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Header 1

List View

**General Information** [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)

Procurement Folder: 1853967

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: 0310

SO Doc ID: DNR2600000004

Published Date: 12/9/25

Close Date: 1/8/26

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:** 1853967  
**Solicitation Description:** A&E - Calvin Price State Forest Storage Building  
**Proc Type:** Central Purchase Order

| Solicitation Closes | Solicitation Response        | Version |
|---------------------|------------------------------|---------|
| 2026-01-08 13:30    | SR 0310 ESR01072600000003811 | 1       |

**VENDOR**  
000000201753  
ALPHA ASSOCIATES INC

**Solicitation Number:** CEOI 0310 DNR2600000004  
**Total Bid:** 0  
**Response Date:** 2026-01-07  
**Response Time:** 13:19:50  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
Joseph (Josh) E Hager III  
(304) 558-2306  
joseph.e.hageriii@wv.gov

|                    |              |             |
|--------------------|--------------|-------------|
| <b>Vendor</b>      |              |             |
| <b>Signature X</b> | <b>FEIN#</b> | <b>DATE</b> |

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    | Professional engineering services |     |            |            | 0.00                        |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81100000  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

Design and contract administration services of a new maintenance and storage building at Calvin Price State Forest.



**JANUARY 8, 2026**



# **A&E - Calvin Price State Forest Storage Building**

Solicitation #CEOI DNR2600000004  
Centralized Expression of Interest



209 Prairie Avenue / Morgantown, WV 26501-5934  
304.296.8216 / 800-640-8216 / 304.296.8216 fax



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> 1853967  |                            |                         | <b>Reason for Modification:</b> |
| <b>Doc Description:</b> A&E - Calvin Price State Forest Storage Building |                            |                         |                                 |
| <b>Proc Type:</b> Central Purchase Order                                 |                            |                         |                                 |
| <b>Date Issued</b>   | <b>Solicitation Closes</b> | <b>Solicitation No</b>  | <b>Version</b>                  |
| 2025-12-09   | 2026-01-08 13:30           | CEOI 0310 DNR2600000004 | 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

**Street :** Prairie Ave

**City :** Morgantown

**State :** WV

**Country :** US

**Zip :** 26501

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

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

**Extension:** 102

**FOR INFORMATION CONTACT THE BUYER**

Joseph (Josh) E Hager III

(304) 558-2306

joseph.e.hageriii@wv.gov

Vendor  
Signature X

FEIN# 550516286

DATE 1/8/2026

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

|  |
|--|
| <b>ADDITIONAL INFORMATION</b>  |
| The Acquisitions and Contract Administration Section of the Purchasing Division is soliciting Expression(s) of Interest for The West Virginia Division of Natural Resources from qualified firms to provide necessary engineering, architectural, and other professional services to design and provide contract administration for a metal building to be used as an equipment maintenance and storage facility in Calvin Price State Forest, Pocahontas County per the attached specifications and terms and conditions. |

|   |   |
|---|---|
| <b>INVOICE TO</b>   | <b>SHIP TO</b>  |
| DIVISION OF NATURAL RESOURCES<br>112 CALIFORNIA AVENUE<br>BLDG 4<br>CHARLESTON WV 25305<br>US | DIVISION OF NATURAL RESOURCES<br>CALVIN PRICE STATE FOREST<br>4800 WATOGA PARK RD<br>MARLINTON WV 24954<br>US |

| Line | Comm Ln Desc                      | Qty | Unit Issue |
|------|-----------------------------------|-----|------------|
| 1    | Professional engineering services |     |            |

|                  |                     |                      |                |
|------------------|---------------------|----------------------|----------------|
| <b>Comm Code</b> | <b>Manufacturer</b> | <b>Specification</b> | <b>Model #</b> |
| 81100000         |                     |                      |                |

**Extended Description:**  
Design and contract administration services of a new maintenance and storage building at Calvin Price State Forest.

|                           |              |                   |
|---------------------------|--------------|-------------------|
| <b>SCHEDULE OF EVENTS</b> |              |                   |
| <u>Line</u>               | <u>Event</u> | <u>Event Date</u> |

|               |                |   |           |
|---------------|----------------|---|-----------|
|               | Document Phase | Document Description                                | Page<br>3 |
| DNR2600000004 | Final          | A&E - Calvin Price State Forest<br>Storage Building |           |

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

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**SECTION A**

**GENERAL**

**INFORMATION**



**January 8, 2026**

Department of Administration – Purchasing Division

ATTN: Joseph (Josh) E Hager III

2019 Washington Street East

Charleston, WV 25305

**RE:** Expression of Interest for Architectural and Engineering Services – Calvin Price State Forest Project

Dear Mr.Hager,

Alpha Associates, Inc, is pleased to submit this Expression of Interest for providing architectural and engineering services for the design and contract administration of the proposed 40 ft. x 60 ft. steel equipment maintenance and storage building at Calvin Price State Forest, Pocahontas County, West Virginia. We understand the importance of delivering a facility that meets operational needs, complies with all applicable codes, and is completed within budget and schedule.

