



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](http://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](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 1

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1218684

Procurement Type: Central Purchase Order

Vendor ID: 000000201753

Legal Name: ALPHA ASSOCIATES INC

Alias/DBA:

Total Bid: \$0.00

Response Date: 05/08/2023

Response Time: 15:52

Responded By User ID: Alexis.Petrovsky

First Name: Alexis

Last Name: Petrovsky

Email: alexis.petrovsky@thinkalpha

Phone: 3042968216

SO Doc Code: CEOI

SO Dept: 0603

SO Doc ID: ADJ2300000003

Published Date: 4/25/23

Close Date: 5/9/23

Close Time: 13:30

Status: Closed

Solicitation Description: USPFO (Buckhannon) Restroom Renovations EO1

Total of Header Attachments: 1

Total of All Attachments: 1



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	USPFO (Buckhannon) Restroom Renovations EOI				0.00

Comm Code	Manufacturer	Specification	Model #
81101508			

**Commodity Line Comments:**

**Extended Description:**

Provide professional architectural and engineering design services per the attached documentation.



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

State of West Virginia  
 Centralized Expression of Interest

<b>Proc Folder:</b> 1218684			<b>Reason for Modification:</b>
<b>Doc Description:</b> USPFO (Buckhannon) Restroom Renovations EOI			
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2023-04-25	2023-05-09 13:30	CEOI 0603 ADJ2300000003	1

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :** Alpha Associates, Incorporated

**Address :**

**Street :** 209 Prairie Ave

**City :** Morgantown

**State :** WV **Country :** US **Zip :** 26501

**Principal Contact :** Richard Colebank

**Vendor Contact Phone:** (304)296-8216 **Extension:** ext. 102

**FOR INFORMATION CONTACT THE BUYER**  
 David H Pauline  
 304-558-0067  
 david.h.pauline@wv.gov

**Vendor Signature X**  **FEIN#** 55-0516286 **DATE** 05/05/2023

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

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Alpha Associates, Inc Address: 209 Prairie Avenue  
Morgantown, WV 26501

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

Contract Number: CEOI 0603 ADJ2300000003 Contract Description: USPFO (Buckhannon) Restroom Renovations

Governmental agency awarding contract: WV Purchasing Division

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: *Richard Colebank, President* Date Signed: 05/05/2023

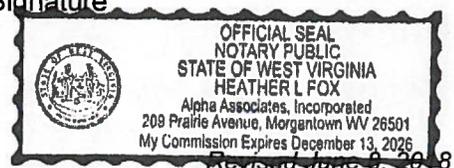
**Notary Verification**

State of West Virginia, County of Monongalia:

I, Richard Colebank, 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 5th day of May, 2023  
*Heather Stead*  
Notary Public's Signature

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



# 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 OTHER 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 exceed 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, Incorporated

Authorized Signature: [Signature] Date: May 5, 2023

State of West Virginia

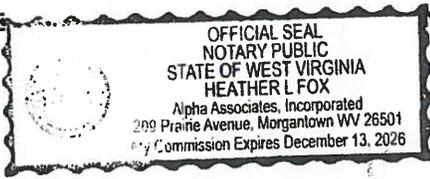
County of Morgan to wit:

Taken, subscribed, and sworn to before me this 5<sup>th</sup> day of May, 2023

My Commission expires December 13, 2026

[Signature]

AFFIX SEAL HERE



NOTARY PUBLIC

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

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

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Alpha Associates, Incorporated  
(Company)  
[Signature]  
(Signature of Authorized Representative)  
Richard A. Colebank, President & CEO  
(Printed Name and Title of Authorized Representative) (Date)  
304-296-8216 / 304-296-8216  
(Phone Number) (Fax Number)  
rick.colebank@thinkalphafirst.com  
(Email Address)



USPFO (Buckhannon) building, 50 Armory Rd.

