



**SHROUT
TATE** MECHANICAL AND
ELECTRICAL ENGINEERS
WILSON

**LEXINGTON-FAYETTE COUNTY GOVERNMENT
REQUEST FOR PROPOSAL**

**DESIGN SERVICES FOR MATERIAL RECOVERY FACILITY
(MRF)
RFP #4-2018**

March 8, 2018

March 8, 2018

Mr. Todd Slatin – Purchasing Director
Lexington-Fayette & Urban County Government
Room 338, Government Center
200 East Main Street
Lexington, KY 40507

Re: RFP #4-2018 Design Services for Material Recovery Facility (MRF)

Dear Todd and Members of the Selection Committee,

We are excited to work with you on this project. This stems from our desire to help Barry and his team, to improve your operations with every project we do for you, and because this is the work we love to do.

STW sets a high bar for the quality and functionality of your systems. Our individual team members bring a mighty combination of MEP design expertise, we are excellent listeners, and each place a heavy weight on system functionality. Our experience designing MEP renovations, our familiarity with MRF's operations, and the knowledge we bring from having completed your original study are added value to this project.

Listening and coordination are where we shine. We see the first step in this project is coordination with LFUCG General Services and the MRF staff. Why? It is important for all involved to work together to minimally impact operations and to provide the best possible solutions for the building. We've initiated and coordinated these conversations before. The result is true collaboration, a uniform understanding of your infrastructure, consensus on project schedules, and a better end-product for you, the owner.

We are grateful for your invitation to propose on this project. Thank you so much for the consideration of STW.

Kindly,



E. Tyler Wilson, PE
Principal

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1. ADDITIONAL COMPANY INFORMATION

Since 1981, **Shrout Tate Wilson Engineers** has been providing superior consulting engineering services for mechanical, electrical, plumbing and fire protection systems. **In March of 2014, Shrout Tate Wilson Engineers and KTA, Inc. announced a merger of the firms.** Together, we boast over half a century of experience designing systems that are sustainable by both the operator and the environment.

Today, **our team of 38 is led by our four principals**, Tyler Wilson, Ralph Whitley, Whitley Casey and Nick Morgan.

Our focus - whether a renovation, small retrofit, or new design - is system maintainability, energy performance, and reliability.

We are the **authority in high-efficiency Chilled Beam, Geothermal and Variable Refrigerant Volume (VRV) design as well as classical chilled water, hot water, and steam systems.** When this expertise is coupled with our ongoing drive for learning, we deliver innovative HVAC designs. Our electrical design expertise includes energy efficient lighting, power distribution systems, and low voltage communication systems.

2. NARRATIVE ON HOW CUSTOMER SATISFACTION IS TRACKED

Our culture is to keep going; keep working; keep diving; keep resolving until you're happy. The principal and project manager on this project will track any concerns or issues via email correspondence, meeting minutes, and commissioning reports (when applicable). What makes this documentation meaningful is our desire to address every item. We track our customer satisfaction by our ability go further to make sure it's right.

A specific example is the temperature control on your Fire Station #2. The fire station occupants requested comfort levels that were not required by the bid documents. The design team made multiple site visits and provided data collectors to track temperature and humidity. STW initiated follow-up with the contractors and manufacturing representatives to make sure the temperature requests were being met. The result? The temperature is currently being maintained at 68 degrees with 55% relative humidity.

3. WRITTEN CONTINUING EDUCATION/PROFESSIONAL TRAINING PROGRAM AND QUALITY CONTROL/QUALITY ASSURANCE PROGRAM.

Our professional engineers are required by the Commonwealth of Kentucky to complete 15 hours of continuing education annually. STW's licensed professional engineers maintain current education requirements. Additionally, STW is a member of numerous industry organizations that provide ongoing training and resources to our technical staff. Some of these include: ASHRAE, National Fire Protection Association, Kentucky and National Society of Professional Engineers, BICSI (Building

Industry Consulting Services International), Building Commissioning Association, AIA Kentucky, and U.S. Green Building Council.

Internally, our mechanical and electrical departments hold monthly meetings to share design ideas, lessons learned, technology solutions, and ways to further improve the quality of our work.

Quality control and quality assurance of our drawings is managed by principals Whitley Casey, PE and Nick Morgan, PE. These gentlemen perform a 90% Construction Document quality review of ALL of STW's drawings. Their deep-dive study examines the design intent, system selection, system functionality, and overall coordination of our documents.

4. PROVIDE THE CURRENT NUMBER OF EMPLOYEES AND EMPLOYEE TYPES.

38 dedicated professionals **manages over 150 projects and over half a billion dollars of construction** under contract. Our resources include:

- 12 Professional Engineers (PE)
- 10 LEED Accredited Professionals (LEED AP)
- 8 Mechanical Designers
- 7 Electrical Designers
- 5 Certified Commissioning Authorities (CxA)
- 4 Dedicated to BIM and CADD Professionals
- 3 Certified Energy Managers (CEM)
- 3 Plumbing Designers
- 1 Registered Communications Distribution Designer (RCDD)

5. STATEMENT OF GENERAL FIRM QUALIFICATIONS AND CAPACITY

Since 2000, STW has **completed over 25 projects with LFUCG**. What this means to you, is that we know your expectations and the requirements of your maintenance staff. We work hard to deliver on your desire for straight-forward systems.

Our team brings **hands-on experience with the MRF Renovation Project**. Together, we traveled to RUMPKE to experience their facility and operations. We have worked through considerations and listened to the requirements of this project. We have already begun to develop design solutions for this project.

For your team, we have selected individuals that meet and exceed the requirements of this RFP. In addition to their experience with this facility and experience with MEP-prime renovations, we have carefully reviewed their workload capacity.

6. PROJECT TEAM LIST INCLUDING SUB-CONSULTANTS

Shrout Tate Wilson and NOMI Architects have worked together on nearly 25 projects together. Our collaborative resume includes large-scale renovations for public clients including Fayette County

Public Schools, Warren County Public Library System, Warren County Schools, Magoffin County Schools, and Fleming County Schools.

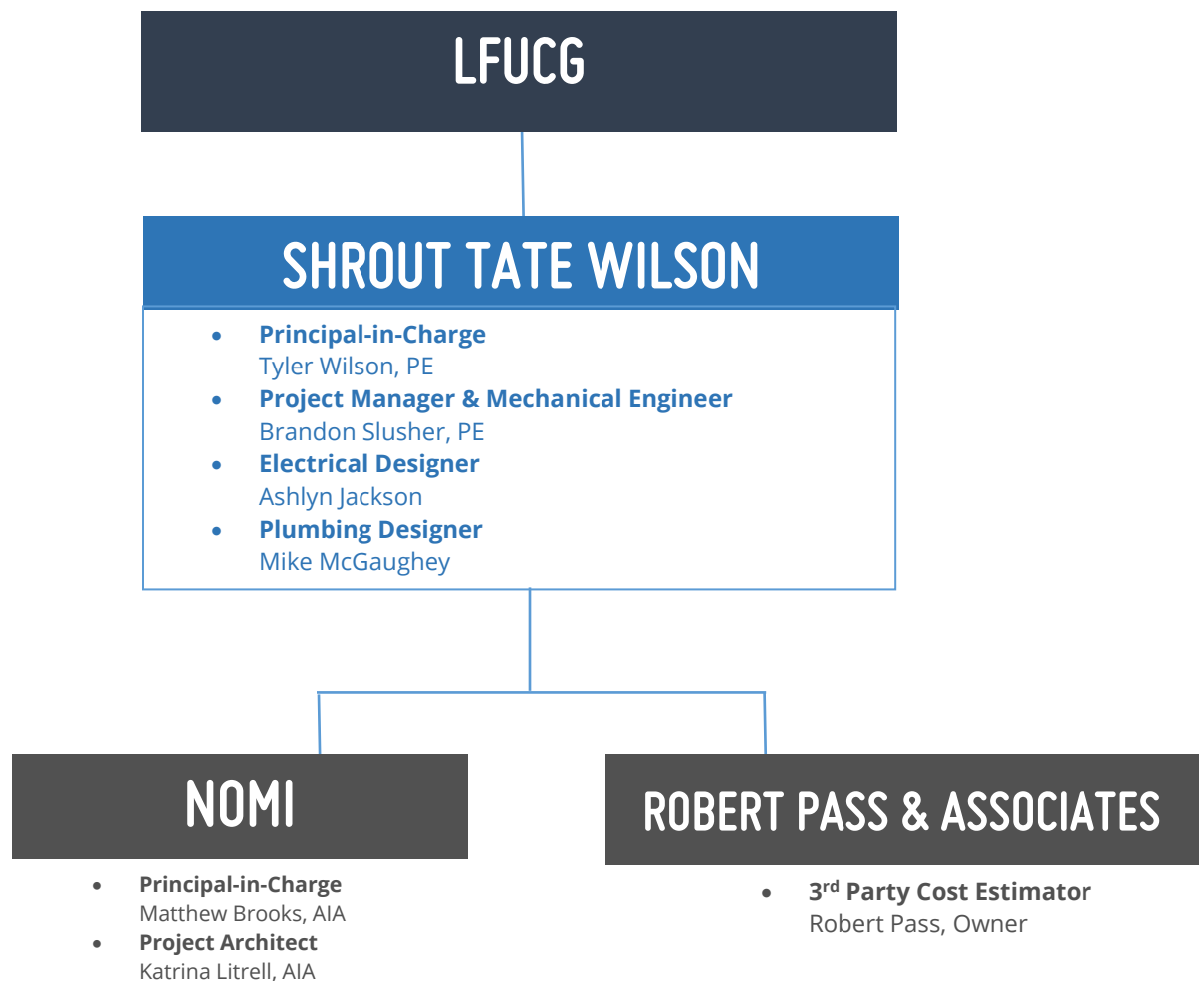
Perhaps equally important as our professional relationship, is the personality of our firms.