Our firm offers extensive experience in metal building design, geotechnical evaluation, utility planning, and construction administration for public projects across West Virginia. We are committed to ensuring quality, safety, and compliance with all state and federal requirements, including stormwater management and erosion control.

### **Proposed Approach**

Our approach emphasizes clear communication, efficient scheduling, and risk mitigation strategies for soil stability and utility integration. According to the solicitation, Alpha is prepared to provide the following scope of work:

- Review existing site conditions and coordinate with DNR to minimize operational disruptions.
- Develop complete design plans and specifications aligned with DNR objectives, current codes, and budget constraints.
- Provide thorough construction contract administration, ensuring compliance and quality throughout the project lifecycle.



Alpha's staff includes Professional Architects and Engineers, as well as additional engineering technicians, surveyors, and landscape designers who are available to assist with all your project needs. The WVDNR has engaged with Alpha on numerous projects, including boat ramp renovations and parking lot expansions at Tygart Lake State Park for improved recreational opportunity, a recent structural assessment of the iconic overlook pedestrian bridge at Coopers Rock State Forest, and the ongoing new aerial tramway system projects at both Hawks Nest State Park and Pipestem Resort State Park.

We appreciate the opportunity to be considered for this important project and look forward to the possibility of contributing to the success of Calvin Price State Forest and the new maintenance and storage building.

Please do not hesitate to contact me at (304) 296-8216 ext. 102 should you have any questions or require additional information. Thank you for considering Alpha Associates, Inc. for this vital project.

Sincerely,

**Alpha Associates, Incorporated**

A handwritten signature in blue ink, appearing to read 'Rick Colebank', written over a faint, larger version of the signature.

Richard A. Colebank, PE, PS

President and COO

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

(304) 296 – 8216 ext. 102



# About Alpha Associates, Inc.

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.

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.



## Architecture

*Commercial*  
*Public*  
*Private*  
*Residential*



## Engineering

*Enhance*  
*Conservational*  
*Leadership*



## Surveying

*Accurate*  
*Clearly Communicated*  
*State-of-the-Art*





“Creating client-focused  
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

### Website:

[thinkalphafirst.com](http://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 architectural and 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.

With our client-first mission, we design spaces for now and the future.



# 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 55+ 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'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.



# 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 two projects that are LEED registered; The FBOP Hazelton Facility and the new State Office Building in Clarksburg, WV.



**SECTION B**

**TECHNICAL  
EXPERTISE**

# Alpha's Scheduling Expertise

## 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:

- Preferred construction method
- Changes to project scope
- 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.

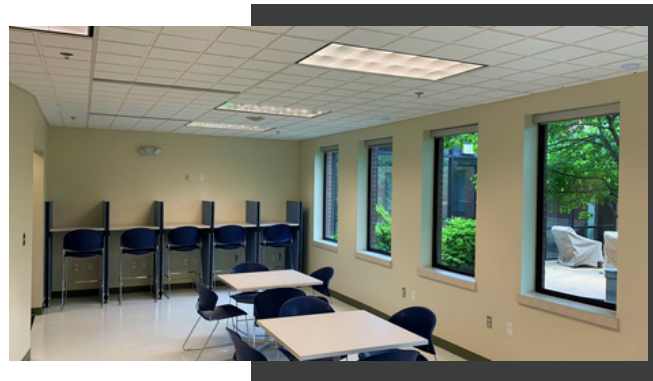
Developing an overall project schedule is a critical task that must take account of many factors: building type, owner's desired occupancy, scope of work & level of documentation, whether contract(s) is bid or negotiable, available fee, and experiences on similar projects. Once the design process begins,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



