



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

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: 1359402

Procurement Type: Central Purchase Order

Vendor ID:

Legal Name: ALPHA ASSOCIATES INC

Alias/DBA:

Total Bid: \$0.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CEOI

SO Dept: 0305

SO Doc ID: FOR2400000001

Published Date: 2/6/24

Close Date: 2/21/24

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 1

Total of All Attachments: 1



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder:** 1359402  
**Solicitation Description:** WVDOF - A/E SERVICES METAL BUIDING CONSTRUCTION  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2024-02-21 13:30	SR 0305 ESR02202400000004189	1

**VENDOR**  
 000000201753  
 ALPHA ASSOCIATES INC

**Solicitation Number:** CEOI 0305 FOR2400000001  
**Total Bid:** 0  
**Response Date:** 2024-02-20  
**Response Time:** 14:40:03  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

Toby L Welch  
 (304) 558-8802  
 toby.l.welch@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	ARCHITECTURAL/ENGINEERING				0.00

Comm Code	Manufacturer	Specification	Model #
81101508			

**Commodity Line Comments:**

**Extended Description:**

In accordance with W. Va. Code 5G-1-1 (et seq) WV Division of Forestry y seeks A/E Services for design and oversight for the construction of a metal building.





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

**State of West Virginia  
 Centralized Expression of Interest  
 Architect/Engr**

<b>Proc Folder:</b> 1359402	<b>Reason for Modification:</b>		
<b>Doc Description:</b> WDOF - A/E SERVICES METAL BUILDING CONSTRUCTION			
<b>Proc Type:</b> Central Purchase Order			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-02-06	2024-02-21 13:30	CEOI 0305 FOR2400000001	1

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :** Alpha Associates, Incorporated

**Address :** 209 Prairie Avenue

**Street :** 209 Prairie Avenue

**City :** Morgantown

**State :** West Virginia                      **Country :** US                      **Zip :** 26501

**Principal Contact :** Richard A. Colebank, PE, PS; President & COO

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

**FOR INFORMATION CONTACT THE BUYER**  
 Toby L Welch  
 (304) 558-8802  
 toby.l.welch@wv.gov

**Vendor Signature X**  **FEIN#** 550516286                      **DATE** 20 February 2024

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



# WV Division of Forestry

## Architectural/Engineering Services

**CEOI 0305 FOR2400000001  
WVD OF - Metal Building Construction**

February 21, 2024



Alpha Associates, Inc.  
Morgantown, WV 26501 | Martinsburg, WV 25401  
Richard Colebank, PE, PS; President & COO  
304.296.8216 ext. 102  
rick.colebank@thinkalphafirst.com  
<http://thinkalphafirst.com>



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



**21 February 2024**

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

**Attn: Toby Welch**

**RE: CEOI FOR2400000001 - A/E Services Metal Building Construction  
WV Division of Forestry**

**Dear Mr. Welch,**

**Alpha Associates, Incorporated is pleased to submit our expression of interest to the WV Division of Forestry for the architectural and engineering services needed to construct a metal building at Coopers Rock State Forest located in Bruceton Mills, WV. Alpha's active work at Coopers Rock State Forest with the WV Division of Natural Resources, in addition to our decades of experience with prefabricated metal builds, and our highly skilled staff make us the perfect partnering firm on this upcoming project.**

**Alpha has extensive expertise and understanding in the design and construction of metal buildings, having completed many prefabricated metal building projects across West Virginia. In addition to our experience, we have accomplished many metal building renovation designs including very complex designs with multiple buildings and different types of building materials. Previous work completed by Alpha ranges from small designs of less than 60'x110' to large and complicated renovations of greater than 23,089 square feet. These larger projects required not only architectural design but significant structural, mechanical, and electrical modifications. Alpha recently completed renovations needed by the WV Office of Miners Health at the Safety & Training Building located in Oak Hill, WV. Work on this project encompassed a prefabricated metal building with renovations made including added office space, poured concrete, new parking lot, new windows and doors, and interior finishes.**

**Given the WVDOP's desired location of the metal building, we found it important to mention that Alpha is currently involved with Coopers Rock State Forest through the WV Division of Natural Resources to design a modern replacement for the Pedestrian Bridge at the Overlook.**

Our staff is committed to ensuring that each project we do exceeds our clients' expectations. We will ensure that both budget and schedule are met while maintaining the goals for the project.