NOMI and STW owners and staff are friends.

We like working together. The communication and collaboration comes easy to us. We're eager to share our personalities with you.



STW & NOMI Ping Pong Tournament. STW WON!



DOCUMENT: RESUME

E. TYLER WILSON, P.E., RCDD, LEED AP, CEM, CxA

Principal, Electrical Engineer



Professional Experience

Shrout Tate Wilson Consulting Engineers

2000-Present

Overall company responsibility for the design, specification, estimation, and construction administration of electrical systems including: energy efficient lighting and power distribution systems, transient voltage surge suppression, communication systems, and fire alarm systems. Previous client projects have included educational facilities, churches, office buildings, visitor centers, equine facilities, & healthcare facilities.

The Mason & Hanger Group, Inc.

1995-2000

Responsible for the electrical design and specification of energy efficient lighting systems, power distribution systems, voice/data networks, fire alarm systems, security systems, transient voltage surge suppression and lighting protection systems.

Education

Juris Doctor, May 1994

University of Kentucky College of Law

Bachelor of Science in Electrical Engineering, May 1991

University of Kentucky College of Engineering

Related Experience

LFUCG Experience

- Material Recovery Facility HVAC & Lighting Study (2017)
- Lexington Fire Station #24 Site Utility Feasibility
- Lexington Fire Station #24 New Station
- Lexington Fire Station #2 New Station

Renovation Projects

- Berea Municipal, Police, & Fire Facility Renovation & Addition
- Nicholasville Elementary Renovation, Jessamine County Schools
- Early Learning Village Renovation, Jessamine County Schools
- Morrison Hall Renovation, Asbury University
- Administrative Office of the Courts Headquarters Office Renovation

Registrations

- PE (Professional Engineer) KY Registration # 20725
- RCDD (Registered Communications Distribution Designer)
- LEED (Leadership in Energy and Environmental Design) Accredited Professional
- CEM (Certified Energy Manager)
- CxA (Certified Commissioning Authority)

Professional Affiliations

- Kentucky and National Society of Professional Engineers
- BICSI (Building Industry Consulting Services International)
- National Fire Protection Association
- Illuminating Engineering Society
- Institute of Electrical and Electronic Engineers
- US Green Building Council Member

Community Involvement

- One to One Reading Program at William Wells Brown Elementary
- Rotary Club Board of Directors 2008-2013
- Toyota Bluegrass Miracle League Board of Directors 2007-2009
- MathCounts State Competition Committee, Past Co-Chair

DOCUMENT: RESUME

BRANDON SLUSHER, P.E., *Mechanical Engineer***Related Experience****LFUCG Experience**

- Lexington Fire Station #24 New Station
- Lexington Fire Station #2 New Station

Renovation Projects

- Mason Corinth Elementary Renovation, Grant County Schools
- Conner Middle School MEP Improvements, Boone County Schools
- Warren East High School Renovation
- Breathitt County High School Renovation
- Johnson Hall Dorm Suite Renovation, Asbury University
- Trustees Hall Renovation, Asbury University
- Morrison Hall Renovation, Asbury University
- Robertson School Apartments
- Versailles School Apartments

Professional Experience**Shrout Tate Wilson Consulting Engineers****2009 - Present**

Responsible for the HVAC and plumbing design, specification, estimation, and construction administration of mechanical systems. Previous client projects have included educational facilities, churches, office buildings, visitor centers, equine facilities, healthcare facilities, US Army Corps of Engineers facilities and water/wastewater treatment facilities.

Education**Bachelor of Science in Mechanical Engineering,**

May 2009

University of Kentucky College of Engineering

Registrations

- PE (Professional Engineer) #30310

Professional Affiliations

- Kentucky and National Society of Professional Engineers
- American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE)

Community Involvement

- One to One Reading Program William Wells Brown Elementary
- Cornerstone Baptist Church, Deacon & Worship Leader

DOCUMENT: RESUME

ASHLYN JACKSON

Electrical Designer



Professional Experience

Shrout Tate Wilson Consulting Engineers

June 2013 - Present

Responsible for the design and specification of electrical systems including: energy efficient lighting and power distribution systems, emergency power systems, communication systems, and fire alarm systems. Projects include municipal, educational, commercial and government facilities.

Education

Bachelor of Science in Electrical Engineering, Minor in Mathematics

May 2014, Cum Laude

University of Kentucky College of Engineering

Community Involvement

- One to One Reading Volunteer
- Centenary Methodist Church Room In the Inn Volunteer

Project Experience

LFUCG Experience

- Bell House Chiller Replacement

Renovation Projects

- Michter's Distillery Visitor's Center & Renovation of Old Nelson Building
- Carl D. Perkins Vocational Training Center Renovations Phase 3,4, 5
- Boone Central Office HVAC Renovation
- Thompson Hood Veterans Center Water Heater Modifications
- Augusta Independent School Gym Renovation
- Collins Elementary & Stephens Elementary HVAC Upgrade
- Montgomery County Schools Mapleton Elementary Gym HVAC
- Elkhorn City Apartments
- Galls Warehouse Electrical Study
- Jessamine County Diesel Engine CTE Renovation & Addition
- Jessamine County Providence School Renovation

DOCUMENT: RESUME

MICHAEL MCGAUGHEY, *Plumbing Designer*



Professional Experience

Shrout Tate Wilson Consulting Engineers

2006-Present

Responsible for plumbing and fire protection design. Familiar with design of systems that comply with LEED requirements and EPA's Energy Star program. Experience includes a wide range of projects including libraries, K-12 and post-secondary educational facilities, churches, healthcare facilities, visitor's centers and military facilities.

Shrout Tate Wilson Consulting Engineers

2003-2006

Design Draftsman

CNC Machining, Nicholasville, KY

2001-2002

Supervisor of EDM machining department. Responsible for programming and operating wire EDM. Designed fixtures for production CNC machining centers.

Education

Associate Degree of Applied Science in General Occupational Technical Studies

Emphasis on Computer Aided Drafting

May 2003

Central Kentucky Technical College

Relevant Project Experience

LFUCG Experience

- Material Recovery Facility HVAC & Lighting Study (2017)
- Transit Center Sprinkler Project
- Lexington Fire Station #9 Apparatus Bay Addition

Renovation Projects

- Old Boone Maintenance Building Renovation
- Center for Innovation Renovation at University of Kentucky's Anderson Hall
- Combs Cancer Research Building Renovation for Division of Laboratory Animal Resources at the University of Kentucky
- Versailles School Apartments Renovation
- VA Apartments Renovation
- Mary Todd Elementary Renovation for FCPS

Professional Affiliations

- SkillsUSA VICA - First Place Technical State Drafting Championship
- SkillsUSA VICA - Thirteenth Place Technical National Drafting Championship
- National Vocational Technical Honor Society

WHO WE ARE

We are an award-winning architecture, design, and fabrication firm headquartered in Lexington, KY. Holding licenses in Kentucky, Indiana, Tennessee, and New York we practice locally, regionally, and nationally.

