



State of West Virginia  
Agency Expression of Interest

1

<b>Proc Folder:</b> 1409617			<b>Reason for Modification:</b> Addendum No. 1:
<b>Doc Description:</b> EOI - Water Treatment Plant			
<b>Proc Type:</b> Agency Contract - Fixed Amt			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-05-04	2024-05-10 10:30	AEOI 0608 DCR2400000002	2

**BID RECEIVING LOCATION**

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :** Alpha Associates, Incorporated

**Address :** 209 Prairie Avenue

**Street :** 209 Prairie Avenue

**City :** Morgantown

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

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

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

**FOR INFORMATION CONTACT THE BUYER**

Philip K Farley  
(304) 549-1050  
philip.k.farley@wv.gov

Vendor  
Signature X

FEIN# 550516286

DATE 10 May 2024

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



## Engineering Design Services

### **AEOI 0608 DCR24000000002 Denmar Correctional Center and Jail Water Treatment Plant**

May 7, 2024



**Alpha Associates, Inc.**

**Morgantown, WV 26501 | Martinsburg, WV 25401**

**Richard Colebank, PE, PS; President & COO**

**304.296.8216 ext. 102**

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

**<http://thinkalphafirst.com>**



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# **SECTION A**

## **GENERAL FIRM INFORMATION**





May 10, 2024

Division of Administrative Services  
1124 Smith Street, Suite 2100  
Charleston, WV 25301

Attn: Philip Farley,  
Director of Engineering, Construction & Maintenance

**Re: ARFQ 0608 DCR2400000002  
EOI – Water Treatment Plant**

Dear Mr. Farley,

Alpha Associates, Incorporated, is pleased to submit our expression of interest in providing professional engineering services to the Division of Corrections and Rehabilitation (DCR) at the Denmark Correctional Center and Jail located in Hillsboro, WV. If selected, Alpha will provide professional engineering consulting services which includes preparation of a preliminary engineering report, design and preparation of construction drawings, participation in the evaluation of bid, review and approval of contractor's estimates, and any additional services required by the Division.

### **Project Understanding**

Denmark Correctional Center and Jail is a medium-security correctional center that houses 232 offenders and has 110 staff. The facility has an existing water treatment plant that is located by the Greenbrier River. The plant pumps the raw water from the Greenbrier and, once treated, the potable water is dispersed to a three hundred thousand (300,000) gallon water storage tank that is located on the mountain above the facility. It is used to both domestic and fire suppression. The purpose of this solicitation is for the Division of Corrections and Rehabilitation (DCR) who is seeking a qualified A/E firm to provide professional design services for the replacement of the existing water treatment plant with a new.

## Relevant Experience

Alpha has concentrated on the following professional services: wastewater collection system improvements and extensions; wastewater pumping facilities rehabilitation and/or new pumping facilities design; permitting and compliance with local, state, and federal requirements.

For any project, Alpha Associates, Inc. will provide comprehensive preliminary and final engineering services, civil engineering design services, construction documents, assistance during bidding, and construction administration services.

Throughout our 54+ years, Alpha continues to succeed in providing planning, permitting, funding, engineering design and construction documents, agency approvals and providing construction administration services for several stormwater, wastewater and water systems throughout the state. Our work includes compliance with many MS-4 Communities, standard stormwater design, water quality and quantity solutions for municipalities, and many projects, both large and small.

Previously, as the Engineers for the Borough of Point Marion, we provided similar type services and the necessary plans to move the Town forward with a major water line rehabilitation project and significant improvements to the water treatment plant and significant improvement to the sanitary system. Our work also includes sanitary work on the collection systems, permitting several combined outfalls and providing a plan for meeting the regulatory requirements. We also have assisted the Borough in meeting their respective regulatory requirements. We also currently are assisting the State Line Water Authority in meeting their regulatory requirements.

Other relevant experience includes our previous design work completed at the Federal Corrections Institution Medium Security Facility located in Hazelton, WV. Alpha provided architectural and engineering services for a new 13,805 square foot Administrative Building that served both secure and non-secure activities. The building was designed utilizing Leadership in Energy and Environmental Design (LEED) principles and reinforces the goals set forth in the Energy Policy Act.