# Capacity & Software

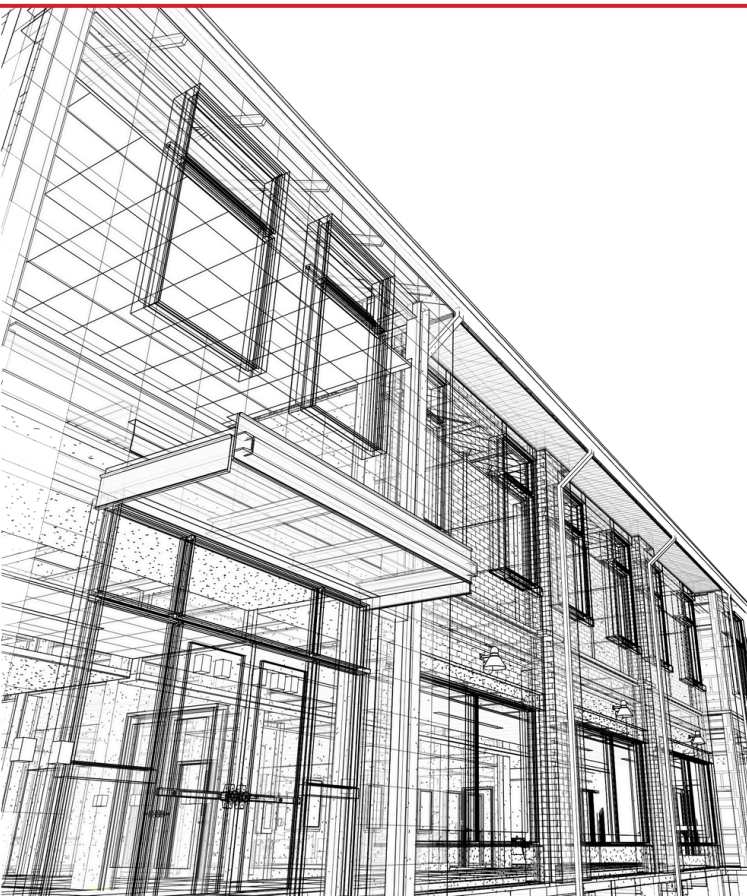
## Our Capabilities

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 feeds 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:

- Autodesk Suite
- Autodesk Revit
- Bentley Open Bridge Modeler & Designer
- Enercalc
- AutoTURN
- TopCON GR5 GPS System
- TopCON Total Station with Reflector-less Capabilities
- Carlson Surveyor & Data Collector
- AutoCAD22
- REVIT (Editions up to 2022)
- Civil 3D
- RISA 3D
- RISA Foundation
- MathCAD Prime
- DJI Phantom 4 RTK Drone
- Office 365
- Autodesk Civil 3D





# Funding Experience

Throughout our 56 years of business, Alpha Associates, Incorporated has worked with multiple funding agencies on projects, including State and Federal dollars. Our funding experiences 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





# Meet the Alpha Team

## Management

Richard A. Colebank  
PE, PS  
President & COO

## Civil Engineering

Charles Branch  
PE, Senior Principal  
Senior Civil Engineer

Bradley Casdorph  
PE, PS  
Civil Engineer

Richard W. Klein  
PE  
Senior Engineer

Nick Marino  
Staff Engineer

Coulton Souders  
Engineering Technician

Josh Madgar  
Engineering Technician

Barbara Kerns  
Survey Crew Representative

Jay Mullen  
Survey Party Chief

Mike Albright  
Survey Technician

## Architecture

Rebecca Key  
AIA-LEED-AP  
Director of Architecture

Todd Lewis  
AIA Associate  
Architectural Technician

Alex Hail  
Construction Administration

## Structural Engineering

Matthew Echard  
PE, Principal  
Structural Engineer

Cody Antoon  
Engineering Technician

## Office Administration

Heather Fox  
Business Manager

Kim Coomler  
Administrative Assistant

Macey Lewis  
Marketing Coordinator

# Key Personnel

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.

## Organization and Management



**Richard Colebank**

PE, PS, PRESIDENT & COO  
PRINCIPAL IN CHARGE



**Charles Branch**

PE, SR. PRINCIPAL &  
CIVIL ENGINEER



**Bradley Casdorff**

PE, PS CIVIL ENGINEER



**Rebecca Key**

AIA, LEED AP DIRECTOR OF  
ARCHITECTURE



**Matthew Echard**

PE, PRINCIPAL &  
STRUCTURAL ENGINEER

**SECTION C**

**STAFFING**  
**CAPABILITIES**



# Richard A. Colebank, PE, PS

PRESIDENT AND COO

## EMPLOYMENT HISTORY

### 1985 – Current

Alpha Associates, Incorporated

### 1983-1985

Charles Townes and Associates, P.C.

