



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

## General Information

## Contact

## Default Values

## Discount

## Document Information

Procurement Folder: 102615

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: ADJ1500000009

Published Date: 5/4/15

Close Date: 6/2/15

Close Time: 13:30

Status: Closed

Solicitation Description: Marshall County Readiness Center  
EOI Design Services

Total of Header Attachments: 0

Total of All Attachments: 0



Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Solicitation Response

Proc Folder : 102615

Solicitation Description : Marshall County Readiness Center EOI Design Services

Proc Type : Central Purchase Order

Date issued	Solicitation Closes	Solicitation No	Version
	2015-06-02 13:30:00	SR 0603 ESR06011500000004107	1

**VENDOR**

000000201753

ALPHA ASSOCIATES INC

**FOR INFORMATION CONTACT THE BUYER**

Tara Lyle  
(304) 558-2544  
tara.l.lyle@wv.gov

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	Marshall County Readiness Center EOI-Design Engineering				\$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 to provide for the interior design, including mechanical, HVAC systems and electrical as needed at the Marshall County Readiness Center, in Moundsville, 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: 102615

Doc Description: Marshall County Readiness Center 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 ADJ1500000009	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 5-28-15

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	Marshall County Readiness Center EOI-Design Engineering		

Comm Code	Manufacturer	Specification	Model #
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**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 to provide for the interior design, including mechanical, HVAC systems and electrical as needed at the Marshall County Readiness Center, in Moundsville, WV.

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

<b>ADJ1500000009</b>	<b>Document Phase</b> Final	<b>Document Description</b> Marshall County Readiness Center EOI Design Services	<b>Page 3</b> <b>of 3</b>
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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)

 Richard A. Colebank, President 9600  
(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, Incorporated

Authorized Signature:  Date: May 28, 2015

State of West Virginia

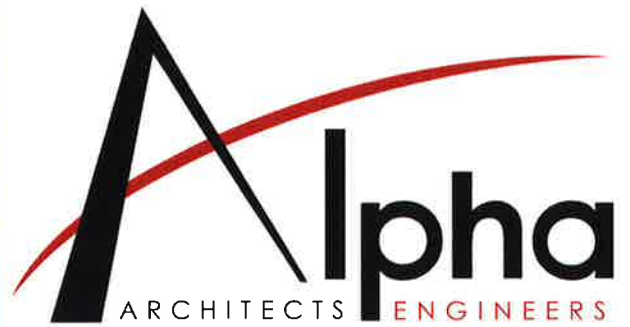
County of Monongalia, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission expires \_\_\_\_\_, 20\_\_.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_



**WV Purchasing Division**  
**Marshall County Readiness**  
**Center - Interior Design &**  
**Mechanical-HVAC-Electrical**  
**Renovation**

June 2, 2015

**EXPRESSION OF INTEREST**





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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 ADJ1500000009**  
**Marshall County Readiness Center Interior Renovation**

Dear Ms. Lyle,

Alpha Associates, Incorporated is pleased to submit this Expression of Interest to provide professional architectural and engineering services for the Marshall County Readiness Center Interior Renovation and Mechanical, HVAC, and Electrical Renovations.

**Alpha Associates** and our teaming partner, **Miller Engineering** can provide the following services for your renovation:

- Architectural Design
- Interior Design
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Plumbing Engineering
- Fire Protection Engineering
- Surveying
- Construction Administration



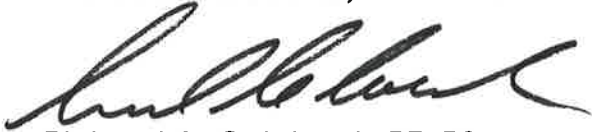
Alpha and Miller have worked together to successfully complete numerous renovation projects, including several for the State of West Virginia. In 2009 Alpha and Miller designed the renovation/addition at the Parkersburg Armory for the West Virginia Army National Guard that converted an indoor rifle range into office and conference room space. We would welcome the opportunity continue to build upon our relationship with the State of West Virginia and the WVANG by working with you to complete this renovation project.