Nomi, Inc. was founded in 2015 as a C-corporation after spinning off from Lucas Schwering Architects. Since our inception two years ago we have won two American Institute of Architects (AIA) Design Awards and have been featured in Architect Magazine, the premier trade journal for the design and construction industry in America, as Kentucky Innovators: Next Progressives.



AIA
Kentucky



Matthew Brooks is the founder and owner of Nomi and Principal-in-charge of all architectural projects.

WHAT WE DO

ARCHITECTURE, DESIGN, CUSTOM FABRICATION

The fabrication component of our company makes our business model unique to the region. Our 8,000 SF Lexington location includes workspace for up to 10 architects and designers as well as a full digital fabrication studio and traditional woodworking shop.

**THEY INVESTED THE TIME UP FRONT
TO LISTEN AND LEARN ABOUT OUR
NEEDS AND CHALLENGES...**

- JIM AKERS, COO
BLUEGRASS STOCKYARDS

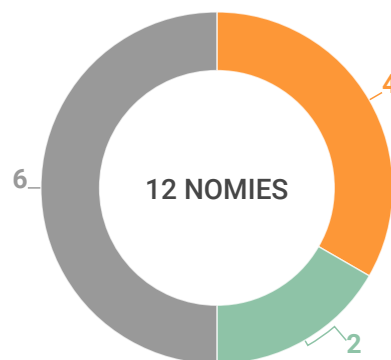
Above all, however, we are experts in creative problem solving. We work with many different building typologies at a variety of scales. The diversity of our practice means we must remain nimble and continually learn, research and develop. Challenges do not intimidate us, they inspire us and we use this motivation to help businesses and organizations improve their operations and environments.

HOW WE DO IT

COLLABORATION, CONTINUITY & COMMUNICATION

As a small to mid-size firm we wear many hats. Our office is an open, collaborative space that encourages the cross-pollination of ideas between project team members and project typologies. Every member of our firm will, at some point, provide input on your project. When you work with Nomi, you get the sum of our collective experience, knowledge talent and creativity.

FIRM COMPOSITION



● LICENSED ARCHITECTS ● LEED ACCREDITED PROS
● DESIGNERS/FABRICATORS

Though many Nomies will participate, the manager assigned to your project at the beginning will be with you through the end of construction. As part of our commitment to you, this continuity of ownership ensures the design intent and your vision are realized in the completed project.

We specialize in creativity and out-of-the-box thinking but on any given day you will also find us “taking care of business.” We believe in clear, straight forward communication and transparency. Using cloud-based work plans and high-performing project management software, we track and share the entire process with you.

REFERENCES

Bluegrass Regional Marketplace
Bldg Type: Industrial, Office, Retail
Construction Type: New
Completed: 2017
Area: 236,650 SF

Jim Akers, COO
Bluegrass Stockyards
Lexington, KY
(859) 255-7701

F.C.P.S. Central Warehouse & Media Services Building
Bldg. Type: Industrial, Gov't. Office
Construction Type: Adaptive Re-use
Completed: 2013
Area: 24,605 SF

Bill Wallace
Dir. Facility Design & Construction
Fayette County Public Schools
Lexington, KY
(859) 381-3824

Stober Drives Mfg. Facility
Bldg Type: Industrial, Office
Construction Type: Renovation
Completed: 2012
Area: 51,872 SF

Lee Thomas, Plant Manager
STOBER Drives, Inc.
Maysville, KY
(606) 759-3621

MATTHEW BROOKS

AIA, PRINCIPAL ARCHITECT

CREDENTIALS

Kentucky: Architect #5679
New York: Architect #029593
Indiana: Architect
Tennessee: Architect

Bachelor of Architecture
College of Architecture
University of Kentucky, 1994



Matthew is the owner and founder of Nomi Design. A registered architect in Kentucky, Indiana, New York and Nevada, Matthew's comprehensive body of work spans a wide variety of project types, and sizes.

Informed by his experience working with Herbert Beckhard (a former partner of the Bauhaus master, Marcel Breuer), Matthew subscribes to the philosophy that the strength of any architectural project lies in its unique set of components: Variations in the type, scale, scope, history, and budget of a project influence innovation and design elements, thereby generating a uniquely specific response to each design challenge.

Matthew believes that architecture is a holistic practice that should be environmentally, socially, and financially sustainable. He challenges himself and the firm to consider each project in terms of 'the bigger picture', and to assimilate that understanding into relevant architecture that is an extension of the client's vision paired with the architect's talent.

NOTABLE PROJECTS

International Book Project - Lexington, KY
Principal in charge, Architecture & Fabrication
7,500 SF Renovation of an non-profit's existing offices & distribution facility.

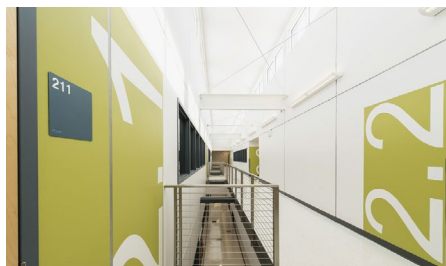
Bluegrass Regional Marketplace
Lexington, KY
Principal in charge, Architecture & Fabrication
250,000 SF New Construction of a new building typology combining livestock barn and sales arena with an office and retail complex.

F.C.P.S. Bus Garage - Lexington, KY
Principal in charge, Architecture
16,000 SF renovation & 21,000 SF addition to combine high schoolers and middle schoolers into one facility.

Fayette Co. Public Schools Media Services & Central Warehouse - Lexington, KY
Principal in charge, Architecture
100,000 SF renovation & 20,000 SF addition. Adaptive reuse of a 1970's pre-cast concrete building into a media services hub and central distribution warehouse for the district.



Blue Grass Regional Marketplace



F.C.P.S. Media Services & Central Warehouse

WORK HISTORY

October 2015 to Present
Founder and Owner,
Nomi Architecture, Design, Fabrication
Lexington, KY

April 2012 to October 2015
Founder and Owner,
alt32 Architecture | Design - Lexington, KY

July 2008 to April 2012
Owner
Lucas/Schwering Architects - Lexington, KY

February 2007 to July 2008
Omni Architects - Lexington, KY

February 2004 to February 2007
Lucas/Schwering Architects - Lexington, KY

May 2001 to January 2004
Beckhard Richlan Szerbaty - New York, NY

PROFESSIONAL AFFILIATIONS

Blue Grass Trust: Board Member, Preservation & Education Committee Member

Leadership Lexington Class 2017-2018

UK CoD: Advisory Panel & Guest Critic

AIA EKC: Past President - 2009
President - 2008
Vice President - 2007

FCPS 1 to 1 Reader Participant

Speaking Engagements:
AIA 2017 OVR Convention
AIA Columbus "New Urban Agenda Symposium" 2017
AIA Cincinnati - Vision Design Series 2018

KATRINA LITTRELL

AIA, PROJECT ARCHITECT

CREDENTIALS

Kentucky: Architect #6454
NCARB #131120

Masters of Architecture
School of Design
University of Pennsylvania, 2003

Bachelor of Architecture
College of Architecture
University of Kentucky, 2002

Bachelor of Arts
Center College, 1989



Katrina is a registered architect with over 15 years of experience in the design and construction industry. She has led design teams on a variety of project types including educational, commercial and industrial. The elegant and practical projects she is recognized for are the result of her ‘people first’ approach to design in which the experience of the end user is paramount. Analytical and exacting, Katrina executes each project with clarity, precision and care.



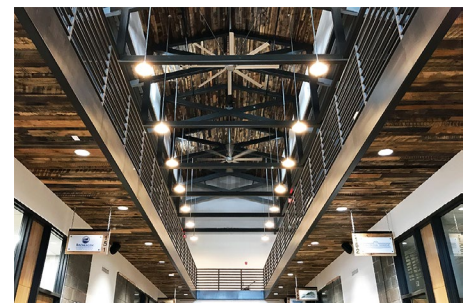
WORK HISTORY

October 2015 - present
Project Architect
Nomi Architecture, Design, Fabrication
Lexington, KY

April 2012 - October 2015
Project Architect
alt32 Architecture | Design, Lexington, KY

May 2003 - April 2012
Lucas/Schwering Architects, Lexington, KY

January 2002 - August 2002
Tate Hill Jacobs Architects



NOTABLE PROJECTS

International Book Project - Lexington, KY
Project Architect
7,500 SF renovation of an non-profit's existing offices & distribution facility.