### 1983

US Army Corps of Engineers

## EDUCATION

West Virginia University Master of

Business Administration; **1999**

Bachelor - Civil Engineering; **1982**

## QUALIFICATIONS

**License(s):** Professional Engineer: West Virginia, Maryland, Pennsylvania, and Virginia Professional Surveyor: West Virginia Certified Private Pilot FAA 107 Drone Pilot Certification

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

## PROFESSIONAL HIGHLIGHTS

### Project Manager

- 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
- 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

## 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

Frank L. Gaddy

By  
Secretary: *Monroe P. Jickles* President: *Robert B. Scott*  
Kenneth H. Means





# Charles Branch, PE

SR. PRINCIPAL & CIVIL  
ENGINEER

## EMPLOYMENT HISTORY

### 1992-Current

Alpha Associates, Inc.

### 1988-1992

Reimer, Muegge & Assoc., Inc.

## EDUCATION

### West Virginia University

Bachelors - Civil Engineering

2000

### Fairmont State College

Bachelors -Architectural Engineering

1988

## AFFILIATIONS

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

## SUMMARY

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

## PROFILE

### 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

### 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

## QUALIFICATIONS

**License(s):** Professional Engineer: West Virginia





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 13<sup>th</sup> 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. Rickhoff*

By

*Frank D. Goddy*

*L. J. Burns, Jr.*

*Luigi*

*[Signature]*





# Bradley Casdorph, PE, PS

CIVIL ENGINEER

## EMPLOYMENT HISTORY

### 2004-Current

Alpha Associates, Inc.

### 1979-2004 Triad

Engineering, Inc.

## EDUCATION

### MA Soil Conditions & Foundation Design

1982

### BA Civil Engineering 1979

## AFFILIATIONS

- WV Society of Professional Engineers
- National Society of Professional Engineers
- WVSPS Mountain Regional Chapter; President
- Aircraft Owners and Pilots Association; Member

## QUALIFICATIONS

- License: Professional Engineer: West Virginia
- Professional Surveyor: West Virginia
- Certified Private Pilot
- Certified FAA Part 107 Remote Pilot

## SUMMARY

Mr. Casdorph joined the Alpha Associates, Inc. team in 2004 and currently works as a project engineer in the Morgantown office. He has 36 years of professional experience with roadway design, storm sewer design, airport airside renovation and design, storm water management including conveyance and detention, environmental permitting, project administration supervision and inspection, as well as boundary and construction surveying

## PROFILE

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

- Airport Planning & Design
- Highway Design
- Hydraulic & Hydrology Studies
- Site Plan Development
- Land Surveying, including use of Aerial Drone Technology

## PROFESSIONAL HIGHLIGHTS

### Civil Engineering

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

### Surveying

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





STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

**To** all to whom these presents shall come Greeting

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

**Bradley H. Casdorph**

**DOES IN PURSUANCE OF AUTHORITY VESTED IN IT**

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

**REGISTERED PROFESSIONAL ENGINEER**

Registration Number 16618

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



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

Members of the Board

*Leonard D. Timms, Jr.*

*Richard E. Dlyns*

*Blayne S. Shufa*

*William E. Viers*

*[Signature]*





# Rebecca Key, AIA, LEED AP

DIRECTOR OF  
ARCHITECTURE

## EMPLOYMENT HISTORY

### 2000-Current

Alpha Associates, Inc.

### 1983-1999

Alexander Key & Associates

### 1978-1983

Webster Clothes; Director of Store Planning

## EDUCATION

Bachelor of Architecture | 1977

Coursework in Furniture Design 1986-87

## 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

## 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

## 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 Apartment

### 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



# 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. Keith Pearson Secretary.





# Matthew Echard, PE

PRINCIPAL & STRUCTURAL  
ENGINEER

## EMPLOYMENT HISTORY

### 2016-Current

Alpha Associates, Inc.

### 2010-2015

Echard ingenieurBüro

### 2006-2009

Buro Happold Consult. Engineers

### 2003-2006

Risa Technologies, Inc.