Alpha's Design Team looks forward to meeting with you to discuss this project in greater detail and to working with you to design a facility that will meet all your needs.

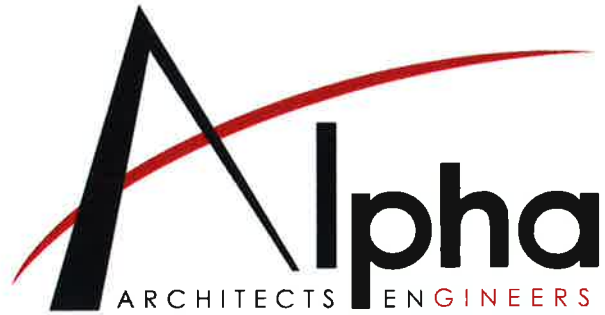
Sincerely,

**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](mailto:Rick.colebank@thinkalphafirst.com)



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**COST CONTROL**

**7**



## 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

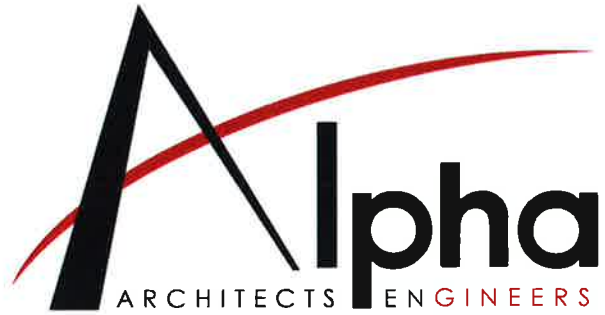
### Life Safety Inspection/Design

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





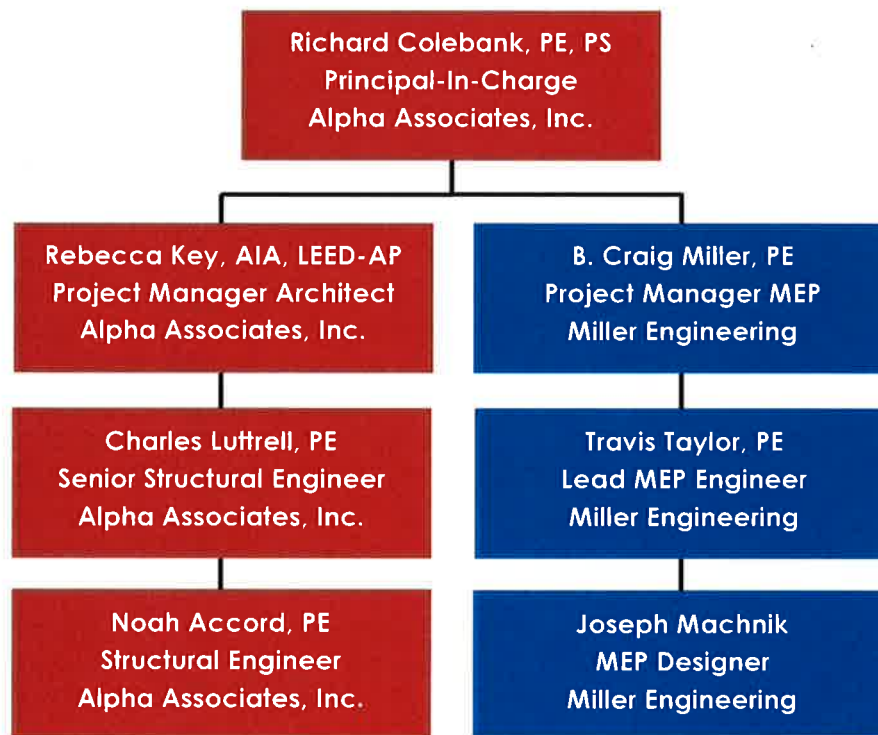
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## STAFFING PLAN

All work to be performed for the Marshall County Readiness Center Interior Design and MEP 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, Surveyors and additional 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

think  **Alpha**first.com

### Contact

**Richard A. Colebank**  
304.296.8216  
800.640.8216

[rick.colebank@thinkalphafirst.com](mailto: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



## 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



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 Gaddy*

By  
Secretary *Wm. P. Jickel* President  
*Kenneth H. Means* *Robert L. Scott*





of West Virginia.