## Design Team

We have the experience to not only successfully complete your project, but just as importantly, we will guide your project through the preliminary engineering and funding process to ensure each project is presented in the best light for funding. Throughout the partnership, we will ensure the most cost-effective design is completed and the necessary approvals are obtained in a timely manner. Our firm's Corporate Office is located in Morgantown, West Virginia, where this project will be managed. Our experience, combined with our convenient location, makes us the perfect partner for you on this project.

**Summary**

Alpha Associates, Incorporated, is committed to providing Denmar Correctional Center and Jail with a dedicated team of professionals who will make your project a priority. Our staff has the experience, expertise, and capacity to handle all your project needs. We look forward to building a relationship with the Division of Corrections and Rehabilitation and appreciate your time and consideration. If you have any questions or require additional information, please call me at 304-296-8216 extension 102.

Sincerely,

***ALPHA ASSOCIATES, INCORPORATED***

A handwritten signature in dark ink, appearing to read 'Rick Colebank', written in a cursive style.

Richard A. Colebank, PE, PS  
President and COO  
[rick.colebank@thinkalphafirst.com](mailto:rick.colebank@thinkalphafirst.com)  
(304) 296 – 8216 ext. 102





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

## Architecture

*Commercial*

*Public*

*Private*

*Residential*

## Civil/Structural Engineering

*Enhance*

*Conservational*

*Leadership*

## Surveying

*Accurate*

*Clearly Communicated*

*State-of-the-Art*

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

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

- James Kip Fitch

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

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



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

**LOCATIONS:**

209 Prairie Avenue  
Morgantown, WV 26501  
304.296.8216

535 West King Street  
Martinsburg, WV 25401  
304.264.0051

**WEBSITE:**

<https://thinkalphafirst.com/>

**EMPLOYEES:**

21

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

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

As you travel through the region, you will find Alpha's influence on the built environment, especially in West Virginia. Alpha's local project success reflects an architectural studio which encourages creativity and flexibility. Continuing the focus of success, Alpha's 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.

Think Alpha First!



# 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 54+ 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.





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

# SCHEDULE & BUDGET.

## Project Track Record

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

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

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

## Successful Project Management/Schedule

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

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

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

## Alpha's Unique In-House Features

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

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





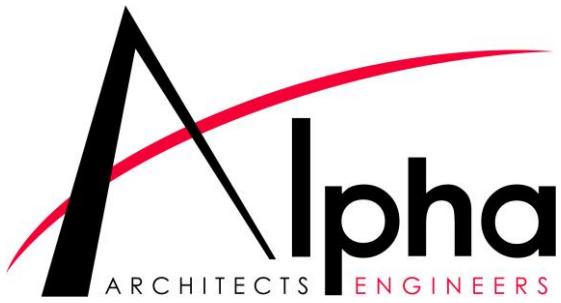


# FUNDING EXPERIENCE

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Throughout our 54 years of business, Alpha Associates, Incorporated has worked with multiple funding agencies on projects, including State and Federal dollars. Our funding experience includes:

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



# LEED/SUSTAINABILITY

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

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

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



Alpha Associates’ team consists of professional staff members who are LEED Accredited Professionals with projects that are LEED registered including the FBOP Hazelton Facility and the State Office Building in Clarksburg, WV.

