

**WV Division of Natural Resources  
Districts 2&3 Office Building  
Improvements**

June 18, 2019

1:30PM

CEOI 0310 DNR1900000014

**EXPRESSION OF INTEREST**





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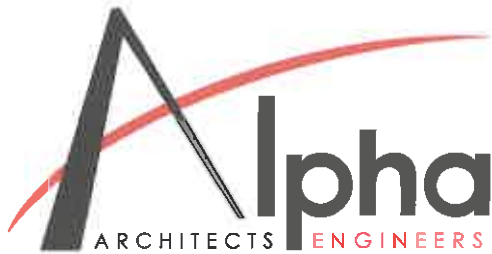
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June 18, 2019

Division of Natural Resources  
324 4<sup>th</sup> Ave.  
South Charleston, WV 25303

Attn: Angela Negley

**RE: CEOI 0310 DNR1900000014**  
**A/E Services for Districts 2&3 Office Building Improvements**

Dear Ms. Negley,

Having just recently visited the French Creek facility I can appreciate the value of the DNR parks and their place in the communities that they serve. Alpha Associates, Incorporated is pleased to submit this expression of interest for the Districts 2 & 3 Office Building Improvements Project at French Creek and Romney, WV. The Alpha Team's experience, appreciation of presence in the community, and our existing relationship with the Division of Natural Resources make us the perfect design partner on these important improvement projects.

Over the past 50 years Alpha has provided quality architectural, engineering and surveying services to various clients, both public and private, throughout the state. Our relevant project experience includes the evaluation, renovation, design and construction of a variety of office spaces including the Building 770 at the West Virginia Regional Technology Park in Charleston, West Virginia, as well as numerous bank branch projects for Clear Mountain Bank and the West Virginia State Office Building in Clarksburg, West Virginia. This experience allows us to provide a state of the art facility that has many features that are important to the look and feel the DNR needs to maintain in its office buildings.

#### **Project Team & Location**

Alpha Associates, Incorporated is a West Virginia owned and operated small business that offers several services under one roof, including architecture, civil and structural engineering, surveying, interior design, and construction administrative services. The personnel that will be dedicated to your project are highly qualified professionals and support staff with the technical expertise to meet and exceed expectations of this project.

This project will be managed from Alpha's Corporate Office located in Morgantown, West Virginia. This location allows our staff to be on site at both locations within a day's notice.

### **Project Understanding**

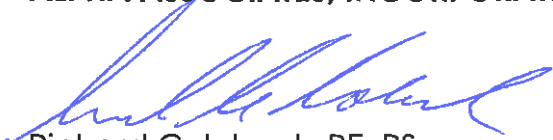
The WVDNR is looking to partner with a firm to provide renovations services for District 2 office building in Romney, WV and District 3 office building in French Creek, WV. Both buildings were constructed in 1959-1960 and require some improvements. These improvements will include the replacement of doors and windows, planning and installation of an elevator, as well as accommodating restrooms and other portions of the building to meet ADA requirements.

### **Summary**

Alpha Associates, Incorporated is looking forward to building upon an already successful relationship with the Division of Natural Resources. We hope to work with the DNR and State of West Virginia to provide excellent service at affordable costs. Our dedicated team of professionals will make your project a priority. If you would like to further discuss this upcoming project, please contact me at (304) 296-8216 ext. 102.

Sincerely,

**ALPHA ASSOCIATES, INCORPORATED**



Richard Colebank, PE, PS  
Richard A. Colebank, PE, PS  
President and COO  
[rick.colebank@thinkALPHAfirst.com](mailto:rick.colebank@thinkALPHAfirst.com)



## FIRM PROFILE

### Firm Profile

#### FIRM NAME

Alpha Associates, Incorporated

#### OFFICE LOCATIONS

209 Prairie Avenue  
Morgantown, West Virginia 26501

535 West King Street  
Martinsburg, West Virginia 25401

#### INCORPORATED

1969; Morgantown, WV

#### FIRM PRINCIPALS

Richard A. Colebank, PE, PS; President and COO  
Richard W. Klein, PE, PS; Chairman and CEO  
Charles B. Luttrell, PE; Principal  
Charles B. Branch, PE; Principal

#### NUMBER OF EMPLOYEES

22 Employees

#### SERVICES

Architectural Design  
Civil Engineering  
Structural Engineering  
Surveying  
Interior Design  
Landscape Architecture  
Construction Administration

Alpha Associates, Incorporated was established in 1969 and since that time has completed hundreds of projects throughout Morgantown and the state of West Virginia. Alpha's Corporate Office is located in Morgantown with our Eastern Regional Office located in Martinsburg.



## STATEMENT OF QUALIFICATIONS

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

Since 1969, Alpha has provided architectural and engineering design services throughout the state of West Virginia. We have worked with many local, state, and federal government entities on numerous Building projects of varying sizes and types. In this proposal, you will find examples that showcase the Alpha Team's exceptional project experience on similar type facilities.