### 2000-2003

Zaldastani Associates, Inc

## EDUCATION

### Massachusetts Institute of Technology

Masters - Engineering &

Environmental Mechanics 2002

### West Virginia University

Bachelors - Civil Engineering 2000

## SUMMARY

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

## PROFILE

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

- Structural Engineering & Forensics
- Design Management
- Construction Optimization
- New Business & Client Development
- Current research area(s): Next generation sustainability strategies in design & construction

## PROFESSIONAL HIGHLIGHTS

### Project Manager

- 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
- 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

## AFFILIATIONS

- American Concrete Institute
- American Institute of Steel Construction
- American Society of Civil Engineers
- American Wood Council

## QUALIFICATIONS

**License(s):** Professional Engineer: West Virginia,  
California California OES SAP Evaluator





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

**Matthew T. Echard**

**DOES IN PURSUANCE OF AUTHORITY VESTED IN IT**

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

**REGISTERED PROFESSIONAL ENGINEER**

**Registration Number 19830**

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



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

Members of the Board

*Leonard D. Turner, Jr.*

*Richard E. Dlyns*

*Blaham S. Saha*

*William E. Piersen*

*[Signature]*



**SECTION D**

**PROJECT  
EXPERIENCE**



## PROJECT INFORMATION

**Client:**  
City of Morgantown

**Services Provided:**  
Architectural &  
Engineering

**Size:**  
7,626 sq. ft.

**Completion Date:**  
Spring of 2024

**Cost:**  
\$1,770,957

**Reference:**  
Eugene Deem, Fire  
Chief  
Morgantown, WV  
304.284.7480

# NORWOOD FIRE STATION RENOVATION

Morgantown, WV

Alpha provided a renovation and addition to an existing 1953 fire station residential quarters of a municipal fire station in the City of Morgantown. The addition of approximately 1,500-square feet provides for individual bunk rooms, new locker room and shower facilities a dedicated exercise room and expanded dayroom.

The goal of achieving defined and separate spaces for apparatus and equipment from housing and residential facilities is the hallmark of 21st century fire stations. Since 9.11 studies have confirmed the increased risk of toxic borne particles from burn and accident areas effecting the health of fire fighters, they must be kept out of the residential areas of the fire house.

Norwood Fire Station will now have an extractor for cleaning gear separated and contained within the equipment area. Separate air handling and exhaust systems along with the use of radiant underfloor heating in the locker room and bunk areas will ensure the comfort of the “house” for generations of fire fighters.





# MERIDIAN POINTE STORAGE FACILITY

Martinsburg, WV

Alpha provided Civil Engineering services along with topographic and As-built surveying.

The project was to design the site layout for a multi-building self-storage facility, including an on-site office, security gate, and temperature controlled storage building.

The project required site layout, grading, landscaping, erosion and sediment control, storm drainage, storm water management design, water and sewer services design, along with construction administration services.

## PROJECT INFORMATION

**Client:**  
Arcland Storage

**Services Provided:**  
Civil Engineering and Topography

**Size:**  
98,000 sq. ft.

**Completion Date:**  
TBD

**Cost:**  
\$ TBD

**Reference:**  
Eduardo Teran,  
Arcland Storage  
Washington, DC  
202.441.6156  
Eduardo@arc.land





## PROJECT INFORMATION

**Client:**

WV Division of  
Highways

**Services Provided:**

Architectural,  
Engineering &  
Surveying

**Size:**

MPB: 31,000 sq. ft. |  
Lab: 5,000 sq. ft.

**Completion Date:**

2022

**Cost:**

\$ 12,058,000 for both  
facilities

**Reference:**

Joshua Smith  
WVDOH Project  
Manager  
304.887.2325

# DEPARTMENT OF HIGHWAYS DISTRICT 7 HEADQUARTERS

## 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.



## PROJECT INFORMATION

**Client:**

WV Division of Highways

**Services Provided:**

Architectural,  
Engineering &  
Surveying

**Size:**

5,000 sq. ft.

