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WV PURCHASING  
DIVISION

# A/E SERVICES FOR ROOF REPLACEMENT- 600 CAPITOL STREET

**CEOI 0439 EBA20000000001**

*Architectural & Engineering Services*  
Public Notice Date: February 6, 2020  
Submission Date: February 21, 2020  
**EXPRESSION OF INTEREST**



CONTACT

Address

Richard Colebank, President & COO  
Alpha Associates, Incorporated  
209 Prairie Ave.  
Morgantown, WV 26501

Phone & Fax

Phone: 304-296-8216  
Fax: 304-296-8216

Online

Email: rick.colebank@thinkALPHAfirst.com  
Website: www.thinkALPHAfirst.com



February 21, 2020

Department of Administration  
Purchasing Division  
2019 Washington St. E.  
Charleston, WV 25305

Attn: Dusty J. Smith

**RE: CEOI 0439 EBA2000000001**  
**Roof Replacement- 600 Capitol Street**

Dear Mr. Smith,

Alpha Associates, Incorporated is pleased to submit our qualifications to provide architectural and engineering services for the replacement roof at 600 Capitol Street, Charleston, West Virginia. We have established a strong internal team for this important project as all disciplines necessary for project will be provided by Alpha. Alpha's past experience with similar projects, and our existing relationship with the General Services Division make us the perfect design partner on this important roof replacement project.

Since 1969, Alpha has partnered with numerous Federal, State, and local governments to provide architectural and engineering services for projects around West Virginia, including numerous projects for the State of West Virginia. We have accomplished many roof designs including very complex designs with multiple buildings and different types of building materials. Alpha has also completed renovation projects of varying types and sizes, including the Clarksburg State Office Building, and currently working on Building 25 in Parkersburg and the Miner's Health and Safety Building in Oak Hill. Previous work designed by Alpha ranges from small renovations of less than 200 square feet to large and very complicated renovations. These larger projects required not only architectural design but significant structural and mechanical and electrical modifications. We recently completed the design of the roofing repairs for the WVDOH District 2 Headquarters in Huntington. Work on this project encompassed several buildings with both sloped and flat roofs and consisted of multiple buildings including several buildings that had irregular shapes and combinations.

### **Design Team**

Alpha is a West Virginia owned and operated architectural and engineering design firm with locations in Morgantown, and Martinsburg. Our 22-person professional staff includes architects, civil and structural engineers, surveyors, cost estimators, construction representatives, landscape designers, interior designers, and technicians. The personnel that will be dedicated to your project are highly qualified professionals and support staff with the technical expertise to meet and exceed expectations of this project. This project will be managed and produced in Alpha's Morgantown Office. Our staff will be available to be onsite within approximately a day's notice as needed. This allows us to offer the WV Purchasing Division and the WVEBA a cohesive design team for a seamlessly completed project.

### **Project Understanding**

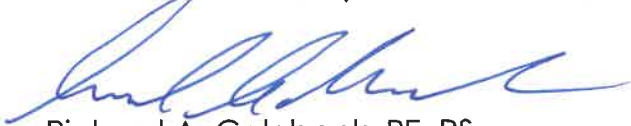
The Department of Administration is looking to partner with a firm for the evaluation and design as construction phase services for the replacement of the roof located at 600 Capitol Street. Currently, the roof consists of multiple levels, pitches and materials which include build-up asphalt and ballasted and unballasted rubber membrane. The roof is failing in the built-up and EPDM areas as well as the tin/steel coping. The roof is also experiencing insufficient drainage to flush water from the roof. This project will include: removal, redesign and replacement of all roofing systems and coping in place on the building that will improve the drainage, slope and overall protection of the building from water ingress.

### **Summary**

The Alpha Team is looking forward to continuing to build an already successful relationship with the Purchasing Division and the State of West Virginia by providing excellent service at affordable costs. Our dedicated team of professionals will make your project a priority. If you would like to further discuss this upcoming project, please contact me at (304) 296-8216 ext. 102.

Sincerely,

**ALPHA ASSOCIATES, INCORPORATED**



Richard A. Colebank, PE, PS  
President and COO

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

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# WELCOME TO ALPHA ASSOCIATES, INC.

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## FIRM PROFILE

### **Contract Role: Prime**

Architect & Engineer

### **Principals**

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

Richard W. Klein, PE, PS; Chairman & CEO

Charles B. Luttrell, PE; Principal

Charles B. Branch, PE; Principal

### **Address**

209 Prairie Ave  
Morgantown, West Virginia 26501

535 West King Street  
Martinsburg, West Virginia 25401

### **Number of Employees**

22

### **Services**

Architectural Design

Civil Engineering

Structural Engineering

Surveying

Interior Design

Landscape Architecture

Construction Administration



## ALPHA ASSOCIATES, INC. STATEMENT OF QUALIFICATIONS

Alpha Associates, Incorporated is an Architectural and Engineering design firm that provides services in the areas of Architectural Design, Civil Engineering, Structural Engineering, Landscape Design, Interior Design, Construction Administration, Project Management, and Surveying. Our clients benefit from our unique combination of extensive design and construction experience, advanced technical tools, dedicated principals and highly skilled staff members.