Everyone at Alpha, from the President to the administrative staff, works towards the goal of completing successful projects. Our principals are involved with projects from the earliest stages right through final completion and beyond. They will consistently update you on your project by using effective communication tools to manage the projects and all the involved parties. Our skilled staff of 24 architects, engineers, surveyors and administrative personnel works diligently towards producing the drawings and specifications that will deliver our clients successful projects, completed on time and within budget.

Alpha has thrived for 50 years because we are a professional organization dedicated to providing superior architectural and engineering design services to our clients. While our staff is large enough to handle any size project, we are also small enough to give each project the individual attention to detail that will make them successful projects for our clients.



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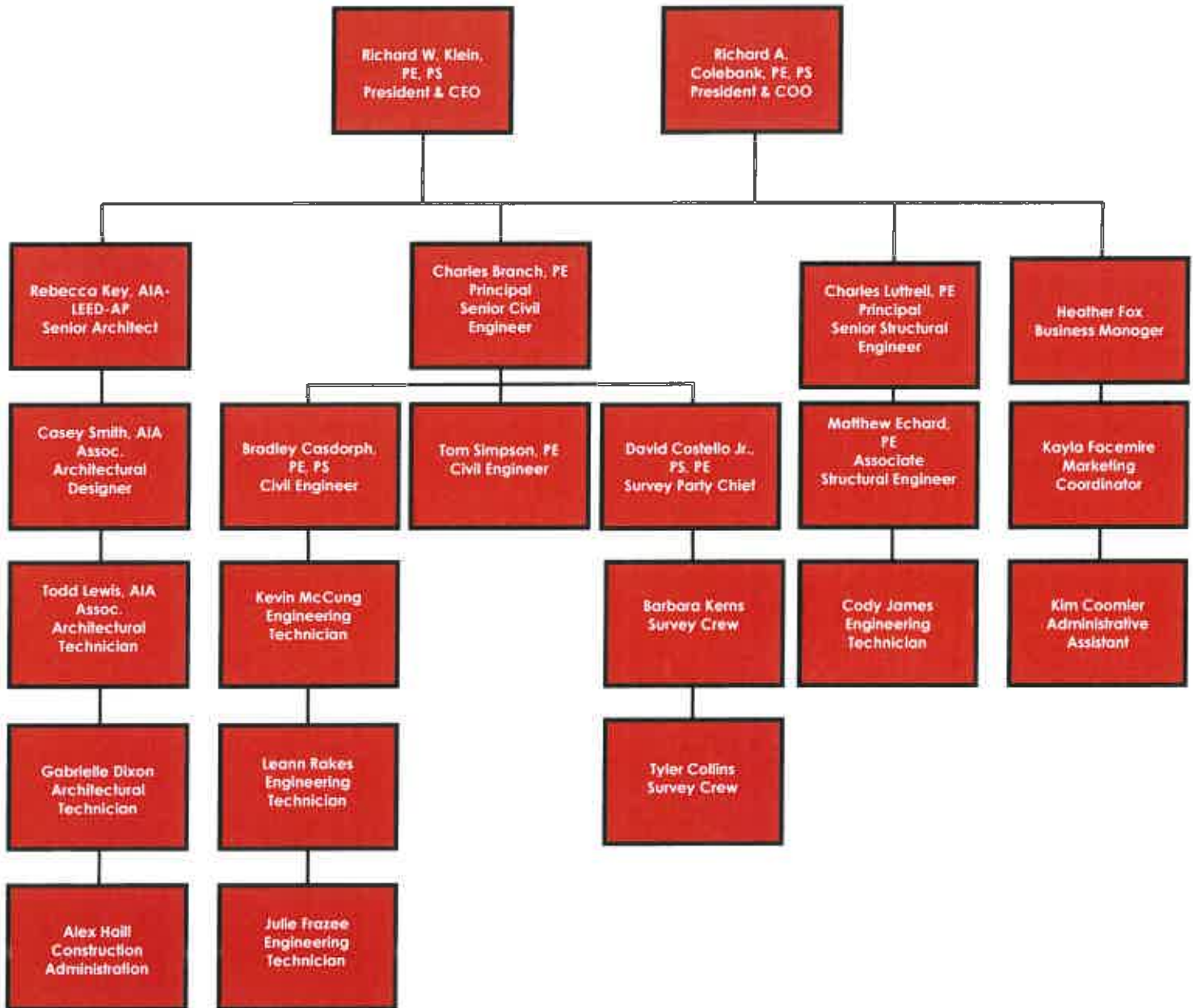


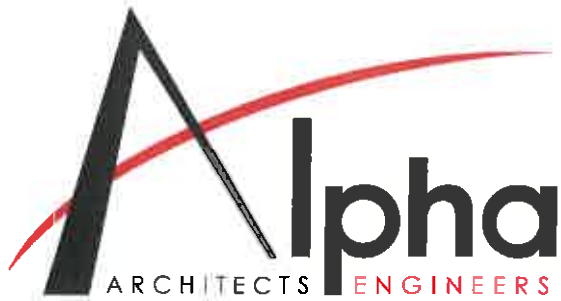
## STAFFING PLAN

All work to be performed for the West Virginia Division of Natural Resources will be managed out of Alpha's Morgantown office. In addition to your dedicated Project Team, Alpha's staff of 23 includes engineers, architects, architectural designers, interior designers, landscape designers, technicians, and support staff that are available to assist with any potential project need.