# MEET THE ALPHA TEAM.

## MANAGERS

Richard W. Klein  
PE, PS  
Chairman & CEO

Richard A. Colebank  
PE, PS  
President & COO

## ARCHITECTURE

Rebecca Key  
AIA-LEED-AP  
Director of  
Architecture

Casey Smith  
AIA Associate  
Architectural  
Designer

Todd Lewis  
AIA Associate  
Architectural  
Technician

Alex Hail  
Construction  
Administration

## CIVIL ENGINEERING

Charles Branch  
PE, Senior Principal  
Senior Civil Engineer

Bradley Casdorph  
PE, PS  
Civil Engineer

Tom Simpson  
PE  
Civil Engineer

David Costello Jr.  
PS  
Manager of Surveying

Julie Frazee  
Engineering  
Technician

Terry Higgins  
Field  
Representative

Kevin McClung  
Engineering  
Technician

Barbara Kerns  
Survey Crew

Tyler Collins  
Survey Crew

## STRUCTURAL ENGINEERING

Charles Luttrell  
PE, Senior Principal  
Senior Structural Engineer

Matthew Echard  
PE, Principal  
Structural Engineer

Cody Antoon  
Engineering  
Technician

## OFFICE ADMINISTRATION

Heather Fox  
Business Manager

Alexis Petrovsky  
Marketing Coordinator

Kim Coomler  
Administrative



# **SECTION C**

## **MANAGEMENT AND STAFFING CAPABILITIES**

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# KEY PERSONNEL.

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## TO BE ASSIGNED TO YOUR PROJECT

All work performed for the Division of Corrections and Rehabilitation will be managed out of Alpha's Morgantown office. In addition to your dedicated project team, Alpha's staff of 21 includes engineers, architects, architectural designers, technicians and support staff that are available to assist you with any potential project need. Rick will serve as Principal-in-Charge and Chuck Branch will serve as the day-to-day contact for the Project Team.



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



Charles "Chuck" Branch  
PE, Senior Principal  
Civil Engineer/Day-to-Day Contact



Charles "Charlie" Luttrell  
PE, Senior Principal  
Sr. Structural Engineer



Bradley Casdorph  
PE, PS  
Civil Engineer

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# Richard Colebank PE, PS

## PRESIDENT & COO

### SUMMARY

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

### PROFILE

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

- Project 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 Principal

Morgantown Municipal Airport Access Rd; Morgantown, WV  
 Mon General Access Rd; Morgantown, WV  
 WVU Reedsville Farm Redevelopment; Reedsville, WV  
 Monongalia General Hospital Access Road; Morgantown, WV  
 DOH Martinsburg Train Station Corridor Streetscape; Martinsburg, WV  
 WV State Office Building; Parkersburg, WV  
 College of Physical Activity & Sports Science; Morgantown, WV  
 WVDOH Open End Engineering Contract; WV  
 WVDOH Deckers Creek Pedestrian Bridge; Morgantown, WV  
 Clarksburg State Office Building; Clarksburg, WV  
 Jane Lew Truck Stop; Jane Lew, WV  
 Grant County Bank Addition & Renovation; Petersburg, WV  
 South Berkeley Fire Station; Inwood, WV

### EMPLOYMENT HISTORY

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

### EDUCATION

MA Business Administration | 1999  
 BA Civil Engineering | 1982

### QUALIFICATIONS

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

### AFFILIATIONS

- Former NSPE/PEPP Governor of WV
- American Red Cross - State Board
- University High School Foundation; Charter Member; President
- Morgantown Area Chamber of Commerce; Past Chairman
- WVU College of Civil & Environmental Engineering Visiting Committee
- WVU College of Business & Economics MBA Advisory Committee
- WVU 2023 Academy of Civil Engineers





STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

To all to whom these presents shall come, Greeting.

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

Richard A. Colebank

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

Registration Number 10346

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



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

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

Frank L. Gaddy

Secretary  
Kenneth H. Means

By  
Moses P. Jickles President  
Robert B. Scott





# Charles Branch PE

SENIOR PRINCIPAL & CIVIL ENGINEER

## SUMMARY

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

## PROFILE

Broad-based responsibilities in the following areas:

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

## PROFESSIONAL HIGHLIGHTS

### Civil Engineer/Project Manager:

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

## EMPLOYMENT HISTORY

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

## EDUCATION

MA Civil Engineering | 2000  
 BA Architectural Engineering  
 Technology | 1988

## QUALIFICATIONS

- License: Professional Engineer: West Virginia

## AFFILIATIONS

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





STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

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

**Charles B. 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 18<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 Rieckhoff*