Blue Grass Regional Marketplace
Lexington, KY
Production Manager
250,000 SF new Construction of a new building typology combining livestock barn and sales arena with an office and retail complex for the Bluegrass Stockyards.

F.C.P.S. Media Services & Central Warehouse

Gall's Warehouse - Lexington, KY
Project Architect
330,000 SF of renovation to the existing exterior and 60,000 SF of renovation to the office interior.

Magoffin Co. High School & Athletic Complex
Salysersville, KY
Project Architect
120,000 SF new construction of a new high school, athletic fields and fieldhouse / storage buildings. (alt32)

Blue Grass Regional Marketplace

Fayette Co. Public Schools Media Services & Central Warehouse - Lexington, KY
Project Architect
100,000 SF renovation & 20,000 SF addition. Adaptive reuse of a 1970's pre-cast concrete building into a media services hub and central distribution warehouse for the district.

STOBER Drives, Inc. - Maysville, KY
Project Architect
Reprogramming / renovation of multiple manufacturing buildings on campus.

ROBERT PASS + ASSOCIATES

309 East Market Street
Suite 302
Louisville, KY 40202

502 589.7632
Fax 589.7634
Cell 797.2540

rpaconsultants@bellsouth.net

Construction Costs Consultants

[RP]+A

Cost Planning a construction project and controlling costs within a firm plan is a technique designed to assist Building Owners and Architects to obtain maximum value for the funds available. Most design contracts require the Architect to provide estimates of overall probable construction cost at various stage of design development, however, construction complexity makes it essential to contain such costs within a pre-established cost plan at the component, or element, level of detail rather than simply on the aggregate or “bottom line”.

Robert Pass + Associates is a firm of construction cost consultants with considerable experience in cost planning and control. As a member of the design team, we can assist in developing a feasible program budget and maintaining cost control throughout the design period. This is accomplished as a constructive part of the design team at such time as is most beneficial to the design effort rather than producing cost estimates retrospectively after much design effort has been expended, some of which may subsequently prove to be abortive.

Construction Estimates.

- Establishing a realistic budget and initial cost plan for the required development or defining the extent of the project with the funds available.
- Advice to the Architect/Owner on the effects on costs of alternative structural systems, building configurations, materials and mechanical and electrical systems.
- Preparation of a detailed cost plan from the Architect's drawings for all phases of the work. This constitutes a reference against which all design developments are checked during the preparation of the working drawings.

These professional services, which go far beyond the normal cost opinions required from Architects and other design consultants, maintain a tight control of construction costs during design development. They help to provide the Owner with maximum value for the available funds and frequently effect substantial reduction of construction costs and prevent delays due to bids exceeding the budget.

7. SUMMARY OF FIRM'S RECENT (5 YEAR) EXPERIENCE

EXPERIENCE WITH RENOVATIONS

More than 50% of the projects we do are renovation projects. We've turned 100,000 SF factories into offices and facility warehouses (Russell Cave Warehouse for Fayette County Public Schools), re-purposed a 95,000 SF Home Depot into office space (Administrative Office of the Courts), renovated a 384,000 SF office building for new tenants (State Office Building for the Commonwealth of Kentucky), and performed a full technology and MEP upgrade for a 75,000 SF existing campus building (Hathaway Hall at Kentucky State University). Each one of these projects came in budget and were constructed and delivered on time.

LFUCG EXPERIENCE

Since 2000, STW has completed over 25 projects with LFUCG. Recent project highlights include:

- **MRF HVAC & Lighting Study (2017)**
- Fire Station #24
- Fire Station #2
- Kenwick & Castlewood Community Center Studies
- Masterson Station & Jacobson Park Spraygrounds

In 2014, the City of Lexington selected STW to provide MEP design for their new Station #2. The station was designed to replace an aging facility. We provided maintainable and sustainable systems designed to LEED Silver. Development of an energy model early on informed Lexington-Fayette & Urban County Government of their system options. A geothermal system was chosen through a collaborative decision process and our team's emphasis on listening to LFUCG.

Shortly after completing Station #2, STW was again hired by the City to design a new Station #24. STW first worked with LFUCG on a feasibility study of this station. Now in design, STW is providing mechanical, plumbing and electrical engineering of the new \$5,240,000 and 11,000 square foot station. The facility includes vehicle and equipment storage, as well as sleeping and living quarters for up to fourteen staff. Additionally, the new station will house offices for staff, a wellness facility, and general fire station supplies.

HVAC RENOVATIONS WHERE STW WAS MEP-PRIME

STW was hired by Hardin County Schools as the prime consultant for a \$6,500,000 HVAC renovation to two of their schools, Bluegrass Middle School (68,000 SF) and James T. Alton Middle School (86,600 SF). **The two schools bid \$1,175,000 under budget (for a combined bid total of \$5.325 Million).**

This project consisted of the demolition of existing water-source heat pump systems and the design and installation of geothermal heat pumps at each campus. Both schools received new energy recovery units to meet current ventilation and energy code requirements and building automation systems which interfaced with their existing central campus controls.

8. CONFLICT OF INTEREST STATEMENT

Shrout Tate Wilson Consulting Engineers and our sub-consultants have no relationships with LFUCG representatives that are a conflict of interest. There are no reasons to prohibit us from providing professional services on this project.

9. DESIGN APPROACH AND PRELIMINARY DESIGN CONCEPTS

RENOVATION OF AN OCCUPIED FACILITY

STW is careful and persistent with our solutions to ensure operations are uninterrupted. Renovating an occupied environment requires anticipation and careful consideration of existing conditions. Additionally, it requires well-coordinated and responsive phasing to maintain the workspace isolated from occupied areas throughout construction.

MEP DESIGN NARRATIVE

Fire Protection:

An outcome of this project is to replace all of the sprinkler system's main runs. Our first step will be to identify holes in the current system and provide a cursory review of the original design. This will inform a design solution that is NFPA 13 compliant.

Mechanical System:

Existing System:

The existing HVAC system features a gas fired boiler that feeds modular heaters throughout the facility. These heaters are fed with a glycol loop from the boiler that is located outside of the building envelope. There are several exhaust fans that interlock with wall louvers to provide ventilation for the facility.

Demolition:

The existing Heating and ventilation system shall be demolished completely.

Proposed HVAC Upgrades:

A new 100% outside air heating only unit shall be installed to provide heating for the entire production area. This unit shall be located in the same location as the existing boiler. The unit shall utilize natural gas for heating.

New roof mounted exhaust fans shall be installed to allow for adequate ventilation throughout the production area. New wall louvers will be installed to replace the existing louvers. These louvers shall be interlocked with the exhaust fans to open when the fans are on and to close when the fans are off.

All mechanical systems will be corrected to meet design requirements of the International Mechanical Code and the Kentucky Building Code.

Electrical:

Existing Lighting System:

The existing lighting system consists of HID high bay fixtures and 4' and 8' fluorescent fixtures.

Lighting Demolition:

Light fixtures will be demolished completely. Existing circuits and switching schemes are to remain.

Proposed Lighting Upgrades:

Utilizing existing fixture locations and circuits, lighting will be replaced with new LED fixtures. In the warehouse, high bay LED fixtures will be used. A 2' vapor tight fixture will be used in the catwalk, above conveyor belts, and areas below sorting equipment. Designed lighting levels are as follows:

- Exposed ground floor – average of 30 footcandles
- Exposed conveyor belts - average of 50 footcandles
- Catwalk – average of 30 footcandles.

All new electrical work will be designed to meet the 2012 Kentucky Building Code, 2014 National Electrical Code and 2012 IECC (with 2012 Kentucky Building Code Amendments) Energy Code.

ARCHITECTURAL DESIGN NARRATIVE

A design solution to address the extreme heat and cold in building will be addressed. Overall comfort and improved working conditions are a high priority for this renovation. Considerations of adding natural light and task lighting for MRF workers will be part of our conversations with LFUCG and MRF to establish your priorities.

10. ABILITY TO MEET REQUIRED DEADLINES

Shrout Tate Wilson has 38 dedicated, in-house professionals. This team has a proven track record of meeting schedule deadlines, often exceeding client's schedule expectations. We are dedicated to completing projects with excellence and on time.

For your project, we have selected individuals that meet and exceed the requirements of this RFP. In addition to their experience designing MEP renovations, **we have carefully reviewed their workload capacity in comparison to the proposed design schedule provided in Attachment B.** We use a resource management tool to visualize the work plan for our entire organization and provide with confidence your team's capacity to perform the work.