Since 1969, Alpha has partnered with numerous Federal, State, and local governments to provide architectural and engineering services for projects around West Virginia, including numerous projects for the State of West Virginia. Alpha has also completed renovation projects of varying types and sizes, including the Clarksburg State Office Building, and currently working on Building 25 in Parkersburg and the Miner's Health and Safety Building in Oak Hill.

Previous work designed by Alpha ranges from small renovations of less than 200 square feet to large and very complicated renovations. These larger projects required not only architectural design but significant structural and mechanical and electrical modifications. We recently completed the design of the roofing repairs for the WVDOH District 2 Headquarters in Huntington. Work on this project encompassed several buildings with both sloped and flat roofs and consisted of multiple buildings including several buildings that had irregular shapes and combinations. Alpha has the knowledge and understanding in design and construction to complete this project seamlessly from the initial project inspections to the development of plans. The Alpha team will be your expert for this project.

Alpha's philosophy has always been to provide exemplary services for fair fees. We have always believed that the best way to succeed as a business is to go above and beyond the basic requirements of our contracts and do everything necessary to successfully complete the given project. What is best for the client is inevitably best for us too.

Everyone at Alpha, from the President to the administrative staff, all work towards the goal of completing successful projects. Our principals are involved with projects from the earliest stages right through final completion and beyond. They will consistently update you on your project by using effective communication tools to manage the projects and all the involved parties. Our skilled staff of twenty two (22) architects, engineers, surveyors and administrative personnel all work diligently towards producing the drawings and specifications that will deliver our clients successful projects, completed on time and within budget.

Alpha has thrived for 51 years because we are a professional organization dedicated to providing superior architectural and engineering design services to our clients. While our staff is large enough to handle any size project, we are also small enough to give each and every one of our projects the individual attention to detail that will make them successful projects for our clients.

**THINK ALPHA FIRST.**

# STAFF PLANNING

## TO BE ASSIGNED YOUR PROJECT.

All work to be performed for the West Virginia Educational Broadcasting Authority will be managed out of Alpha's Morgantown office. In addition to your dedicated Project Team, Alpha's staff of 22 includes engineers, architects, architectural designers, interior designers, landscape designers, technicians, and support staff that are available to assist with any potential project need.



Richard A. Colebank  
PE, PS  
President & COO



Rebecca Key  
AIA, LEED-AP  
Director of Architecture



Charles Luttrell  
PE  
Principal, Structural Engineer



Matthew Echard  
PE  
Structural Engineer



Casey Smith  
AIA Associate  
Architectural Designer

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# MEET ALPHA'S TEAM.

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## MANAGERS

Richard W. Klein  
PE, PS  
Chairman & CEO

Richard A. Colebank  
PE, PS  
President & COO

## ARCHITECTURE

Rebecca Key  
AIA-LEEP-AP  
Director of  
Architecture

Casey Smith  
AIA Assoc.  
Architectural Designer

Todd Lewis  
AIA Assoc.  
Architectural Technician

Gabrielle Dixon  
Architectural  
Technician

Alex Hail  
Construction  
Administration

## CIVIL ENGINEERING

Charles Branch  
PE; Principal  
Senior Civil Engineer

Bradley Casdorph  
PE, PS  
Civil Engineer

Tom Simpson  
PE  
Civil Engineer

David Costello Jr.  
PS  
Manager of Surveying

Julie Frazee  
Engineering Technician

Kevin McCung  
Engineering Technician

Barbara Kerns  
Survey Crew

Tyler Collins  
Survey Crew

## STRUCTURAL ENGINEERING

Charles Luttrell  
PE, Principal  
Senior Structural Engineer

Matthew Echard  
PE  
Associate Structural Engineer

Cody James  
Engineering Technician

## OFFICE ADMINISTRATION

Heather Fox  
Business Manager

Kayla Facemire  
Marketing Coordinator

Kim Coomler  
Administrative Assistant

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# SCHEDULE AND BUDGET.

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Alpha Associates, Incorporated has an excellent track record of producing projects on time and within the Owner's budget. Many A/E firms can claim the same successes, but the determining factor is the tools the firms utilize to achieve the budgets, both in regard to funds and time. 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:

- Preferred construction method
- Changes to project scope
- Unique construction elements

The Alpha Team has an excellent track record of meeting project design deadlines. Alpha recently completed construction on a project in Morgantown that went from design to completion in just over 12 months. This project was completed for a private developer and had a construction cost in excess of \$20 million.

Successful project management depends upon consensus regarding work efforts, milestones and goals. The 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 about 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.

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's in house cost estimators, combined with an excellent relationship with contractors throughout the area, will provide the State and the WVEBA with the most accurate estimates of probable construction cost.

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# CAPACITY & SOFTWARE.

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## OUR CAPABILITIES

Alpha Associates, Incorporated is prepared to commit staff resources to the 600 Capitol St. Roof Replacement Project. Alpha has the qualified and experienced personnel, administrative support, along with the production equipment and resources to ensure the successful completion of this project. We are confident in our ability to provide the State with a committed and dependable design team. Our multidisciplinary design team is prepared to meet and exceed the expectations of the State by committing any resources necessary to meet the project schedule.