### Design Team

Alpha is a West Virginia owned and operated architectural and engineering design firm with locations in Morgantown and Martinsburg. Our professional staff includes architects, civil and structural engineers, surveyors, cost estimators, field service representatives, landscape designers, interior designers, and technicians. We are well equipped to effectively and efficiently manage and produce your proposed project. Alpha's in-house combination of architectural design, civil and structural engineering will prove to be beneficial to your project. This project will be managed by Alpha's Corporate Office in Morgantown, WV.

### Project Understanding

The WV Division of Forestry is looking to construct a metal building that will provide for the storage of various fire suppression equipment, such as UTVs, ATVs, Fire Suppression Dozer, etc., and have an office along with a training space for 10-15 people. The building will be approximately 36'x70'x16' with a concrete floor thick enough to support the weight of a transport and dozer and will be located at Coopers Rock State Forest. The building should have three (3) bay doors with two (2) measuring 10x10 and one (1) measuring 14x14. The main floor of the building should house two (2) offices, two (2) bathrooms, one (1) shower with an open space for a conference/training area. If selected, Alpha can provide A/E design, construction administration/oversight/management, and final inspection services from within our Morgantown office in a timely manner.

### Summary

The Alpha Team is looking forward to working with the WV Division of Forestry by providing excellent service at affordable costs. We are committed to providing your agency with a design team that will surpass your every expectation. If you have any questions or wish to further discuss this project, please contact me at (304) 296-8216 ext. 102. We look forward to presenting our qualifications to you in a formal interview.

Sincerely,

*ALPHA ASSOCIATES, INCORPORATED*



Richard A. Colebank, PE, PS  
President and COO  
rick.colebank@thinkalphafirst.com  
304.296.8216 ext. 102





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.



South Berkeley Volunteer Fire Co., Martinsburg, WV

***“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.

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

Since 1969, Alpha's team provided architectural/engineering design services throughout the State and surrounding areas. For over 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 architects and engineers have recent, relevant experience with land assessment, civil/site planning, schematic and design layout, document preparation, and construction/bid administration to complete projects seamlessly.



*Alpha professionals on site for the MMA – Air Rescue & Fire Fighting Building*



*Monongalia County Sheriff's Building – Training Rooms*

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

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



*Jefferson County Emergency Service Agency*

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

# SCHEDULE & BUDGET.

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## Project Track Record

Alpha Associates, Incorporated has an excellent track record of producing projects on time and within the Owner's budget. Many A/E firms can claim the same successes; however, the determining factor is the tools a firm utilizes to achieve the budgets, in regards to funds at that time. Alpha utilizes a number of both traditional & modern tools to exceed our client's expectations.

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

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

## Successful Project Management/Schedule

Successful project management depends on consensus regarding work efforts, milestones and goals. Our team has found the development of detailed work plans, which delineate tasks and deliverables for each project phase, in consort with the client and full project team, is the most effective approach with establishing expectations of efforts required by the respective disciplines. In addition to guiding the efforts of the design team, the work plan sets forth specific time frames and decision points for the Owner and user reviews, comments and/or approvals.

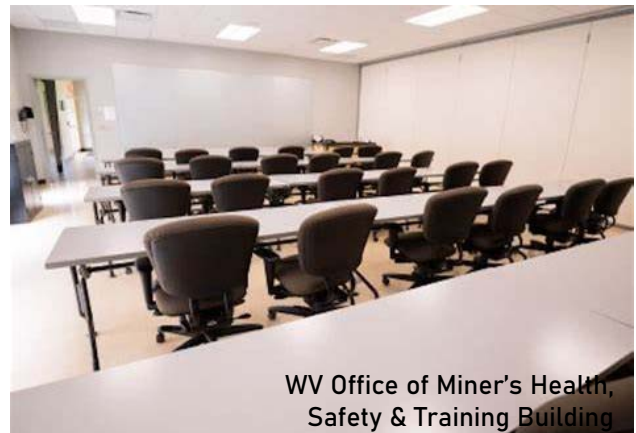
Developing an overall project schedule is a critical task that must take account of many factors: building type, owner's desired occupancy, scope of work & level of documentation, whether contract(s) is bid or negotiable, available fee, and experiences on similar projects. Once the design process begins, a comprehensive, realistic project schedule can be developed and communicated to all involved.

In a world where "time is money", the schedule of a project is as important as controlling the cost. Alpha works diligently to control the budget of a project and avoid the "scope creep" which can occur.

