

## CONSULTANT SERVICES AGREEMENT

THIS IS AN AGREEMENT made as of April 17, 2025, between the LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT (OWNER) and Patrick D. Murphy Co., Inc., Architects (CONSULTANT). OWNER intends to proceed with architectural/engineering design services as described in the attached Request for Proposal document. The services are to include the preparation of Schematic Design Documents through Construction Documents, Bidding, and Construction Administration for the construction of the Robert F. Stephens, District and Circuit Courthouses - Roof Replacements as contemplated in the OWNER's Request for Proposal No. #09-2025. The services are hereinafter referred to as the Project.

OWNER and CONSULTANT in consideration of their mutual covenants herein agree in respect of the performance of professional architectural/engineering services by CONSULTANT and the payment for those services by OWNER as set forth below.

CONSULTANT was selected by OWNER based upon its response to the Request for Proposal No. 09-2025.

CONSULTANT shall provide professional consulting services for OWNER in all phases of the Project described herein, serve as OWNER'S professional architectural and engineering representative for the Project as set forth below and shall give professional consultation and advice to OWNER during the performance of services hereunder.

### SECTION 1 - BASIC SERVICES OF CONSULTANT

CONSULTANT shall perform professional services as hereinafter stated, which include customary architectural and engineering incidental thereto.

The following documents are incorporated by reference herein as if fully stated and are attached hereto as exhibits: RFP No. 09-2025. (Exhibit "A"), and Consultant's Response dated February 01, 2023 (Exhibit "B"). To the extent there is conflict among their provisions, the provisions of this Agreement shall take precedence, followed by the provisions of Request for Proposal No. 09-2025. (Exhibit "A").

After written authorization to proceed with the Evaluation and Recommendation Phase, CONSULTANT shall:

1. Notify the OWNER in writing of its authorized representative who shall act as Project Manager and liaison representative between the CONSULTANT and the OWNER.
2. On the basis of the "Selection Criteria" in the "Request for Proposal", attached in Exhibit "A", conduct field surveys and gather other necessary data or information, prepare an evaluation and recommendation document consisting of design options and cost estimates as well as all required deliverables listed in the Request for Proposal. See Exhibit "A" for complete listing of all deliverables.

This Agreement (consisting of pages 1 to \_\_ inclusive), together with the Exhibits and schedules identified above, constitutes the entire Agreement between **OWNER** and **CONSULTANT** and supersedes all prior written or oral understandings. This Agreement and said Exhibits and schedules may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

The General Condition provisions of RFP No. 09-2025 are incorporated herein by reference as if fully stated.

## **SECTION 2 - ADDITIONAL SERVICES BY CONSULTANT**

- 2.1. The **OWNER** may desire to have the **CONSULTANT** perform work or render services in connection with this Project other than as provided by **Exhibit "A"** of this Agreement. Such work shall be considered as "Additional Services", subject to a change order, supplemental to this Agreement, setting forth the character and scope thereof and the compensation therefore. Work under such change order shall not proceed until the **OWNER** gives written authorization. Should the **OWNER** find it desirable to have previously satisfactorily completed and accepted plans or parts thereof revised, the **CONSULTANT** shall make such revisions as directed, in writing, by the **OWNER**. This work shall be considered as "Additional Services" and shall be paid as such.
- 2.2. All "Additional Services" are subject to prior written authorization of **OWNER** and necessary appropriations made by the Urban County Council.

## **SECTION 3 - OWNER'S RESPONSIBILITIES**

### **OWNER shall:**

- 3.1. Provide criteria and information as to **OWNER'S** requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.
- 3.2. Assist **CONSULTANT** by placing at its disposal available information pertinent to the Project.
- 3.3. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by **CONSULTANT**, and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of **CONSULTANT**.
- 3.4. Designate in writing a person to act as **OWNER'S** representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define **OWNER'S** policies and decisions with respect to materials, equipment, elements and systems pertinent to **CONSULTANT'S** services.

- 3.5. Give written notice to **CONSULTANT** whenever **OWNER** observes or otherwise becomes aware of any development that affects the scope or timing of **CONSULTANT'S** services, or any defect in the work of Contractor(s).
- 3.6. Furnish or direct **CONSULTANT** to provide necessary Additional Services as stipulated in Section Two (2) of this Agreement or other services as required.

#### **SECTION 4 - PERIOD OF SERVICES**

- 4.1. See **Exhibit "A"** for the project timeline/schedule.
- 4.2. The provisions of this Section Four (4) and the various rates of compensation for **CONSULTANT'S** services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion.

If delays result by reason of acts of the **OWNER** or approving agencies or other causes, which are beyond the control of the **CONSULTANT**, an extension of time for such delay will be considered. If delays occur, the **CONSULTANT** shall within 14 days from the date of the delay apply in writing to the **OWNER** for an extension of time for such reasonable period as may be mutually agreed upon between the parties, and if approved, the Project schedule shall be revised to reflect the extension. Such extension of time to the completion date shall in no way be construed to operate as a waiver on the part of the **OWNER** of any of its rights in the Agreement. Section 6.5, under **DISPUTES**, of this Agreement, shall apply in the event the parties cannot mutually agree upon an extension of time.

In the event that the overall delay resulting from the above described causes is sufficient to prevent complete performance of the Agreement within two (2) months of the time specified therein, the Agreement fee or fees shall be subject to reconsideration and adjustment. Section 6.5 of this Agreement shall apply in the event the parties cannot mutually agree upon an adjustment of fee.

## **SECTION 5 - PAYMENTS TO CONSULTANT**

### **5.1 Methods of Payment for Services of CONSULTANT**

#### **5.1.1 For Basic Services.**

##### **Lump Sum Pricing**

In consideration of the architectural and engineering services described in this Loan Agreement and its exhibits, **OWNER** shall pay **CONSULTANT** the sum below stated, which sum shall include without limitation all direct labor and supervision necessary to complete the item in a manner that meets or exceeds the customer's satisfaction, labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A., sick and vacation leave, etc.), disposal fees, tool allowances, equipment fees, materials, profits, and all other costs used on, for, or in association with the job. The negotiated cost of services is represented in the Form of Proposal, and is summarized as follows:

<b><u>Design Stage (Total Services Below)</u></b>	<b><u>\$105,000.00</u></b>
Combined Schematic Design and Design Development Phase: (percentage of total services)	<u>\$66,000.00</u> <u>44%</u>
Construction Documents Phase: (percentage of total services)	<u>\$31,500.00</u> <u>21%</u>
Bid Phase: (percentage of total services)	<u>\$7,500.00</u> <u>5%</u>
 <b><u>Construction Administration Stage</u></b>	 <b><u>\$45,000.00</u></b>
(percentage of total services)	<u>30%</u>
 <b><u>Total Architectural/ Engineering Services</u></b>	 <b><u>\$150,000.00</u></b>

#### **5.1.2. For Additional Services**

"Additional Services" shall be paid for by the **OWNER** on the basis of the unit pricing below. In the event the **OWNER** and the **CONSULTANT** are unable to agree upon payment for "Additional Services", the amount of such payment shall be determined as set forth in Section 6.5, "DISPUTES" of this Agreement.



### Unit Pricing

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 through the Change Order process to the contract, or as a result of temporary conditions (defined as 30 days or less from the date of the last invoice).

All Unit Pricing Hourly Rates shall include without limitation all direct labor and supervision necessary to complete the item in a manner that meets or exceeds the customer's satisfaction, labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A., sick and vacation leave, etc.), disposal fees, tool allowances, equipment fees, materials, profits, and all other costs used on, for, or in association with the job.

<u>Title/Skill Level</u>	<u>Hourly Rate</u>
<u>Principal of Firm</u>	<u>\$190.00 \$/HR</u>
<u>Sr. Profesional / Project Manager</u>	<u>\$150.00 \$/HR</u>
<u>Registered Architect (Other Than Principal)</u>	<u>\$125.00 \$/HR</u>
<u>Roof Observer</u>	<u>\$85.00 \$/HR</u>
<u>CAD Draftsman</u>	<u>\$80.00 \$/HR</u>
<u>ENG. Principal</u>	<u>\$160.00 \$/HR</u>
<u>Sr. Engineer</u>	<u>\$150.00 \$/HR</u>
<u>Grad. Engineer</u>	<u>\$120.00 \$/HR</u>

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   0  %

## **5.2. Times of Payment.**

**5.2.1.** For any month in which the **CONSULTANT** provides services in connection with this Agreement, the **CONSULTANT** shall submit to the **OWNER** a written statement reasonably identifying the percentage of each task, listed in Section 5.1.1., above, as may be amended by the parties from time to time, that has been completed to date, the total amount to be billed for each task, the amount previously billed for each task, and the total amount due and owing for each task at the time the statement is issued. Within thirty (30) days of the **OWNER's** receipt of such statement, the **OWNER** shall pay to the **CONSULTANT** all amounts due and owing as indicated thereon, unless the **OWNER** has in good faith contested the same.

### **5.3. Other Provisions Concerning Payments.**

**5.3.1.** In the event the Agreement is terminated by the **OWNER** without fault on the part of the **CONSULTANT**, the **CONSULTANT** shall be paid for the work performed or services rendered an amount bearing the same ratio to the total Agreement fee as the amount of work completed or partially completed and delivered to the **OWNER** is to the total amount of work provided for herein, as determined by mutual agreement between the **OWNER** and the **CONSULTANT**.

**5.3.2.** In the event the services of the **CONSULTANT** are terminated by the **OWNER** for fault on the part of the **CONSULTANT**, the **CONSULTANT** shall be paid reasonable value of the work performed or services rendered and delivered, and the amount to be paid shall be determined by the **OWNER**.

**5.3.3.** In the event the **CONSULTANT** shall terminate the Agreement because of gross delays caused by the **OWNER**, the **CONSULTANT** shall be paid as set forth in Section 5.3.1. above.