## USING THE LATEST SOFTWARE

The project team incorporates the latest computer and software capabilities required to complete the working drawings and specifications for this project. Our cost accounting system is top-of-the-line and we have the ability to differentiate fees according to task. We have secure e-mail and internet capability to allow efficient transfer of information between Alpha and the client. We currently have the latest editions of the following software:

- AutoCAD 19
  - REVIT (Editions up to 2020)
  - Civil 3D
  - RISA 3D
  - RISA Floor
  - RISA Foundation
  - MathCAD
  - D4I Phantom 4 RTK Drone
  - Autodesk Suite
  - Enercalc
  - AutoTURN
  - TopCon GR5 GPS System
  - TopCon Total Station with Reflectorless Capabilities
  - Carlson Surveyor & Data Collector
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# RICHARD A. COLEBANK

PE, PS; PRESIDENT & COO

☎ 304-296-8216 | 800-640-8216

✉ rick.colebank@thinkalphafirst.com

## EMPLOYMENT HISTORY

1985-Current | Alpha Associates, Inc.

1983-1985 | Charles Townes & 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

American Red Cross- State Board

University High School Foundation; Charter Member; President

Morgantown Area Chamber of Commerce; Past Chairman

WVU College of Civil and Environmental Engineering Visiting Committee

WVU College of Business and Economics MBA Advisory Committee

## SUMMARY

Mr. Colebank is President and Chief Operating Officer at Alpha. He has been with Alpha Associates, Inc. since 1985. He began his career with Alpha as a staff engineer and progressed through the ranks from Project Manager to his current position. Mr. Colebank has worked with diverse clients such as WVU, City of Morgantown, WVDOH, WVU Foundation, and the Morgantown Municipal Airport, as well as numerous other public and private clients. Since 1988, Mr. Colebank has been the Principal-In-Charge of the Civil Engineering projects developed by Alpha. In his current capacity, Mr. Colebank provides financial and administrative guidance for the day to day operations of the company while continuing to manage projects.

## PROFILE

Board-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 Principal:

Morgantown Municipal Airport Access Road; Morgantown, WV

Mon General Access Road; Morgantown, WV

WVU Reedsville Farm Redevelopment; Reedsville, WV

Monongalia General Hospital Access Road; Morgantown, WV

Morgantown Municipal Airport Access Road; Morgantown, WV

Clarksburg State Office Building; Clarksburg, WV

College of Physical Activity & Sports Science; Morgantown, WV

WVDOH Open End Engineering Contract; WV

WVDOH Deckers Creek Pedestrian Bridge; Morgantown, WV

WVDOH Deckers Creek

Clarksburg State Office Building; Clarksburg, WV

Jane Lew Truck Stop; Jane Lew, WV

Grant County Bank Addition & Renovation; Petersburg, WV

South Berkeley Fire Station; Inwood, WV

Queen Street Underpass; Martinsburg, WV



# RICHARD W. KLEIN

PE, PS; CHAIRMAN & CEO

☎ 304-264-0051 | 877-264-0051

✉ richard.klein@thinkalphafirst.com

## EMPLOYMENT HISTORY

1995-Current | Alpha Associates, Inc.  
1974-1995 Kelley, Gidley, Blair and Wolfe, Inc.

## EDUCATION

University of Charleston  
Masters of Business Administration; 1987

West Virginia Institute of Technology  
Bachelor of Science- Civil Engineering;  
1973

## QUALIFICATIONS

License: Professional Engineer: West Virginia, Maryland, South Carolina

Professional Surveyor: West Virginia

## AFFILIATIONS

WV Society of Professional Engineers  
National Society of Professional Engineers  
American Society of Civil Engineers  
American Water Works Association  
Water Pollution Control Federation  
Main Street Martinsburg; Member  
Shepherdstown Rotary Club  
WVU Medicine, University Healthcare  
Foundation Executive Board  
For the Kids George Children's Museum

## SUMMARY

Mr. Klein, in addition to Chairman & CEO, serves as Regional Manager and Civil Engineer of our Martinsburg pffoce. He has more than 43 years of experience in Civil Engineering Design, Construction Phase Services, Project Management and Operations Management. During the past 29 years, Mr. Klein worked on numerous projects in the Eastern Panhandle serving districts in Berkeley, Jefferson, and Morgan counties; industries such as Winchester and Western Railroad, Halltown Paperboard, Millville Quarry, ESSROC and major developments including Liberty Business Park, Coast Guard Operations Systems Center and the Eastern Management Development Center.

## PROFILE

Board-based responsibilities in the following areas:

- Municipal Engineering
- Site Planning
- Storm Water Management
- Water Distribution Systems
- Waste Water Collection and Treatment
- New Business Development

## PROFESSIONAL HIGHLIGHTS

Civil Engineering Projects:  
Shepherd University Pedestrian Underpass; Shepherdstown, WV  
Washington High School; CharlesTown, WV  
Harpers Ferry/Bolivar WWTP Design Improvements  
Bradstone-SHenandoah Casting Plant Site Plan  
TB&H Ready-Mix Concrete Plant Site Design  
The Woods Home Owners Association Water System Analysis  
Shepherd College Interceptor Sewer; Shepherdstown, WV  
Martinsburg Roundhouse Site Design; Martinsburg, WV  
Cumberland Valley Railroad Department; Martinsburg, WV  
Halltown Paperboard Company, Wastewater Treatment Plant  
Corp. of Sheperdstown, Renovation of Main Sweage Pump Station  
Martinsburg Little League Fields; Martinsburg, WV  
Berkeley Co. Court House, Parking Lots and Guard House  
Swift Transportation Truck Depot Site Plan  
Eastern Management Development Center; Sheperstown, WV  
Berkeley Springs Water System Improvements Phase 1, 2, and 3  
Rt. 522 Southm Water and Sewer System Extensions; Morgan County  
Colonial Hills Subdivision; Jefferson County, WV  
Quail Ridge Subdivision; Berkeley County, WV