By

*Frank D. Goddy*

*L. J. Burns, Jr.*

*[Signature]*

*[Signature]*





# Charles Luttrell PE

**SENIOR PRINCIPAL & STRUCTURAL ENGINEER**

## SUMMARY

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

## PROFILE

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

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

## PROFESSIONAL HIGHLIGHTS

### Structural Engineer:

Freedom Automotive Group 3 Dealerships; Morgantown, WV  
 Hazel Ruby McQuain Equine Education & Resource Center; WVU  
 WVDOH Arnettsville Replacement Bridge; Morgantown, WV  
 Clarksburg State Office Building; Clarksburg, WV  
 Grant County Bank Addition & Renovation; Petersburg, WV  
 South Berkeley Fire Station; Inwood, WV  
 Alumni Center Structural Framing and Foundation; WVU  
 Engineering Science Building, East Wing Addition; WVU  
 Hazel Ruby McQuain Amphitheater Roof; Morgantown, WV  
 Shepherd University Pedestrian Underpass; Shepherdstown, WV  
 Washington High School; Charles Town, WV  
 WVU Coliseum Structural Inspection; Morgantown, WV  
 Alderson Broaddus College, Rex Pyles Arena Deck; Phillipi, WV  
 Monongalia County Sheriff's Building; Morgantown, WV  
 South High Street Bridge; Morgantown, WV  
 Ices Ferry Bridge; Morgantown, WV  
 Matthews Foundry Structural Evaluation; Martinsburg, WV  
 Martinsburg Little League Fields; Martinsburg, WV  
 Martinsburg WWTP; Martinsburg, WV  
 Queen St. Underpass; Martinsburg, WV  
 Winchester & Western RR Rt. 11 Bridge; Martinsburg, WV

## EMPLOYMENT HISTORY

1996-Current | Alpha Associates, Inc.  
 1995-1996 | Larry D. Luttrell, PE, PhD  
 1991-1994 | West Virginia University  
 1990-1991 | WVU Constructed Facilities Center

## EDUCATION

MA Structural Engineering | 1995  
 BA Civil Engineering | 1993

## QUALIFICATIONS

- License: Professional Engineer: West Virginia, Pennsylvania

## AFFILIATIONS

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

## RESEARCH EXPERIENCE

### Cold Formed Steel Deck Research:

- Fastener Failures
- Edge Conditions/Failures
- Buttoned Overlap Shear Failures

### Composite Cold Formed Steel & Concrete Deck

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



**STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS**

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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 28<sup>th</sup> 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

Gar Rickly

Frank & Niddy

Hand L. H. H. H. H.

27 Bon Fair Street





# Bradley Casdorph PE, PS

## CIVIL ENGINEER

### 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

### EMPLOYMENT HISTORY

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

### EDUCATION

MA Soil Conditions & Foundation Design | 1982  
 BA Civil Engineering | 1979

### QUALIFICATIONS

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

### AFFILIATIONS

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





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]*

# **SECTION D**

## **PROJECT EXPERIENCE**

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# POINT MARION WATER TREATMENT REPAIRS

Borough of Point Marion



**Location:**

**Point Marion, PA**

Alpha developed a preliminary design and costs estimate to address a leak in the freshwater basin to obtain grant funding. After initial inspection the decision was made to replace both the freshwater and backwash basin. Additional deficiencies discovered led to removing excess sludge from the backwater basin and repairs to the Trident Filter systems. Alpha provided all designs and construction administration for the project.

Repairs to the Trident Filter Systems include:

- α Removal and disposal of all media
- α Cleaning and painting of interior surfaces of the tanks
- α Inspection of all components
- α Replacement of all filter media with new

Alpha filed an emergency permit application to accelerate the construction. After construction, Alpha performed an interior inspection of the tanks to ensure underdrains and nozzles are operating. Alpha then filed a complete permit application to allow future operation of the water treatment plant.