## **SECTION 6 – ADDITIONAL GENERAL CONSIDERATIONS**

### **6.1. Termination**

**6.1.1.** The obligation to provide further services under this Agreement may be terminated by either party upon ten (10) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, provided the non-terminating party fails to cure such default within ten (10) days of receiving notice of such default.

**6.1.2.** The **OWNER** reserves the right to terminate the Agreement for any reason at any time upon seven (7) days written notice to the **CONSULTANT**.

### **6.2. Ownership and Reuse of Documents.**

All documents, including hardcopies and original digital format, including but not limited to Drawings and Specifications, prepared by the **CONSULTANT** pursuant to this Agreement shall be delivered to and become the property of the **OWNER**. The **OWNER** shall have the right to reuse same without restriction or limitation, but without liability or legal exposure to **CONSULTANT**.

### **6.3. Legal Responsibilities and Legal Relations.**

**6.3.1.** The **CONSULTANT** shall familiarize himself with and shall at all times comply with all federal, state and local laws, ordinances, and regulations which in any manner affect the services of this Agreement.

**6.3.2.** In performing the services hereunder, the **CONSULTANT** and its **CONSULTANTS**, employees, agents and representatives shall not be deemed or construed to be employees of **OWNER** in any manner whatsoever. Except as otherwise provided in this Agreement, the **CONSULTANT** shall be acting as an independent contractor. The **CONSULTANT** shall not hold itself out as, nor claim to be, an officer or employee of **OWNER** by reason hereof and shall not make any claim, demand or application to or for any right or privilege applicable to an officer or employee of **OWNER**. The **CONSULTANT** shall be solely responsible for any claims for wages or compensation by **CONSULTANT'S** employees, agents and representatives, including **CONSULTANTS**, and shall save, defend, and hold **OWNER** harmless therefrom.

**6.3.3.** The parties hereto agree that causes of actions between the parties shall be governed by applicable provisions of the Kentucky Revised Statutes. Any action arising from or in relation to this Agreement shall be brought in Fayette County, Kentucky.

#### **6.4. Successors and Assigns.**

**6.4.1.** **CONSULTANT** binds itself and its partners, successors, executors, administrators, assigns and legal representatives to this Agreement in respect to all covenants, agreements and obligations of this Agreement. **CONSULTANT** shall not assign any interest, obligation or benefit in this Agreement. **CONSULTANT** shall not assign any interest, obligation or benefit in this Agreement nor transfer any interest in the same, whether by assignment or novation, without prior written consent of **OWNER**.

**6.4.2.** The **CONSULTANT** shall not subcontract more than fifty percent (50%) of the work, based upon dollar value, to be provided under this Agreement. The **CONSULTANT** shall obtain written approval prior to subletting or assigning any services contained in this Agreement, and consent to sublet or assign any part of this Agreement shall not be construed to relieve the **CONSULTANT** of any responsibility for compliance with the provisions of this Agreement.

**6.4.3.** Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than **OWNER** and **CONSULTANT**.

#### **6.5. Disputes.**

Except as otherwise provided in this Agreement, any dispute concerning the amount of payment due the **CONSULTANT** or any dispute concerning any question of fact of any act to be performed under this Agreement, which is not disposed of by agreement between the Urban County Division of Central Purchasing and the **CONSULTANT**, shall be submitted to the Commissioner of the Department of General Services, Lexington-Fayette Urban County Government, for review. The decision of the Commissioner as to the determination of such dispute shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary or so grossly erroneous as necessarily to imply bad faith. Pending a final decision of a dispute hereunder, the

**CONSULTANT** shall proceed diligently with the performance of the Agreement in accordance with the directions of the **OWNER**.

**6.6. Accuracy of CONSULTANT'S Work.**

The **CONSULTANT** shall be required to perform this Agreement in accordance with the degree of ordinary and reasonable skill and care usually exercised by professional architects and engineers prevailing at the time, place and under similar conditions as the services hereunder are rendered.

The **CONSULTANT** shall be responsible for the accuracy of all work, even though Drawings and Specifications have been accepted by the **OWNER**, and shall make any necessary revisions or corrections resulting from errors and/or omissions on the part of the **CONSULTANT**, without additional compensation. By submission of reports, soils and subsurface information, quantities estimates, calculations and Drawings and Specifications to the **OWNER**, the **CONSULTANT** has made a statement that, to the best of its belief and knowledge, the information is accurate. Failure on the part of **CONSULTANT** to provide the expected level of accuracy may be grounds for the **OWNER** to disqualify **CONSULTANT** from consideration for future **CONSULTANT** service agreements.

**6.7. Security Clause.**

The **CONSULTANT** certifies that it shall not at any time release or divulge any information concerning the services covered by this Agreement to any person or any public or private organization except the **OWNER** without prior approval of the **OWNER**.

**6.8. Access to Records.**

The **CONSULTANT** and its sub-**CONSULTANTS** shall maintain all books, documents, papers, and accounting records, and make such materials available at their respective offices at all reasonable times during the contract period and for three (3) years from the date of final payment under the contract for inspection by the **OWNER**, and copies thereof shall be furnished if requested. Failure to maintain such records for three (3) years after the date of final payment may be grounds for the **OWNER** to disqualify the **CONSULTANT** from consideration for future **CONSULTANT** service agreements.

**6.9. Required Risk Management Provisions.**

The Risk Management Provisions of RFP No. 09-2025 are incorporated herein by reference as if fully stated. Copies of the required Certificates of Insurance shall be provided to **OWNER** as required therein.

**SECTION 7 - EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this service agreement, the **CONSULTANT** agrees as follows:

- 7.1. The **CONSULTANT** will not discriminate against any employee or application for employment because of race, color, religion, national origin, sex, age or handicap. The **CONSULTANT** will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, national origin, sex, age or handicap. Such action shall include, but not be limited to the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. The **CONSULTANT** agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this non-discrimination clause.
- 7.2 The **CONSULTANT** will, in all solicitations or advertisements for employees placed by or on behalf of the **CONSULTANT**, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, age (between forty and seventy), or handicap.


## **SECTION 8 - SPECIAL PROVISIONS**

- 8.1. This Agreement is subject to the following provisions.

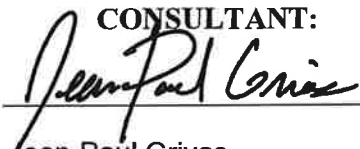
8.1.2. Pursuant to subparagraph 3.4 of this Agreement, **OWNER** has assigned the appropriate Lexington-Fayette Urban County Government employee (the "**OWNER'S** Agent"), as the authorized agent of **OWNER**, to monitor, direct and review the performance of work of the **CONSULTANT**. Documents, data, reports and all matters associated with carrying out this Agreement shall be addressed to the **OWNER'S** Agent or their designee. Questions by the **CONSULTANT** regarding interpretations of the terms, provisions and requirements under this Agreement shall be addressed to the **OWNER'S** Agent or their designee. The **CONSULTANT** shall look only to the **OWNER'S** Agent or their designee for direction in its performance under this Agreement; no other direction shall be binding upon **OWNER**. **OWNER** shall respond to written requests by **CONSULTANT** within thirty (30) days.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement as of the day and year first above written.

**OWNER:**

  
\_\_\_\_\_  
Linda Gorton  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
4/17/2025

**CONSULTANT:**

  
\_\_\_\_\_  
Jean-Paul Grivas V.P.  
\_\_\_\_\_  
Patrick D. Murphy Co., Inc., Architects  
\_\_\_\_\_  
04/08/2025

## CONSULTANT SERVICES AGREEMENT

THIS IS AN AGREEMENT made as of April 17, 2025, between the LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT (OWNER) and Patrick D. Murphy Co., Inc., Architects (CONSULTANT). OWNER intends to proceed with architectural/engineering design services as described in the attached Request for Proposal document. The services are to include the preparation of Schematic Design Documents through Construction Documents, Bidding, and Construction Administration for the construction of the Robert F. Stephens, District and Circuit Courthouses - Roof Replacements as contemplated in the OWNER's Request for Proposal No. #09-2025. The services are hereinafter referred to as the Project.

OWNER and CONSULTANT in consideration of their mutual covenants herein agree in respect of the performance of professional architectural/engineering services by CONSULTANT and the payment for those services by OWNER as set forth below.

CONSULTANT was selected by OWNER based upon its response to the Request for Proposal No. 09-2025.

CONSULTANT shall provide professional consulting services for OWNER in all phases of the Project described herein, serve as OWNER'S professional architectural and engineering representative for the Project as set forth below and shall give professional consultation and advice to OWNER during the performance of services hereunder.

### SECTION 1 - BASIC SERVICES OF CONSULTANT

CONSULTANT shall perform professional services as hereinafter stated, which include customary architectural and engineering incidental thereto.

The following documents are incorporated by reference herein as if fully stated and are attached hereto as exhibits: RFP No. 09-2025. (Exhibit "A"), and Consultant's Response dated February 01, 2023 (Exhibit "B"). To the extent there is conflict among their provisions, the provisions of this Agreement shall take precedence, followed by the provisions of Request for Proposal No. 09-2025. (Exhibit "A").

After written authorization to proceed with the Evaluation and Recommendation Phase, CONSULTANT shall:

1. Notify the OWNER in writing of its authorized representative who shall act as Project Manager and liaison representative between the CONSULTANT and the OWNER.
2. On the basis of the "Selection Criteria" in the "Request for Proposal", attached in Exhibit "A", conduct field surveys and gather other necessary data or information, prepare an evaluation and recommendation document consisting of design options and cost estimates as well as all required deliverables listed in the Request for Proposal. See Exhibit "A" for complete listing of all deliverables.

This Agreement (consisting of pages 1 to \_\_\_ inclusive), together with the Exhibits and schedules identified above, constitutes the entire Agreement between **OWNER** and **CONSULTANT** and supersedes all prior written or oral understandings. This Agreement and said Exhibits and schedules may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

The General Condition provisions of RFP No. 09-2025 are incorporated herein by reference as if fully stated.