# CHARLES B. BRANCH

## PE; PRINCIPAL & CIVIL ENGINEER

☎ 304-296-8216 | 800-640-8216

✉ chuck.branch@thinkalphafirst.com

### EMPLOYMENT HISTORY

1992-Current | Alpha Associates, Inc.

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

### 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

Board-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:

- Jane Lew Truck Stop; Jane Lew, WV
- Clarksburg State Office Building; Clarksburg, WV
- WVU Reedsville Farm Redevelopment; Morgantown, WV
- Freedom Automotive Group Dealerships; Morgantown, WV
- Freedom Kia; Clarksburg, WV
- WVU Parking Lot 81 Renovations; Morgantown, WV
- WVU Doll's Run Burn Room; Morgantown, WV
- WVU Alumni Center Parking Lot; Morgantown, WV
- WVU Alumni Center Storm Water Management; Morgantown, WV
- WVU 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; Hazleton, WV
- Lewis County High School Bridge; Weston, WV
- Wyoming County Route 10 Relocation; Wyoming County, WV
- Fairmont Federal Credit Union; Bridgeport, WV



# CHARLES B. LUTTRELL

## PE; PRINCIPAL & STRUCTURAL ENGINEER

☎ 304-296-8216 | 800-640-8216

✉ charlie.luttrell@thinkalphafirst.com

### EMPLOYMENT HISTORY

1996-Current | Alpha Associates, Inc.  
1995-1996 | Larry D. Luttrell, PE, PhD  
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 Sheer Failures  
  
Composite Cold Formed Steel and  
Concrete Deck  
Line Load Behavior/Failures  
Concentrated Load Behavior/Failures  
Web Crippling  
Punch Failures

### 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 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 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

Borad-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

Structural Engineer:  
Freedom Automotive Group 3 Dealerships; Morgantown, WV  
Hazel Ruby McQuain Equine Education & Resource Center; WVU  
WVDOH Arnettsville Replacement Bridge; Morgantown, WV  
Clarksburg State Office Building; Morgantown, WV  
Grant County Bank Addition & Renovation; Petersburg, WV  
South Berkeley Fire Station; Inwood, WV  
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; Phillipi, 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



# REBECCA KEY

**AIA, LEED-AP; DIRECTOR OF ARCHITECTURE**

☎ 304-296-8216 | 800-640-8216

✉ rebecca.key@thinkalphafirst.com

## EMPLOYMENT HISTORY

2000-Current | Alpha Associates, Inc.  
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, Washinton DC, New York, Virginia, Pennsylvania  
NCIDQ Certified (Interior Design)  
Leadership in Energy and Environmental Design Accredited Professional  
Meet Standards of Secretary of the Interior for Historic Architecture

## 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

## SUMMARY

Ms. Key has worked in the architectural field for over 35 years. She serves as Project Architect/Project Manager for numerous architectural designs at Alpha Associates, Inc. Ms. Key is involved from the programmatic stages and schematic designs all the way through construction documents to construction administration. Having been with Alpha since 2000, Ms. Key has provided design services on numerous projects that have contributed to the ever-growing skyline of Morgantown, Charleston, Bridgeport, and other areas around the state.

## PROFILE

Borad-based responsibilities in the following areas:

- Architeturial Design
- Interior Design and Space Planning
- Feasibility Studies
- Water Infiltration Analysis
- Historic Renovation
- Project Management

## PROFESSIONAL HIGHLIGHTS

Education:

- Ridgedale Elementary; Morgantown, WV
- Mountaineer Middle School; Morgantown, WV
- Pineville Elementary; Pineville, WV
- Huff Consolidated School; Hanover, WV

Historic Renovations:

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

Recreation:

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

Dormitory and Multi-Family

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

Municipal & State Government

- WV State Office Building; Clarksburg, WV
- Mon County Family Court Renovation; Morgantown, WV
- Mon County Sheriff's Department; Morgantown, WV
- White Hall Municipal Building; White Hall, WV
- WV State Office Building; Parkersburg, WV



# BRADLEY CASDORPH

## PE,PS; CIVIL ENGINEER

☎ 304-296-8216 | 800-640-8216

✉ brad.casdorph@thinkalphafirst.com

### EMPLOYMENT HISTORY

2004-Current | Alpha Associates, Inc.  
1979-2004 | Triad Engineering, Incorporated

### EDUCATION

West Virginia University  
Masters - Soil Conditions & Foundation  
Design; 1982  
Bachelor - Civil Engineering; 1979

### QUALIFICATIONS

License: Professional Engineer: West Virginia  
Professional Surveyor: West Virginia  
Certified Private Pilot

### AFFILIATIONS

WV Society of Professional Engineers  
National Society of Professional Engineers  
WVSPS- Mountain Region Chapter  
Aircraft Owners and Pilots Association

### SUMMARY

Mr. Casdorff joined the Alpha Associates, Incorporated team in 2004 and currently works as a project engineer in the Morgantown office. He has 37 years of professional experience with roadway design, storm sewer design, airport airside renovation and design, storm water management including conveyance and detention, environmental permitting, project administration supervision and inspection, as well as boundary and construction surveying.