Current workload capacity for your project team:

Team Member	Role	Current Capacity	Projected Capacity with your Project
Tyler Wilson	PIC & Electrical Engineer	70%	75%
Brandon Slusher	Mechanical Engineer	60%	65%
Ashlyn Jackson	Electrical Designer	55%	60%
Mike McGaughey	Plumbing Designer	55%	60%

11. REFERENCES

Ann Hammond, Executive Director
Lexington Public Library
(859) 231-5599
ahammond@lexpublib.org

Example of a local client where STW implemented the recommended design solutions following a feasibility study. STW has also preformed MEP renovations and remediated comfort issues for this client.

Rob Evans, Senior Project Manager
JLL, Brown-Forman PDS
(502) 774-6986
rob_evans@b-f.com

STW is Brown-Forman's engineer of record (since 2015). This exclusive relationship has evolved due to STW's success on several MEP renovations of varying size.

John Stith, Chief Operations Officer
Hardin County Schools
(270) 769-8800
john.stith@hardin.kyschools.us

Example of a long-term public client for which we have performed numerous MEP renovations. In 2016, STW completed as the prime consultant a \$6,500,000 MEP renovation to two middle schools. The architect and structural engineer served as sub-consultants to STW.

Bill Wallace, Director of Facility Design & Construction
Fayette County Public Schools
(859) 381-3824
bill.wallace@fayette.kyschools.us

An example of a local, public client for whom both STW and NOMI Design have successfully performed renovation work.

12. WORK PLAN

DELIVERABLE CHECKLIST

Schematic Design

*Includes review sets at **50% and 100%** of each of the following deliverables:*

Deliverable	Discipline	Team Member
Produce Project Schedule	MEP, Architectural	Tyler Wilson Matthew Brooks
Cost Estimate	3 rd Party Cost Estimator	Robert Pass
Produce Project Design Narrative	Mechanical Electrical Plumbing & Fire Protection Architectural	Brandon Slusher Ashlyn Jackson Mike McGaughey Katrina Littrell

Demolition & New Work Drawings

- *Major equipment locations for MEP systems. Major duct and water routing.*
- *Preliminary floor plan*

Mechanical
Electrical
Plumbing & Fire
Protection
Architectural

Brandon Slusher
Ashlyn Jackson
Mike McGaughey

Katrina Littrell

Outline Specifications

Mechanical
Electrical
Plumbing & Fire
Protection
Architectural

Brandon Slusher
Ashlyn Jackson
Mike McGaughey

Katrina Littrell

Design Development

*Includes review sets at **50% and 100%** of each of the following deliverables:*

Deliverable
Cost Estimate Update

Discipline
3rd Party Cost
Estimator

Team Member
Robert Pass

Demolition & New Work Drawings

- *Preliminary layout for HVAC, plumbing, lighting, power*
- *Fire protection special provisions determined*
- *Lighting cut-sheets.*
- *Field-Verify select demolition of MEP and architectural items.*
- *Preliminary one-line diagram for HVAC & power*

Mechanical
Electrical
Plumbing & Fire
Protection
Architectural

Brandon Slusher
Ashlyn Jackson
Mike McGaughey

Katrina Littrell

Outline Specifications

Mechanical
Electrical
Plumbing & Fire
Protection
Architectural

Brandon Slusher
Ashlyn Jackson
Mike McGaughey

Katrina Littrell

Construction Documents

*Includes review sets at **50%, 95%, and 100%** of each of the following deliverables:*

Deliverable
Cost Estimate Update

Discipline
3rd Party Cost
Estimator

Team Member
Robert Pass

**Demolition & New Work
Drawings**

- *Full MEP and architectural design.*

Mechanical
Electrical
Plumbing & Fire
Protection
Architectural

Brandon Slusher
Ashlyn Jackson
Mike McGaughey

Katrina Littrell

Full-Length Specifications

Mechanical
Electrical
Plumbing & Fire
Protection
Architectural

Brandon Slusher
Ashlyn Jackson
Mike McGaughey

Katrina Littrell

Bid Phase

Deliverable
**Correspondence regarding
bid acceptance**

Discipline
MEP,
Architectural

Team Member
Tyler Wilson
Matthew Brooks

BUDGET & SCHEDULE

The fee we have provided is based on a \$500,000 construction budget. This number is derived from the estimates STW developed as part of our MRF study, our architectural partner's opinion, and our tracking of LFUCG's fiscal year budgets.

The design schedule provided as Attachment B in the RFP is agreeable and the basis for our planning and resource allocations.

COMMUNICATION/DOCUMENTATION AND COLLABORATION PLAN

It's about your agenda; not ours. This is where we shine. If there is one thing we want you to hear loud and clear from us is that **we will listen to you**. It's about making you part of the process. It is hearing your concerns and addressing them mindfully in our design. It's about initiating the questions to get your voice, your needs, and your absolutes integrated. We are prepared to do some serious brainstorming to collectively create a comfortable space for the MRF employees.

A TEAM PLAN ON SUSTAINABLE DESIGN

Sustainability is our focus and is defined by LFUCG's ability to operate, control, and maintain your building within energy performance goals. Building systems must meet the Owner's Project Requirements with a custom approach that achieves a proper balance of sophistication and simplicity to achieve these standards.

13. EXPLANATION OF THE APPROACH THAT WILL BE USED TO ASSURE QUALITY AND WELL-COORDINATED DOCUMENTS

The first step in developing the design solutions is a discovery meeting with you – LFUCG and MRF personnel- **to hear directly from you on your overarching goals for this project**. This is an

opportunity for a deeper-dive than the RFP process allows. Some of the topics covered during this initial design meeting might include your goals to:

- Address comfort; extreme heat and cold in building
- Minimum operations downtime is VERY important and will require coordination with MRF staff
- Maintain safety of plant worker at all times
- Deliver a design schedule that coincides with City Council's schedule

In tandem with this process, further discover will progress and inform a clearer understanding of building schedules, user group requirements, maintenance/facility objectives, sustainability, and energy goals. We believe it is critical to have an initial meeting just to listen to you. It is also equally important to make sure we heard you.

The design process needs to involve a follow-up meeting with you MRF's end users to make sure that we are progressing down a path that is in alignment with your objectives. This is an opportunity to discuss design, budget, phasing, etc. It's an opportunity to review the MEP systems with you and address any questions or concerns that you may have. This is where we discuss the pros and cons of the systems we are recommending so you can make informed choices.

The next step leads us into evaluation of the schedule, validation of preliminary budget estimates, and completion of Schematic Design followed by submission to you the Owner for review and approval for the next step.

We then progress through Design Development and Construction Documents, providing a submittal to you for review, comment, and approval. At completion of the design phase, we move into Bidding and Negotiation, and Construction Administration.

The design process is about asking the right questions, listening to you the Owner, and then reflecting those ideas in the final documents. **The ultimate deliverable on every project is a functional building that meets your needs as you've described them and within your budget.**

14. AN EXPLANATION OF THE TEAM QUALITY CONTROL PROGRAM

The mechanical and electrical professionals on your project –Brandon Slusher and Ashlyn Jackson – will manage the Construction Administration during the MRF Renovation construction.

That's a little different than how other firms in the industry manage CA. We don't assign a new person to the construction phase. **Our designers oversee the construction process** to verify that the construction complies with their design intent. **They were there during design to hear the conversations.** They know who the decision makers are and why decisions were made. This helps uncover construction issues and deviations from design early in the construction process, ultimately leading to a better final product for you, the owner.

Design Services for Renovation of Material Recovery Facility (MRF)

Request for Proposal No. 4-2018

Form of Proposal

Consultant:

Shrout Tate Wilson Consulting Engineers, PLLC

Address:

627 Winchester Road, Lexington, KY 40505

1. General

- a. The undersigned Consultant, having read and examined the specifications and associated documents for the above designated work, affirms agreement to complete all work in accordance with the contract documents.
- b. The selected Successful Consultant (SC) shall verify all mentioned requirements in these contract documents. The SC shall confirm in writing any discrepancies found within one week of being informed of successful proposal.
- c. The undersigned agrees that this proposal constitutes a firm offer to the City of Lexington which cannot be withdrawn for one hundred twenty (120) calendar days from and after the stated closing time, or until a contract is fully executed by the City of Lexington and a third party, whichever occurs earlier.
- d. The Consultant shall include Technical Information as required herein.