## **SECTION 2 - ADDITIONAL SERVICES BY CONSULTANT**

- 2.1. The **OWNER** may desire to have the **CONSULTANT** perform work or render services in connection with this Project other than as provided by **Exhibit "A"** of this Agreement. Such work shall be considered as "Additional Services", subject to a change order, supplemental to this Agreement, setting forth the character and scope thereof and the compensation therefore. Work under such change order shall not proceed until the **OWNER** gives written authorization. Should the **OWNER** find it desirable to have previously satisfactorily completed and accepted plans or parts thereof revised, the **CONSULTANT** shall make such revisions as directed, in writing, by the **OWNER**. This work shall be considered as "Additional Services" and shall be paid as such.
- 2.2. All "Additional Services" are subject to prior written authorization of **OWNER** and necessary appropriations made by the Urban County Council.

## **SECTION 3 - OWNER'S RESPONSIBILITIES**

### **OWNER shall:**

- 3.1. Provide criteria and information as to **OWNER'S** requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.
- 3.2. Assist **CONSULTANT** by placing at its disposal available information pertinent to the Project.
- 3.3. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by **CONSULTANT**, and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of **CONSULTANT**.
- 3.4. Designate in writing a person to act as **OWNER'S** representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define **OWNER'S** policies and decisions with respect to materials, equipment, elements and systems pertinent to **CONSULTANT'S** services.

- 3.5. Give written notice to **CONSULTANT** whenever **OWNER** observes or otherwise becomes aware of any development that affects the scope or timing of **CONSULTANT'S** services, or any defect in the work of Contractor(s).
- 3.6. Furnish or direct **CONSULTANT** to provide necessary Additional Services as stipulated in Section Two (2) of this Agreement or other services as required.

#### **SECTION 4 - PERIOD OF SERVICES**

- 4.1. See **Exhibit "A"** for the project timeline/schedule.
- 4.2. The provisions of this Section Four (4) and the various rates of compensation for **CONSULTANT'S** services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion.

If delays result by reason of acts of the **OWNER** or approving agencies or other causes, which are beyond the control of the **CONSULTANT**, an extension of time for such delay will be considered. If delays occur, the **CONSULTANT** shall within 14 days from the date of the delay apply in writing to the **OWNER** for an extension of time for such reasonable period as may be mutually agreed upon between the parties, and if approved, the Project schedule shall be revised to reflect the extension. Such extension of time to the completion date shall in no way be construed to operate as a waiver on the part of the **OWNER** of any of its rights in the Agreement. Section 6.5, under **DISPUTES**, of this Agreement, shall apply in the event the parties cannot mutually agree upon an extension of time.

In the event that the overall delay resulting from the above described causes is sufficient to prevent complete performance of the Agreement within two (2) months of the time specified therein, the Agreement fee or fees shall be subject to reconsideration and adjustment. Section 6.5 of this Agreement shall apply in the event the parties cannot mutually agree upon an adjustment of fee.



## **SECTION 5 - PAYMENTS TO CONSULTANT**

### **5.1 Methods of Payment for Services of CONSULTANT**

#### **5.1.1 For Basic Services.**

##### **Lump Sum Pricing**

In consideration of the architectural and engineering services described in this Loan Agreement and its exhibits, **OWNER** shall pay **CONSULTANT** the sum below stated, which sum shall include without limitation all direct labor and supervision necessary to complete the item in a manner that meets or exceeds the customer's satisfaction, labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A., sick and vacation leave, etc.), disposal fees, tool allowances, equipment fees, materials, profits, and all other costs used on, for, or in association with the job. The negotiated cost of services is represented in the Form of Proposal, and is summarized as follows:

<b><u>Design Stage (Total Services Below)</u></b>	<b><u>\$105,000.00</u></b>
Combined Schematic Design and Design Development Phase: (percentage of total services)	<u>\$66,000.00</u> <u>44%</u>
Construction Documents Phase: (percentage of total services)	<u>\$31,500.00</u> <u>21%</u>
Bid Phase: (percentage of total services)	<u>\$7,500.00</u> <u>5%</u>
<b><u>Construction Administration Stage</u></b>	<b><u>\$45,000.00</u></b>
(percentage of total services)	<u>30%</u>
<b><u>Total Architectural/ Engineering Services</u></b>	<b><u>\$150,000.00</u></b>

#### **5.1.2. For Additional Services**

"Additional Services" shall be paid for by the **OWNER** on the basis of the unit pricing below. In the event the **OWNER** and the **CONSULTANT** are unable to agree upon payment for "Additional Services", the amount of such payment shall be determined as set forth in Section 6.5, "DISPUTES" of this Agreement.

### Unit Pricing

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 through the Change Order process to the contract, or as a result of temporary conditions (defined as 30 days or less from the date of the last invoice).

All Unit Pricing Hourly Rates shall include without limitation all direct labor and supervision necessary to complete the item in a manner that meets or exceeds the customer's satisfaction, labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A., sick and vacation leave, etc.), disposal fees, tool allowances, equipment fees, materials, profits, and all other costs used on, for, or in association with the job.

<u>Title/Skill Level</u>	<u>Hourly Rate</u>
<u>Principal of Firm</u>	<u>\$190.00 \$/HR</u>
<u>Sr. Profesional / Project Manager</u>	<u>\$150.00 \$/HR</u>
<u>Registered Architect (Other Than Principal)</u>	<u>\$125.00 \$/HR</u>
<u>Roof Observer</u>	<u>\$85.00 \$/HR</u>
<u>CAD Draftsman</u>	<u>\$80.00 \$/HR</u>
<u>ENG. Principal</u>	<u>\$160.00 \$/HR</u>
<u>Sr. Engineer</u>	<u>\$150.00 \$/HR</u>
<u>Grad. Engineer</u>	<u>\$120.00 \$/HR</u>

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   0  %

## **5.2. Times of Payment.**

**5.2.1.** For any month in which the **CONSULTANT** provides services in connection with this Agreement, the **CONSULTANT** shall submit to the **OWNER** a written statement reasonably identifying the percentage of each task, listed in Section 5.1.1., above, as may be amended by the parties from time to time, that has been completed to date, the total amount to be billed for each task, the amount previously billed for each task, and the total amount due and owing for each task at the time the statement is issued. Within thirty (30) days of the **OWNER's** receipt of such statement, the **OWNER** shall pay to the **CONSULTANT** all amounts due and owing as indicated thereon, unless the **OWNER** has in good faith contested the same.

### **5.3. Other Provisions Concerning Payments.**

**5.3.1.** In the event the Agreement is terminated by the **OWNER** without fault on the part of the **CONSULTANT**, the **CONSULTANT** shall be paid for the work performed or services rendered an amount bearing the same ratio to the total Agreement fee as the amount of work completed or partially completed and delivered to the **OWNER** is to the total amount of work provided for herein, as determined by mutual agreement between the **OWNER** and the **CONSULTANT**.

**5.3.2.** In the event the services of the **CONSULTANT** are terminated by the **OWNER** for fault on the part of the **CONSULTANT**, the **CONSULTANT** shall be paid reasonable value of the work performed or services rendered and delivered, and the amount to be paid shall be determined by the **OWNER**.

**5.3.3.** In the event the **CONSULTANT** shall terminate the Agreement because of gross delays caused by the **OWNER**, the **CONSULTANT** shall be paid as set forth in Section 5.3.1. above.

## **SECTION 6 – ADDITIONAL GENERAL CONSIDERATIONS**

### **6.1. Termination**

**6.1.1.** The obligation to provide further services under this Agreement may be terminated by either party upon ten (10) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, provided the non-terminating party fails to cure such default within ten (10) days of receiving notice of such default.

**6.1.2.** The **OWNER** reserves the right to terminate the Agreement for any reason at any time upon seven (7) days written notice to the **CONSULTANT**.

### **6.2. Ownership and Reuse of Documents.**

All documents, including hardcopies and original digital format, including but not limited to Drawings and Specifications, prepared by the **CONSULTANT** pursuant to this Agreement shall be delivered to and become the property of the **OWNER**. The **OWNER** shall have the right to reuse same without restriction or limitation, but without liability or legal exposure to **CONSULTANT**.

### **6.3. Legal Responsibilities and Legal Relations.**

**6.3.1.** The **CONSULTANT** shall familiarize himself with and shall at all times comply with all federal, state and local laws, ordinances, and regulations which in any manner affect the services of this Agreement.

**6.3.2.** In performing the services hereunder, the **CONSULTANT** and its **CONSULTANTS**, employees, agents and representatives shall not be deemed or construed to be employees of **OWNER** in any manner whatsoever. Except as otherwise provided in this Agreement, the **CONSULTANT** shall be acting as an independent contractor. The **CONSULTANT** shall not hold itself out as, nor claim to be, an officer or employee of **OWNER** by reason hereof and shall not make any claim, demand or application to or for any right or privilege applicable to an officer or employee of **OWNER**. The **CONSULTANT** shall be solely responsible for any claims for wages or compensation by **CONSULTANT'S** employees, agents and representatives, including **CONSULTANTS**, and shall save, defend, and hold **OWNER** harmless therefrom.

**6.3.3.** The parties hereto agree that causes of actions between the parties shall be governed by applicable provisions of the Kentucky Revised Statutes. Any action arising from or in relation to this Agreement shall be brought in Fayette County, Kentucky.

#### **6.4. Successors and Assigns.**

**6.4.1.** **CONSULTANT** binds itself and its partners, successors, executors, administrators, assigns and legal representatives to this Agreement in respect to all covenants, agreements and obligations of this Agreement. **CONSULTANT** shall not assign any interest, obligation or benefit in this Agreement. **CONSULTANT** shall not assign any interest, obligation or benefit in this Agreement nor transfer any interest in the same, whether by assignment or novation, without prior written consent of **OWNER**.