**Completion Date:**

2022

**Cost:**

\$ 12,058,000 for both facilities

**Reference:**

Joshua Smith  
WVDOH Project  
Manager  
304.887.2325

# DEPARTMENT OF HIGHWAYS DISTRICT 7 LAB

Weston, WV

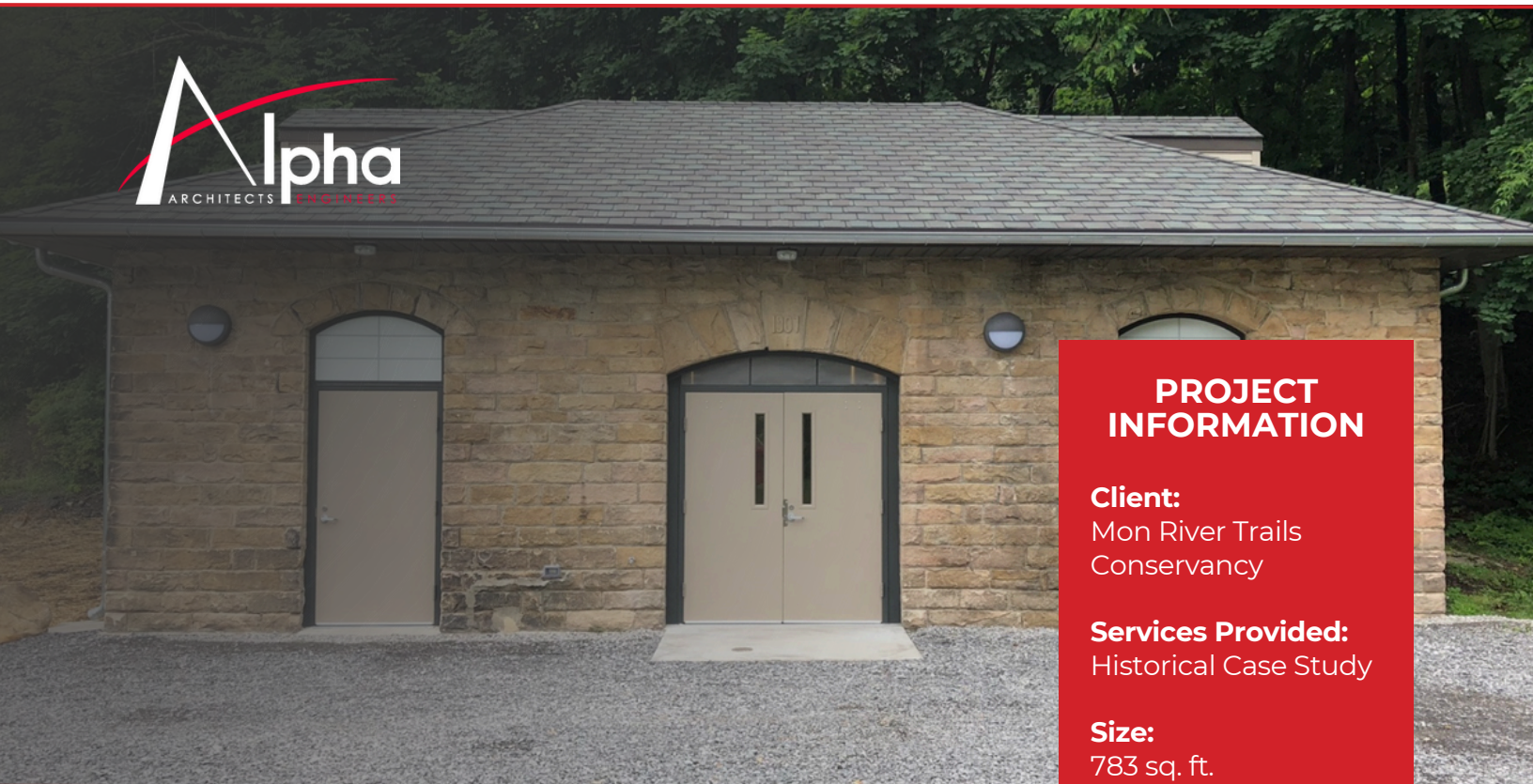
Alpha provided architectural, civil and structural engineering design services for two (2) new facilities at the WVDOH District 7 campus outside of Weston, WV.

The first is a new concrete and asphalt testing laboratory on a previously prepared site pad. The building is approximately 5,000 sq. ft., single-story, and all-masonry building with a wood truss roof.

The layout of the space was designed for existing technical equipment that was relocated from it's previous location.







## PROJECT INFORMATION

**Client:**

Mon River Trails  
Conservancy

**Services Provided:**

Historical Case Study

**Size:**

783 sq. ft.

**Completion Date:**

2018

**Cost:**

\$ 187,000

**Reference:**

Ella Belling  
Morgantown, WV  
304.692.6782

# ELKINS COAL & COKE BUILDING

Masontown, WV

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

The project included:

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





## PROJECT INFORMATION

**Client:**

Monongalia County  
Commission

**Services Provided:**

Architectural, Civil &  
Structural

**Size:**

31,655 sq. ft.

**Completion Date:**

2011

**Cost:**

\$ 7.9 Million

**Reference:**

Al Kisner, Sheriff  
116 Walnut Street  
Morgantown, WV  
304.291.7290

# MONONGALIA COUNTY SHERIFF'S DEPARTMENT

Morgantown, WV

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
- An evidence room
- Several bailiff rooms
- Officer locker/shower rooms

The remaining floors are designed to house flexible office space. Also, Restricted access, combined with a high level of security, both passive and active systems were part of the design program.