2. Submittal Requirements: Interested firms are encouraged to submit their qualifications which will include the information below. Failure to comply with this requirement may lead in disqualification of the Consultant's proposal:

- a. Signed cover letter stating interest in the project. The cover letter should indicate the proposer's willingness to enter into an agreement with the City of Lexington. An officer of the company who has authority to commit their firm to the proposed project must sign the letter.
- b. Additional company information to be provided shall include company history, key management members, major accomplishments, inter-company or third party alliances or partnerships, and any major pending litigation and facts of the case(s).
- c. Narrative on how customer satisfaction is tracked.
- d. Copies of written continuing education/professional training program and quality control/quality assurance program.

- e. Provide the current number of employees and employee types.
 - f. Statement of general firm qualifications and capacity which should include firm location, where the work will be performed, and the firm's background and demonstrated ability to perform the required services for this project.
 - g. Project Team list including sub consultants indicating key professionals that will be specifically assigned to work on each discipline and phase of the project. Identify project manager. Detailed resumes for the key professionals and project manager should be included with the proposal. Describe team members' educational background, related experience, experience in providing like services to governmental entities, and individual references within such entities. Describe how the team has worked together on similar projects in the past.
 - h. Summary of firm's recent (5 year) experience in similar/representative projects including construction costs and references.
 - i. Conflict of Interest Statement clearly stating the proposer has no conflicts of interest in providing professional services on the project.
 - j. A narrative of design approach and preliminary design concepts, approach to project inclusive of proposed work scope, and related considerations.
 - k. Ability to meet required deadlines including demonstrating the ability to integrate this project into the firm's present workload (provide current and projected staff workload data).
 - l. References: names and contact information of previous clients on similar projects within the past five (5) years with a description of the type of project completed on schedule and on budget. A minimum of three references is required.
3. Proposals will be limited to 20 pages not including the required City of Lexington documents. Proposals in excess of 20 pages single-sided pages in length may not be considered.
 4. Respondents are responsible for all costs associated with the preparation of materials in response to this RFP. The City of Lexington assumes no responsibility for such costs. The City of Lexington reserves the right to waive any formality in the submitted statements of qualifications, to reject any and all statements of qualifications or to re-advertise for additional statements of qualifications.
 5. **Work Plan:** Consultant shall provide a plan to complete the work described herein in submitted proposal within the 20 page submittal limit. Included in work plan shall be:
 - a. A check list of what specific deliverables will be provided at each design phase and/or milestone and what discipline and team member will provide that deliverable.
 - b. A specific budget and schedule to complete services described herein.
 - c. An explanation of the communication/documentation and collaboration plan.
 - d. A team plan on sustainable design.

- e. An explanation of the approach that will be used to assure quality and well coordinated documents between all disciplines during Construction Document development.
- f. An explanation of the team Quality Control Program from design through Construction Administration.

6. Lump Sum Pricing

- a. All Lump Sum Pricing shall include all direct labor and supervision necessary to complete the item in a manner that meets or exceeds the customer's satisfaction. It shall also include the labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A. sick and vacations, etc. disposal fees tool allowance, equipment, materials, profit and all other costs used on the job.

- b. Provide a Firm Lump Sum Cost for providing the City of Lexington with services as noted in these specifications:

Schematic Design Cost \$ 11,700

Design Development Cost \$ 14,800

(percentage of construction costs) 2.96 %

Construction Documents Cost \$ 26,500

(percentage of construction costs) 5.3 %

Construction Administration Cost (Total Services Below) \$ 15,500

Bidding Assistance: \$ 1,000

Construction Administration: \$ 12,000

Punch List, Inspections, & Close Out: \$ 2,500

Total Proposal \$ 68,500

ASSUMPTIONS

* Attendance at up to two council meetings.

* Fee proposal based on a \$500,000 construction budget.

7. Unit Pricing

- a. The City of Lexington reserves the right to increase or decrease frequencies of unit cost i.e., each task and / or services under this agreement. If Additional Services are requested, the base contract may be increased and/or decreased on the basis of these proposed unit rates. No price adjustments will be made, unless mutually agreed to in advance or as a result of temporary conditions (defined as 30 days or less from the date of the last invoice).
- b. All Unit Pricing Hourly Rates shall include all direct labor, any supervision required, labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A. sick and vacations, etc.) disposal fees tool allowance, equipment, materials, profit and all other costs used on the job.
- c. Include Unit Pricing Hourly Rates for the Consultant contracted with the City of Lexington and all Sub-Consultants contracted with the Consultant.

<u>Title/Skill Level</u>	<u>Hourly Rate</u>
_____	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR
SEE ATTACHED	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR

- d. Additional Services may require procurement beyond the base contract. Procurement shall comply with the specifications set forth herein. The Consultant markup over the invoiced price shall be 10 %.
- e. Reimbursables will be based on actual costs.

SHROUT TATE WILSON CONSULTING ENGINEERS

2018 HOURLY RATES

PRINCIPALS.....	\$185.00
SENIOR ENGINEER	\$125.00
DESIGN ENGINEER.....	\$90.00
SENIOR CADD TECHNICIAN	\$80.00
CADD TECHNICIAN	\$65.00
CLERICAL.....	\$60.00

01/01/18



Billable Hourly Rates
as of January 1, 2018

HOURLY RATES

This information herein is considered confidential in nature and may be reproduced only within the context of contract negotiations and for billing purposes.

This information forms part of the contract.

Principal Architect		\$175.00 / hr.
Senior Architect	<i>(Graduate Architect with 20+ years experience)</i>	\$150.00 / hr.
Senior Designer	<i>(Graduate Architect with 20+ years experience)</i>	\$150.00 / hr.
Architect Level III	<i>(Licensed Architect with 10+ years experience)</i>	\$140.00 / hr.
Architect Level II	<i>(Licensed Architect with 8+ years experience)</i>	\$130.00 / hr.
Architect Level I	<i>(Licensed Architect with 5+ years experience)</i>	\$120.00 / hr.
Intern Level III	<i>(Graduate Architect with 3-6 years experience)</i>	\$110.00 / hr.
Intern Level II	<i>(Graduate Architect with 2-3 years experience)</i>	\$85.00 / hr.
Intern Level I	<i>(Graduate Architect with 0-2 years experience)</i>	\$75.00 / hr.
Office Support Staff		\$70.00 / hr.
Fabrication Manager		\$125.00 / hr.
Fabrication Shop		\$55.00 / hr.
Reimbursables		
8.5 x 11/14	Black & white	\$0.10 ea.
	Color prints	\$1.00 ea.
11 x 17	Black & white	\$0.25 ea.
	Color prints	\$2.50 ea.
Large format plotting (in house)	Bond copy	\$1.00 / sq ft
	Rendering	\$6.00 / sq ft
	All other large format plotting	Negotiated
Mileage	Current published IRS rate at the time of billing	Varies
Other Reimbursables	(Including consultants)	Cost + 10%

- [illegible]

- FOP - 4

AFFIDAVIT

Comes the Affiant, Debra Ritchie, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is E. Tyler Wilson and he/she is the individual submitting the proposal or is the authorized representative of Shrout Tate Wilson Consulting Engineers, PLLC, the entity submitting the proposal (hereinafter referred to as "Proposer").
2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

Continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

E Tyler Wilson

STATE OF Kentucky

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me

by E. Tyler Wilson on this the 6th day

of March, 2018.

My Commission expires: May 18, 2019

Debra P. Rutledge
NOTARY PUBLIC, STATE AT LARGE

EQUAL OPPORTUNITY AGREEMENT

Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.

E Tyler Wilson
Signature

Shrout Tate Wilson Consulting Engineers, PLLC
Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Shrout Tate Wilson Consulting Engineers, PLLC

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African- American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators	1		1														
Professionals	12	11	1														
Superintendents																	
Supervisors																	
Foremen																	
Technicians	4	3	1														
Protective Service																	
Para-	17	15	1			1											
Office/Clerical	4		4														
Skilled Craft																	
Service/Maintenan																	
Total:	38	29	8			1											

Prepared by: E. Tyler Wilson, Principal **Date:** 03 / 06 / 2018

(Name and Title)

Revised 2015-Dec-15

WORKFORCE ANALYSIS FORM

Name of Organization: Nomi Design, Inc.