**6.4.2.** The **CONSULTANT** shall not subcontract more than fifty percent (50%) of the work, based upon dollar value, to be provided under this Agreement. The **CONSULTANT** shall obtain written approval prior to subletting or assigning any services contained in this Agreement, and consent to sublet or assign any part of this Agreement shall not be construed to relieve the **CONSULTANT** of any responsibility for compliance with the provisions of this Agreement.

**6.4.3.** Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than **OWNER** and **CONSULTANT**.

#### **6.5. Disputes.**

Except as otherwise provided in this Agreement, any dispute concerning the amount of payment due the **CONSULTANT** or any dispute concerning any question of fact of any act to be performed under this Agreement, which is not disposed of by agreement between the Urban County Division of Central Purchasing and the **CONSULTANT**, shall be submitted to the Commissioner of the Department of General Services, Lexington-Fayette Urban County Government, for review. The decision of the Commissioner as to the determination of such dispute shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary or so grossly erroneous as necessarily to imply bad faith. Pending a final decision of a dispute hereunder, the

**CONSULTANT** shall proceed diligently with the performance of the Agreement in accordance with the directions of the **OWNER**.

**6.6. Accuracy of CONSULTANT'S Work.**

The **CONSULTANT** shall be required to perform this Agreement in accordance with the degree of ordinary and reasonable skill and care usually exercised by professional architects and engineers prevailing at the time, place and under similar conditions as the services hereunder are rendered.

The **CONSULTANT** shall be responsible for the accuracy of all work, even though Drawings and Specifications have been accepted by the **OWNER**, and shall make any necessary revisions or corrections resulting from errors and/or omissions on the part of the **CONSULTANT**, without additional compensation. By submission of reports, soils and subsurface information, quantities estimates, calculations and Drawings and Specifications to the **OWNER**, the **CONSULTANT** has made a statement that, to the best of its belief and knowledge, the information is accurate. Failure on the part of **CONSULTANT** to provide the expected level of accuracy may be grounds for the **OWNER** to disqualify **CONSULTANT** from consideration for future **CONSULTANT** service agreements.

**6.7. Security Clause.**

The **CONSULTANT** certifies that it shall not at any time release or divulge any information concerning the services covered by this Agreement to any person or any public or private organization except the **OWNER** without prior approval of the **OWNER**.

**6.8. Access to Records.**

The **CONSULTANT** and its sub-**CONSULTANTS** shall maintain all books, documents, papers, and accounting records, and make such materials available at their respective offices at all reasonable times during the contract period and for three (3) years from the date of final payment under the contract for inspection by the **OWNER**, and copies thereof shall be furnished if requested. Failure to maintain such records for three (3) years after the date of final payment may be grounds for the **OWNER** to disqualify the **CONSULTANT** from consideration for future **CONSULTANT** service agreements.

**6.9. Required Risk Management Provisions.**

The Risk Management Provisions of RFP No. 09-2025 are incorporated herein by reference as if fully stated. Copies of the required Certificates of Insurance shall be provided to **OWNER** as required therein.

**SECTION 7 - EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this service agreement, the **CONSULTANT** agrees as follows:

- 7.1. The **CONSULTANT** will not discriminate against any employee or application for employment because of race, color, religion, national origin, sex, age or handicap. The **CONSULTANT** will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, national origin, sex, age or handicap. Such action shall include, but not be limited to the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. The **CONSULTANT** agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this non-discrimination clause.
- 7.2 The **CONSULTANT** will, in all solicitations or advertisements for employees placed by or on behalf of the **CONSULTANT**, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, age (between forty and seventy), or handicap.


#### **SECTION 8 - SPECIAL PROVISIONS**

- 8.1. This Agreement is subject to the following provisions.


8.1.2. Pursuant to subparagraph 3.4 of this Agreement, **OWNER** has assigned the appropriate Lexington-Fayette Urban County Government employee (the "**OWNER'S** Agent"), as the authorized agent of **OWNER**, to monitor, direct and review the performance of work of the **CONSULTANT**. Documents, data, reports and all matters associated with carrying out this Agreement shall be addressed to the **OWNER'S** Agent or their designee. Questions by the **CONSULTANT** regarding interpretations of the terms, provisions and requirements under this Agreement shall be addressed to the **OWNER'S** Agent or their designee. The **CONSULTANT** shall look only to the **OWNER'S** Agent or their designee for direction in its performance under this Agreement; no other direction shall be binding upon **OWNER**. **OWNER** shall respond to written requests by **CONSULTANT** within thirty (30) days.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement as of the day and year first above written.

**OWNER:**

  
\_\_\_\_\_  
Linda Gorton  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
4/17/2025

**CONSULTANT:**

  
\_\_\_\_\_  
Jean-Paul Grivas V.P.  
\_\_\_\_\_  
Patrick D. Murphy Co., Inc., Architects  
\_\_\_\_\_  
04/08/2025



# Lexington-Fayette Urban County Government

## Request for Proposals

---

The Lexington-Fayette Urban County Government hereby requests proposals for **RFP #9-2025 Design Services for District and Circuit Courthouses Roof Replacements** to be provided in accordance with terms, conditions and specifications established herein.

Sealed proposals will be received through Ion Wave until **2:00 PM**, prevailing local time, on **April 1, 2025**. All forms and information requested in RFP must be included and attached in Response Attachments tab in Ion Wave.

Proposals received after the date and time set for opening proposals will not be accepted. It is the sole responsibility of the Proposer to assure that his/her proposal is submitted in Ion Wave before the date and time set for opening proposals.

Proposals, once submitted, may not be withdrawn for a period of ninety (90) calendar days.

The Lexington-Fayette Urban County Government reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by the Lexington-Fayette Urban County Government to be in its best interest.

Signature of this proposal by the Proposer constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The Lexington-Fayette Urban County Government shall determine whether any exception is minor.

The Lexington-Fayette Urban County Government encourages the participation of minority- and women-owned businesses in Lexington-Fayette Urban County Government contracts. This proposal is subject to Affirmative Action requirements attached hereto.

***A pre-RFP meeting is scheduled for March 18, 2025, 1:00 pm, beginning in the lobby at 120 N Limestone, Lexington, KY.***

***Please do not contact any LFUCG staff member or any other person involved in the selection process other than the designated contact person(s) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.***

### **Laws and Regulations**

All applicable state laws, municipal ordinances and regulations of all authorities having jurisdiction over the project shall apply to the contract, and shall be deemed to be incorporated herein by reference.

### **Equal Employment Opportunity**

The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, disability, age, genetic information, political affiliation, or veteran status, and to promote equal employment through a positive, continuing program from itself and each of its sub-contracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

### **Kentucky Equal Employment Opportunity Act**

The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any "county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin;
- (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;
- (3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provision of the nondiscrimination clauses required by this section; and



(4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers' representative of the contractor's commitments under the nondiscrimination clauses."

The Act further provides:

"KRS 45.610. Hiring minorities -- Information required

(1) For the length of the contract, each contractor shall hire minorities from other sources within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetables.

(2) Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.

KRS 45.620. Action against contractor -- Hiring of minority contractor or subcontractor

(1) If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.

(2) If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the contractor complies in full with the requirements of KRS 45.560 to 45.640.

(3) The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.

KRS 45.630 Termination of existing employee not required, when

Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that employee was employed prior to the date of the contract.

KRS 45.640 Minimum skills

Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job."

It is recommended that all of the provisions above quoted be included as special conditions in each contract. In the case of a contract exceeding \$250,000, the contractor is required to furnish evidence that his workforce in Kentucky is representative of the available work-force in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

#### **LFUCG Non-Appropriation Clause**

Contractor acknowledges that the LFUCG is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of the LFUCG's obligations under this contract, then this contract shall automatically expire without penalty to the LFUCG thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that the LFUCG shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

In the event of a change in the LFUCG's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects the LFUCG's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the LFUCG upon written notice to Contractor of such limitation or change in the LFUCG's legal authority.

#### **Contention Process**

Vendors who respond to this invitation have the right to file a notice of contention associated with the RFP process or to file a notice of appeal of the recommendation made by the Director of Central Purchasing resulting from this invitation.

Notice of contention with the RFP process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing to explain his/her contention with the RFP process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Central Purchasing shall promptly respond in writing findings as to the compliance with RFP processes. If, based on this review, a RFP process irregularity is deemed to have occurred the Director of Central Purchasing will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a RFP recommendation must be filed within 3 business days of the RFP recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing to explain his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Central Purchasing shall in writing, affirm or withdraw the recommendation.

#### **SELECTION CRITERIA:**

The LFUCG's Selection Committee shall consider the following factors when it evaluates the proposals received:

1. Professional qualifications and experience of the team with architectural and engineering services throughout the design and construction phases. 20
2. Demonstrated understanding of the project requirements. Including past experience with similar projects and building systems. 25
3. Capacity of the team to perform the work within the time limitations. Illustrated by the current volume of work in progress. 15
4. Past record and performance on contracts with the LFUCG, other governmental agencies, and private industry with respect to such factors as cost control, quality of work, and ability to meet schedule requirements. 15
5. Degree of local employment to be provided by the person or firm in the performance of the contract by the person or firm. 5
6. Fees 20

Proposals shall contain the appropriate information necessary to evaluate based on these criteria. A committee composed of government employees as well as representatives of relevant user groups will evaluate the proposals.

**Questions regarding this RFP shall be addressed through:**  
**<https://lexingtonky.ionwave.net>**

## Affirmative Action Plan

All vendors must submit as a part of the proposal package the following items to the Urban County Government:

1. Affirmative Action Plan for his/her firm;
2. Current Work Force Analysis Form;

Failure to submit these items as required may result in disqualification of the submitter from award of the contract. All submissions should be directed to:

Director, Division of Procurement  
Lexington-Fayette Urban County Government  
200 East Main Street, 3rd Floor  
Lexington, Kentucky 40507

All questions regarding this proposal must be directed to the Division of Central Purchasing, (859)-258-3320.