### PROFILE

Broad-based responsibilities in the following areas:

- Airport Planning and Design
- Highway Design
- Hydraulic and Hydrology Studies
- Site Plan Development
- Land Surveying

### PROFESSIONAL HIGHLIGHTS

#### Civil Engineering:

- WVDOH Arnettsville Bridge Replacement; Monongalia County, WV
- WVDOH Open Engineering Open End Contract; WV
- WVDOH Deckers Creek Pedestrian Bridge; Morgantown, WV
- Freedom Automotive Three Dealerships; Morgantown, WV
- Freedom Kia Clarksburg; Clarksburg, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV
- Mon General Hospital Access Road; Morgantown, WV
- WVU - Lot 81 Parking Area Improvements; Morgantown, WV
- McKee Crossing - 120 Acre Subdivision; Martinsburg, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV
- WVU Reedsville Farm Redevelopment; Reedsville, WV
- Mon General Hospital - East Parking Area; Morgantown, WV
- Jane Lew Truck Stop; Jane Lew, WV
- Point Marion Borough; Point Marion, PA
- Clarksburg State Office Building; Clarksburg, WV
- WVU College of Physical Activity & Sports Sciences; Morgantown, WV

#### Surveying:

- WVDOH Arnettsville Bridge Replacement; Monongalia County, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV
- Mon General Hospital Access Roadway; Morgantown, WV
- Freedom Automotive Three Dealerships; Morgantown, WV
- Freedom Kia Clarksburg; Clarksburg, WV



# MATTHEW T. ECHARD

## PE; STRUCTURAL ENGINEER & ASSOCIATE

☎ 304-296-8216 | 800-640-8216

✉ matthew.echard@thinkalphafirst.com

### EMPLOYMENT HISTORY

2016-Current | Alpha Associates, Inc.  
2010-2015 | Echard ingenieurBuro  
2006-2009 | Buro Happold Consulting Engineers  
2003-2006 | RISA Technologies, Inc.  
2000-2003 | Zaldastani Associates, Inc.

### EDUCATION

Massachusetts Institute of Technology  
Masters- Engineering & Environmental  
Mechanics, 2002

West Virginia University  
Bachelors of Science- Civil Engineering,  
2000

### QUALIFICATIONS

License: Professional Engineer:  
West Virginia, California

California OES SAP Evaluator

### AFFILIATIONS

American Concrete Institute (ACI)  
American Institute of Steel Construction (AISC)  
American Society of Civil Engineers (ASCE)  
American Wood Council (AWC)

### PUBLICATIONS

Echard, M. and Tonis, D. Convergent Design  
Methodology for Bio-Science Labs:  
Architectonic and Performative Structural  
Considerations Using the Geilinger Composite  
Column Solution. Proceedings of ICSA2010-  
First International Conference on Structures  
and Architecture Guimaraes, Portugal, July  
2010, Taylor & Francis.

Echard, M. Structural Analysis and Design  
Within a BIM Framework. EASEC 10- East Asia  
Structural Conference, Bangkok, Thailand,  
August 2006.

### SUMMARY

Mr. Echard joined Alpha Associates, Inc. in early 2016 with a strong belief that his clients deserve intelligent, performance-based and value-oriented solutions. Drawing on experience working across in the United States, Europe, and the Middle-East, Mr. Echard returned to West Virginia to provide world-class service in a historically underserved region while making positive contributions to the future growth of his home state. Mr. Echard places a large value on the collaborative work process, believing that a building's form and function are derived from many contexts, Mr. Echard's office is located in the corporate office in Morgantown, WV.

### PROFILE

Broad-based responsibilities in the following areas:

- Structural Engineering
- Structural Forensics
- Project Management

### PROFESSIONAL HIGHLIGHTS

Project Manager & Structural Engineer:

- Westover Goodwill Structural Design; Morgantown, WV
- Weyerhaeuser Roof Evaluation; Heaters, WV
- Los Mariachis UTC; Morgantown, WV
- WVU Creative Arts Center Performance Access; Morgantown, WV
- WVU Mountain Lair Grid Iron Assessment; Morgantown, WV





# CASEY SMITH

## AIA ASSOC.; ARCHITECTURAL DESIGNER

☎ 304-296-8216 | 800-640-8216

✉ casey.smith@thinkalphafirst.com

### EMPLOYMENT HISTORY

2016-Current | Alpha Associates, Inc.

2014-2016 | MSES Architects

2011-2014 | Blackwood Associates

2007-2009 | Vandalia Heritage Foundation

### EDUCATION

Boston Architectural College  
Master of Architecture

Fairmont State University  
Bachelor- Architecture  
2009

### SUMMARY

Mr. Smith has been employed with Alpha Associates, Inc since 2016. He has worked on several architectural projects including multi-million dollar projects and public sector clients. Mr. Smith came to Alpha with an impressive background in educational, commercial, and local government facilities. He has offered assistance in project management, using his background to further improve the quality of each project he is involved with. Mr. Smith has been an incredible asset to Alpha Associates and proves to be an asset in each of his projects.

