekly team meetings to review all project schedules and all personnel utilization resulting in the overall best use of personnel in order to complete all projects on time.

Your project benefits from the unique combination of convenient access, extensive experience, key owner/principal commitment, and a competitive price structure. Select Alpha Associates, Incorporated for a well coordinated, timely and high quality project.

Project Approach

➤ **Design & Permitting**

Miller Engineering, Inc. (MEI) will work with the design team along with any owner's representatives and stakeholders to determine the requirements of the project. MEI will meet with the owner's staff to ensure the project meets ADA design standards in addition to interfacing with any existing facility building systems. MEI will also consult with local and state code officials for compliance in regards to applicable construction and life safety codes. A preliminary budget will be created, which will be updated to help the owner better understand the associated costs with any design options or scope changes prior to bidding.

➤ **Construction Administration**

Miller Engineering will be available to provide construction administration (CA) services for the project if necessary. MEI will be present during pre-bid meetings and will assist in answering questions from contractors and vendors during the bidding process. MEI will provide support to the design team and client in issuing addenda, and will take part in kick-off meetings and in agreed upon progress meetings. It is company policy to answer any RFIs and review submittals in an expedient manner, as any delays can cost the project time and money. CA services can also include performing project observation outside of scheduled progress meetings. MEI will be available to perform punch lists related to substantial and final completions.

➤ **Project Close-out**

Another company policy is to require the contractor to provide training and demonstration to the owner's maintenance staff, at which MEI will be present. CA duties will also include reviewing operation and maintenance manuals, close-out documentation and record drawings.



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COST AND SCHEDULE CONTROL

Alpha Associates, Incorporated has an excellent track record of producing projects on time and within the Owner's budget. Many architectural firms can claim the same successes few actually achieve the results Alpha has over the years. One of the determining factor is the tools the firms utilize to produce the budgets. Alpha utilizes a number of tools, both traditional and modern to exceed our clients' expectations.

A project schedule is a dynamic, ever changing entity. Your project schedule depends on many factors including:

- Personnel assigned to the project
- Chosen method of construction
- Changes to project scope
- Unique construction elements for each project

Successful project management depends upon consensus regarding work efforts, milestones and goals. The Alpha team has found that the development of detailed work plans, which delineate tasks and deliverables for each project phase, in concert with the client and full project team, is the most effective means of establishing expectations regarding the efforts required by the respective disciplines. In addition to guiding the efforts of the design team, the work plan sets forth specific time frames and decision points for Owner and user reviews, comments and approvals. Adherence to the schedule is the responsibility of the Project Manager. The Project Manager must insure the team members, including the owner have bought into the schedule and are maintaining their respective duties.

Developing an overall project schedule is a critical task that must take into account many factors: building type, owner's desire for occupancy, scope of work and level of documentation, whether contract(s) is bid or negotiated, available fee, and prior experiences on similar projects. Characteristic of the client, its organization, or the involvement of a construction manager and his responsibility for document review must also be considered.

This starts with a kick-off meeting which establishes ground rules, responsibilities, and line of communication. We have found that a team visioning session is a



great way to get everyone started off on the right track.

Determining a project schedule is a task that must be done with all parties involved in the process. Once the design process begins, a very detailed, realistic project schedule can be developed and communicated to all involved.

In a world where "time is money", the schedule of a project is almost as important as controlling the cost. Alpha also works diligently to control the budget of a project. The best way to control the cost of a project is to avoid the "scope creep" that can occur

Alpha also has an excellent record of budget control. Alpha's in house cost estimators, combined with an excellent relationship with contractors throughout the area enable us to develop accurate estimates early in the design process. The Alpha estimators begin at the schematic design phase of the project and develop a line item estimate of probable construction costs that can be carried through each of the project phases. At each phase the project estimate is updated to include a more detailed estimate in order that the accuracy can be enhanced. During these updated estimates, specific increases or decreasing can be identified allowing the owner to make informed decisions moving forward on the important budget issues for the project.

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