## SCHEDULE CONTROL

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

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

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

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

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

Developing an overall project schedule is a critical task that must take into account many factors: building type, owner's desire for occupancy, scope of work and level of documentation, whether contract(s) is bid or negotiated, available fee, and prior experiences on similar projects. Characteristic of the client, its organization, or the involvement of a construction manager and his responsibility for document review must also be considered.

This starts with a kick-off meeting which establishes ground rules, responsibilities,



and line of communication. We have found that a team visioning session is a great way to get everyone started off on the right track.

Determining a project schedule is a task that must be done with all parties involved in the process. Once the design process begins, a very detailed, realistic project schedule can be developed and communicated to all involved.



## CAPACITY AND SOFTWARE

### Capacity

Alpha Associates, Incorporated is prepared to commit staff resources to the District 2&3 Office Building Improvements Project. Alpha has the qualified and experienced personnel, administrative support, along with the production equipment and resources to ensure the successful completion of this project. We are confident in our ability to provide the State of West Virginia with a committed and dependable design team. Our multidisciplinary design team is prepared to meet and exceed the expectations of the DNR by committing any resources necessary to meet the project schedule.

### Software

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

- AutoCAD 19
- REVIT (Editions up to 2019)
- Civil 3D
- RISA 3D
- RISA Floor
- RISA Foundation
- MathCAD
- Autodesk Suite
- Enercalc
- AutoTURN
- TopCon GR5 GPS System
- TopCon Total Station with Reflectorless Capabilities
- Carlson Surveyor & Data Collector



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## ALPHA RESUMES

### SUMMARY

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

**Richard A. Colebank, PE, PS** | President and COO

### PROFILE

Broad-based responsibilities in the following areas:

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

### PROFESSIONAL HIGHLIGHTS

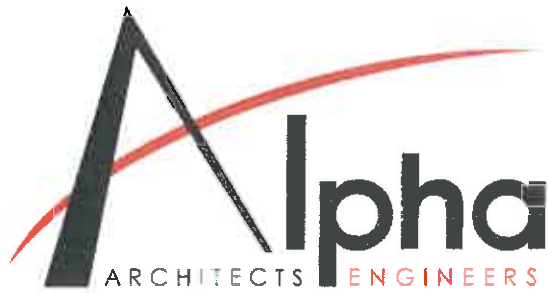
#### Project Manager:

- WVU Research Park; Morgantown, WV
- Federal Bureau of Prisons Hazelton Medium Security Prison
- WV Medal of Honor Recipients Plaza; Hazelton, WV
- North Fork Hughes River Recreation Facilities; Ritchie County, WV
- WVDOH I-77 Welcome Center; Williamstown, WV
- Ices Ferry Bridge; Morgantown, WV
- Monongalia General Hospital Expansion; Morgantown, WV
- Monongalia General Hospital Access Road; Morgantown, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV
- West Virginia State Office Building; Clarksburg, WV
- WVU College of Physical Education and Sports Science/Student Health Center; Morgantown, WV

#### Indefinite Delivery/Indefinite Quantity Contracts:

- Morgantown Municipal Airport Open End Contract
- West Virginia Division of Highways Open End Contract
- National Energy Technology Laboratories Open End Contract
- West Virginia University Open End Contract
- United States Postal Service Open End Contract





## ALPHA RESUMES

**Richard A. Colebank, PE, PS** | President and COO

### EMPLOYMENT HISTORY

1985 – Current	Alpha Associates, Incorporated
1983-1985	Charles Townes and Associates, P.C.
1983	US Army Corps of Engineers

### EDUCATION

West Virginia University  
 Masters of Business Administration; 1999  
 Bachelor - Civil Engineering; 1982

### QUALIFICATIONS

- **License:** Professional Engineer: West Virginia, Maryland, Pennsylvania, Virginia
- Professional Surveyor: West Virginia
- Certified Private Pilot

### AFFILIATIONS

- Former NSPE/PEPP Governor of WV
- American Red Cross - Regional Chairman
- University High School Foundation; Charter Member; President
- Morgantown Area Chamber of Commerce; Past Chairman
- WVU College of Civil and Environmental Engineering Visiting Committee
- WVU College of Business and Economics MBA Advisory Committee

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Contact

**Richard A. Colebank**

304.296.8216

800.640.8216

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



## ALPHA RESUMES

**Charles Branch, PE** | 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 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