## **AFFIDAVIT**

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

1. His/her name is \_\_\_\_\_ and he/she is the individual submitting the proposal or is the authorized representative of \_\_\_\_\_, 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.

\_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was subscribed, sworn to and acknowledged before me  
by \_\_\_\_\_ on this the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_.

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
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.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name of Business*



## WORKFORCE ANALYSIS FORM

Name of Organization: \_\_\_\_\_

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																	
Superintendents																	
Supervisors																	
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals																	
Office/Clerical																	
Skilled Craft																	
Service/Maintenance																	
Total:																	

Prepared by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Name and Title)

Revised 2015-Dec-15

**DIRECTOR, DIVISION OF PROCUREMENT  
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**

The Lexington-Fayette Urban County Government has a Certified Minority and Women Business Enterprise seventeen percent (17%) minimum goal including minimum subgoals of five percent (5%) for Minority Business Enterprises (MBE) and a subgoal of twelve percent (12%) for Women Business Enterprises (WBE); a three (3%) minimum goal for Certified Veteran-Owned Small Businesses and/or Certified Service- Disabled Veteran Owned Businesses; and a goal of utilizing Disadvantaged Business Enterprises (DBE), where applicable, for government contracts.

For assistance in locating certified DBEs, MBEs, WBEs, VOSBs and/or VOSBs, contact Sherita Miller at 859/258-3320 or by writing the address listed below:

Sherita Miller, MPA, CPSD  
Minority Business Enterprise Liaison  
Division of Procurement  
Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, Kentucky 40507  
[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)  
859-258-3323

Firm Submitting Proposal: \_\_\_\_\_

Complete Address: \_\_\_\_\_  
Street City Zip

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_



**LEXINGTON**

**MINORITY BUSINESS ENTERPRISE PROGRAM**

Sherita Miller, MPA, CPSD  
Minority Business Enterprise Liaison  
Division of Procurement  
Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, KY 40507  
[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)  
859-258-3323

**OUR MISSION:** The mission of the Minority Business Enterprise Program (MBEP) is to facilitate the full participation of minority and women owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long- term economic viability of Lexington-Fayette Urban County Government.

To that end the urban county council adopted and implemented Resolution 272-2024 – a Certified Minority and Women Business Enterprise seventeen percent (17%) minimum goal including minimum subgoals of five percent (5%) for Minority Business Enterprises (MBE) and a subgoal of twelve percent (12%) for Women Business Enterprises (WBE); a three (3%) minimum goal for Certified Veteran-Owned Small Businesses and/or Certified Service- Disabled Veteran Owned Businesses; and a goal of utilizing Disadvantaged Business Enterprises (DBE), where applicable, for government contracts.

The resolution states the following definitions shall be used for the purposes of reaching these goals:

***Certified Disadvantaged Business Enterprise (DBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a person(s) who is socially and economically disadvantaged as define by 49 CFR subpart 26.

***Certified Minority Business Enterprise (MBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by an ethnic minority (i.e. Black American, Asian American, Hispanic American, Native American)

***Certified Women Business Enterprise (WBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a woman.

***Certified Veteran-Owned Small Business (VOSB)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard.

***Certified Service -Disabled Veteran Owned Small Business (SDVOSB)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a disabled veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard.

The term “Certified” shall mean the business is appropriately certified, licensed, verified, or validated by an organization or entity recognized by the Division of Procurement as having the appropriate credentials to make a determination as to the status of the business.

The following certifications are recognized and accepted by the MBEP:

Kentucky Transportation Cabinet (KYTC), Disadvantaged Business Enterprise (DBE)

Kentucky Minority and Women Business Enterprise (MWBE)

Women’s Business Enterprise National Council (WBENC)

National Women Business Owners Corporation (NWBOC)

National Minority Supplier Development Council (NMSDC)

Tri-State Minority Supplier Development Council (TSMSSDC)

U.S. Small Business Administration Veteran Small Business Certification (VetCert)

Kentucky Service- Disabled Veteran Owned Small Business (SDVOSB)

To comply with Resolution 272-2024, prime contractors, minority and women business enterprises, veteran owned small businesses, and service-disabled veteran owned small businesses must complete monthly contract compliance audits in the Diverse Business Management Compliance system, <https://lexingtonky.diversitycompliance.com/>

A list of organizations that certify and/or maintain lists of certified businesses (i.e. DBE, MBE, WBE, VOSB and/or SDVOSB) is available upon request by emailing, Sherita Miller, [smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov).



# LEXINGTON

## LFUCG MWDBE PARTICIPATION FORM

Bid/RFP/Quote Reference # \_\_\_\_\_

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 the Division of Procurement for approval immediately. **Failure to submit a completed form may cause rejection of the bid.**

MWBE Company, Name, Address, Phone, Email	DBE/MBE WBE/VOSB/SDVOSB	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 MDWBE and veteran 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.

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Company Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**



# LEXINGTON

## LFUCG MWDBE SUBSTITUTION FORM

Bid/RFP/Quote Reference # \_\_\_\_\_

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 the Division of Procurement 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. **Note: Form required if a subcontractor is being substituted on a contract.**

SUBSTITUTED DBE/MBE/WBE/VOSB Company Name, Address, Phone, Email	DBE/MBE/WBE/VOSB/SDVOSB 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.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



**LEXINGTON**

## **DOCUMENTATION REQUIRED FOR GOOD FAITH EFFORTS AND OUTREACH PLANS**

As affirmed in Resolution Number 272-2024, the Urban County Council has adopted an annual aspirational goal of utilizing at least seventeen percent (17%) of public funds spend from certain discretionary agreements with certified Minority Business Enterprises (MBEs) and certified Woman Business Enterprises (WBEs); utilizing at least three percent (3%) of public funds from certain discretionary agreements with Certified Veteran-Owned Small Business and Certified Service-Disabled Veteran-Owned Small Businesses (VOSBs); and utilizing Disadvantaged Business Enterprises (DBEs) where applicable. Bidders should make every effort to achieve these goals.

Therefore, as an element of the responsiveness of the bid, all Bidders are required to submit documentation of their good faith and outreach efforts to ensure all businesses, including small and disadvantaged businesses such as minority-, woman-, and veteran-owned businesses, have an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement. Examples of good faith and outreach efforts that satisfy this requirement to encourage the participation of, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs include:

1. 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, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to participate.
2. Attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year to meet new small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to partner with on LFUCG contracts and procurements.
3. Attended pre-bid/pre-proposal meetings that were scheduled by LFUCG to inform small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs of subcontracting opportunities.
4. Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs.
5. Requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG and showed evidence of contacting the companies on the list(s).
6. Contacted organizations that work with small, DBE, MBE, WBE, and VOSB companies for assistance in finding certified DBEs, MBEs, WBEs, VOSB and/or SDVOSBs to work



on this project. Those contacted and their responses must be a part of the bidder's outreach efforts documentation.

7. Sent written notices, by certified mail, email, or facsimile, to qualified, certified small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs 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.
8. Followed up initial solicitations by contacting small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs via tailored communications to determine their level of interest.
9. Provided the interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs with adequate and timely information about the plans, specifications, and requirements of the contract.
10. Selected portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs in order to increase the likelihood of subcontracting participation. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate small, DBE, MBE, WBE, VOSB and/or SDVOSB participation, even when the prime contractor may otherwise perform these work items with its own workforce.
11. Negotiated in good faith with interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection must be so noted in writing with a description as to why an agreement could not be reached.
12. Included documentation of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs that 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.
  - a. 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 small business', DBE's MBE's, WBE's, VOSB's and/or SDVOSB's quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy the participation goals.
13. Made an effort to offer assistance to or refer interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal.

14. Made efforts to expand the search for small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
15. Other – any other evidence that the bidder submits that may demonstrate that the bidder has made reasonable efforts to include small, DBE, MBE, WBE, VOSB and/or SDVOSB participation.

Bidder must document, with specificity, each of the efforts it made to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs as subcontractors in the procurement, including the date on which each effort was made, the medium through which each effort was made, and the outcome of each effort.

**Note: Failure to submit 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 review by the MBE Liaison. Documentation of Good Faith and Outreach Efforts must be submitted with the Bid, regardless of the proposed level of small, DBE, MBE, WBE, VOSB and/or SDVOSB participation in the procurement. If the Good Faith and Outreach Effort documentation is not submitted with the bid response, the bid may be rejected.**

#### OUTREACH EFFORTS EVALUATION

Outreach efforts demonstrated by the bidder or respondent will be evaluated on a pass/fail basis.

## ATTACHMENT A – SMALL AND DISADVANTAGED, MINORITY-, WOMEN-, AND VETERAN-OWNED BUSINESS OUTREACH PLAN

Proposer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

The mission of the Minority Business Enterprise Program is to facilitate the full participation of disadvantaged businesses, minority-, women-, veteran-, and service-disabled veteran-owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long-term economic viability of Lexington-Fayette Urban County Government.

To that end, small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, must have an equal opportunity to be utilized in the performance of contracts with public funds spent from certain discretionary agreements. By submitting its offer, Bidder/Proposer certifies that it has taken, and if there are further opportunities will take, reasonable steps to ensure that small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, are provided an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement.

The information submitted in response to this clause will not be considered in any scored evaluation. Failure to submit this form may cause the bid or proposal to be rejected.

**Is the Bidder/ Proposer a certified firm?** Yes ☐ No ☐

If yes, indicate all certification type(s):

DBE ☐

MBE ☐

WBE ☐

SBE ☐

VOSB/SDVOSB ☐

and supply a copy of the certificate and/or certification letter if not currently listed on the city's Minority Business Enterprise Program's (MBEP) certified list.

**1. Include a list of firms that Bidder/ Proposer has had a contractual relationship with within the last two years that are minority-owned, woman-owned, veteran-owned or small businesses, regardless of their certification status.**

Click or tap here to enter text.