No. [REDACTED]

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



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

Will E. [Signature] *President.*  
E. [Signature] *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

*Edw. Nickles*  
*Wm. L. S. [Signature]*

*Frank Naddy*  
*Wm. Faulkner*



## **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**

- **3<sup>RD</sup> 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**

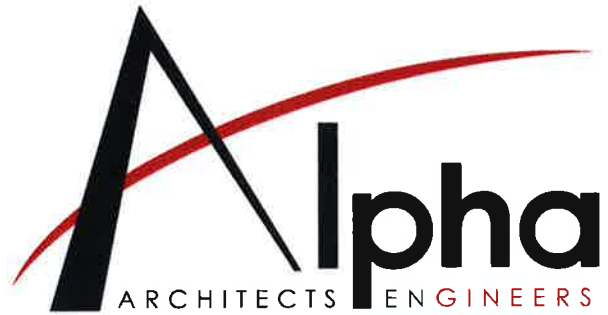
*Revit/CADD Coordination of New Construction and Renovation Designs*

### **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

ERB G07 High Bay Space | 2010

### Architectural Case Study

**WVU Engineering Research Building G07  
High Bay Space - Renovation**  
Morgantown, WV

Alpha provided Design services to renovate the high bay laboratory in the Engineering Research Building located on the Evansdale Campus. The existing room was being used as a laboratory space. Alpha provided design services to renovate the space. Work included construction of a new floor structure within the space for graduate assistant offices. Structural analysis for placement of a tension-compression testing machine and environmental chamber were also provided.

### Project Contact

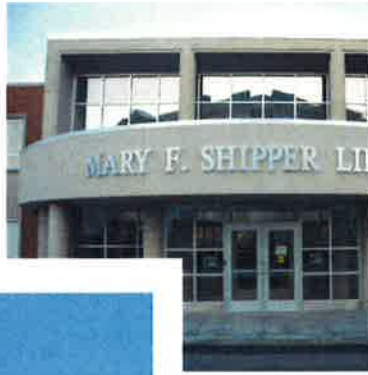
Kevin Kilinsky  
Po Box 6572  
Morgantown, WV 26506  
304-293-4841

### At a Glance

**CLIENT:** West Virginia University  
**LOCATION:** Morgantown, WV  
**COMPLETION DATE:** 2010  
**SIZE:** 836 SF Added  
**CONSTRUCTION COST:** \$219,750  
**FEE:** \$26,700

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## ALPHA EXPERIENCE

Library Renovation | 2010

### Educational Case Study

#### WVU Potomac State College Library Renovation

Keyser, WV

Alpha Associates, Inc. first performed a Feasibility Study and a conceptual Master Plan for the southeast corner of the WVU Potomac State College. The project included a revised design for a parking lot, site improvement features, an enhanced cross walk and architectural renovations to the entry of the library.

The emphasis of the entry renovation was to reduce heat gain from a west facing two story window and make it a visually distinctive part of the campus.

As part of the project, Alpha also replaced the 2<sup>nd</sup> story ceiling of the building and added new lighting.