#### Civil Engineer/Project Manager:

- Jane Lew Truck Stop; Jane Lew, WV
- Clarksburg State Office Building; Clarksburg, WV
- WVU Reedsville Farm Redevelopment; Morgantown, WV
- Freedom Automotive Group Dealerships; Morgantown, WV
- Freedom Kia; Clarksburg, WV
- WVU Parking Lot 81 Renovations; Morgantown, WV
- WVU Doll's Run Burn Room; Morgantown, WV
- WVU Alumni Center Parking Lot; Morgantown, WV
- WVU Alumni Center Storm Water Management; Morgantown, WV
- WVU Evansdale Redevelopment; Morgantown, WV
- WVU Health Sciences Center Eastern Division; Martinsburg, WV
- Blackshere Bridge; Mannington, WV
- WVDOH I-77 Welcome Center; Williamstown, WV
- WV Medal of Honor Recipients Plaza; Hazelton, WV
- Lewis County High School Bridge; Weston, WV
- Wyoming County Route 10 Relocation; Wyoming County, WV
- Fairmont Federal Credit Union; Bridgeport, WV





## ALPHA RESUMES

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

### EMPLOYMENT HISTORY

1992 – Current    Alpha Associates, Incorporated  
1988-1992        Reimer, Muegge, & Associates, Inc.

### EDUCATION

West Virginia University  
Bachelor - Civil Engineering; 2000  
Fairmont State College  
Bachelor Architectural Engineering Technology; 1988

### QUALIFICATIONS

• **License:** Professional Engineer: West Virginia

### AFFILIATIONS

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

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Contact

Charles B. Branch

304.296.8216

800.640.8216

[chuck.branch@thinkalphafirst.com](mailto:chuck.branch@thinkalphafirst.com)



## ALPHA RESUMES

**Charles B. Luttrell, PE** | 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 the WVU Constructed Facilities Center. Since coming to Alpha, Mr. Luttrell has had significant involvement in the effort to begin utilizing modern composite materials in practical bridge applications.



### PROFILE

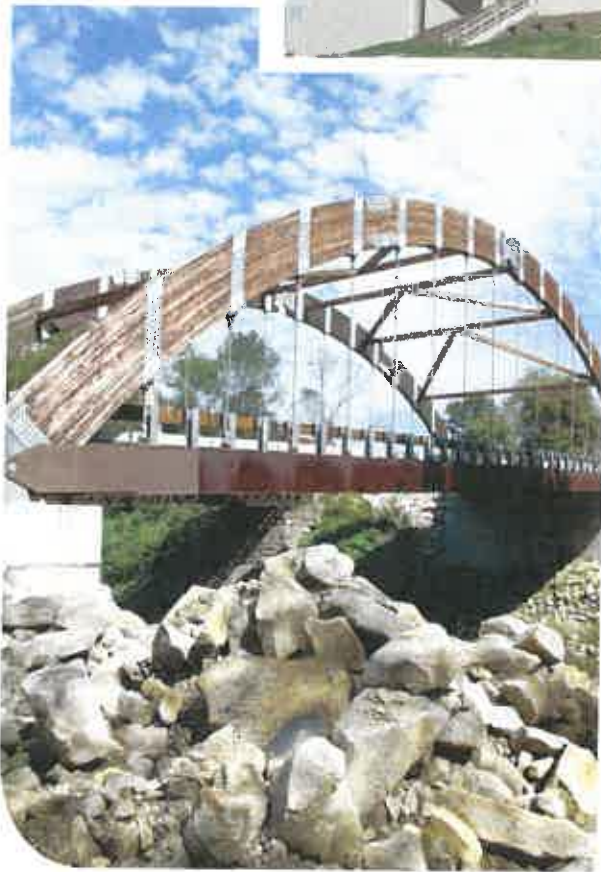
Broad-based responsibilities in the following areas:

- Bridge Structural Design and Analysis
- Innovative Bridge Materials Applications
- Building Structural Design and Analysis
- Historical Restoration and Evaluations

### PROFESSIONAL HIGHLIGHTS

#### Structural Engineer:

- Freedom Automotive Group 3 Dealerships; Morgantown, WV
- Hazel Ruby McQuain Equine Education & Resource Center; WVU
- WVDOH Arnettsville Replacement Bridge; Morgantown, WV
- Clarksburg State Office Building; Morgantown, WV
- Grant County Bank Addition & Renovation; Petersburg, WV
- South Berkeley Fire Station; Inwood, WV
- Alumni Center Structural Framing and Foundation; WVU
- Engineering Science Building, East Wing Addition, WVU
- Hazel Ruby McQuain Amphitheater Roof; Morgantown, WV
- West Buckeye Bridge; Core, WV
- Washington High School; Charles Town, WV
- WVU Coliseum Structural Inspection; Morgantown, WV
- WVU Coliseum Scoreboard Hoist Project; Morgantown, WV
- Alderson Broaddus College, Rex Pyles Arena Deck; Philippi, WV
- Mountaineer Middle School Renovation; Morgantown, WV
- Salem International Building Inspections; Salem, WV
- Monongalia County Sheriff's Building; Morgantown, WV
- South High Street Bridge, Morgantown, WV
- Ices Ferry Bridge, Morgantown, WV