**2. Does Bidder/Proposer foresee any subcontracting opportunities for this procurement?**

Yes ☐

No ☐

If no, please explain why in the field below. Do not complete the rest of this form and submit this first page with your bid and/or proposal.  Click or tap here to enter text.)

If yes, please complete the following pages and submit all pages with your bid and/or proposal.

**Describe the steps Bidder/Proposer took to solicit small and disadvantaged businesses, including MBEs, WBEs, VOSBs, and SDVOSBs, for subcontracting opportunities for this procurement.**

**3. Check the good faith and outreach efforts the Bidder/Proposer used to encourage the participation of small and disadvantaged businesses including, MBEs, WBEs, VOSBs and SDVOSBs:**

- ☐ Bidder placed advertisements in search of prospective small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs for the solicitation.
- ☐ Bidder attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year.
- ☐ Bidder attended pre-bid and/or pre-proposal meetings for this solicitation.
- ☐ Bidder sponsored an Economic Inclusion Outreach event.
- ☐ Bidder requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG.
- ☐ Bidder contacted organizations that work with small, DBE, MBE, WBE, VOSB and/or SDVOSB companies.
- ☐ Bidder sent written notices to certified small, DBE, MBE, WBE, VOSB and SDVOSB businesses.
- ☐ Bidder followed up to initial solicitations with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB.
- ☐ Bidder provided small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses interested in performing the solicited work with prompt access to the plans, specifications, scope of work, and requirements of the solicitation.
- ☐ Bidder made efforts to segment portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, including dividing sub-bid/partnership opportunities into economically feasible units/parcels, to facilitate participation.

- ☐ Bidder negotiated in good faith with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses.
- ☐ Bidder provided adequate rationale for rejecting any small business', DBEs, MBEs, WBEs, VOSBs or SDVOSBs for lack of qualifications.
- ☐ Bidder offered assistance in obtaining bonding, insurance, financial, equipment, or other resources to small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, in an effort to assist them in meeting project requirements.
- ☐ Bidder made efforts to expand the search for small businesses, DBEs MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
- ☐ Bidder made other reasonable efforts to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation.

**4. Bidder/Proposer must include documentation, including the date each effort was made, the medium through which each effort was made, and the outcome of each effort with this form, regardless of the level of small, DBE, MBE, WBE, VOSB and/or SDVOSB participation. Examples of required documentation include copies of email communications, copies of newspaper advertisements, or copies of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs or SDVOSBs.**

 Click or tap here to enter text. 

**For detailed information regarding outreach efforts that satisfy the MBE Program's requirements, please see "Documentation Required for Good Faith Efforts and Outreach Plans" page.**

**Note: The Bidder/Proposer must be willing to report the identity of each subcontractor and the value of each subcontract to MBEP if awarded a contract from this procurement.**

**Failure to submit the documentation requested may be cause for rejection of the bid. Bidders may include any other documentation deemed relevant to this requirement, which is subject to review by the MBE Liaison. Documentation of Good Faith and Outreach Efforts must be submitted with the bid, regardless of the proposed level of SBEs, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation in the procurement. If the Good Faith and Outreach Effort Form and associated documentation is not submitted with the bid response, the bid may be rejected.**

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.

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Company Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

## **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.

---

Signature

---

Date

**RISK MANAGEMENT PROVISIONS  
INSURANCE AND INDEMNIFICATION**

---

**INDEMNIFICATION AND HOLD HARMLESS PROVISION**

- (1) It is understood and agreed by the parties that Contractor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Contractor or its employees, agents, servants, owners, principals, licensees, assigns or subcontractors of any tier (hereinafter "CONTRACTOR") under or in connection with this agreement and/or the provision of goods or services and the performance or failure to perform any work required thereby.
- (2) CONTRACTOR shall indemnify, save, hold harmless and defend the Lexington-Fayette Urban County Government and its elected and appointed officials, employees, agents, volunteers, and successors in interest (hereinafter "LFUCG") from and against all liability, damages, and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, from or by CONTRACTOR's performance or breach of the agreement and/or the provision of goods or services provided that: (a) it is attributable to personal injury, bodily injury, sickness, or death, or to injury to or destruction of property (including the loss of use resulting therefrom), or to or from the negligent acts, errors or omissions or willful misconduct of the CONTRACTOR; and (b) not caused solely by the active negligence or willful misconduct of LFUCG.
- (3) In the event LFUCG is alleged to be liable based upon the above, CONTRACTOR shall defend such allegations and shall bear all costs, fees and expenses of such defense, including but not limited to, all reasonable attorneys' fees and expenses, court costs, and expert witness fees and expenses, using attorneys approved in writing by LFUCG, which approval shall not be unreasonably withheld.
- (4) These provisions shall in no way be limited by any financial responsibility or insurance requirements, and shall survive the termination of this agreement.
- (5) LFUCG is a political subdivision of the Commonwealth of Kentucky. CONTRACTOR acknowledges and agrees that LFUCG is unable to provide indemnity or otherwise save, hold harmless, or defend the CONTRACTOR in any manner.
- (6) Notwithstanding, the foregoing with respect to any professional services performed by CONTRACTOR hereunder (and to the fullest extent permitted by law), CONTRACTOR shall indemnify, save, hold harmless and defend LFUCG from and against any and all liability, damages and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees, for any damage due to death or injury to any person or injury to any property (including the loss of use resulting therefrom) to the extent arising out of, pertaining to or relating to the negligence, recklessness or willful misconduct of CONTRACTOR in the performance of this agreement.

## **FINANCIAL RESPONSIBILITY**

BIDDER/CONTRACTOR understands and agrees that it shall demonstrate the ability to assure compliance with the above Indemnity provisions and these other risk management provisions prior to final acceptance of its bid and the commencement of any work or provision of goods.

## **INSURANCE REQUIREMENTS**

YOUR ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW, AND YOU MAY NEED TO CONFER WITH YOUR INSURANCE AGENTS, BROKERS, OR CARRIERS TO DETERMINE IN ADVANCE OF SUBMISSION OF A RESPONSE THE AVAILABILITY OF THE INSURANCE COVERAGES AND ENDORSEMENTS REQUIRED HEREIN. IF YOU FAIL TO COMPLY WITH THE INSURANCE REQUIREMENTS BELOW, YOU MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

### **Required Insurance Coverage**

BIDDER/CONTRACTOR shall procure and maintain for the duration of this contract the following or equivalent insurance policies at no less than the limits shown below and cause its subcontractors to maintain similar insurance with limits acceptable to LFUCG in order to protect LFUCG against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by CONTRACTOR. The cost of such insurance shall be included in any bid:

<b><u>Coverage</u></b>	<b><u>Limits</u></b>
General Liability (Insurance Services Office Form CG 00 01)	\$1 million per occurrence, \$2 million aggregate or \$2 million combined single limit
Auto Liability	\$1 million per occurrence
Worker's Compensation	Statutory
Employer's Liability	\$100K
Professional (E&O) Liability	\$1 million per claim

The policies above shall contain the following conditions:

- a. All Certificates of Insurance forms used by the insurance carrier shall be properly filed and approved by the Department of Insurance for the Commonwealth of Kentucky (DOI). LFUCG shall be named as an additional insured in the General Liability Policy and Commercial Automobile Liability Policy using the Kentucky DOI approved forms.
- b. The General Liability Policy shall be primary to any insurance or self-insurance retained by LFUCG.
- c. LFUCG shall be provided at least 30 days advance written notice via certified mail, return receipt requested, in the event any of the required policies are canceled or non-renewed.
- d. Said coverage shall be written by insurers acceptable to LFUCG and shall be in a form acceptable to LFUCG. Insurance placed with insurers with a rating classification of no less than Excellent (A or A-) and a financial size category of no less than VIII, as defined by the most current Best's Key Rating Guide shall be deemed automatically acceptable.

### Renewals

After insurance has been approved by LFUCG, evidence of renewal of an expiring policy must be submitted to LFUCG, and may be submitted on a manually signed renewal endorsement form. If the policy or carrier has changed, however, new evidence of coverage must be submitted in accordance with these Insurance Requirements.

### Deductibles and Self-Insured Programs

**IF YOU INTEND TO SUBMIT A SELF-INSURANCE PLAN IT MUST BE FORWARDED TO LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, DIVISION OF RISK MANAGEMENT, 200 EAST MAIN STREET, LEXINGTON, KENTUCKY 40507 NO LATER THAN A MINIMUM OF FIVE (5) WORKING DAYS PRIOR TO THE RESPONSE DATE.** Self-insurance programs, deductibles, and self-insured retentions in insurance policies are subject to separate approval by Lexington-Fayette Urban County Government's Division of Risk Management, upon review of evidence of BIDDER/CONTRACTOR's financial capacity to respond to claims. Any such programs or retentions must provide LFUCG with at least the same protection from liability and defense of suits as would be afforded by first-dollar insurance coverage

### Safety and Loss Control

CONTRACTOR shall comply with all applicable federal, state, and local safety standards related to the performance of its works or services under this Agreement and take necessary action to protect the life, health and safety and property of all of its personnel on the job site, the public, and LFUCG.

### Verification of Coverage

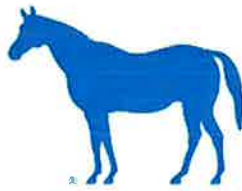
BIDDER/CONTRACTOR agrees to furnish LFUCG with all applicable Certificates of Insurance signed by a person authorized by the insurer to bind coverage on its behalf prior to final award, and if requested, shall provide LFUCG copies of all insurance policies, including all endorsements.

### Right to Review, Audit and Inspect

CONTRACTOR understands and agrees that LFUCG may review, audit and inspect any and all of its records and operations to insure compliance with these Insurance Requirements.