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African- American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators			1														1
Professionals		6	4													6	4
Superintendents																	
Supervisors																	
Foremen																	
Technicians																	
Protective Service																	
Para-																	
Office/Clerical																	
Skilled Craft		2														2	
Service/Maintenan																	
Total:		8	5													8	5

Prepared by: Matthew Brooks, Firm Principal Date: 03 / 06 / 2018

(Name and Title)

Revised 2015-Dec-15

WORKFORCE ANALYSIS FORM

Name of Organization: Robert Pass & Associates

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African- American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators																	
Professionals		2															
Superintendents																	
Supervisors																	
Foremen																	
Technicians																	
Protective Service																	
Para-																	
Office/Clerical																	
Skilled Craft																	
Service/Maintenan																	
Total:	2	2															

Prepared by: _____ Date: ____/____/____

(Name and Title)

Revised 2015-Dec-15

**DIRECTOR, DIVISION OF CENTRAL PURCHASING
LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
200 EAST MAIN STREET
LEXINGTON, KENTUCKY 40507**

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT
OPPORTUNITIES AND DBE CONTRACT PARTICIPATION**

Notice of requirement for Affirmative Action to ensure Equal Employment Opportunities and Disadvantaged Business Enterprises (DBE) Contract participation. Disadvantaged Business Enterprises (DBE) consists of Minority-Owned Business Enterprises (MBE) and Woman-Owned Business Enterprises (WBE).

The Lexington-Fayette Urban County Government has set a goal that not less than ten percent (10%) of the total value of this Contract be subcontracted to Disadvantaged Business Enterprises, which is made up of MBEs and WBEs. The Lexington Fayette Urban County Government also has set a goal that not less than three percent (3%) of the total value of this Contract be subcontracted to Veteran-owned Small Businesses. The goal for the utilization of Disadvantaged Business Enterprises as well Veteran –owned Small Businesses as subcontractors is a recommended goal. Contractor(s) who fail to meet such goal will be expected to provide written explanations to the Director of the Division of Purchasing of efforts they have made to accomplish the recommended goal, and the extent to which they are successful in accomplishing the recommended goal will be a consideration in the procurement process. Depending on the funding source, other DBE goals may apply.

For assistance in locating Disadvantaged Business Enterprises Subcontractors contact:

Sherita Miller, MPA, Division of Central Purchasing
Lexington-Fayette Urban County Government
200 East Main Street, 3rd Floor, Room 338
Lexington, Kentucky 40507
smiller@lexingtonky.gov

Firm Submitting Proposal: Shrout Tate Wilson Consulting Engineers, PLLC

Complete Address: 628 Winchester Road Lexington 40505
Street City Zip

Contact Name: E. Tyler Wilson Title: Principal

Telephone Number: 859-277-8177 Fax Number: 859-277-8372

Email address: tyler.wilson@stweng.com



LFUCG MWDBE PARTICIPATION FORM
Bid/RFP/Quote Reference # 4-2018 Design Services for MRF

The MWDBE and/or veteran subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to Central Purchasing for approval immediately. **Failure to submit a completed form may cause rejection of the bid.**

MWDBE Company, Name, Address, Phone, Email	MBE WBE or DBE	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1.				
2.				
3.				
4.				

The undersigned company representative submits the above list of MWDBE firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Shrout Tate Wilson Consulting Engineers, PLLC
Company

03/06/18
Date

E. Tyler Wilson
Company Representative

Principal
Title



LFUCG MWDBE SUBSTITUTION FORM
Bid/RFP/Quote Reference # 4-2018 Design Services for MRF

The substituted MWDBE and/or veteran subcontractors listed below have agreed to participate on this Bid/RFP/Quote. These substitutions were made prior to or after the job was in progress. These substitutions were made for reasons stated below and are now being submitted to Central Purchasing for approval. By the authorized signature of a representative of our company, we understand that this information will be entered into our file for this project.

SUBSTITUTED MWDBE Company Name, Address, Phone, Email	MWDBE Formally Contracted/ Name, Address, Phone, Email	Work to Be Performed	Reason for the Substitution	Total Dollar Value of the Work	% Value of Total Contract
1.					
2.					
3.					
4.					

The undersigned acknowledges that any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Shrout Tate Wilson Consulting Engineers, PLLC
Company

03/06/18
Date

E. Tyler Wilson
Company Representative

Principal
Title



MWDBE QUOTE SUMMARY FORM

Bid/RFP/Quote Reference # 4-2018 Design Services for MRF

The undersigned acknowledges that the minority and/or veteran subcontractors listed on this form did submit a quote to participate on this project. Failure to submit this form may cause rejection of the bid.

Company Name Shrout Tate Wilson Consulting Engineers, PLLC	Contact Person E. Tyler Wilson
Address/Phone/Email 628 Winchester Road, Lexington, KY 40505 859-277-8177 tyler.wilson@stweng.com	Bid Package / Bid Date RFP #4-2018, March 8, 2018

MWDBE Company Address	Contact Person	Contact Information (work phone, Email, cell)	Date Contacted	Services to be performed	Method of Communicatio (email, phone meeting, ad, event etc)	Total dollars \$\$ Do Not Leave Blank (Attach Documentation)	MBE * AA HA AS NA Female	Veteran

(MBE designation / AA=African American / HA= Hispanic American/AS = Asian American/Pacific Islander/NA= Native American)

The undersigned acknowledges that all information is accurate. Any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

Shrout Tate Wilson Consulting Engineers, PLLC

Company

03/06/18

Date

E. Tyler Wilson

Company Representative

Principal

Title



LFUCG SUBCONTRACTOR MONTHLY PAYMENT REPORT

The LFUCG has a 10% goal plan adopted by city council to increase the participation of minority and women owned businesses in the procurement process. The LFUCG also has a 3% goal plan adopted by cited council to increase the participation of veteran owned businesses in the procurement process. In order to measure that goal LFUCG will track spending with MWDBE and Veteran contractors on a monthly basis. By the signature below of an authorized company representative, you certify that the information is correct, and that each of the representations set forth below is true. Any misrepresentation may result in termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims. Please submit this form monthly to the Division of Central Purchasing/ 200 East Main Street / Room 338 / Lexington, KY 40507.

Bid/RFP/Quote #4-2018 Design Services for MRF

Total Contract Amount Awarded to Prime Contractor for this Project TBD

Project Name/ Contract #	Work Period/ From: April 2018 To: November 2018
Company Name:	Address:
Federal Tax ID:	Contact Person:

Subcontractor Vendor ID (name, address, phone, email)	Description of Work	Total Subcontract Amount	% of Total Contract Awarded to Prime for this Project	Total Amount Paid for this Period	Purchase Order number for subcontractor work (please attach PO)	Scheduled Project Start Date	Scheduled Project End Date

By the signature below of an authorized company representative, you certify that the information is correct, and that each of the representations set forth below is true. Any misrepresentations may result in the termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims.

Shrout Tate Wilson Consulting Engineers, PLLC

Company

03/06/18

Date

E. Tyler Wilson

Company Representative

Principal

Title

LFUCG STATEMENT OF GOOD FAITH EFFORTS

Bid/RFP/Quote # 4-2018 Design Services MRF

By the signature below of an authorized company representative, we certify that we have utilized the following Good Faith Efforts to obtain the maximum participation by MWDBE and Veteran-Owned business enterprises on the project and can supply the appropriate documentation.

 Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow MWDBE firms and Veteran-Owned businesses to participate.

 Included documentation of advertising in the above publications with the bidders good faith efforts package

 Attended LFUCG Central Purchasing Economic Inclusion Outreach event

 X Attended pre-bid meetings that were scheduled by LFUCG to inform MWDBEs and/or Veteran-Owned Businesses of subcontracting opportunities

 Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and MWDBE firms and Veteran-Owned businesses

 Requested a list of MWDBE and/or Veteran subcontractors or suppliers from LFUCG and showed evidence of contacting the companies on the list(s).

 Contacted organizations that work with MWDBE companies for assistance in finding certified MWDBE firms and Veteran-Owned businesses to work on this project. Those contacted and their responses should be a part of the bidder's good faith efforts documentation.

 Sent written notices, by certified mail, email or facsimile, to qualified, certified MWDBEs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.

 X Followed up initial solicitations by contacting MWDBEs and Veteran-Owned businesses to determine their level of interest.

 Provided the interested MWDBE firm and/or Veteran-Owned business with adequate and timely information about the plans, specifications, and requirements of the contract.