## ALPHA RESUMES

**Charles B. Luttrell, PE** Principal, Structural Engineer

### EMPLOYMENT HISTORY

1996 – Current	Alpha Associates, Incorporated
1995-1996	Larry D. Luttrell, PE, Ph D
1991-1994	West Virginia University
1990-1991	WVU Constructed Facilities Center

### EDUCATION

West Virginia University  
 Masters - Structural Engineering; 1995  
 Bachelor - Civil Engineering; 1993

### QUALIFICATIONS

- **License:** Professional Engineer: West Virginia, Pennsylvania

### AFFILIATIONS

- WV Society of Professional Engineers
- National Society of Professional Engineers
- Chi Epsilon; Member
- American Concrete Institute; Member

### Research Experience

- Cold Formed Steel Deck Research
  - ✓ Fastener Failures
  - ✓ Edge conditions/failures
  - ✓ Buttoned overlap shear failures
- Composite Cold Formed Steel and Concrete Deck Research
  - ✓ Line load behavior/failures
  - ✓ Concentrated load behavior/failures
  - ✓ Web crippling
  - ✓ Punch failures

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Contact

Charles B. Luttrell

304.296.8216

800.640.8216

charlie.luttrell@thinkalphafirst.com



## ALPHA RESUMES

**Rebecca Key, AIA, LEED-AP** | Architect, Associate

### SUMMARY

Ms. Key has worked in the architectural field for over 35 years. She serves as Project Architect/Project Manager for numerous architectural designs at Alpha Associates, Incorporated. Ms. Key is involved from the programmatic stages and schematic designs all the way through construction documents to construction administration. 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 and Space Planning
- Feasibility Studies
- Water Infiltration Analysis
- Interior Space Planning
- Historic Renovation
- Project Management

### PROFESSIONAL HIGHLIGHTS

#### Education

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

#### Historic Renovations

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

#### Recreation

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

#### Dormitory and Multi-Family

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

#### Municipal & State Government

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



## ALPHA RESUMES

**Rebecca Key, AIA, LEED-AP** | Architect, Associate



### EMPLOYMENT HISTORY

2000 – Current	Alpha Associates, Incorporated
1983-1999	Alexander Key and Associates
1978-1983	Webster Clothes; Director of Store Planning

### EDUCATION

University of Maryland  
 Bachelor of Architecture; 1977  
 Maryland Institute College of Art  
 Coursework in Furniture Design; 1986-1987

### QUALIFICATIONS

- **License:** Registered Architect: West Virginia, Maryland, Washington DC, New York, Virginia, Pennsylvania
- NCIDQ Certified (Interior Design)
- Leadership In Energy and Environmental Design Accredited Professional
- Meet Standards of Secretary of the Interior for historic architecture

### AFFILIATIONS

- American Institute of Architects
- West Virginia Society of Architects
- Fairmont, WV ICC Board of Appeal; Board Member
- U.S. Green Building Council
- AIA Liveable Communities
- Marion County Chamber of Commerce
- Leadership Kanawha Valley Class of 2014



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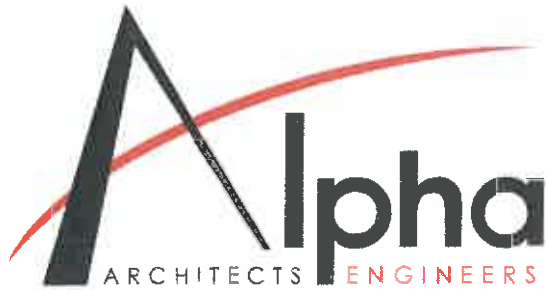
Contact

Rebecca Key

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rebecca.key@thinkalphafirst.com



## ALPHA RESUMES

**Bradley Casdorff, PE, PS** | Civil Engineer

### SUMMARY

Mr. Casdorff joined the Alpha Associates, Incorporated 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

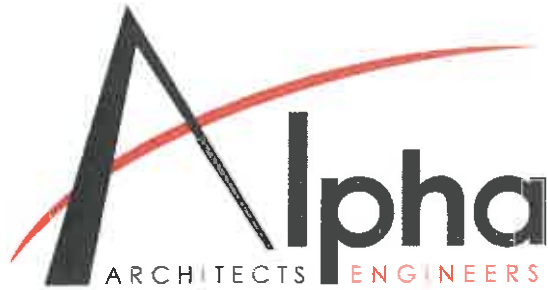
Broad-based responsibilities in the following areas:

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

### PROFESSIONAL HIGHLIGHTS

#### Civil Engineering:

- Platinum Properties - Waterfront Conference Center; Morgantown, WV
- Hart Field - Runway Safety Area; Morgantown, WV
- Hart Field - Ramp Renovation and Deicing Facility; Morgantown, WV
- Hart Field - Signage and Lighting; Morgantown, WV
- Hart Field - Airport Certification Manual; Morgantown, WV
- Hart Field - Air Rescue and Fire Fighting Vehicle Procurement, WV
- WVU - Lot 81 Parking Area Improvements; Morgantown, WV
- WVU Animal Facilities Annex, Engineering Retrofit; Morgantown, WV
- McKee Crossing - 120 Acre Subdivision; Martinsburg, WV
- Morgantown Municipal Airport Access Road; Morgantown, WV
- Davisson Estates - 60 Acre Subdivision; Morgantown, WV
- Mon General Hospital - East Parking Area; Morgantown, WV
- Applebee's Restaurant, Site Plan; Morgantown, WV
- WVU CPASS/Student Health; Morgantown, WV
- WVU Research Park- 100 Acre ALTA/ACSM Survey; Morgantown, WV
- WVU Museum; Morgantown, WV



## ALPHA RESUMES

**Bradley Casdorff, PE, PS** | Civil Engineer

### EMPLOYMENT HISTORY

2004 – Current    Alpha Associates, Incorporated  
1979-2004        Triad Engineering, Incorporated

### EDUCATION

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

### QUALIFICATIONS

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

### AFFILIATIONS

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

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Contact

Bradley Casdorff

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brad.casdorff@thinkalphafirst.com



## ALPHA RESUMES

**Matthew T. Echard, PE** | Structural Engineer, Associate

### 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 Middle East, Mr. Echard returned to West Virginia to provide world-class service in a historically underserved region while making positive contributions to the future growth of his home state. Mr. Echard places a large value on the collaborative work process, believing that a building's form and function are derived from many contexts. Mr. Echard's office is located in the corporate office in Morgantown, WV.

### PROFILE

Broad-based responsibilities in the following areas:

- Structural Engineering
- Structural Forensics
- Project Management

### PROFESSIONAL HIGHLIGHTS

#### Structural Engineering:

- Grant County Bank; Petersburg, WV
- WVDOH Arnettsville Bridge Replacement; Monongalia County, WV
- WVDOH Deckers Creek Pedestrian Bridge; Morgantown, WV
- Jane Lew Truck Stop; Jane Lew, WV
- Queen Street Underpass; Martinsburg, WV
- Westover Goodwill Structural Design; Morgantown, WV
- Weyerhaeuser Roof Evaluation; Heaters, WV
- Weyerhaeuser OSB Facilities Alterations; Heaters, WV
- Weyerhaeuser Hazardous Material Transfer Encloser; Heaters, WV
- Mapletown High School Elevator; Mapletown, PA
- Knauf Insulation Melter Line Structural Supports ; Inwood, WV
- Knauf Insulation Cooling Tower & Heat Exchanger Structure & Foundations; Inwood, WV
- 57 Middleway Pike Commercial Building; Inwood, WV
- Grafftech Furnace Structural Assessment; Grafton, WV
- FedEx Distribution Facility Structural Damage Assessment; Morgantown, WV
- Los Mariachis UTC; Morgantown, WV







## ALPHA RESUMES

**Matthew T. Echard, PE** | Structural Engineer

### EMPLOYMENT HISTORY

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

### EDUCATION

Massachusetts Institute of Technology  
Masters - Engineering & Environmental Mechanics 2002  
West Virginia University  
Bachelors of Science - Civil Engineering 2000

### QUALIFICATIONS

- **License:** Professional Engineer: West Virginia, California
- California OES SAP Evaluator

### AFFILIATIONS

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

### Publications

- Echard, M. and Tonis, D. Convergent Design Methodology for Bio-Science Labs: Architectonic and Performative Structural Considerations Using the Geilinger Composite Column Solution. Proceedings of ICSEA2010 - First International Conference on Structures and Architecture Guimarães, Portugal, July 2010, Taylor & Francis.
- Echard, M. Structural Analysis and Design Within a BIM Framework. EASEC 10 - East Asia Structural Conference, Bangkok, Thailand, August 2006.

think **Alpha** first.com

### Contact

**Matthew T. Echard**

304.296.8216

800.640.8216

matthew.echard@thinkalphafirst.com



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**ALPHA EXPERIENCE**

State Building 25 | TBD

**Architectural Case Study**

**State of West Virginia Building 25**  
**Exterior Evaluation and Design**  
**Parkersburg, WV**

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

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

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

**Project Contact:**

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

**At a Glance**

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





**ALPHA EXPERIENCE**

**VA WV National Training Academy** | 2019

**Engineering Case Study**

**VA WV National Training Academy**  
Shepherdstown, WV

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

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

**Project Contact:**

**Mr. Ken Lowe**  
The Federal Group  
233 Lowe Drive  
Shepherdstown, WV 25443  
304-870-7001

**At a Glance**

**CLIENT:** The Federal Group  
**LOCATION:** Shepherdstown, WV  
**COMPLETION DATE:** 2019  
**SIZE:** 14,925 sq. ft.  
**CONSTRUCTION COST:** Private Client





**ALPHA EXPERIENCE**

**State Office Building** | 2016

**Architectural Case Study**

**West Virginia State Office Building**  
Clarksburg, WV

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

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

This project is currently going to construction and is estimated to be completed in 2016.