### **DEFAULT**

BIDDER/CONTRACTOR understands and agrees that the failure to comply with any of these insurance, safety, or loss control provisions shall constitute default and that LFUCG may elect at its option any single remedy or penalty or any combination of remedies and penalties, as available, including but not limited to purchasing insurance and charging BIDDER/CONTRACTOR for any such insurance premiums purchased, or suspending or terminating the work.



# **LEXINGTON**

**REQUEST FOR PROPOSALS**

**FOR:**

**The Robert F. Stephens  
District and Circuit Courthouses  
Roof Replacement**

**RFP #09-2025**

**Department of General Services**

**Division of Facilities & Fleet Management**

**Project Management Group**

**March 11, 2025**

## **TABLE OF CONTENTS**

### **SECTION I - OVERVIEW OF PROCESS**

#### **1.1 - Project Narrative & Requirements**

#### **1.2 - Scope of Basic Services**

#### **1.3 - Stage 1: Design Stage**

1.3a - Schematic Design Phase (Combine with Design Development Phase)

1.3b - Design Development Phase (Combined Schematic Design and Design Development Phase)

1.3c - Construction Document Phase

1.3d – Design Deliverables

1.3e – Bid Phase

#### **1.4 - Stage 2: Construction Administration Stage**

1.4a - Construction Administration Phase

1.4b - Construction Administration Deliverables

1.4c - Two Year Workmanship Warranty Period - Coordination Assistance

1.4d - Two Year Workmanship Warranty Period - Deliverables

#### **1.5 - Selection Process**

1.5a - Scoring Criteria

#### **1.6 - Selection Process**

### **SECTION II - LIST OF ATTACHMENTS**

ATTACHMENT A – Form of Proposal (*Includes Submittal Requirements*)

ATTACHMENT B – Sample Agreement for Consultant Services

ATTACHMENT C – Project Schedule

ATTACHMENT D – Circuit and District Courthouse Roof Aerial

ATTACHMENT E – Partial 2003 Record Drawings – Fayette County Courthouses

ATTACHMENT F – 2015 Circuit and District Courthouse Thermography Report

ATTACHMENT G – 2021 Circuit and District Courthouse Infrared Thermography Report

ATTACHMENT H – 2023 Circuit Courthouse Penthouse Roof Repair – Warranty

ATTACHMENT I – 2025 Circuit and District Courthouse Roof Report

## 1.1– PROJECT NARRATIVE & REQUIREMENTS

The Lexington-Fayette Urban County Government (LFUCG) is seeking proposals from Architectural/Engineering consultants who are expertly qualified in the performance of professional design services relating to roof replacements and restorations.

The purpose of these services is for the full roof replacement of the Robert F. Stephen's District and Circuit Courthouses. The two facilities are located side-by-side with East Short Street running between the two buildings. (Refer to Attachment D for aerial photos). The District Courthouse footprint is approximately 29,692 GSF. The Circuit Courthouse footprint is approximately 24,961 GSF. The central penthouse on the Circuit Courthouse has an area of approximately 2,740 SF of roof that was replaced in 2023 and is still under warranty (See Attachment H). Other than the specific penthouse roof identified on Attachment D, all other roof areas are to be replaced in full to the structure. Consultants shall still assess all roofs including the penthouse roof mentioned above. The consultant shall be responsible for determining the actual roof square footage for each area. The roof at each facility is beyond its lifecycle, and each facility has had reported leaks that have been repaired as they occurred. Consultants shall fully coordinate with LFUCG, contracted parties to LFUCG, and LFUCG partnerships. All correspondence and communication shall flow through a designated LFUCG Project Manager. All approvals will be made in writing.

It is desired to combine the two courthouse facilities into one project due to their adjacency and similar project scope. However, the selected design consultant shall compose all documents in a manner in which the separate courthouse roofs can be bid and constructed at separate timeframes. The consultant shall be required to collaborate with LFUCG in terms of multiple bid packages (up to three) if necessary for LFUCG budgetary purposes.

**The District Courthouse** is located at: 150 N. Limestone, Lexington, KY 40507

**The Circuit Courthouse** is located at: 120 N. Limestone, Lexington, KY 40507

The Project shall consist of Two Stages:

- Stage 1: Design Stage
- Stage 2: Construction Administration Stage

The Robert F. Stephen's District and Circuit Courthouses are surrounded by either streets, adjacent buildings / structures, and elegant courtyards / plazas. Staging and tear-off may present challenges during construction due to the courthouses being anchored in a busy downtown environment, the overall height of each building, and the multi-tiered roof levels. Noise, odor, street closures, and other disruptions due to construction will need to be considered and planned for appropriately. Although, means and methods are completely the responsibility of the contractor, identifying feasible laydown areas, staging areas, dumpster location, crane locations, phasing opportunities, etc. shall be included in the design services. The intent is to show feasibility only regarding the options pertaining to site constraints. The contractor will remain responsible for means and methods and may submit and implement alternative solutions. Design services shall address any necessary studies concerning structural stability of courtyards / plazas regarding construction activities and equipment (cranes, lifts, etc.). Proposals shall clearly identify the design consultant's approach to address the verification of structural stability of courtyards / plazas. LFUCG will provide any requested record drawings and/or CAD files available in the LFUCG database of project files regarding the courthouse facilities and plazas. Attached are PDFs of the architectural drawings and roof details of the original construction (Attachment E).

Also attached are previous infrared thermography reports for reference only (Attachments F & G). However, the intent of the requested design services is for a complete tear-off and replacement of the roof system. The attachments also include a 2025 roof report that identifies the general intent of the new



multi-ply modified bitumen roof system capable of being warranted for 30-years (Attachment I). Consultants shall review Attachment I and provide design solutions and details for items outlined in the report. However, the design consultant shall be responsible for verifying all existing conditions and making their own recommendations to the Owner. The Owner will provide the consultant a construction budget upon award of the design project.

The scope of services shall include design services for secondary and accessory items necessary for a full proper roof replacement. For example, the design consultant shall allow for raising roof top equipment for proper curbs, alteration of roof top conduit and lighting, raised flashing, vents, other items to allow for proper insulation thickness, coordination / relocation of roof top antennas, etc. The intent for these services is not to replace equipment or to redesign lighting/communication systems, but to indicate on the construction documents the necessary adjustments the contractor will be responsible for to properly install the specified roofing system per the manufacture's installation requirements. Modifications shall be made to meet all current building and energy code requirements. Part of the intent for professional design services is for a holistic approach that covers all bases to avoid costly change orders and/or the separate procurement of third-party contractors for services that may delay the construction schedule. The design consultant shall build their design team will all design disciplines as necessary to execute the full project design intent.

The design consultant shall be responsible for assessing all related roof replacement items to ensure a 30-year water-tight system. This shall include but may not be limited to reworking parapet detailing such as parapets with EIFS, changing existing roof types, removal of ballast, and replacing wood curbs (with properly anchored, roofed, and flashed curbs). LFUCG's intent is to update to more durable solutions with longer life cycles. The consultant shall also assess and design for any potential needs for roof ladders for proper maintenance access, overflow drain requirements, replacement of damaged roof drains, etc. LFUCG will procure separate services to camera the existing roof drains if roof drain replacement appears necessary upon initial assessments. The consultant shall coordinate, and review camera footage and associated report in determining the extent of any necessary roof drain replacement.

The two courthouse buildings shall be designed and bid as one project, although the Owner reserves the right to bid separately, or to utilize alternates as necessary to align with the project budget. The consultant shall allow for up to three different bid packages: A combined bid package including both courthouses, a bid package for only the circuit courthouse, and a bid package for only the district courthouse.

This Request for Proposal includes all phases of design and outlines each phase with minimum requirements and recommendations within two project stages. Stage 1: Design Stage, includes a schematic design phase, design development phase, construction document phase, and a bidding phase. ***To expedite the design stage, The Schematic Design Phase shall be combined with the Design Development Phase. Therefore, there will not be a Schematic Design Phase Submission, and all deliverables will be merged into the Design and Development Phase for a Combined Schematic Design and Design Development Phase Submission.*** Owner review Stage 2: Construction Administration Phase includes construction administration, and a required eleventh month walkthrough to review items that may fall under the two year workmanship warranty provided by the contractor.

The consultant shall provide continual coordination with the Owner (LFUCG) and provide recommendations based on cost, quality, schedule, maintenance, life cycle, constructability, and applicability to the specific project. The consultant shall prepare alternates at the Owner's request, or as recommended by the consultant and approved by the Owner. Alternates may include, but are not limited to, roof systems/types, access ladders, coping systems, etc.

LFUCG will provide any available CAD drawings of the facilities upon request of the successful consultant at

award of the projects. The successful consultant shall be responsible for varying all information and providing all drawings/ documents necessary to complete the project. LFUCG shall not be responsible or liable for any missing or inaccurate information contained in any shared files or drawings.

## 1.2 - SCOPE OF BASIC SERVICES

### General Requirements:

- a. **Council Presentations** - The Consultant must be available for Council Work Sessions and/or Council Meetings to make presentations, answer design questions, and provide change order information as necessary.
- b. **Design Schedule** - See Project Schedule (Attachment C). The Consultant shall review the design schedule and submit a strategy of reaching milestone dates. Any proposed deviations to the attached schedule should be identified in the proposal.
- c. **Deliverables** - All design submittals shall consist of (2) hard copies and (1) digital PDF copy at 98% submissions, and (3) hard copies and (1) digital PDF at the Final Submission of each Phase. Typical drawing sheet size to be 24"x 36" unless approved otherwise. Specifications, reports, and other supplemental documents shall be on 8-1/2" x 11" sheets unless approved otherwise. Supplemental drawings, revisions, and clarifications may be on 8-1/2" x 11" sheets, or 11" x 17" sheets. All other sheet sizes to be approved by LFUCG Project Manager. LFUCG Project Manager may request half size sets of drawings as a portion of the required amount of hard copy sets per each submission.
- d. **Owner Review Meetings/Presentation** - The Consultant shall be responsible for attending review meetings/presentations at the end of each design phase, and as otherwise noted in the RFP. Refer to design schedule (Attachment C).
- e. **Value Engineering** - shall be performed at the end of each design phase as necessary to meet the project budget.
- f. **Authorization to Proceed** - Where multiple phases of work are outlined, the Consultant shall not proceed with the next stage or phase of work until cost and timeline estimates are aligned with the Owner's budget and schedule. Authorization to commence with the next phase of work will be issued in writing from the Owner (LFUCG) after approval of previous design documents. Any work performed by the Consultant without this written authorization will be at the Consultant's risk and will be a voluntary contribution to the project.