# USPFO RESTROOM RENOVATION

Architectural/Engineering Services

Buckhannon, WV

## CONTACT

Richard Colebank  
President & COO  
rick.colebank@thinkALPHAfirst.com  
304.296.8216 ext. 102

## LOCATIONS

Alpha Associates,  
Incorporated  
209 Prairie Ave  
Morgantown, WV 26501

Alpha Associates,  
Incorporated  
535 West King Street  
Martinsburg, WV 25401

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*West Virginia National Guard Public Affairs Office;  
Charleston, WV*

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**SECTION A**  
**GENERAL FIRM INFORMATION**



May 9, 2023

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

**RE: CEOI 0603 ADJ2300000003 – USPFO (Buckhannon) Restroom Renovations EOI**

Dear Mr. Pauline

Alpha Associates, Incorporated is pleased to submit our statement of qualifications to provide architectural/engineering services for the proposed renovation/update of the shower/restrooms areas to support the needs of soldiers and civilians at the USPFO (United States Property & Fiscal Office) facility located in Buckhannon, WV. We will provide preliminary engineering design, construction documents, bidding services, construction administration, and observation services for the project. Alpha's past experience with similar projects, including the designing the original three dormitories currently being utilized by the Challenge Academy at Camp Dawson make us a perfect teaming partner. We thrive at renovation projects and anticipate providing you with high quality services at reasonable costs.

### **Project Experience**

Since 1969, Alpha has partnered with numerous Federal, State, and local governments to provide architectural and engineering services for projects around West Virginia, including several projects at Camp Dawson and the Parkersburg Armory. In addition to our experience with the Guard, Alpha has completed renovation projects of varying types and sizes, including more than 800,000 square feet of renovations at the WVU Health Sciences Center. This work ranged 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.

### **The 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 from Alpha's Corporate Office located in Morgantown, West Virginia. Alpha's Office in Morgantown is approximately 45 minutes from the site. This allows us to offer the WV National Guard and Camp Dawson a cohesive design team for a seamlessly completed project.

### **Project Understanding**

The West Virginia Army National Guard, Construction and Facilities Management is looking to partner with a qualified firm to provide architectural/engineering services for the United States Property & Fiscal Office (USPFO) facility. The firm will design & develop construction documents to renovate the showers/restrooms in the facility for soldiers and civilians. These designs shall include the update to meet all current building codes and better support of the needs of personnel utilizing the facility. Alpha will also provide construction bid services for the project.

### **Summary**

Again, the Alpha team is pleased to submit this statement of qualifications for the renovation/update of the shower/restrooms areas to support the needs of soldiers and civilians at the USPFO (United States Property & Fiscal Office) facility located in Buckhannon, WV. We appreciate your consideration and look forward to building upon an already successful relationship with the WV Army National Guard and the State of West Virginia by providing exceptional service. Our dedicated team of professionals will ensure all projects are completed in a timely, cost-effective manner with minimal complications or interruptions. We look forward to further discussing our qualifications with you soon. If you have any questions, please contact us 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)



Two West Virginia Owned and Operated offices in Morgantown and Martinsburg which offer multiple in-house services. Everyone at Alpha Associates, Inc. shares the same goal of exceeding expectations and successfully accomplishing projects.

## Architecture

Commercial  
Public  
Private  
Residential

## Civil/Structural Engineering

Enhance  
Conservational  
Leadership

## Surveying

Accurate  
Clearly Communicated  
State-of-the-Art

Alpha's clients are served by a local, unique combination of professionals who provide top-notch architectural design, civil engineering and structural engineering. The Alpha design experience begins with the design staff listening, interpreting, reviewing and designing what you, the client, wants. The conclusion of the design process is not the end of Alpha's involvement in your project. Alpha's staff will stay involved until your project is constructed.

*"The engineer always has been, and it, a maker of history."*

- James Kip Fitch

Throughout Alpha's decades of practice, our architects and engineers work closely, making history every day. With support from the Alpha Team, one can truly create a sense of place and a proper environment for the built atmosphere.

The firm mantra has always been to "**do good work**" and that philosophy is carried on today.