## PROJECT INFORMATION

**Client:**

The State of West Virginia

**Services Provided:**

Architectural,  
Engineering &  
Surveying

**Size:**

88,491 sq. ft.

**Completion Date:**

2016

**Cost:**

\$ 24.9 Million

**Reference:**

William Berry  
Charleston, WV  
304.957.7188

# CLARKSBURG STATE OFFICE BUILDING

Clarksburg, WV

Alpha Associates, Incorporated provide architectural design, civil and structural engineering and surveying services for a new state office building in Clarksburg, WV.

Designed to complement the historic character of downtown Clarksburg, WV, the five-story building sits on a 2.1-acre site. The sloping site created an opportunity for a public entrance on the main level, and a staff entrance on the lowest level. Six public facing State agencies were designated to occupy the building, including the Department of Motor Vehicles and WV Workforce.

The exterior building envelope consists of oversized red brick and structural clay tile that mimics sandstone in an ashlar pattern. Energy efficient systems, including the use of a revolving door, were created and constructed for the building envelope and interior spaces. Elevators, public restrooms, and other secondary spaces were located in the central core, creating an efficient floor plate.

This project is LEED® Registered



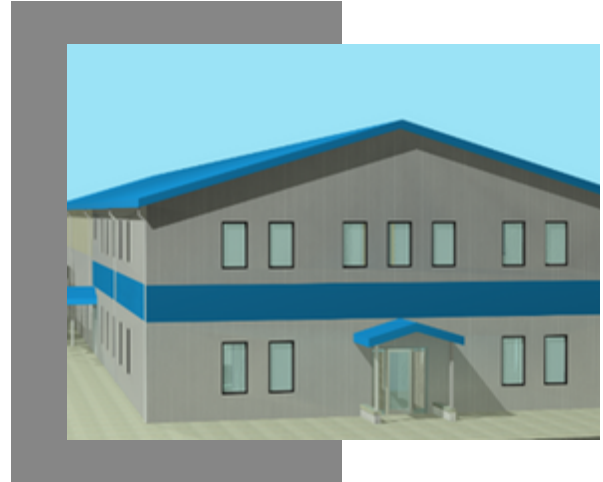


# Industrial Experience

## FMW Composites

### Bridgeport, WV

Alpha Associates, Incorporated provided the design services of a 25,000 sq. ft. pre-engineered metal building to be used as a carbon fiber plant located at the Bridgeport Airport Industrial Park. The design team was responsible for the plans of separation of volatile chemicals both being in use and stored including three containment systems: through passive storage, mitigating water infiltration, and interior fire separations. The design allotted HVAC and ventilation to be provided with complete outside air and automatic shutdown for emergency situations.



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## Building 770

### Charleston, WV

Alpha Associates, Incorporated provided design services for the renovation of a 128,900 sq. ft. vacant lab building that was originally constructed in 1956 having four stories and with a central core and multiple wings. Alpha's design plan included core and shell design to bring the existing lab building up to current fire and life-safety code and to attract new businesses to the state-of-the-art research and development center.



# Wilson Works, Incorporated

Alpha Associates, Incorporated has been working with Wilson Works Incorporated for the past two years on an as-needed, on-call basis for their Civil and Structural Engineering needs. Below are a few of the many services Alpha has provided for Wilson Works.



- City Crane Lifting Device
- Fort Martin Pulverizer Shaft Canopy
- Electro Magnetic Lifting Frame
- Resolute Lifting Device
- Trailer Lifting Frame
- Stainless Tank Fall Protection Lug
- White Construction Bridge Rebar
- Webnic Generator Platform
- Windwill Pedestal Forms

- Shop Addition
- Site Development including all Utilities
- Alternative Fuels Interior Build-Out
- Apartment Renovations
- Flood Study and Site Plan
- Master Planning
- Right of Way Plats
- Wet End Paper Monorail
- Airport Hangar Stakeout

**Reference:**  
Wilson Works  
Morgantown, WV  
304.296.7621



# **APPENDIX**

# **REFERENCES**

# HEAR FROM OUR CLIENTS

“

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

”

**Frank Blackwell**

FORMER WYOMING COUNTY SCHOOLS

“

Alpha Associates have a proven record of customer satisfaction and successful client delivery with our organization. **We would be confident in our recommendation in support of Alpha.**

”

**J. Paul Walden**

WEST VIRGINIA UNIVERSITY

“

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

”

**Robert Hammel**

FORMER DIRECTOR MORGANTOWN MUNICIPAL AIRPORT

“

Alpha Associates has been **an invaluable partner** in our planning and execution process, offering high level of professionalism, technical expertise, and client-centered service throughout our engagement.