## Alpha's Unique In-House Features

Alpha's in-house cost estimators combined with our excellent relationships with contractors throughout the State provides the client with the most accurate estimates early in the design process. The Alpha estimators begin at the schematic design phase of the project and develop a line-item estimate of probable construction costs which can be carried through each of the project phases. At each phase, the estimate is updated to include a more detailed evaluation for enhanced accuracy. When updating estimates, specific increases or decreases can be identified allowing the owner to make informed decisions on important budget issues for the project.

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



WV Office of Miner's Health,  
Safety & Training Building

# CAPACITY & SOFTWARE.

## OUR CAPABILITIES

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

## 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 Prime
- α DJI Phantom 4 RTK Drone
- α Office 365
- α Autodesk Civil 3D
- α Autodesk Suite
- α Autodesk Revit
- α Bentley Open Bridge Modeler & Designer
- α Enercalc
- α AutoTURN
- α TopCON GR5 GPS System
- α TopCON Total Station with Reflector-less Capabilities
- α Carlson Surveyor & Data Collector



# FUNDING EXPERIENCE.

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Throughout our 53 years of business, Alpha Associates, Incorporated has worked with multiple funding agencies on projects, including State and Federal dollars. Our funding experience includes:

- State and Federal ARRA Funds
- West Virginia Infrastructure Loan Program
- HUD Grants and Loans
- West Virginia Economic Development Grants and Loans
- Transportation Enhancement Grants
- West Virginia State Historic Preservation Office Funds
- Small Cities Block Grants
- Tax Increment Financing
- BIG Grant (Boating Infrastructure Grant)
- USDA Rural Development/Rural Utility Service- Grants and Loans
- ARC
- School Building Authority of West Virginia
- WV DEP Revolving Loan Fund
- WV Bureau of Health Clean Water Loan Fund
- Private Bond Sales





## LEED/SUSTAINABILITY

As the intellectual landscape of the new century becomes more and more environmentally conscious, there is increasing demand to see this attitude reflected in the “built environment” with which we surround ourselves. The measure of a project’s success is increasingly dependent on its environmental, as well as economic and social innovation. A truly holistic approach to sustainable design must recognize the impacts of every design choice on natural and cultural resources. Aside from being attractive and enjoyable for humans, sustainable projects promote biological diversity, contribute to the quality of the air and water and reduce the impacts of construction and human use to help preserve the planet for future generations.

Alpha Associates, Incorporated understands the importance of sustaining the environment for future generations. Alpha works closely with the client to determine the level of environmental impact that the project will have. For example, Alpha works very hard to preserve and reuse equipment and building materials where necessary. Projects that have been designed include reuse of elements from stained glass windows to commercial cafeteria equipment.

Our Design Team will make sure your facility is designed with cost effective, energy conserving features. Where appropriate, we provide the ability to obtain any level of LEED Certification that you may desire, or we can simply utilize the principals of sustainable design to benefit your project.



**The firm currently has three professional staff members who are LEED Accredited Professionals. We have LEED registered projects including: The FBOP Hazelton Facility and the State Office Building in Clarksburg, WV.**



# MEET THE TEAM.

## MANAGERS

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

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

## ARCHITECTURE

**Rebecca Key**  
AIA-LEED-AP  
Director of  
Architecture

**Casey Smith**  
AIA Associate  
Architectural  
Designer

**Todd Lewis**  
AIA Associate  
Architectural  
Technician

**Alex Haill**  
Construction  
Administration

## CIVIL ENGINEERING

**Charles Branch**  
PE, Senior Principal  
Senior Civil Engineer

**Bradley Casdorff**  
PE, PS  
Civil Engineer

**Tom Simpson**  
PE  
Civil Engineer

**David Costello Jr.**  
PS  
Manager of Surveying

**Julie Frazee**  
Engineering  
Technician

**Kevin McClung**  
Engineering  
Technician

**Terry Higgins**  
Field  
Representative

**Barbara Kerns**  
Survey Crew

**Tyler Collins**  
Survey Crew

## STRUCTURAL ENGINEERING

**Charles Luttrell**  
PE, Senior Principal  
Senior Structural Engineer

**Matthew Echard**  
PE, Principal  
Structural Engineer

**Cody Antoon**  
Engineering  
Technician

## OFFICE ADMINISTRATION

**Heather Fox**  
Business Manager

**Alexis Petrovsky**  
Marketing Coordinator

**Kim Coolmer**  
Administrative Assistant

# KEY PERSONNEL.

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## TO BE ASSIGNED TO YOUR PROJECT

All work performed for the WV Division of Forestry at Coopers Rock State Forest 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. Chuck Branch will serve as the day-to-day contact for the Project Team.