## PROJECT INFORMATION:

- ★ Services Provided:  
Engineering
- ★ Size:  
N/A
- ★ Completion Date:  
2020
- ★ Cost:  
\$ Private
- ★ Reference:  
Julie Casteel, President  
Point Marion, PA  
724.725.9560



# PHASE 2 WATER TREATMENT & COLLECTION SYSTEM IMPROVEMENTS

Harpers Ferry-Bolivar PSD



**Location:**

## Harpers Ferry, WV

Alpha Associates, Incorporated provided professional engineering services for multiple wastewater treatment projects for the Harpers Ferry-Bolivar Public Service District. Services included the development of design and construction documents for the two-phase renovation of existing wastewater treatment plant and the replacement of multiple grinder pump stations and their electrical feeds. Work also included the renovation of one major lift station that was completed while maintaining pumping capacity.

Alpha also provided surveying for two projects as well as Operation and Maintenance Manuals.



### PROJECT INFORMATION:

- ★ Services Provided:  
Engineering & Surveying
- ★ Size:  
N/A
- ★ Completion Date:  
2020
- ★ Cost:  
\$ N/A
- ★ Reference:  
David Simmons, Chairman  
Harpers Ferry-Bolivar PSD  
Harpers Ferry, WV  
304.535.2390

# HARPERS FERRY-BOLIVAR WASTEWATER TREATMENT PLANT

Harpers Ferry-Bolivar PSD



Location:

## Harpers Ferry, WV

This project consisted of the planning and design of improvements to the wastewater treatment plant. As with all public works projects, the first step was the preparation of a facilities plan meeting all the requirements of the West Virginia Infrastructure Council. This was followed by a Priority List Application and a Funding Application. This project was funded with a low interest loan from the WVDEP Revolving Loan Fund and went under construction utilizing a 50% federal stimulus program loan waiver.

The improvements to the Wastewater Treatment Plant includes the furnishing and installation of a sludge dewatering system including a beltfilter press package with specified controls, pumps, chemical feed equipment, piping and all civil, structural, mechanical, electrical and control work necessary for the complete installation and startup of the system. All of the equipment and appurtenances is housed in a new pre-engineered building. Other related equipment includes a sludge pump, filtrate pumps, lime feed system, and a cake pump system.



### PROJECT INFORMATION:

- ★ Services Provided:  
Engineering & Surveying
- ★ Size:  
300,000 gallons per day
- ★ Completion Date:  
2010
- ★ Cost:  
\$ 769,479
- ★ Reference:  
David Simmons, Chairman  
Harpers Ferry-Bolivar PSD  
Harpers Ferry, WV  
304.535.2390



# CLARKSBURG STATE OFFICE BUILDING

The State of West Virginia



**Location:**

## 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



### PROJECT INFORMATION:

- ★ 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



# MARTINSBURG WASTEWATER TREATMENT PLANT

City of Martinsburg



**Location:**

## Martinsburg, WV

Alpha worked as a subconsultant for O'Brien & Gere on the Martinsburg Waste Water Treatment Plant in 2015.

Alpha's work included the design of the following:

- α Headworks
- α Mechanical Screen
- α Grit Removal
- α Influent Pumping
- α Gravity Sewer Main Relocation
- α Potable Water System Relocation
- α New Building Architecture
- α Structural Design for Buildings and Treatment Structures
- α Site Grading
- α Soil and Erosion Control
- α Storm Water Management
- α Alternate Access Road



### PROJECT INFORMATION:

- ★ Services Provided:  
Engineering
- ★ Size:  
88,491 sq. ft.
- ★ Completion Date:  
2015
- ★ Cost:  
\$ 53.5 Million
- ★ Reference:  
Mark Baldwin  
Martinsburg, WV  
304.264.2131



# FEDERAL CORRECTIONS INSTITUTION MEDIUM SECURITY FACILITY

Hensel Phelps Construction



Location:

## Hazelton, WV

Alpha Associates is the Architect of Record for a new medium security men's prison in Hazelton, WV. Hensel-Phelps Construction is the Design-Build Contractor. As part of the project Alpha provided architectural design and structural engineering for a new 13,805 square feet Administrative Building. The Administration Building serves as the main entrance and control center hub for the facility. The building contains a Lobby/Waiting Area, Squad Room/Armory/ Locksmith, Storage Area, Staff Offices/ Telephone & CCTV Monitoring, and the Warden's Suite.