WV Army National Guard

***“Creating client-focused, innovation designs with quality and value that are sustainable and cost-effective”***

**LOCATIONS:**

209 Prairie Avenue  
Morgantown, WV 26501  
304.296.8216

535 West King Street  
Martinsburg, WV 25401  
304.264.0051

**SITE:**

<https://thinkalphafirst.com/>

**EMPLOYEES:**

21

Webster’s dictionary defines Alpha as **“the first, the beginning”**. In the case of Alpha, the beginning was 1969 and the location was Morgantown, West Virginia. Since 1969, Alpha has earned a reputation for producing exceptional architectural and engineering designs for high profile organizations. By 1995, Alpha’s client base had grown, demanding the need for a second location. The Eastern Panhandle of West Virginia was selected and the planning began.

The Eastern Regional Office is located in Historic Downtown Martinsburg and is conveniently located to serve clients in West Virginia, Maryland, Virginia and Pennsylvania. We continue to raise the bar with a design studio of cross-disciplined professionals that embrace technology and innovation while treating you, the client, with respect and dignity.

As you travel through the region, you will find Alpha’s influence on the built environment, especially in West Virginia. Alpha’s local project success reflects an architectural studio which encourages creativity and flexibility. Continuing the focus of success, Alpha’s civil/structural engineering teams are experts with the planning of solutions for complex issues even before facing them head-on. Alpha’s team consists of industry leaders, consistently being called upon for advice and guidance for the future. Alpha Associates, Inc. will surpass all expectations while maximizing the client’s, your, vision.

# STATEMENT OF QUALIFICATIONS

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Alpha Associates, Incorporated is a local, West Virginia based Architectural/Engineering design firm that provides services in the areas of architectural design, interior design, construction administration, civil engineering, structural engineering, landscape design, project management and surveying. Our clients benefit from our unique combination of extensive design and construction experience, advanced technological tools, dedicated principals and highly skilled staff members. Alpha's work is diverse and includes clients in commercial, educational and government facilities, developers and private organizations.

Since 1969, Alpha's team provided architectural/engineering design services throughout the State and even surrounding areas. For over **53+** years, we have worked with numerous local, state, and federal government entities on multiple projects of varying sizes and types. No project is too big or too small for us. Our team of licensed engineers have recent, relevant experience with land assessment, civil/site planning, schematic and design layout, document preparation, and construction/bid administration to complete projects seamlessly.

Alpha's philosophy has always been to provide exemplary services for fair fees. We have always believed that the best way to succeed as a business is to go above and beyond the basic requirements of our contracts and take every step necessary to successfully complete and surpass a given project. We act in the client's best interest.

Everyone at Alpha, no matter the given role, all work towards the same goal of achieving success for not the project but the client too. Our principals are involved with all projects from the earliest stages through to the final completed and even beyond. They will consistently update you on your projects by using effective communication tools to manager the projects and all involved parties. Our skilled staff of architects, engineers, surveyors and administrative personnel here at Alpha are a professional organization dedicated to providing superior services to the state of West Virginia and surrounding areas. While our staff is large enough to handle any size project, our firm is also capable of being small enough to give each and every one of our projects the individual attention to details it deserves. Alpha's local and unique approach to given projects ensures success for all our clientele.



*The Augusta Square*



*VA Training Facility*



*WV Miner's Safety Building*

**SECTION B**  
**TECHNICAL EXPERTISE**



# SCHEDULE & BUDGET

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Alpha Associates, Incorporated takes pride in our 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 regards to funds at the time. Alpha utilizes a number of tools, both traditional and modern to exceed our client's expectations.

A project schedule is a dynamic, ever-changing entity. Your project schedule depends on many factors including the preferred construction method, the changes to the project scope, and the unique construction elements utilized.

The Alpha Team had an excellent track record of meeting project 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 that had a construction cost in excess of \$20 million.