**Project Contact:**

**Robert Krause**

**1900 Kanawha Blvd, East**

**Charleston, WV 25305**

**304-558-2317**

**At a Glance**

**CLIENT:** State of West Virginia

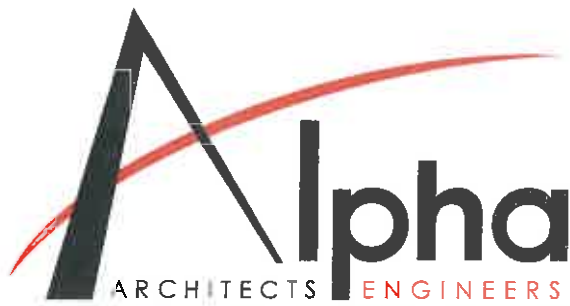
**LOCATION:** Clarksburg, WV

**COMPLETION DATE:** 2016

**SIZE:** 88,491 sq. ft.

**CONSTRUCTION COST:** \$24.9 Million





**ALPHA EXPERIENCE**

Sheriff's Building | 2011

**Architectural Case Study**

**Monongalia County Sheriff's Building**  
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, evidence room and several bailiff rooms. The remaining floors are designed to house flexible office space.

Restricted access, combined with a high level of security, both passive and active systems were part of the design program.

**Project Contacts:**

Sheriff Al Kisner or Robert Doyle  
116 Walnut St. 243 High St.  
Morgantown, WV Morgantown, WV  
304-291-7290 304-291-7268

**At a Glance**

**CLIENT:** Mon County Commission  
**LOCATION:** Morgantown, WV  
**COMPLETION DATE:** 2011  
**SIZE:** 31,655 sq. ft.  
**CONSTRUCTION COST:** \$7.9 Million





**ALPHA EXPERIENCE**

**Prichard Hall** | 2001

**Educational Case Study**

**Fairmont State College - Prichard Hall**  
Fairmont, WV

Alpha Associates, Incorporated provided Architectural and Engineering Services for Fairmont State College for the renovation of a 1963 Co-Ed Dormitory. Design of ADA compliant entrance ramp and main entrance into the building were included in this project. Interior renovations of the 1,466-SF space included lobby, vending area, computer lab, TV lounge, poolroom, and ADA compliant restroom facilities.

Alpha's design staff chose large format porcelain tile for the exterior finish material of the landings in the entry. Utilizing this format allows for a slip resistant surface and provides a contrast from the sidewalk and ramp surface to the entry area of the building.

**Project Contact:**

**Larry Lawrence**  
1201 Locust Avenue  
Fairmont, WV 26554  
304-304-367-4295

**At a Glance**

**CLIENT:** Fairmont State College  
**LOCATION:** Fairmont, WV  
**COMPLETION DATE:** 2001  
**SIZE:** 1,466 SF  
**CONSTRUCTION COST:** \$240,000





**ALPHA EXPERIENCE**

**Stalnaker Hall** | 1993

**Educational Case Study**

**West Virginia University - Stalnaker Hall**  
**Morgantown, WV**

The original center section of Stalnaker Hall was completed in 1919, with two additional wings added in 1939. This renovation project replaced dormitory-style quarters with suites containing 306 bedrooms and shared living space. The food services area of Stalnaker Hall also underwent renovations. Alpha Associates, Incorporated teamed with a national A/E firm to provide civil engineering, structural engineering and construction administration. The 95,000 square foot project included the following: ADA parking area, ADA ramps, restoration/reconstruction of entire building, new sidewalks and steps, handrails and landscaping, asbestos abatement, skylights, new roof, elevator, window replacement.

This building required extensive demolition, including demolition of all rooms and load bearing walls on both the North and South wings. The center wing included complete gutting of all floors with only the exterior wall remaining. This project also included underpinning of the existing structure to add basement space.