The building serves both secure and non-secure activities. Sensitive areas such as Central Control, Electronic Equipment, Security LAN, and Telephone Equipment were constructed to the Federal Bureau of Prisons Security Standards to include secure doors and hardware, reinforced masonry and concrete walls, and precast concrete plank ceilings. The building is designed using Leadership in Energy and Environmental Design (LEED) principles and reinforces the goals set forth in the Energy Policy Act.   
N, , & ; aO a moyE yaU Ao yQu U TMU E i quooE μ AqμU  
Aμy quo TMU U aoyE i aoyUyO Eo aUqno μ quoa o μo



## PROJECT INFORMATION:

- ⊙ Services Provided:  
Architectural Design, Civil and Structural Engineering
- ⊙ Size:  
13,805 sq. ft.
- ⊙ Completion Date:  
2012
- ⊙ Cost:  
\$ 160 Million
- ⊙ Reference:  
N/A

# MONONGALIA COUNTY SHERIFF'S BUILDING

Monongalia County Commission



**Location:**

**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 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:

- α The sheriff's department
- α An evidence room
- α Several bailiff rooms
- α Officer locker/shower rooms

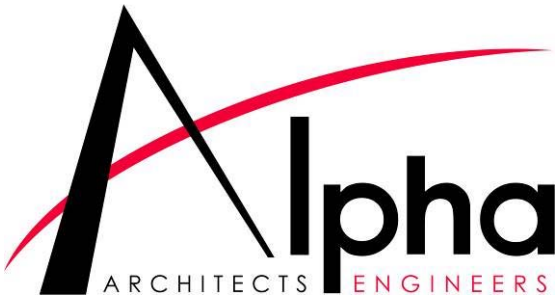
The remaining floors are designed to house flexible office space. Also, Restricted access, combined with a high level of security, both passive and active systems were part of the design program.



## PROJECT INFORMATION:

- ★ Services Provided:  
Architectural, Engineering & Surveying
- ★ Size:  
31,655 sq. ft.
- ★ Completion Date:  
2011
- ★ Cost:  
\$ 7.9 Million
- ★ Reference:  
Al Kisner, Retired Sheriff  
Morgantown, WV  
304.291.7290





# Water Distribution Experience

## Wyoming County Preliminary Engineering Reports

Alpha prepared a preliminary engineering report for the communities of Coal Mountain, Brenton, Marianna, Green Camp, Wyoming and Grover. The proposed treatment plants, pump stations, water tanks, and distribution system would serve approximately 380 customers. The report consisted of 79,000 LF of 2 – 8" waterline.

## Water Street Waterline Replacement

The project included 1000 LF of 6" waterline and related appurtenances on Water Street in Point Marion. This project was funded through a Community Development Block Grant.

## Berkeley Springs Water Works

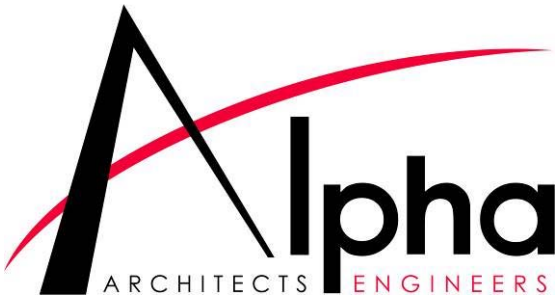
Engineering work included a multi-phased project of improvements to the municipal water system. Contracts 1 and 2 included a 4,000 feet water main extension, renovations to the water booster station and construction of a 200,000-gallon elevated water storage tank. Contracts 3 and 4 included the construction of a 144,000-gallon water storage tank and the installation of a new altitude valve vault.

## Coolfont Ridge Storage Tank

The project involved a booster station, 10,000 linear feet of sewer line, 28 manholes and 12,000 linear feet of waterline. Another portion of the project involved the planning, design and construction phase services for a 67,000-gallon storage tank.







### National Conservation Training Center (NCTC)

This project consisted of extending the Shepherdstown Public Water System to NCTC. The work included the installation of 15,021 LF of 12" main with related gate valves, air release valves and fire hydrants. Although this line generally followed the State highway, a substantial portion of the line was laid in private property adjacent to the road right-of-way. This required numerous easement plats through private property.