Richard "Rick" Colebank  
**PE, PS**  
Principal-in-Charge



Charles "Chuck" Branch  
**PE, Senior Principal**  
Civil Engineer



Charles "Charlie" Luttrell  
**PE, Senior Principal**  
Senior Structural Engineer



Rebecca Key  
**AIA, LEED-AP**  
Lead Architect



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

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# Richard Colebank PE, PS

PRESIDENT & COO

## SUMMARY

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

## PROFILE

### Broad-based responsibilities in the following areas:

- Project Mangement
- Business Operations & 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 Rd; Morgantown, WV
- Mon General Access Rd; Morgantown, WV
- WVU Reedsville Farm Redevelopment; Reedsville, WV
- Monongalia General Hospital Access Road; Morgantown, WV
- DOH Martinsburg Train Station Corridor Streetscape; Martinsburg, WV
- WV State Office Building; Parkersburg, WV
- College of Physical Activity & Sports Science; Morgantown, WV
- WVDOH Open End Engineering Contract; WV
- WVDOH Deckers Creek Pedestrian Bridge; Morgantown, WV
- 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

## EMPLOYMENT HISTORY

- 1985-Current | Alpha Associates, Inc.
- 1983-1985 | Charles Townes & Assoc. P.C.
- 1983 | US Army Corps of Engineers

## EDUCATION

- MA Business Administration | 1999
- BA Civil Engineering | 1982

## QUALIFICATIONS

- License: Professional Engineer: West Virginia, Maryland, Pennsylvania, and 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 & Environmental Engineering Visiting Committee
- WVU College of Business & Economics MBA Advisory Committee
- WVU 2023 Academy of Civil Engineers





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





# Rebecca Key AIA, LEED AP

## DIRECTOR OF ARCHITECTURE

### SUMMARY

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

### PROFILE

#### Broad-based responsibilities in the following areas:

- Architectural Design
- Interior Design
- Feasibility Studies
- Water Infiltration Analysis
- Historic Renovation
- Project Management

### PROFESSIONAL HIGHLIGHTS

#### Education:

North Elementary School Connector; Morgantown, WV  
Mountaineer Middle School; Morgantown, WV  
Pineville Elementary School; Pineville, WV  
Washington High School; Charles Town, WV

#### Historic Renovations:

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

#### Recreation:

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

#### Dormitory & Multi-Family:

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

#### Municipal & State Government:

WV State Office Building; Clarksburg, WV  
Mon County Family Court Renovation; Morgantown, WV  
Mon County Sheriff's Department; Morgantown, WV  
Norwood Fire Station; Morgantown, WV  
WV State Office Building 25; Parkersburg, WV

### EMPLOYMENT HISTORY

2000-Current | Alpha Associates, Inc.  
1983-1999 | Alexander Key & Associates  
11978-1983 | Webster Clothes; Director of Store Planning

### EDUCATION

BA Architecture | 1977  
Coursework in Furniture Design | 1986-87

### QUALIFICATIONS

- License: Professional Architect: Maryland, New York, Virginia, Washington DC, and West Virginia
- 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
- US Green Building Council
- AIA Liveable Communities
- Leadership Kanawha Valley Class of 2014



# 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.





# Charles Branch PE

SENIOR PRINCIPAL & CIVIL ENGINEER

## SUMMARY

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

## PROFILE

Broad-based responsibilities in the following areas:

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

## PROFESSIONAL HIGHLIGHTS

### Civil Engineer/Project Manager:

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 Health Sciences Center Eastern Division; Martinsburg, WV  
WVDOH Martinsburg Train Station Corridor Streetscape; Martinsburg, 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  
Queen St Underpass; Martinsburg, WV  
Martinsburg Little League Fields; Martinsburg, WV

## EMPLOYMENT HISTORY

1992-Current | Alpha Associates, Inc.  
1988-1992 | Reimer, Muegge & Assoc., Inc.