**Project Contact:**

**Charlie Robison**  
**979 Rawley Lane**  
**Morgantown, WV 26506**  
**304-293-5280**

**At a Glance**

**CLIENT:** West Virginia University  
**LOCATION:** Morgantown, WV  
**COMPLETION DATE:** 1993  
**SIZE:** 95,000 SF  
**CONSTRUCTION COST:** \$12 Million







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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 Francis D. Gaddy

[Signature]

[Signature]

[Signature]



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

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

**Bradley H. Casdorph**

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

**REGISTERED PROFESSIONAL ENGINEER**

Registration Number 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 Capital 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

*Samuel DeTroyes, Jr.*      *Richard DeLynas*

*Blair S. Smith*      *William E. Ryan*      \_\_\_\_\_



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 Gaddy

Secretary *Maud P. Jickum* President  
Kenneth H. Means *Robert C. Scott*



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

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

Matthew T. Echard

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

REGISTERED PROFESSIONAL ENGINEER

Registration Number 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

James D. Timmons, Jr. Richard E. Dlyna  
Blayne S. Stiles William E. Dyer

# 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

[Signature] President.  
[Signature] Secretary.



STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting.

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

Charles B. Luttrell

DOES, IN PURSUANCE OF AUTHORITY VESTED IN IT

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

REGISTERED PROFESSIONAL ENGINEER

Registration Number 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

Handwritten signature: Earl Reddy

Handwritten signature: Frank Helly

Large handwritten signature: George S. ...

Handwritten signature: Wm ...

# CERTIFICATE OF *Authorization*

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

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

**ALPHA ASSOCIATES, INC.**

**C00012-00**

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

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

**January 1, 2018 - December 31, 2019**

*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

BOARD PRESIDENT





## REFERENCES

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

**Bill Clark, Executive Director**  
**Region 9 Planning and Development Council**  
400 West Stephen Street Suite 301  
Martinsburg, West Virginia 25401  
304-263-1743

**David Hildreth**  
**State of West Virginia**  
1409 Greenbrier Street  
Charleston, WV 25305  
304-558-0510

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

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

"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 your planning, coordination, and completed projects have been exceptional and outstanding in every regard.

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



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

**Procurement Folder : 584121**

**Document Description : A/E Services-Districts 2 & 3 Office Building Improvements**

**Procurement Type : Agency Contract - Fixed Amt**

Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2019-05-24	2019-06-18 13:30:00	AEOI 0310 DNR1900000014	1	Final

SUBMIT RESPONSES TO:	VENDOR
BID RESPONSE DIVISION OF NATURAL RESOURCES PROPERTY & PROCUREMENT OFFICE 324 4TH AVE SOUTH CHARLESTON WV 25303-1228 US	<b>Vendor Name, Address and Telephone</b> Alpha Associates, Inc 209 Prairie Ave. Morgantown, WV 26501 304-296-8216

**FOR INFORMATION CONTACT THE BUYER**

Angela W Negley  
 (304) 558-3397  
 angela.w.negley@wv.gov

Signature X  FEIN # 550516286 DATE 6/13/19

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

Richard A. Colebank, President & COO

(Name, Title)

(Printed Name and Title)

209 Prairie Ave, Morgantown, WV 26501

(Address)

304-296-8216/ 304-296-8245

(Phone Number) / (Fax Number)

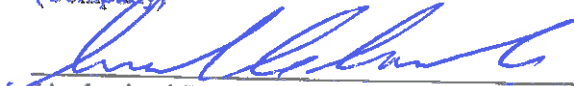
rick.colebank@thinkalphafirst.com

(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Alpha Associates, Inc

(Company)



(Authorized Signature) (Representative Name, Title)

Richard A. Colebank, President & COO

(Printed Name and Title of Authorized Representative)

6/13/19

(Date)

304-296-8216/ 304-296-8245

(Phone Number) (Fax Number)

**ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:**

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

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

**Addendum Numbers Received:**

*(Check the box next to each addendum received)*

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

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

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

Alpha Associates, Inc  
Company

  
Authorized Signature

6/13/19  
Date

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

West Virginia Ethics Commission  
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

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

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

Contract Number: AEOI 0310 DNR1900000014 Contract Description: Districts 2&3 Office Building

Governmental agency awarding contract: West Virginia Purchasing Division Improvements

Check here if this is a Supplemental Disclosure

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

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

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

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

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

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

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

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

Signature: *Richard Colebank, Pres. & COO*

Date Signed: 6/13/19

**Notary Verification**

State of West Virginia, County of Upshur

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

Taken, sworn to and subscribed before me this 13th day of June, 2019.

*Kayla J*  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting disclosure: \_\_\_\_\_



STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

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

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Alpha Associates, Inc

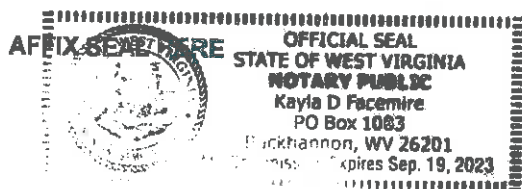
Authorized Signature: *[Signature]* Date: 6/13/19

State of West Virginia

County of Upshur, to-wit:

Taken, subscribed, and sworn to before me this 13 day of June, 2019.

My Commission expires September 19, 2023.



NOTARY PUBLIC

*[Signature]*

Purchasing Affidavit (Revised 01/19/2018)