### PROFILE

Board-based responsibilities in the following areas:

- Architectural/Structural Construction Drawings
- Construction Administration
- Project Management Assistance

### PROFESSIONAL HIGHLIGHTS

Construction Administration Projects:

- Cacapon State Park Lodge Renovation
- Los Mariachis New Restuarant; Morgantown, WV
- Freedom Ford Automotive Dealerships; Granville, WV
- Elkins Fordland; Elkins, WV
- Federal Group GSA VA Tenant Improvement Project
- Point Marion ADA Deck; Point Marion, PA
- Los Mariachi Renovation; Morgantown, WV
- WVU Hazel Ruby McQuain Education & Resource Center; Reedsville, WV

---

# JUST SEE A CASE STUDY.

---

## ROOF REPLACEMENT EXPERIENCE

### Universities

- WVU Jackson's Mill 4-H Camp
- Kanawha Cottage and Mount Vernon Dining Hall
- The Robert C. Byrd Health Sciences Center – WVU
- WVU Agriculture Sciences Center
- WVU Admissions and Records
- WVU Fire Training Building

### Public Schools

- Buckhannon Upshur Middle School
- South Junior High School
- Cheat Lake School
- Ridgedale Elementary School
- Jakes Run Elementary School
- Buckhannon Upshur High School
- Morgantown High School
- Mountaineer Middle School
- Maysville Elementary School
- Tennerton Elementary School
- Union Educational Complex
- Grafton High School



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# ELKINS COAL AND COKE BUILDING

## Masontown, WV; 2018

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Alpha Associates, Incorporated provided architectural design for renovations to the Elkins Coal and Coke Building. The project is partially funded by a grant from the Federal Highway Administration's Recreational Trails Program.

The project included:

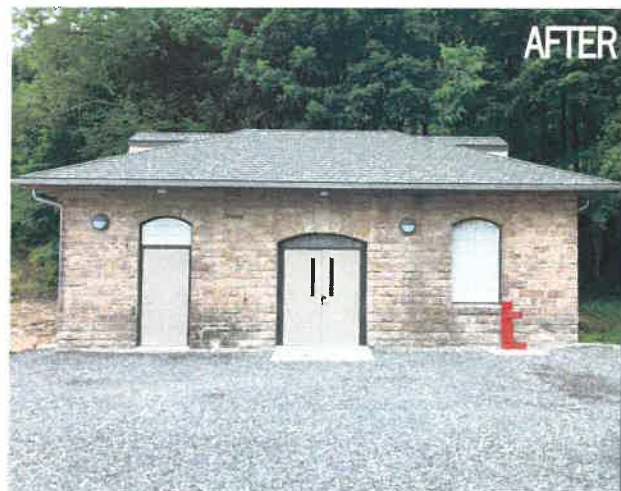
- Renovation of existing stone building with slate roof.
- Demolition of existing roof and structure, salvaging all slate for re-use.
- Construction of new roof utilizing pre-engineered roof trusses.
- Installation of salvaged slate that remains on site.
- Construction of two toilet rooms with new concrete slab, interior drywall partitions, etc.
- Plumbing and minimal electrical.

### *At a Glance:*

CLIENT: Mon River Trails Conservancy  
LOCATION: Masontown, WV  
COMPLETION DATE: 2018  
SIZE: 783 SQ.FT.  
CONSTRUCTION COST: \$187,000

### *Project Contact:*

Ella Belling  
PO Box 282  
Morgantown, WV 26507  
304-692-6782



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# CLARKSBURG STATE OFFICE BUILDING

**CLARKSBURG, WV; 2017**

Alpha Associates, Incorporated provided architectural design, civil and structural engineering and surveying services for a new State Office Building in Clarksburg, WV. The building is designed as an 88,491 square foot; four story office building that will hold State agencies.

The structure is brick, and structure glazed brick, and concrete frame. The project incorporated traditional and non-traditional interior partitions for offices. The building faces East/West to provide maximum passive solar benefit for energy savings, through the design of the mechanical systems. The project will be applying for Silver Certification under LEED standards.

*At a Glance:*

CLIENT: State of West Virginia  
LOCATION: Clarksburg, WV  
COMPLETION DATE: 2016  
SIZE: 88,491 Square Feet  
CONSTRUCTION COST: \$24.9 Million

*Project Contact:*

Robert Krause  
1900 Kanawha Blvd, East  
Charleston, WV 25305  
304-558-2317



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# MORGANTOWN CITY HALL

## MORGANTOWN, WV; 2015

The purpose of this project was to provide architectural and structural services needed to the building's envelope rehabilitation program for City Hall in Morgantown, WV.

Alpha Associates, performed the necessary services needed to renovate the building. These services included:

- Pedestrian Safety
- Discovery, Site Investigation and Probing
- Building Envelope Model and Analysis
- Repair Design
- Cost Estimates

### *At a Glance:*

CLIENT: City of Morgantown  
LOCATION: Morgantown, WV  
COMPLETION DATE: 2018  
SIZE: Exterior of Building  
CONSTRUCTION COST: \$600,000

### *Project Contact:*

Damien Davis, City Engineer  
389 Spruce Street  
Morgantown, WV 26505  
304-284-7412



# BUILDING 770

## SOUTH CHARLESTON, WV; 2015

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.