## EDUCATION

MA Civil Engineering | 2000  
BA Architectural Engineering  
Technology | 1988

## QUALIFICATIONS

- License: Professional Engineer: West Virginia

## AFFILIATIONS

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





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

[Signature]

By Frank D. Goddy

[Signature]

[Signature]

[Signature]





# Charles Luttrell PE

SENIOR PRINCIPAL & STRUCTURAL ENGINEER

## SUMMARY

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

## PROFILE

### Broad-based responsibilities in the following areas:

- Project Mangement
- Business Operations & 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; Clarksburg, 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  
Shepherd University Pedestrian Underpass; Shepherdstown, WV  
Washington High School; Charles Town, WV  
WVU Coliseum Structural Inspection; Morgantown, WV  
Alderson Broaddus College, Rex Pyles Arena Deck; Phillipi, WV  
Monongalia County Sheriff's Building; Morgantown, WV  
South High Street Bridge; Morgantown, WV  
Ices Ferry Bridge; Morgantown, WV  
Matthews Foundry Structural Evaluation; Martinsburg, WV  
Martinsburg Little League Fields; Martinsburg, WV  
Martinsburg WWTP; Martinsburg, WV  
Queen St. Underpass; Martinsburg, WV  
Winchester & Western RR Rt. 11 Bridge; Martinsburg, WV

## 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

MA Structural Engineering | 1995  
BA 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 & Concrete Deck

- Line Load Behavior/Failures
- Concentrated Load Behavior/Failures
- Web Crippling
- Punch Failures





STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

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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  
Hendrick L. Johnson

Frank H. Haddy

Wm. Faulkner



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

---

# COOPERS ROCK PEDESTRIAN BRIDGE EVALUATION

WV Division of Natural Resources



Location:

## Morgantown, WV



The Coopers Rock overlook bridge has undergone several iterations since becoming a State Park in 1936. The current bridge, built in the early 1800's, has fallen into a state of disrepair. Initially, the West Virginia Department of Natural Resources (WVDNR) hired Alpha Associates to evaluate the safety of the current bridge.

After observing several deficiencies and determining the bridge was at the end of its service life, WVDNR retained Alpha to design a modern replacement. The new bridge will be steel girder construction, utilizing West Virginia hardwoods for the deck and railings. The iconic stone piers will be used to reset the new bridge profile, providing better accessibility for the public.

### PROJECT INFORMATION:

- ★ Services Provided:  
Engineering Design
- ★ Size:  
75 ft. (3 spans)
- ★ Completion Date:  
2023-TBD
- ★ Cost:  
\$ TBD
- ★ Reference:  
Barrow A. Koslosky, Chief of PEM  
324 4th Avenue  
South Charleston, WV  
304.558.2764



# DEPARTMENT OF HIGHWAYS DISTRICT 7 HEADQUARTERS

WV Division of Highways



**Location:**

## Weston, WV

Alpha provided architectural, civil and structural engineering design services for two (2) new facilities at the WVDOH District 7 campus outside of Weston, WV.

The first is a new concrete and asphalt testing laboratory on a previously prepared site pad. The building is single story, and all masonry building with a wood truss roof. The second facility, known as Multi-purpose Building, consists of 4 different departments, separated by internal partitions and structures. Each department has its own high-bay area for variously sized transportation vehicles and storage. Administrative areas are located on a second level, with direct connection to the department they serve. Commonly utilized spaces are centrally located and accessible to all occupants without having to traverse another department.

The campus sits on top of a roughly 50-60ft of uncontrolled fill. Previously disposed mine soils, stumps and other organics underlay the site. An extensive deep foundation system consisting of nearly 100 piles was used in conjunction with a network of concrete grade beams to carry the heavy loads of the long-span building above.

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## PROJECT INFORMATION:

- ★ Services Provided:  
Architectural & Engineering Services
- ★ Size:  
MPB: 31,000 sq. ft. | Lab: 5,000 sq. ft.
- ★ Completion Date:  
2022
- ★ Cost:  
\$ 12,058,000
- ★ Reference:  
Joshua Smith  
WVDOH Project Manager  
304.887.2325

# ND PAPER – HYDAPULPER BUILDING

ND PAPER LLC / Day & Zimmerman



Location:

## Morgantown, WV

ND Paper's Fairmont, WV mill produces 100% recycled kraft pulp using a chlorine-free bleaching process. It is one of only three pulp mills in the world that produce air-dried recycled pulp.

Late in 2018, ND Paper (NDP) embarked on an ambitious, strategic capital upgrade program across its mills. To effect a significant increase in capacity, NDP planned a second production line at its Fairmont Mill utilizing hydrapulper technology. Due to its enormous size – the world's largest as of construction – this piece of equipment and its process piping could not fit within the vertical envelope of the existing building. NDP awarded a design-build contract to demolish a section of the existing warehouse area and construct a new, larger industrial structure. Alpha provided architecture, structural engineering, building envelope design, and construction administration services.