#### Project Contact:

Charlie Robison

PO Box 6572

Morgantown, WV 26506

304-293-5280

#### At a Glance

CLIENT: West Virginia University

LOCATION: Keyser, WV

COMPLETION DATE: 2010

SIZE: 5,050 SF

CONSTRUCTION COST: \$410,000

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## ALPHA EXPERIENCE

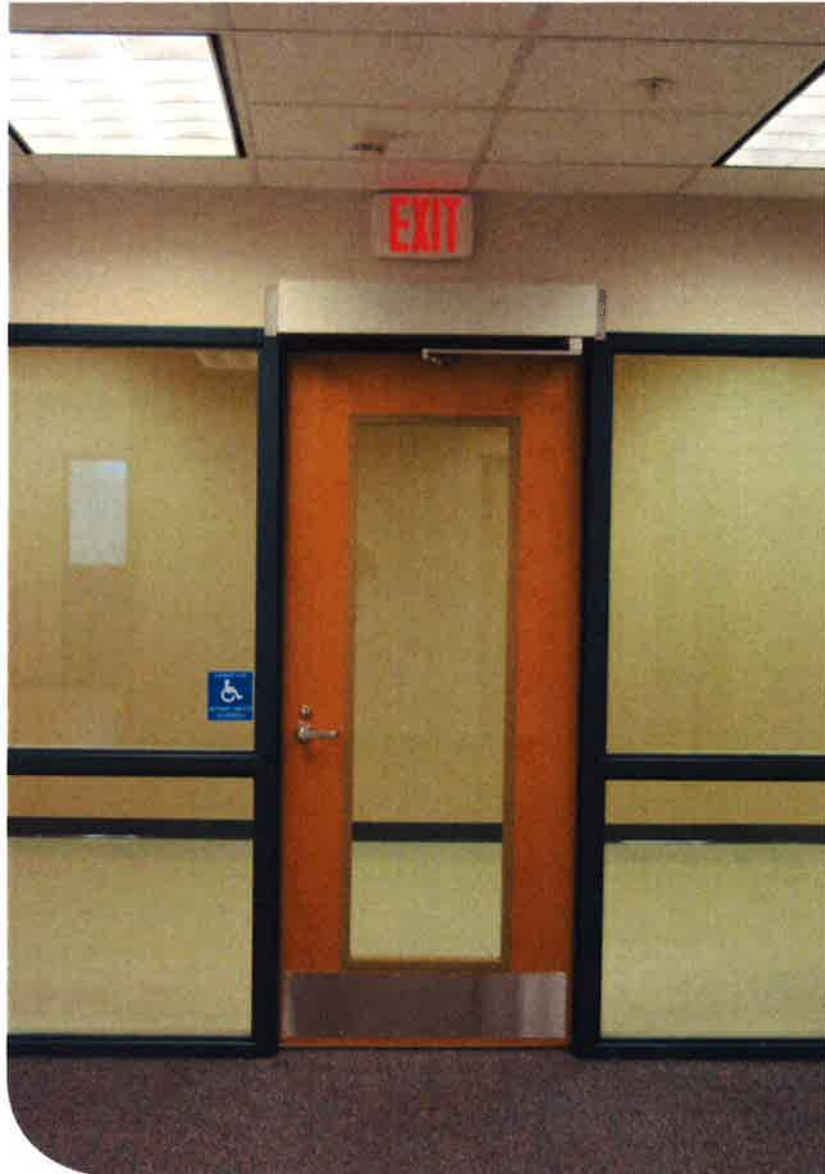
Pharmacy Build-Out | 2010

### Educational Case Study

**WVU Robert C. Byrd Health Sciences  
Center Eastern Division Pharmacy Build -  
Out**

Martinsburg, WV

Alpha Associates, Inc. provided architectural design for the interior build-out of existing shell space for the West Virginia University Robert C. Byrd Health Sciences Center Eastern Division. The space is to be used by the WVU School of Pharmacy to expand their program to the Eastern Panhandle. The space includes a teaching lab with storage area, office space, conference room, administrative area and support facilities



#### Project Contact:

Leonard Lewis

Po Box 9004

Morgantown, WV 26506

304-293-6924

#### At a Glance

**CLIENT:** West Virginia University

**LOCATION:** Martinsburg, WV

**COMPLETION DATE:** 2010

**SIZE:** 2,500 Sq. Ft.

**CONSTRUCTION COST:** \$384,000

**FEE:** \$36,000

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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

CRRB 7<sup>th</sup> Floor Renovation | 2005

### Architectural Case Study

**Chestnut Ridge Research Building 7<sup>th</sup> Floor Renovation**  
Morgantown, WV

This project involved the build-out of office spaces on the seventh floor of the Chestnut Ridge Research Building. Alpha's design staff transformed an unoccupied "shell" space into an open office area along with private offices and conference rooms. The open office space took advantage of the nearly 18' floor to floor height and kept the ceiling open to expose the structural and mechanical duct work.