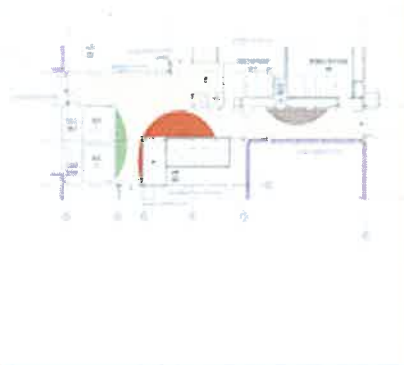
In addition, Alpha's team performed a full roof replacement, limited masonry work as it related to infill, repair of mortar joints, and structural settlement. Construction is currently underway for this project, and completion date was September of 2015.

### *At a Glance:*

CLIENT: WVHEPC  
LOCATION: South Charleston, WV  
COMPLETION DATE: 2015  
SIZE: 128,9000 sq. ft.  
CONSTRUCTION COST: \$11.478 Million

### *Project Contact:*

Jim King  
1018 Kanawha Blvd., East  
Charleston, WV 25301  
304-558-0281



# DEPARTMENT OF HIGHWAYS DISTRICT 2 SHOP BUILDING

## Huntington, WV; 2014

Alpha Associates, Incorporated provided architectural design, civil and structural engineering for a multi-phasic roof replacement of the WV Department of Highways Headquarters 2 Shop Building located in Huntington, WV.

Site constraints and adjacent overhead structures made the development and construction of the project very challenging.

The new roof included EPDM over insulated flute fillers and cover board. New stainless steel gutter liners with additional rain leaders were used to improve roof drainage and stop liquid rain infiltration.

*At a Glance:*

CLIENT: WV Division of Highways  
LOCATION: Huntington, WV  
COMPLETION DATE: 2014  
SIZE: Bldg: 44,000 Square Feet  
CONSTRUCTION COST: \$133,000

*Project Contact:*

Chris Francis  
WDOH Project Manager  
304-558-9693  
chris.j.francis@wv.gov



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# MONONGALIA COUNTY SHERIFF'S BUILDING

## MORGANTOWN, WV; 2011

Alpha Associates, Incorporated provided architectural design, civil and structural engineering and surveying services for this new building that houses offices for the Monongalia County Sheriff's Department and other County agencies.

Site constraints and adjacent overhead structures made the development and construction of the project very challenging. The ground floor includes the sheriff's department, evidence room and several bailiff rooms. The remaining floors are designed to house flexible office space. Restricted access, combined with a high level of security, both passive and active systems were part of the design program.

### *At a Glance:*

CLIENT: Mon County Commission  
LOCATION: Morgantown, WV  
COMPLETION DATE: 2011  
SIZE: 31,655 Square Feet  
CONSTRUCTION COST: \$7.9 Million

### *Project Contact:*

Sheriff Al Kisner  
116 Walnut Street  
Morgantown, WV 26505  
304-291-7290





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# STATE BUILDING 25

## PARKERSBURG, WV; TBD

The purpose of this project was to provide architectural and engineering design services to evaluate and design repairs for the exterior of Building 25 in Parkersburg, WV.

The design provided a systematic and comprehensive repair plan to the worn and damaged exterior of the building's Exterior Insulated Finish System and exterior painted surfaces. The project also consisted of a redesigned ADA compliant ramp and door entrance, and parking lot improvements.

Alpha teamed with Moisture Tech to determine the cause of massive moisture migration to the interior of the building.

### *At a Glance:*

CLIENT: State of West Virginia  
LOCATION: Parkersburg, WV  
COMPLETION DATE: TBD  
SIZE: Building Exterior  
CONSTRUCTION COST: TBD

### *Project Contact:*

Melody Haynes  
1900 Kanawha Blvd East  
Bldg. 1, Room MB-60  
Charleston, WV 25305  
304-957-7173





STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting

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

Charles B. Branch

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT

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

REGISTERED PROFESSIONAL ENGINEER

Registration Number [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 18th day of February in the year of our Lord 2002 and of the State the One Hundred Thirty-Eighth

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

[Signature]

By Frank D. Joddy

[Signature]

[Signature]

[Signature]



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come Greeting  
"Know Ye" That The State Board of Registration for Professional Engineers  
of the State of West Virginia, reposing special confidence in  
the Intelligence, Integrity and Discretion of

**Bradley H. Casdorph**

DOES IN PURSUANCE OF AUTHORITY VESTED IN IT

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

**REGISTERED PROFESSIONAL ENGINEER**

Registration Number [REDACTED]

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



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

Members of the Board

James D. Timms, Jr. Richard E. Dlynas

Blayne S. Salje William E. Pieser



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

Secretary Kenneth H. Means

By Maud P. Jickum President

Robert Scott



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come Greeting  
"Know Ye" That The State Board of Registration for Professional Engineers  
of the State of West Virginia, reposing special confidence in  
the Intelligence, Integrity and Discretion of

Matthew T. Echard

DOES IN PURSUANCE OF AUTHORITY VESTED IN IT

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

**REGISTERED PROFESSIONAL ENGINEER**

Registration Number [REDACTED]

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



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

Members of the Board

James D. Tomms, Jr.