Located in the valley along the Monongahela River, sandy/silty soils and uncontrolled fill required deep, drilled-shaft foundations. Caisson diameters as large as 6 ft were considered for the project with rock sockets of up to 12 ft. Both pier cap and grade beam systems were used in the new foundation. The superstructure design required extensive analysis as well as coordination with industrial process designers. And since the 70' high bay of the new structure would alter the roof line, it created new snow drifts and wind loads. These new interface conditions with the plant's existing metal building structures necessitated a detailed analysis of the original building frame and roof systems.

22



### PROJECT INFORMATION:

- ★ Services Provided:  
Architectural, Engineering & CA
- ★ Size:  
Site Improvements
- ★ Completion Date:  
2020
- ★ Cost:  
\$ 20 Million
- ★ Reference:  
Geroge Thomas  
ND Paper  
304.333.6171  
george.thomas@us.ndpaper.com



# WEST VIRGINIA OFFICE OF MINERS HEALTH, SAFETY & TRAINING BUILDING



WV Miners Health & Safety



Location:

Oak Hill, WV



WEST VIRGINIA OFFICE OF  
**MINERS' HEALTH SAFETY & TRAINING**

Alpha Associates, Incorporated provided architectural design, civil and structural engineering services for renovations to the Miners Health and Safety & Training Building. The building serves as a Training Building for the WV Miners Health and Safety.

This facility consisted of:

- α Renovation of Prefab Metal Building
- α Added Office Space
- α Poured Concrete
- α Parking Lot
- α New Windows & Doors
- α Interior Finishes



## PROJECT INFORMATION:

- ★ Services Provided:  
Architectural, Engineering & Surveying
- ★ Size:  
16,584 sq. ft.
- ★ Completion Date:  
2019
- ★ Cost:  
\$ 690,000
- ★ Reference:  
Eugene White  
7 Players Clun Dr., Ste 2  
Charleston, WV 25311  
304.469.8100

# SOUTH BERKELEY VOLUNTEER FIRE COMPANY

Berkeley County Fire Services Board



Location:

## Martinsburg, WV

Alpha Associates, Incorporated provided architectural design, civil & structural engineering and surveying services to renovate an existing 18,100 sq. ft. pre-fabricated metal building used as a supermarket into a new fully-functional Fire Station for the Berkeley County Fire Services Board and the South Berkeley Volunteer Fire Company. The existing building, along with a 1,768 sq. ft. addition and a 3,218 sq. ft. Mechanical/Storage Mezzanine, provides a total of 23,089 sq. ft.

The building contains:

- α Seven (7) Apparatus Bays
- α Training Meeting Room
- α Day Room with Kitchen and Dining Facilities
- α Sleeping quarters which accommodate ten (10) equipped with Locker Rooms and Toilet & Shower Facilities
- α 240-Person Community Room with a Commercial Kitchen & Food Preparation Facilities

This design also included a back-up generator space capable of providing electrical power for the entire facility during a power outage.



## PROJECT INFORMATION:

- ★ Services Provided:  
Architectural, Engineering & Surveying
- ★ Size:  
23,089 sq. ft.
- ★ Completion Date:  
2017
- ★ Cost:  
\$ 2.9 Million
- ★ Reference:  
Hunter Wilson  
Martinsburg, WV 25401  
304.261.5270



# MORGANTOWN MUNICIPAL AIRPORT AIR RESCUE & FIRE FIGHTING BUILDING

City of Morgantown



Location:

Morgantown, WV

Alpha Associates, Incorporated provided architectural design, civil & structural engineering, and surveying to the majority of the Morgantown Municipal Airport, but one relevant building is the Air Rescue and Fire Fighting Building. This space houses two (2) fire trucks and other equipment required, along with additional space for Airport Management offices and a training center also incorporated into the building.