#### Project Contact:

Robert Merow  
979 Rawley Lane  
Morgantown, WV 26506  
304-293-2875

#### At a Glance

**CLIENT:** West Virginia University  
**LOCATION:** Morgantown, WV  
**COMPLETION DATE:** 2005  
**SIZE:** 5,700 sq. ft.  
**CONSTRUCTION COST:** \$407,000

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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 11<sup>th</sup> Street #1

Elkins, WV 26241

304-637-0803

#### At a Glance

**CLIENT:** Randolph County Development Authority

**LOCATION:** Elkins, WV

**COMPLETION DATE:** 2005

**SIZE:** 7,470 SF

**CONSTRUCTION COST:** \$436,000

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## ALPHA EXPERIENCE

Vehicle Maintenance Facility | 2005

### Architectural Case Study

#### PVTA Vehicle Maintenance Facility Alterations and Additions

Petersburg, WV

Alpha provided architectural and engineering services for the Potomac Valley Transit Authority Vehicle Maintenance Facility in Petersburg, 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
- Relocation of MEP Services and Security Fence

#### Project Contact:

Tim Thomas

1900 Kanawha Blvd. East

Bldg. 5, Room 830

Charleston, WV 25305

304-257-1414

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#### At a Glance

**CLIENT:** WV Depart of Public Transit

**LOCATION:** Petersburg, WV

**COMPLETION DATE:** 2005

**SIZE:** 3,950 square feet

**CONSTRUCTION COST:** \$456,725





## ALPHA EXPERIENCE

Parkersburg Armory | 2009

### Architectural Case Study

#### Parkersburg Armory Renovation and Addition

Parkersburg, WV

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

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

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

#### At a Glance

CLIENT: WV Army National Guard

LOCATION: Parkersburg, WV

COMPLETION DATE: 2009

SIZE: 2600 sq. ft.

CONSTRUCTION COST: \$400,000

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## ALPHA EXPERIENCE

ESB East Wing Addition | Reno/Add 2008

### Educational Case Study

**WVU ESB - East Wing Addition**  
Morgantown, WV

The first phase of this project was a feasibility study that evaluated the building to determine the nature and scope of the addition.

The West Virginia University Engineering Science Building East Wing Addition/Renovation project was conceived to create a new primary entrance to the existing 228,000 SF building. It consists of a 4-story addition as well as the conversion of an abandoned 3 ½ story boiler room into usable program space. This 3 ½ story boiler space was subdivided into 3 floors supporting chemical-research labs and a tiered lecture hall.

#### Project Contact:

Kevin Kilinsky  
Po Box 6572  
Morgantown, WV 26506  
304-293-4841

#### At a Glance

CLIENT: West Virginia University  
LOCATION: Morgantown, WV  
COMPLETION DATE: 2008  
SIZE: 32,600 add, 6,500 reno.  
CONSTRUCTION COST: \$11 Million  
FEE: \$858,838.00

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## Project Experience: Major Improvement Planning

### Mapletown Jr./Sr. High School

#### Services Provided:

- Mechanical Design
- HVAC Design
- Energy Savings of \$50,000 in the First Year

**Estimated Budget: \$1.2M**

**Facility Area: 18,500 ft<sup>2</sup>**

**Owner: Southeastern Greene School District**



#### Project Contact:

*Patrick R. Sweeney, Business Manager  
Southeastern Greene School District  
(724) 943-3630 ext. 2243*

A field study determined that multiple systems within the structure were degenerated, lacking capacity, unreliable and inefficient. The goal of the project was to apply the best systems to the facility that will balance cost, reliability, improve function and provide long term energy-efficiency. The Miller Engineering project planning method utilized computer modeling of the building and its current systems in order to generate options to fit within the owner's construction time-frame and budget. The owner opted for a 2-phase construction process. With Phase 1 of construction so successful and energy savings so great, the owner opted to include a cooling system upgrade during Phase 2 of construction, which is also complete. Administration has observed improved classroom conditions, air quality and test scores.