Successful Project management depends on consensus regarding work efforts, milestones and goals. The team had found 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 requires 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 negotiates, available fee, and experiences on similar projects. 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 works diligently to control the budget of the 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 client with the most accurate estimates early in the design process. The Alpha estimators begin at the schematic design phase of the project and develop a line item estimate of probable construction costs 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 enhances. During these updated estimated, specific increases or decreases can be identified allowing the owner to make informed decisions moving forward on 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.

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# CAPACITY & SOFTWARE

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## OUR CAPABILITIES

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

## USING THE LATEST SOFTWARE

The project team incorporates the latest computer and software capabilities required to complete the working drawings and specifications of this project. Our cost accounting system is top-of-the-line and we have the ability to differentiate 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:

- α AutoCAD22
- α REVIT (Editions up to 2022)
- α Civil 3D
- α RISA 3D
- α RISA Foundation
- α MathCAD
- α DJI Phantom 4 RTK Drone
- α Autodesk Suite
- α Enercalc
- α AutoTURN
- α TopCON GR5 GPS System
- α TopCON Total Station with Reflector-less Capabilities
- α Carlson Surveyor & Data Collector



# KEY PERSONNEL.

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## TO BE ASSIGNED TO YOUR PROJECT

All work performed for the West Virginia Army National Guard, Construction and Facilities Management Office will be managed out of Alpha's Morgantown office. In addition to your dedicated project team, Alpha's staff of 21 includes engineers, architects, architectural designers, technicians and support staff that are available to assist you with any potential project need. Charles "Chuck" Branch will serve as the day-to-day contact for the Project Team.



Richard A. Colebank  
PE, President & COO  
Principal in Charge



Rebecca Key  
AIA, LEED AP  
Director of Architecture



Charles Branch  
PE, Senior Principal  
Senior Civil Engineer



Charlie Luttrell  
PE, Senior Principal  
Structural Engineer



Casey Smith  
AIA Associate  
Architectural Designer

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**SECTION C**  
**MANAGEMENT AND STAFFING CAPABILITIES**

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**Richard "Rick" Colebank; PE, PS / Project Principal**

President & COO | Professional Engineer in WV, MD, PA, VA

West Virginia University, Masters in Business Administration | Bachelors in Civil Engineering

Mr. Colebank has been with Alpha for 38+ years with project management and business operations. As Project Principal, Rick will serve as the overall leader of the design team and the corporate representative for the project. He will provide administration and be responsible for the team performance and communication on this project. His relevant experience includes:

- α Monongalia County Sheriff's Department Bathrooms; Morgantown, WV
- α Elkins Coal and Coke Restrooms; Masontown, WV
- α Camp Dawson Paving; Kingwood, WV



**Rebecca Key; AIA, LEED AP / Lead Architect**

Director of Architecture | Licensed Architect in MD, NY, PA, VA, DC, WV

University of Maryland, Bachelors of Architecture

Ms. Key has worked in the architectural field over 35+ years. As Project Architect, Rebecca will be lead design architect for the project. She is vital to any design team as she has provided design services on numerous projects that contribute to the ever-growing skyline of Morgantown, Charleston, Bridgeport, and other surrounding areas. Her relevant experience includes:

- α Monongalia County Sheriff's Department Bathrooms; Morgantown, WV
- α Clarksburg State Office Building; Clarksburg, WV
- α Elkins Coal and Coke Restrooms; Masontown, WV



**Charles "Chuck" B. Branch, PE / Civil Engineer**

Senior Principal & Civil Engineer | Professional Engineer in WV

West Virginia University, Bachelors of Civil Engineering

Mr. Branch's involvement spans from strictly civil engineering projects to the design or large-scale educational projects and medical facilities. Charles will be responsible for all civil/infrastructure/site design and coordination issues on the project. His relevant experience includes:

- α Monongalia County Sheriff's Department Bathrooms; Morgantown, WV
- α Camp Dawson Paving; Kingwood, WV
- α Riverview High School Athletic Complex Restrooms; Welch, WV



**Charles "Charlie" Luttrell; PE / Structural Engineer**

Senior Principal & Structural Engineer | Licensed Engineer & Surveyor in PA, WV

West Virginia University, Masters in Structural Engineering | Bachelors in Civil Engineering