### Town of Bath

Project included a 144,000 gallon stand pipe water storage tank and a 200,000-gallon elevated storage tank. Services included site work, access road, piping, fence, and tank design.



### McKee Crossing Subdivision, Phase 1

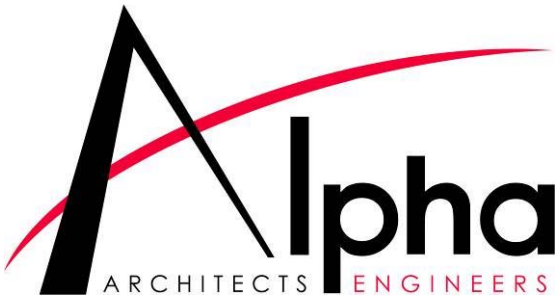
This phase of the subdivision includes 130 residential lots. In addition to the water lines within the subdivision itself, this project requires the extension and looping of the Berkeley County PSWD lines. The total Phase 1 water system includes 6,048 LF of 12" water main, 2,791 LF of 8" water main, gate valves, air release valves, fire hydrants and connections to the existing system at two locations. This project was permitted and ready to bid in 2008.



### Morgan County Commission, Water Line Extension to the Tom Seely Furniture Factory

This project was studied by the County Commission to provide the factory with adequate fire protection, as well as to provide domestic water service to numerous residential and commercial customers along the route. The project would have included 7,800 LF of 8" water main, related gate valves and seven fire hydrants. It has not been constructed do to funding. The factory has since drilled a new well and constructed a water tank to provide fire protection.





### **Quail Ridge Subdivision, Section II**

This residential subdivision is located in Jefferson County but is served water by the Berkeley County PSWD. The water system includes approximately 11,700 LF of 6" and 8" mains, related valves and 10 fire hydrants.



### **City of Martinsburg, College Avenue Water Line Replacement**

This project consisted of replacing 2" and 3" water main with 6" line. A total of 3,455 LF of 6" pipe was constructed. This project was completed while maintaining service to all existing customers. New lines were laid and tested on a block-by-block basis and then the customers were disconnected from the old line and connected to the new line. Most of the main line connections were done under pressure.



# **APPENDIX**

## **REFERENCES**

---





# Corporation of Harpers Ferry

1000 WASHINGTON STREET

P.O. BOX 217

Harpers Ferry, West Virginia 25425

(304) 535-2206

FAX (304) 535-6520

James Arthur Addy

MAYOR

March 12, 2010

## COUNCIL MEMBERS

CHARLOTTE THOMPSON

DAN RISS

ELAYNE EDEL

JOE ANDERSON

PAT MORSE

RECORDER  
KEVIN GARDEN

TREASURER  
SHERRY CAIN

TOWN CLERK  
BRENDA SMITH

CLERK  
NICOLE MILLER

Alpha Associates, Inc.  
Richard W. Klein  
535 West King Street  
Martinsburg, WV 25401

Dear Mr. Klein:

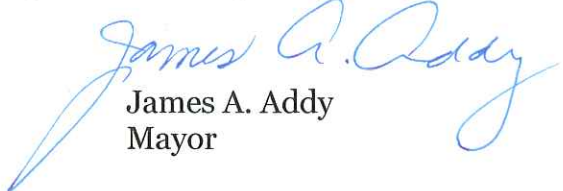
I am responding to your letter of March 4, 2010 requesting comment on your facilities design excellence and service to our town, Harpers Ferry, West Virginia.

Please be advised we have found your analysis of our water plant and infrastructure to be of excellent quality. Recommendations by Alpha Associates provided to us a program of equipment replacement and maintenance necessary to provide our 840 household water customers with continued services. Without your assistance, we could not have applied for grants and/ or loans for our water system. Service by your organization has been impeccable.