## Project Experience: Specialty HVAC System

### FMW Composites Building

#### Services Provided:

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

**Estimated Budget: \$3.8M**

**Facility Area: 15,000 ft<sup>2</sup>**

**Owner: FMW Composite Systems**



The facility's production process utilizes explosive Hydrogen and Propane requiring Electrical, HVAC, and Plumbing systems to be explosion proof. The project required extensive review of air movement (supply, exhaust, room-to room) within and outside the facility. The processes also use chemicals which can emit vaporous Hydrochloric Acid, requiring emergency ventilation systems. An extensive code review process was performed as well as design of a foam based fire suppression system. Process gasses flow from exterior bulk storage to the process equipment through a piping network. Significantly complexity was added as the roof structure could not support any HVAC equipment and location, footprint, and services were already established during building of the shell.

Project Contact:  
*Richard Colebank, PE*  
*Alpha Associates*  
*Phone: (304) 296-8216*

## Project Experience: HVAC Renovation

### Dominion Post Building

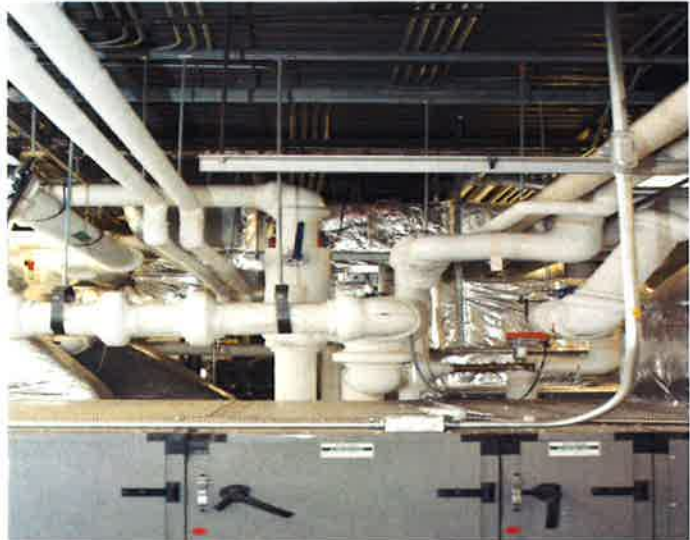
#### Services Provided:

- Mechanical
- Electrical
- Construction Administration
- HVAC Upgrade

**Estimated Budget: \$1.8M**

**Facility Area: 18,000 ft<sup>2</sup>**

**Owner: Greer Industries, Inc.**



Project Contact:  
*Chris Halterman, Director of  
Operations  
Greer Industries, Inc.*

During a field study, Miller learned of HVAC system disintegration, interconnection of air systems between two levels of the building, and the need for the facility to maintain occupancy during the renovation process. The goal of the project was to be a phased approach that integrated, updated and stabilized temperatures throughout the current floor plan, building levels, and pending office reconfigurations. The main air handling systems, piping, and ductwork were replaced and reconfigured as a necessity to serve the building's multiple levels and floor plan. The project was a success as a newly designed system was implemented into the existing floor plan and designed as scalable for future needs of the building's owner. Temperature control issues were resolved and the residents of the building could enjoy a more hospitable, consistent working

## Project Experience: Adaptive Renovation

### Bartlett House

#### Services Provided:

- Mechanical, Electrical, Plumbing Design
- HVAC
- Fire Alarms
- Sprinkler Systems
- Construction Administration

**Estimated Budget: \$3.1M**

**Facility Area: 27,500 ft<sup>2</sup>**

**Owner: Bartlett House**



The goal of the project was to repurpose the facility from an apartment building into an emergency housing shelter. The facility required outfitting the space for family apartments, temporary dorms, commercial kitchen, multi-purpose room, laundry facilities, and office spaces for staff social work activities. Detailed field discovery and documentation to identify existing conditions was vital in engineering solutions that met client goals, budget and Fair Housing Act requirements. Fire alarms, sprinklers and exit signage were all upgraded to meet state code requirements for public housing, and engineering design specifications were all ensured to meet ADA requirements. The project is progressing well and is currently in phase 2 of the renovation process with Miller Engineering providing construction administration to support MEP design.