Mr. Luttrell has worked with Alpha Associates since 1996. His graduate work has resulted in several unique contributions to the Steel Deck Institute design manual and with WVU Constructed Facilities Center. Charles will be responsible for the structural design issues including foundations and super structure. His relevant experience includes:

- α Monongalia County Sheriff's Department Bathrooms; Morgantown, WV
- α Riverview High School Athletic Complex Restrooms; Welch, WV
- α Washington High School Bathrooms; Charles Town, WV



**Casey Smith; AIA / Design Architect**

Associate Architectural Designer

Boston Architectural College, Masters in Architecture

Fairmont State University, Bachelors in Architecture Civil Engineering

Mr. Smith has been employed with Alpha Associates, Inc. since 2016. As Project Principal, Casey has offered assistance in project management, utilizing his extensive background to further improve the quality of a project. His relevant experience includes:

- α Monongalia County Sheriff's Department Bathrooms; Morgantown, WV
- α Los Mariachis New Restaurant; Morgantown, WV
- α Federal Group GSA VA Tenant Improvement Project

**SECTION D**  
**PROJECT EXPERIENCE**

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## VA WEST VIRGINIA TRAINING FACILITY

The Federal Group

Shepherdstown, WV

### Services

Architectural Design,

### Size

14,825 sq. ft.

### Completed

2019

### Cost

\$ Private

### Reference

Ken Lowe

The Federal Group

233 Lowe Drive

Shepherdstown, WV 25443

304.870.7001

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

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



## RIVERVIEW HIGH SCHOOL ATHELETIC COMPLEX RESTROOMS

Lombardi Development

**Welch, WV**

### Services

Architectural Design and  
Engineering Design

### Size

Multiple Spaces

### Completed

2012

### Cost

\$ 1.2 Million

### Reference

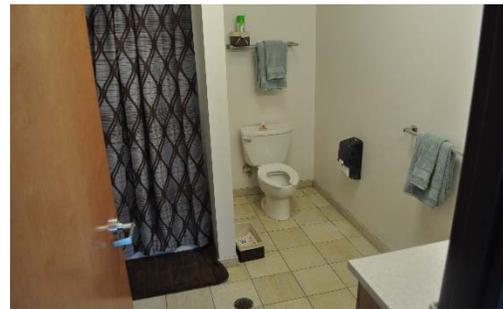
Paul Lombardi  
829 Donegal Drive East  
Follansbee, WV 26307  
304.748.5920

Alpha Associates, Incorporated provided architectural and engineering design services for a new athletic complex at Riverview High School. Alpha was contracted to provide the work by the Design-Build Contractor, Lombardi Development.

The design consisted of a 5,500 SF Field House that included:

- α Two (2) locker rooms that accommodate at 50+ players each
- α **Restroom facilities**
- α Coaches' office
- α Training room
- α Storage facilities
- α Weight room
- α Mechanical room

The design also consisted of a 775 SF Concession/Restroom Building and two (2) 8'x8' Ticket Booths.



## MONONGALIA COUNTY SHERIFF'S BUILDING BATHROOMS

Monongalia County Commission

### Morgantown, WV

#### Services

Architectural Design,  
Structural and Civil  
Engineering, and Surveying

#### Size

3F 111 sq. ft.

#### Completed

2018

#### Cost

\$ 1.5M

#### Reference

Al Kisner, Sheriff  
116 Walnut Street  
Morgantown, WV 26506  
304.291.7290

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 and restrooms.



## ELKINS COAL AND COKE BUILDING RESTROOMS

Mon River Trails Conservancy

### Masontown, WV

#### Services

Architectural Design

#### Size

783 sq. ft.

#### Completed

2018

#### Cost

\$ 187,000

#### Reference

Ella Belling  
P.O. Box 282  
Morgantown, WV 26507  
304.693.6782

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

The project included:

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



## PARKERSBURG ARMORY RENOVATION & ADDITION

WV Army National Guard

### Parkersburg, WV

#### Services

Architectural Design

#### Size

2,600 sq. ft.