Richard E. Dlyna

Blayne S. Schafer

William E. Pison

[Signature]

# The Board of Architects



## 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. Johnson President.  
E. J. [REDACTED] 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

Handwritten signatures: Frank Nelly, Wm Faulstich, and others.

# CERTIFICATE OF *Authorization*

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

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

**ALPHA ASSOCIATES, INC.**



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

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

**January 1, 2020 - December 31, 2021**

*providing for the practice of engineering services in the State of West Virginia.*

IF YOU ARE REQUIRED TO REGISTER WITH THE SECRETARY OF STATE'S OFFICE,  
PLEASE SUBMIT THIS CERTIFICATE WITH YOUR APPLICATION.



IN TESTIMONY WHEREOF, THE WEST VIRGINIA STATE BOARD OF  
REGISTRATION FOR PROFESSIONAL ENGINEERS HAS ISSUED THIS COA  
UNDER ITS SEAL AND SIGNED BY THE PRESIDENT OF SAID BOARD.

A handwritten signature in blue ink, appearing to read "Bryan Sawls".

BOARD PRESIDENT



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# HEAR FROM OUR CLIENTS.

---



**J. Paul Walden**  
**West Virginia University**

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.



**Robert Hammel**  
**Former Director**  
**Morgantown Municipal Airport**

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

## **References**

---

**Brad Leslie**  
**WV Parks and Recreation**  
**Division of Natural Resources**  
324 4th Avenue  
South Charleston, WV 25303  
304-558-2764

**Bill Clark, Executive Director**  
**Region 9 Planning & Development Council**  
400 West Stephen St Suite 301  
Martinsburg, WV 25401  
(304)-263-1743

**David Hildreth**  
**State of West Virginia**  
1409 Greenbrier Street  
Charleston, WV 25305

**Dirar Ahmad**  
**West Virginia Division of**  
**Highways**  
Building 5  
1900 Kanawha Blvd., East  
Charleston, WV 25305-0430  
304-558-2830

**Damien Davis, City Engineer**  
**City of Morgantown**  
389 Spruce Street  
Morgantown, WV 26505  
304-284-7412

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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: 686382

Doc Description: EOI: Roof Replacement - 600 Capitol Street

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2020-02-06	2020-02-21 13:30:00	CEOI 0439 EBA2000000001	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, Inc  
 Morgantown, WV 26501  
 304-296-8216

**FOR INFORMATION CONTACT THE BUYER**

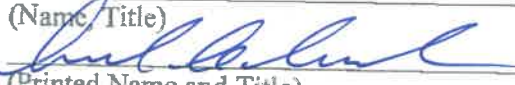
Dusty J Smith  
 (304) 558-2063  
 dusty.j.smith@wv.gov

Signature  FEIN # 550516286


DATE 2-18-20

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

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Richard A. Colebank, President & COO  
(Name / Title)  
  
(Printed Name and Title)  
209 Prairie Ave, Morgantown, WV 26501  
(Address)  
304-296-8216/ 304-296-8245  
(Phone Number) / (Fax Number)  
rick.colebank@thinkalphafirst.com  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that 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, Inc  
(Company)  
  
(Authorized Signature) (Representative Name, Title)  
Richard A. Colebank, President & COO  
(Printed Name and Title of Authorized Representative)

2/18/20  
(Date)  
304-296-8216/ 304-296-8245  
(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

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

Alpha Associates, Inc

Company



Authorized Signature

2/18/20

Date

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

West Virginia Ethics Commission  
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: Alpha Associates, Inc Address: 209 Prairie Ave, Morgantown, WV 26501

Authorized Agent: Richard A. Colebank Address: \_\_\_\_\_

Contract Number: CEOI 0439 EBA200000001 Contract Description: Roof Replacement-

Governmental agency awarding contract: West Virginia Purchasing Division 600 Capitol St.

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

Richard Colebank, President, COO  
Richard Klein, Chairman, CEO

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: [Handwritten Signature] Date Signed: 2/18/20

Notary Verification

State of West Virginia, County of Upshur

I, Kayla Facemire, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 18th day of February, 2020

[Handwritten Signature]  
Notary Public's Signature

To be completed by State Agency:  
Date Received by State Agency: \_\_\_\_\_  
Date submitted to Ethics Commission: \_\_\_\_\_  
Governmental agency submitting Disclosure: \_\_\_\_\_



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

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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, Inc

Authorized Signature: *[Signature]* Date: 2/18/20

State of West Virginia

County of Upshur, to-wit:

Taken, subscribed, and sworn to before me this 18 day of February, 2020.

My Commission expires September 19, 2023.

AFFIX SEAL HERE



OFFICIAL SEAL  
STATE OF WEST VIRGINIA  
NOTARY PUBLIC  
Kayla D Facemire  
PO Box 1083  
Buckhannon, WV 26201  
My Commission Expires Sep. 19, 2023

NOTARY PUBLIC

*[Signature]*

Purchasing Affidavit (Revised 01/19/2018)