In another area, I must comment that your project for the Harpers Ferry- Bolivar Public Service District is also distinguished by diligent efforts to resolve land use problems with the PSD and the Harpers Ferry National Historical Park. Complicated issues were settled by you. Otherwise, Park bureaucratic inertia would have rendered construction at the PSD plan moribund.

We appreciate the splendid working relationship, design elements and service to the Harpers Ferry Water Works, as well as the Public Service District.

Sincerely,

  
James A. Addy  
Mayor

Historic District  
Where The Shenandoah Meets The Potomac

# 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) **06**  
02/29/2024

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 have **ADDITIONAL INSURED** provisions or 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> MEDALLION INSURANCE SERVICES PO Box 79089  Charlotte NC 28271	<b>CONTACT NAME:</b> Phyllis Constantino <b>PHONE (A/C, No, Ext):</b> (704) 256-6000 <b>E-MAIL ADDRESS:</b> phyllis@medallioninsurance.com <b>FAX (A/C, No):</b> (704) 256-6001																					
<b>INSURED</b>  Alpha Associates, Incorporated 209 Prairie Ave Ste 209  Morgantown WV 26501	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Kinsale Insurance Company</td><td>38920</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Kinsale Insurance Company	38920	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER A:	Kinsale Insurance Company	38920																				
INSURER B:																						
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

## COVERAGES

CERTIFICATE NUMBER: CL2422110349

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
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	PROFESSIONAL LIABILITY CLAIMS-MADE			0100225819-1	02/12/2024	02/12/2025	EACH CLAIM \$3,000,000 AGGREGATE \$3,000,000

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

## CERTIFICATE HOLDER

## CANCELLATION

Information Purposes

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

*Bryan Wickich*

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**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, PE, PS; President & COO

(Printed Name and Title)

209 Prairie Avenue, 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/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that 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, Incorporated

(Company)



(Authorized Signature) (Representative Name, Title)

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

(Printed Name and Title of Authorized Representative) (Date)

10 May 2024

(Date)

(304) 296-8216 / (304) 296-8245

(Phone Number) (Fax Number)

rick.colebank@thinkalphafirst.com

(Email Address)



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:

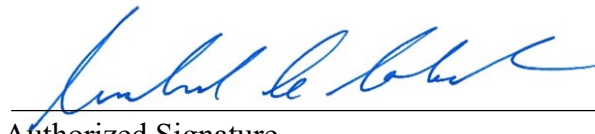
*(Check the box next to each addendum received)*

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

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

Alpha Associates, Incorporated

Company



Authorized Signature

10 May 2024

Date

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

# STATE OF WEST VIRGINIA

## 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 § 15A-3-14, 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, Incorporated

Authorized Signature:  Date: 10 May 2024

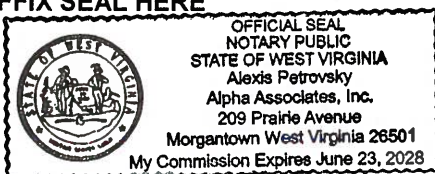
State of West Virginia

County of Monongalia, to-wit:

Taken, subscribed, and sworn to before me this 10 day of May, 2024.

My Commission expires June 23, 2028.

### AFFIX SEAL HERE



NOTARY PUBLIC



*Purchasing Affidavit (Revised 03/09/2019)*





**State of West Virginia**  
**DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT**  
**West Virginia Code §21-1D-5**

**STATE OF WEST VIRGINIA,**

**COUNTY OF** Monongalia, **TO-WIT:**

I, Richard Colebank, after being first duly sworn, depose and state as follows:

1. I am an employee of Alpha Associates, Incorporated; and,  
(Company Name)
2. I do hereby attest that Alpha Associates, Incorporated  
(Company Name)

maintains a written plan for a drug-free workplace policy and that such plan and policy are in compliance with **West Virginia Code** §21-1D.

The above statements are sworn to under the penalty of perjury.

Printed Name: Richard A. Colebank

Signature: 

Title: President & COO

Company Name: Alpha Associates, Incorporated

Date: 10 May 2024

Taken, subscribed and sworn to before me this 10th day of May, 2024.

By Commission expires June 23, 2028

(Seal)

  
(Notary Public)