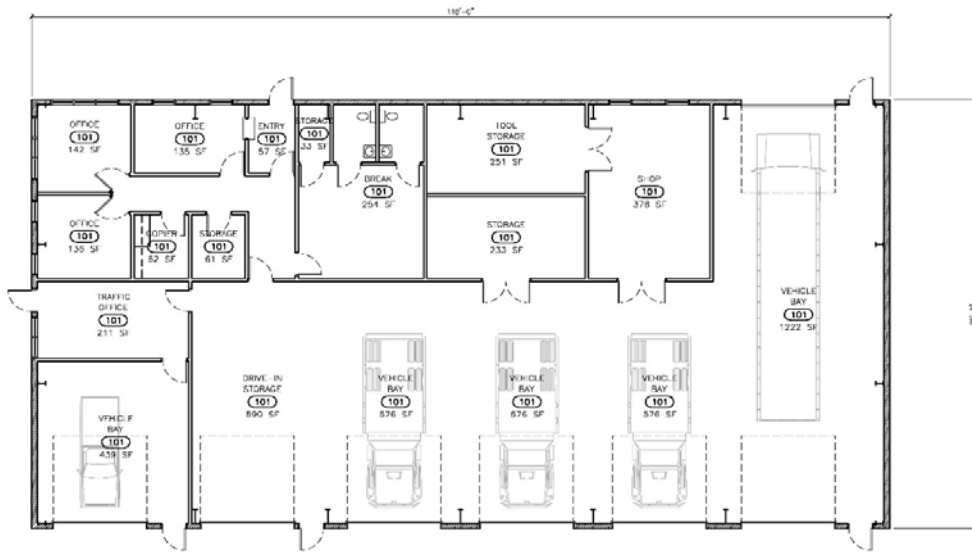
## PROJECT INFORMATION:

- ★ Services Provided:  
Architectural, Engineering & Surveying
- ★ Size:  
7,000 sq. ft.
- ★ Completion Date:  
2003
- ★ Cost:  
\$ 1 Million
- ★ Reference:  
Morgantown Municipal Airport  
Morgantown, WV  
304.291.7461



# CITY OF FAIRMONT – PUBLIC WORKS BUILDING

City of Fairmont



CONCEPTUAL FLOOR PLAN  
SCALE: 1/8" = 1'-0"

**ALPHA**  
ARCHITECTS ENGINEERS

PROGRESS PRINT

CONCEPTUAL FLOOR PLAN

CITY OF FAIRMONT  
MINOR AVE  
PUBLIC WORKS BUILDING  
FAIRMONT, WEST VIRGINIA

Location:  
**Fairmont, WV**



Alpha was engaged by the City of Fairmont to design a new 60'x110' pre-engineered metal building to house maintenance equipment and a shop for the the city. Alpha completed architectural design, civil and structural engineering services for this project.



## PROJECT INFORMATION:

- ⊛ Services Provided:  
Architectural and Engineering
- ⊛ Size:  
60'x110'
- ⊛ Completion Date:  
2008
- ⊛ Cost:  
\$ 450,000
- ⊛ Reference:  
Fairmont City Public Works  
216 Meadowlane Ave  
Fairmont, WV 26554  
304.363.3883

# MORGANTOWN MUNICIPAL AIRPORT MAINTENANCE BUILDING

City of Morgantown



Location:

Morgantown, WV

Alpha Associates, Incorporated provided design and construction administration services for the Hart Field Maintenance Building. The building provides garage and storage for the airport's snow-blowing and lawn-cutting machines. This project features six (6) high-bay areas with one maintenance/repair pit. The balance of the area consists of auxiliary spaces such as dry and liquid storage, overhead crane hoist with access to a storage mezzanine.

The building was constructed using split face block and metal panels over a pre-engineered steel rigid frame metal building.



## PROJECT INFORMATION:

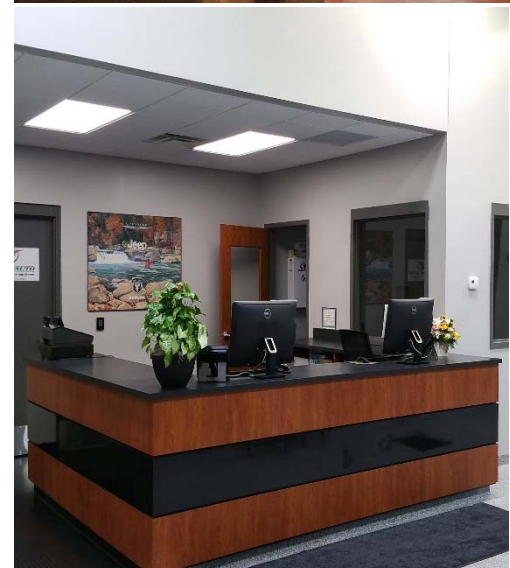
- ★ Services Provided:  
Architectural & Engineering
- ★ Size:  
8,000 sq. ft.
- ★ Completion Date:  
2005
- ★ Cost:  
\$ 850,000
- ★ Reference:  
Morgantown Municipal Airport  
Morgantown, WV  
304.291.7461