#### Completed

2009

#### Cost

\$ 400,000

#### Reference

WV Army National Guard  
Parkersburg, WV

Alpha is honored to mention our established relationship with the West Virginia Army National Guard with the renovation of a space originally designed as a rifle range at the Parkersburg Armory.

New offices, a conference room and a break room provide new work space for officers. A secondary entrance was included in the design to serve as 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.



## CAMP DAWSON PAVING

WV Army National Guard

### Kingwood, WV

#### Services

Surveying, Civil Engineering,  
and Construction  
Administration

#### Size

Road

#### Completed

2021

#### Cost

\$ 1.2 Million

#### Reference

Kenneth Goodson CSM  
Deputy Branch Chief of  
Facilities  
Facilities Operation Manager  
CFMO, WVARNG

Alpha Associates provided surveying, civil engineering and construction administration services for Camp Dawson and the West Virginia Army National Guard in Kingwood, WV.

The MCA Road, almost 3000 ft. long, was gravel and heavily traveled by large vehicles and equipment. Maintenance had become overwhelming for the National Guard. To solve the problem, Alpha provided a unique pavement design, providing a combination of rigid concrete pavement in areas of increased equipment maneuvering and a heavy-duty asphalt section for the straight sections of the roadway. The solution should provide the National Guard with years of trouble-free service.

The second road in the project was the ASP Road, a very steep, gravel road that accessed the ammunition bunker. Due to slope and gravel surface, access was often a problem. To accommodate, Alpha designed a specific asphalt paving section which allows forklifts, trucks, and loading equipment to travel with ease.

Both roads also included storm water and storm drainage design. Providing storm water control and runoff management is critical to the long-term success of any road or paving project.

# **APPENDIX**

# **REFERENCES**

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# ALPHA ASSOCIATES, INC.

209 Prairie Ave  
Morgantown, WV 26501  
304.296.8216

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## REFERENCES

**Ken Lowe, The Federal Group  
VA West Virginia Training Facility**

233 Lowe Drive  
Shepherdstown, WV 25443  
304.870.7001

**Paul Lombardi, Lombardi  
Development**

**Riverview High School Athletic Complex Restrooms**

829 Donegal Drive East  
Follansbee, WV 26307  
304.748.5920

**Al Kisner, Sheriff**

**Monongalia County Sheriff's Building Restrooms**

116 Walnut Street  
Morgantown, WV 26506  
304.291.7290

**Ella Belling**

**Elkins Coal and Coke Building Restrooms**

P.O. Box 282  
Morgantown, WV 26507  
304.693.6782

**Kenneth Goodson, CSM**

**Deputy Branch Chief of Facilities  
Camp Dawson Paving**

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# Monongalia County Sheriff's Department

## Appreciation Certificate

Presented to

**Rebecca Key**

**Alpha Associates**

*In recognition for your efforts to insure the Monongalia  
County Sheriff's Office was designed and constructed to serve  
our needs both now and for years to come.*

*Allen Kisner*  
\_\_\_\_\_  
Sheriff Allen Kisner

03/12/12

Date

# Ken Lowe Management Company

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April 24, 2007

Mr. Richard A. Colebank, PE, PS  
President and COO  
Alpha Associates, Inc.  
209 Prairie Avenue  
Morgantown, WV 26501

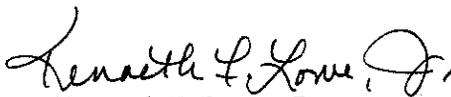
Dear Mr. Colebank:

Alpha Associates, Incorporated has been a valued business affiliate for many years and I would like to take this opportunity to express my appreciation for their outstanding service and professionalism, and the excellence in the designs of the numerous projects on which we have collaborated.