”

**LaChaundra M. Graham, MSM, MBA, CH, Hon.D**

PRESIDENT & CHIEF EXECUTIVE OFFICER, MBEF COLLEGE & CAREER ACADEMIES, INC (MECCA)

“

I am happy to say that their (Alpha's) services were delivered in a very professional and very timely manner. Their company met the needs of the Marion County Schools very well in that their advice and counsel was given utilizing a data **driven decision process**, and they have a current and broad knowledge base of industry standards. I recommend Alpha Associates without hesitation or reservation.

”

**Dr. James Phares**

FORMER SUPERINTENDENT, MARION COUNTY BOE

“

Overall, the relationship with Alpha Associates has been positive and one that has helped to relieve me of many of the burdens I carry in regard to this project. I appreciate their **commitment of time and talent** to make this a project that well serves as the 'Gateway to the Eastern Panhandle.'

”

**Dr. Steven Nichols**

FORMER SUPERINTENDENT, JEFFERSON COUNTY SCHOOLS

December 5, 2023

To Whom It May Concern:

The purpose of this letter is to provide a reference for Rebecca Key and Alpha Associates of Morgantown, West Virginia.

Alpha Associates was assigned the task of designing and project management for renovation and an addition to a fire sub station that was built in the 1950's.

Alpha Associates, from the beginning has been engaged, educational and very patient with my lack of knowledge in the construction process. They have taken an outdated station and have turned it into a modern day facility that provides for a more comfortable and convenient work and living area for the firefighters.

I would be very comfortable working with Alpha Associates in the future for any additional projects. I would highly recommend them for any future projects.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eugene Deem", is written over the printed name.

Eugene Deem

Fire Chief Morgantown Fire Department



# 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.

*Scott 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*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/8/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |   |                                       |
|---|---|---------------------------------------|
| <b>PRODUCER</b><br>United Security Agency, Inc.<br>1207 Fairmont Ave<br>Fairmont WV 26554       | <b>CONTACT</b><br><b>NAME:</b> Joni Wilson<br><b>PHONE</b><br>(A/C, No, Ext): 3043631660<br><b>E-MAIL</b><br>ADDRESS: joniwilson@unitedsecurityagency.com | <b>FAX</b><br>(A/C, No): 304-363-5956 |
| <b>INSURER(S) AFFORDING COVERAGE</b>  |   | <b>NAIC #</b>                         |
| INSURER A : ERIE INSURANCE GROUP  |   | 26830                                 |
| <b>INSURED</b><br>Alpha Associates Inc.<br>209 Prairie Avenue, Suite 209<br>Morgantown WV 26501 | ALPHASS-02  |                                       |
|   | INSURER B :   |                                       |
|   | INSURER C :   |                                       |
|   | INSURER D :   |                                       |
|   | INSURER E :   |                                       |
| INSURER F :   |   |                                       |

**COVERAGES****CERTIFICATE NUMBER:** 1243020144**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD                                    | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|--|----------|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: | Y  |          | Q97-1216659   | 2/12/2024               | 2/12/2025               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| A        | <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS   | Y  |          | Q02-6230182   | 2/12/2024               | 2/12/2025               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
| A        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$   | Y  |          | Q26-6270060   | 2/12/2024               | 2/12/2025               | EACH OCCURRENCE \$ 2,000,000<br>AGGREGATE \$ 2,000,000<br>\$   |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N<br><input checked="" type="checkbox"/> N | N/A      | Q93-5600323   | 9/6/2023                | 9/6/2024                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000  |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Broad form/Deliberate Intent coverage applies to Employers Liability coverage "Additional Employers Liability Coverage Under WV Code Section 23-4-2(d)(2)(B) Endorsement per form # WC9906 10A (Ed 9/15) UF-4845 (form available upon request)  
WVDNR 324 4th Avenue South Charleston, WV 25303 is named Additional Insured on the Business Owners policy per form CG2010 (4/13) and on the Commercial Auto Liability policy.  
30 Day notice of cancellation applies to the Erie policies.

**CERTIFICATE HOLDER****CANCELLATION**

WV Division of Natural Resources  
324 4th Avenue  
South Charleston WV 25303

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Joni L. Wilson*

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# *Thank You*



**For inquiries,  
contact us.**

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