 Selected portions of the work to be performed by MWDBE firms and/or Veteran-Owned businesses in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work

items into economically feasible units to facilitate MWDBE and Veteran participation, even when the prime contractor may otherwise perform these work items with its own workforce

_____ Negotiated in good faith with interested MWDBE firms and Veteran-Owned businesses not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection should be so noted in writing with a description as to why an agreement could not be reached.

_____ Included documentation of quotations received from interested MWDBE firms and Veteran-Owned businesses which were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.

_____ Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a MWDBE and/or Veteran-Owned business's quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy MWDBE and Veteran goals.

_____ Made an effort to offer assistance to or refer interested MWDBE firms and Veteran-Owned businesses to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal

_____ Made efforts to expand the search for MWBE firms and Veteran-Owned businesses beyond the usual geographic boundaries.

 X Other--any other evidence that the bidder submits which may show that the bidder has made reasonable good faith efforts to include MWDBE **and Veteran participation.**

NOTE: Failure to submit any of the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement which is subject to approval by the MBE Liaison. Documentation of Good Faith Efforts must be submitted with the Bid, if the participation Goal is not met.

The undersigned acknowledges that all information is accurate. Any misrepresentations may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

Shrout Tate Wilson Consulting Engineers, PLLC

Company

03/06/18

Date

E. Tyler Wilson

Company Representative

Principal

Title

STATEMENT OF GOOD FAITH EFFORTS

Shrout Tate Wilson Engineers

On February 20, 2018, Shrout Tate Wilson approached WBE Tate Hill Jacobs Architects to ask about teaming on this project. They declined participation in this solicitation.

To fulfill the scope requirements of this solicitation, STW included the following sub-consultants in our proposal:

- NOMI Architects for architectural services
- Robert Pass & Associates for third party cost estimating services

E Tyler Wilson 3/6/18

Firm Principal

Date

GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, 29 U.S.C. 650 *et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda and IonWave Q&A, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to Bid Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
 - (a) Failure to perform the contract according to its terms, conditions and specifications;

- (b) Failure to make delivery within the time specified or according to a delivery schedule fixed by the contract;
- (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
- (d) Failure to diligently advance the work under a contract for construction services;
- (e) The filing of a bankruptcy petition by or against the contractor; or
- (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent. Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13. **Assignment of Contract:** The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
14. **No Waiver:** No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
15. **Authority to do Business:** The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate

resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must be signed by a duly authorized officer, agent or employee of the Respondent.

16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.
20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.

E. Tyler Wilson
Signature

03/06/18
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/06/2018

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

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

PRODUCER The Underwriters Group, Inc. 1700 Eastpoint Parkway P.O. Box 23790 Louisville, KY 40223	CONTACT NAME:	
	PHONE (A/C, No, Ext): 502-244-1343 FAX (A/C, No): 502-244-1411	
INSURED Shrout Tate Wilson Consulting Engineers 628 Winchester Road Lexington, KY 40505	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: XL Specialty Insurance Company	37885
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **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
	COMMERCIAL GENERAL LIABILITY <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 \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUT E <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			DPR9908680	11/14/2017	11/14/2018	Per Claim 2,000,000 Aggregate 2,000,000

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

CERTIFICATE HOLDER Lexington-Fayette Urban County Government 200 East Main Street Lexington, KY 40507	CANCELLATION 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
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/6/2018

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

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

PRODUCER Al Torstrick Insurance Agency Inc 343 Waller Avenue Lexington KY 40504		CONTACT NAME: Stephanie Casey PHONE (A/C, No, Ext): (859) 233-1461 E-MAIL ADDRESS: scasey@altorstrick.com FAX (A/C, No): (859) 281-9450	
INSURED Shrout, Tate, Wilson Consulting Engineers, PLLC 628 Winchester Road Lexington KY 40505		INSURER(S) AFFORDING COVERAGE INSURER A: West American Insurance Co. NAIC # 44393 INSURER B: Ohio Casualty Insurance Co. 24074 INSURER C: Seneca Risk Services, Inc. INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2017-2018

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BZW57334184	9/17/2017	9/17/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			BZW57334184	9/17/2017	9/17/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR CLAIMS-MADE DED RETENTION \$			USO57334184	9/17/2017	9/17/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	SRS-1379615	9/17/2017	9/17/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Lexington-Fayette Urban County Government 200 East Main Street Lexington, KY 40507	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 Stephanie Casey/SMC <i>Stephanie Casey</i>
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AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Shrout Tate Wilson Engineers

It is the policy and practice of Shrout Tate Wilson Engineers to assure that no person will be discriminated against, or be denied the benefit of any activity, program or employment process, in the areas of recruitment, advertising, hiring, upgrading, promotion, transfer, demotion, lay off, termination, rehiring, employment, rates of pay and/or other compensation.

Shrout Tate Wilson Engineers is an affirmative action/equal opportunity employer and is strongly committed to all policies which will afford equal opportunity employment to all qualified persons without regard to race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation, learning disability, present or past history of mental disorder, or physical disability including, but not limited to, blindness, unless it is shown that such disability prevents performance of the work involved.

This policy and practice applies to all persons, particularly those who are members of protected classes. Shrout Tate Wilson Engineers will implement, monitor and enforce this affirmative action policy statement and program in conjunction with all applicable Federal and State laws, regulations, and executive orders.

Managers and supervisory staff will be advised of their responsibilities to ensure the success of this program. Each manager, supervisor, and employee of Shrout Tate Wilson Engineers is expected to aid in the implementation of this program and be accountable for complying with the objectives of this Affirmative Action Plan.

Ultimate responsibility for this affirmative action program will be with the Firm Principals. The day-to-day duties for the plan will be coordinated by the Office Manager who is hereby designated the Equal Employment Opportunity/Affirmative Action Officer for Shrout Tate Wilson Engineers.

E Tyler Wilson 3/6/18

Firm Principal

Date

03/06/18



Affirmative Action
Equal Opportunity

POLICY STATEMENT

It is the policy and practice of Nomi Design, Inc. to assure that no person will be discriminated against, or be denied the benefit of any activity, program or employment process, in the areas of recruitment, advertising, hiring, upgrading, promotion, transfer, demotion, lay off, termination, rehiring, employment, rates of pay and/or other compensation.

Nomi is an affirmative action/equal opportunity employer and is strongly committed to all policies which will afford equal opportunity employment to all qualified persons without regard to race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation, learning disability, present or past history of mental disorder, or physical disability including, but not limited to, blindness, unless it is shown that such disability prevents performance of the work involved.

This policy and practice applies to all persons, particularly those who are members of protected classes. Nomi will implement, monitor and enforce this affirmative action policy statement and program in conjunction with all applicable Federal and State laws, regulations, and executive orders.

Managers and supervisory staff will be advised of their responsibilities to ensure the success of this program. Each manager, supervisor, and employee of Nomi is expected to aid in the implementation of this program and be accountable for complying with the objectives of this Affirmative Action Plan.

Ultimate responsibility and the day-to-day duties for this affirmative action program will be coordinated by the Firm Principal who is hereby designated the Equal Employment Opportunity/Affirmative Action Officer for Nomi Design, Inc.

A handwritten signature in blue ink, appearing to read "Matthew Brooks", with a long horizontal flourish extending to the right.

Matthew Brooks
Firm Principal

03/06/18
Date

ROBERT PASS + ASSOCIATES

309 East Market Street
Suite 302
Louisville, KY 40202

502 589.7632
Fax 589.7634
Cell 797.2540

rpaconsultants@bellsouth.net

Construction Costs Consultants

AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Robert Pass & Associates, Inc



It is the policy and practice of Robert Pass & Associates to assure that no person will be discriminated against, or be denied the benefit of any activity, program or employment process, in the areas of recruitment, advertising, hiring, upgrading, promotion, transfer, demotion, lay off, termination, rehiring, employment, rates of pay and/or other compensation.

Robert Pass & Associates is an affirmative action/equal opportunity employer and is strongly committed to all policies which will afford equal opportunity employment to all qualified persons without regard to race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation, learning disability, present or past history of mental disorder, or physical disability including, but not limited to, blindness, unless it is shown that such disability prevents performance of the work involved.

This policy and practice applies to all persons, particularly those who are members of protected classes. Robert Pass & Associates will implement, monitor and enforce this affirmative action policy statement and program in conjunction with all applicable Federal and State laws, regulations, and executive orders.

Firm Principal

March 6, 2018

Date