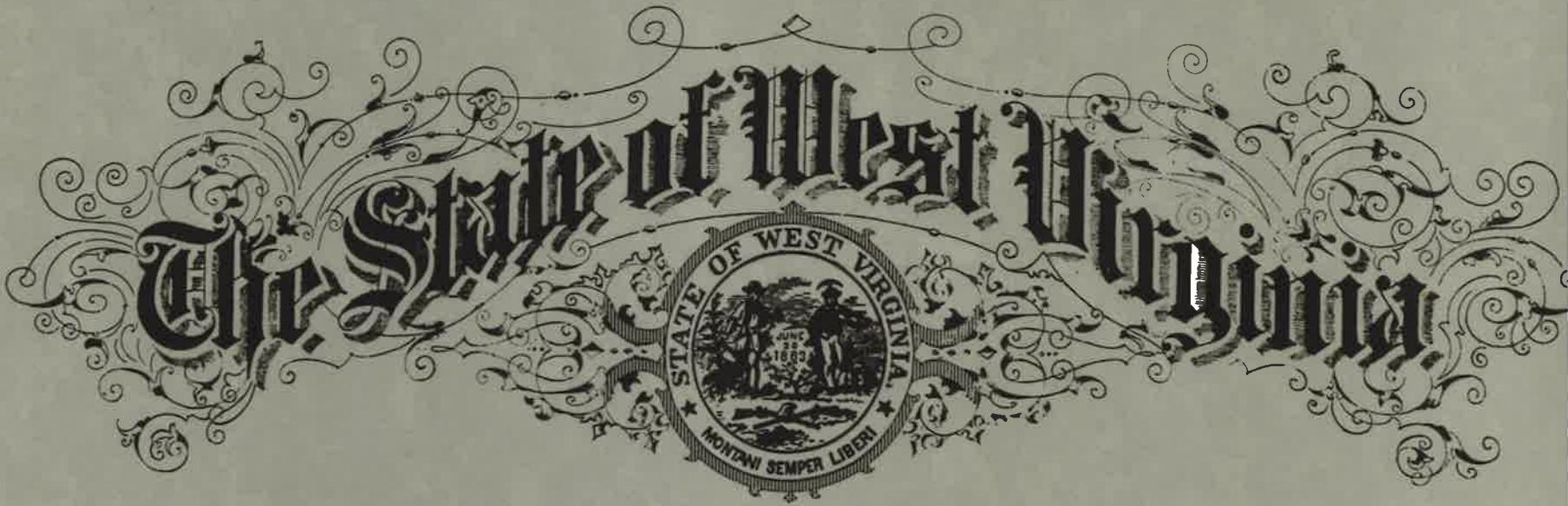
As an experienced developer in the eastern panhandle of West Virginia, I have utilized the engineering, surveying, and planning services of Richard (Dick) Klein and Alpha Associates almost exclusively. We have embarked on numerous journeys together, some of which did not reach conclusion through no fault of Alpha's, yet while achieving some notable accomplishments. Through the efforts of a dedicated staff, especially Ryan Perks, Kim Coomler, and Cleo Cole, Dick has put together a solid team that is very professional, responsive, personable, knowledgeable, and easy to work with.

On several occasions I have been asked 'Ken Lowe, who would you recommend for engineering, surveying and design service?' My answer has always been the same: "Dick Klein and Alpha Associates!"

Sincerely,



Kenneth F. Lowe, Jr.  
Owner/President



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting.

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

Richard A. Colebank

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

Registration Number 10346

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



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

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

Secretary  
Frank Gaddy

By  
Kenneth H. Means

President  
Robert B. 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

Charles B. Branch

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

Registration Number 15056

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



Given under the hand and the Seal of the Board at the Capitol in the City of Charleston, this 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

Ed Rieckhoff

By Frank D. Goddy

L. J. Burns, Jr. [Signature] [Signature]

# The Board of Architects



## of West Virginia.

No. 2693

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

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



Will E. Johnson President.  
E. Faith, Jr. 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 14172

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

Ed. Wickley  
Frank H. Naddy  
Wm. Faulkner  
Hendrick L. Johnson

# 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*

*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:*

*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.

*Geoff E. Thomas Jr.*

BOARD PRESIDENT