# Office Space Experience

## Alpha Experience

- Glenmark Office Building - 2010
- Clarksburg Sheraton, Office Center Site Development - 2012
- Fusco Office Space - 2010
- Clear Mountain Bank Bruceton Office Renovation - 2011
- New Lombardi Office Lentils - 2012
- Clarksburg State Office Building - 2012
- Coast Guard Office Building, Design Build - 2012
- Khan Feasibility Study New Office Building - 2013
- SECM Morgantown Renovation/Expansion, 5th Floor Office - 2013
- Synder Office and Warehouse Feasibility Study - 2015
- Willson Works Engineering Office Design - 2016
- REA Office Prefiguration - 2016
- 57 Middleway Pike Office Space(s) - 2018
- VA WW Training Academy Office Renovation - 2019
- Wood Technology Center Addition/Renovation - 2020
- Martinsburg Roundhouse Machine Shop/Restroom Building - 2020
- WDOH Department of Highways District 7 Headquarters - 2022

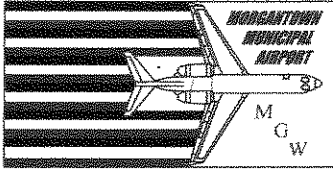


# **APPENDIX**

# **REFERENCES**

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## **Morgantown Municipal Airport**

100 Hart Field Road  
Morgantown, West Virginia 26505  
(304) 291-7461  
[www.morgantownairport.com](http://www.morgantownairport.com)

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

**May 1, 2007**

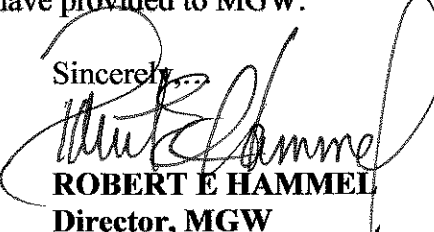
**MEMORANDUM FOR** ALPHA Associates, Inc, ATTN: Mr. Richard Colebank,  
President/CEO, 209 Prairie Avenue, Morgantown, WV 26505

**SUBJECT:** Memorandum of Appreciation and Recommendation

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

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

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

Sincerely,  
  
**ROBERT E HAMMEL**  
Director, MGW

**CF:**  
MGW Advisory Committee Members

# CERTIFICATE OF *Authorization*

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

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

*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

# State of West Virginia



## Certificate

*I, Mac Warner, Secretary of State of the State of West Virginia, hereby certify that*

**ALPHA ASSOCIATES, INCORPORATED**

was incorporated under the laws of West Virginia and a Certificate of Incorporation was issued by the West Virginia Secretary of State's Office on June 23, 1969.

I further certify that the corporation has not been revoked or administratively dissolved by the State of West Virginia nor has the West Virginia Secretary of State issued a Certificate of Dissolution to the corporation.

Accordingly, I hereby issue this Certificate of Existence

## CERTIFICATE OF EXISTENCE

Validation ID:1WV25\_3J5W7



*Given under my hand and the  
Great Seal of the State of  
West Virginia on this day of  
January 26, 2024*

*Mac Warner*

*Secretary of State*



**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 Colebank, PE, PS, President & COO

(Address) 209 Prairie Avenue, Morgantown, WV 26501

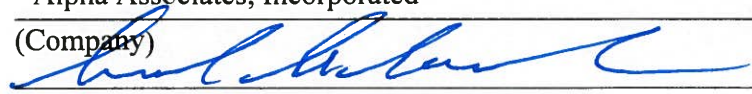
(Phone Number) / (Fax Number) (304) 296-8216 / (304) 296-8245

(email address) rick.colebank@thinkalphafirst.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through WV OASIS, 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 of Authorized Representative)  
Richard Colebank, PE, PS, President & COO

(Printed Name and Title of Authorized Representative) (Date)  
(304) 296-8216 / (304) 296-8245

(Phone Number) (Fax Number)  
rick.colebank@thinkalphafirst.com

(Email Address)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CEOI FOR24-001**

**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)*

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

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

Alpha Associates, Incorporated  
\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature  
20 February 2024  
\_\_\_\_\_  
Date

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

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CEOI FOR24-001**

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- |   |  |
|---|--|
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| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
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Alpha Associates, Incorporated

Company



Authorized Signature

20 February 2024

Date

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