#### Project Contact:

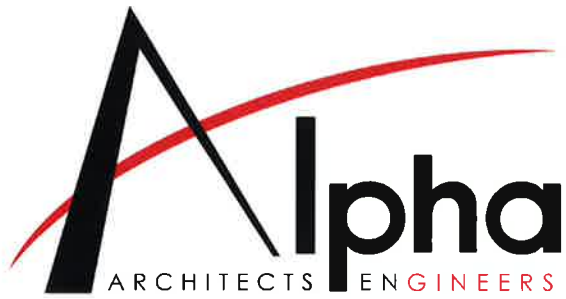
*Keri DeMasi, Executive Director  
Bartlett House*

*Phone: (304) 292-0101*



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## REFERENCES

### **David Hildreth**

#### **State of West Virginia**

900 Pennsylvania Ave. Room 512  
Charleston, WV 25302  
304-558-0510

### **Scott Owen**

#### **West Virginia University**

P.O. Box 6572  
Morgantown, WV 26506  
304-293-4841

### **Jim King**

#### **WV Higher Education Policy Council**

1018 Kanawha Boulevard, East, Suite 700  
Charleston, WV 25301-2800  
(304) 558-0281 ext. 206

### **Robert P. Krause**

#### **State of West Virginia**

1900 Kanawha Blvd. E.  
Building 1, Room MB-60  
Charleston, WV 25305  
304-558-9018

### **Frank Blackwell, Superintendent**

#### **Wyoming County Schools**

PO Box 69  
Pineville, WV 24874-0069  
304-732-6266

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

**Frank Blackwell,  
Wyoming County Schools**

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**  
 Assistant Chief  
 WV Division of Natural Resources  
 State Parks Section  
 324 4<sup>th</sup> Avenue  
 South Charleston, WV 25303-1228  
 (304) 558-2764 ext. 51823  
[Bradley.S.Leslie@wv.gov](mailto:Bradley.S.Leslie@wv.gov)

**Kerri J. Wade, MSW**  
 Extension Agent - Kanawha County  
 West Virginia University  
 4700 MacCorkle Avenue, SE  
 Suite 101  
 Charleston, WV 25304  
 304.720.9573  
[Kerri.Wade@mail.wvu.edu](mailto:Kerri.Wade@mail.wvu.edu)

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 1201 Earl Core Rd.  
 Morgantown, WV 26505  
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 Greensboro PA 15338  
 (724) 943-3052  
[Sweeney.pat@segsd.org](mailto:Sweeney.pat@segsd.org)

**Mike Trantham**  
 Program Administrator Senior  
 WVU Environmental Health & Safety  
 P.O. Box 6551  
 975 Rawley Avenue  
 Morgantown, WV 26506  
 (304) 293-5785  
[Mike.Trantham@mail.wvu.edu](mailto:Mike.Trantham@mail.wvu.edu)

**Randy Kolson**  
 Vice President  
 Aqua Pool, Inc.  
 1438 Electric Avenue  
 Pittsburgh, PA 15112  
 (412) 824-6900  
[randy@aquapoolinc.com](mailto: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 work to ensure we are meeting both the client's ventilation standards in addition to the heating and cooling requirements. MEI will also consult with local and state code officials for compliance in regards to applicable construction and life safety codes. Per company policy, MEI designs all projects to be serviceable and operable by the owner's maintenance staff. 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. One of MEI's training requirements is the instruction of the maintenance staff on how to conduct routine maintenance on the HVAC and electrical system equipment. 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.