## 1.3 - STAGE 1: Design Stage

The design stage of the project shall include all phases of design: Schematic Design, Design Development, Construction Documents, and Bidding. The consultant shall collect all necessary information, provide updates to the LFUCG Project Manager, acquire continual input from the Owner, evaluate and implement Owner's comments, advocate for the Owner, maintain documentation of the design process, and provide all deliverables as outlined by the RFP per the design schedule. The consultant shall be responsible for communicating the complete design intent. The scope of this project will include full professional services for the full project intent.

### 1.3a - Schematic Design Phase (To be combined with the Design Development Phase)

The Schematic Design Phase shall consist of drawings and other documents necessary to convey the overall intent. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing in a schematic design narrative. Proposed building systems shall be evaluated on probable costs, product lifecycle, and maintenance requirements. At the completion of the Schematic Design Phase the general design intent of the project shall be expressed and evident. **The**

***Schematic Design Phase for this project will not require a formal submission and the consultants shall continue directly into the Design and Development Phase.***

### **1.3b - Design Development Phase**

The Design Development Phase shall illustrate, describe, and incorporate the development from Schematic Design. Design Development Documents shall consist of documents including plans, sections, elevations, and typical construction details that effectively communicate the overall scope of work, layout, dimensions, quantities, and specific building systems. The Design Development Documents shall include outline specifications that identify major materials and systems and establish in general their quality levels. All major building systems shall be expressed in a clear graphical and/or written manner. The design approach shall be fully communicated within the Design Development Submission. At the completion of the Design Development Phase the design intent of the project shall be fully expressed and evident. The Design Development Phase shall include but not be limited to:

- Estimate of Probable Construction Cost.
- Value Engineering Options.
- Outline Specification.
- Design Development Drawings: Show overall project intent & approach. Show all major components, materials, and configurations. Complete basic notation.

### **1.3c - Construction Document Phase**

The Construction Document Phase shall illustrate and describe the further development of the approved Design Development Documents. Construction Documents shall consist of documents including fully noted drawings and specifications that effectively communicate the entire design intent and full scope of work including all approved alternates. Drawings and specification shall be coordinated by the design consultant for quality and completeness. The consultant shall coordinate with LFUCG Project Manager and LFUCG Division of Central Purchasing. LFUCG Front End Documents, Parts I through VIII will be completed by Central Purchasing with assistance from the design consultant, and inserted into the Project Manual. Parts I through VIII include: I- Advertisement for Bids, II- Information for Bidders, III- Form of Proposal, IV- General Conditions, V- Special Conditions, VI- Contract Agreement, VII- Performance and Payment Bonds, VIII- Addenda. Consultants shall review Parts I – VII, assist with project specific information, and complete the rest of the Project Manual including cover sheet, indexes, technical specifications, etc. Division 01 – General Requirements shall be coordinated with LFUCG General Conditions, and with the LFUCG Project Manager. Consultants shall coordinate basis of design, equal manufacturers, warranties, and applicable sample/ mock-up submittal requirements with LFUCG Project Manager for all major building systems. Consultants shall be responsible for the complete Project Manual, and shall include a full table of contents. The Consultant shall coordinate and assist as necessary with Central Purchasing on all LFUCG Front End Documents pertaining to project specific information. Project Manual Cover Sheet shall include at a minimum: LFUCG Logo, Phase, Owner (LFUCG) Information, Project Name, Project Address, Date, and Bid Number. The Cover Sheet for Drawings shall include project name, project address, date of submission, drawing index with sheet names and numbers, list of abbreviations, vicinity map of general project location with north arrow, breakdown of building square footage by floor with total, use & occupancy classification, construction classification, phase of submission, owner name & contact information, and bid number as issued by LFUCG. The completed construction documents shall convey the entire scope of work in a level of detail for quality construction of the full project scope that meets all applicable codes, regulations, and requirements. The Construction Document Phase shall include but not be limited to:

- Independent Third-Party Estimate.
- Value Engineering Options.
- Project Manual

- Construction Document Drawings: Show the complete project scope in full detail.

### **1.3d – Design Deliverables**

Deliverables for Each Design Phase: (The Combined Schematic Design and Design Development Phase, & The Construction Documents Phase).

(2) Full-size hardcopy sets, (1) Half-size hardcopy set, and (1) digital set of submission items are due at the 98% submission as indicated on the design schedule (Attachment C) unless approved otherwise.

Consultants are required to present the submission in person at an Owner's review meeting, and keep a record of the meeting minutes along with all Owner comments and action items. The consultant shall distribute the meeting minutes within (3) business days of the Owner review meeting. LFUCG Project Manager will review the submission and will send in writing additional review items and comments within (5) business days.

At the Combined Schematic Design and Design Development Phase, the consultant shall incorporate all applicable review comments, and submit (2) Full-size hardcopy sets, (1) Half-size hardcopy set, and (1) digital set of all submission items for a 100% submission of the phase.

At the Construction Document Phase, the consultant shall incorporate all applicable review comments and coordinate with the LFUCG Project Manager & LFUCG Division of Central Purchasing for submission of Ready to Advertise (RTA) Construction Documents. Consultants shall submit (3) Full-size hardcopy sets, (1) Half-size set, and one digital set of all submission items for the Final Construction Document Submission.

The Consultant shall not proceed with a next phase of work until cost and timeline estimates are aligned with the Owner's budget and timeline, and approved by the Owner. Authorization to commence from one phase to the next will be made in writing from the Owner. Any work performed by the Consultant without this written authorization will be at the Consultant's risk.

### **1.3e - Bid Phase**

The Division of Central Purchasing will be responsible for advertising the bid documents. All questions, requests, and correspondence shall be directed to LFUCG Division of Central Purchasing during the Bid Phase. The consultant shall assist Purchasing with clarifications, questions from bidders, and addenda. The Consultant shall be responsible for attending the Pre-Bid Conference, and providing a verbal summary of the scope of work. The Pre-Bid Conference will be conducted by the Division of Central Purchasing. The Bid Opening will also be conducted through the Division of Central Purchasing. After the Bid Opening, the Consultant shall be responsible for reviewing all Bids, and providing a written recommendation to the LFUCG Project Manager.

## **1.4 - STAGE 2: Construction Administration Stage**

The Construction Administration Phase of the project shall start after the Bid Phase once the Owner has released the written Notice to Proceed (NTP) to the contractor. Duration of construction administration services will be based on both construction contract time, completion of the original project scope, and Owner's approval of all deliverables. The Consultant shall forward all review items to the LFUCG Project Manager, and provide continuous updates and coordination. The consultant shall inform and coordinate all site visits and construction administration related meetings with the LFUCG Project Manager. The LFUCG Project Manager will be the primary contact for the Owner. All written recommendations and reports throughout the construction phase shall appear on the Consultant's company letterhead. All Owner approvals shall be made in writing.

#### **1.4a - Construction Administration Phase**

Construction Administration shall be provided throughout the Construction Stage in which the consultant shall advocate for the Owner (LFUCG), administer the construction contract, maintain consistent and precise documentation, facilitate the project close out, and provide frequent updates to the LFUCG Project Manager. A construction administrator who is different from the prime design consultant may be utilized throughout the construction administration phase, but the prime design consultant shall attend at least one progress meeting per month upon request by the Owner. The prime design consultant shall also attend special meetings onsite to review design or construction issues at the Owner's request. LFUCG Project Manager shall be included on all correspondence, meeting invites, and shall be informed of all milestones, issues, delays, or contract deviations. Minimum Construction Administration services shall include the following:

☐ **Meetings (Pre-Construction & Progress Meetings):**

Prepare agendas, lead meetings, and distribute meeting minutes. Progress meeting shall be scheduled bi-weekly (every two weeks).

☐ **Reviews:**

Consultant shall review Construction Schedules, Schedule of Values (SOV), Submittals, Samples, Mock-ups, Contractor's Daily Logs, Payment Applications, Proposals, Change Order Documentation, RFIs, O&M Manuals, Close Out Documents, and all other correspondence. Review of O&M Manuals shall include verification of all warranties, approved shop drawings, close out documents, all product maintenance requirements, etc. All warranties shall have the proper contact information, and shall be current (not a draft or an example warranty). LFUCG shall be the beneficiary of all warranties. All Owner approvals shall be made in writing.

☐ **Logs:**

Maintain Submittal Logs, RFI Log, ASI, Log, Proposal Log, Change Order Log, etc. At a minimum, all logs shall contain numbered items, item names, relevant dates, item summary, item action, and current status.

☐ **Correspondence/ Reports:**

Consultants shall document and keep a record of all project correspondence. Clarifications to the construction documents initiated by the Contractor shall be through a Request for Information (RFI). Clarifications initiated by the consultant shall be through Architectural Supplemental Instructions (ASI). Clarifications made by RFI or ASI shall not change the contract time, or the contract amount. Field Observations shall be made at each Progress Meeting, and Field Observation Reports shall be provided with Progress Meeting Minutes. Work Changes Proposal Request (WCPR) will be used for proposal request with Owner Approval. Written Recommendations from the consultant shall be required for all proposed Change Orders. The consultant shall consistently update the Owner, and inform the Owner of any deviations from the construction documents, potential time delays, or construction issues.

☐ **Inspections:**

Consultant shall inspect the full scope of work to determine Substantial Completion. The consultant shall conduct a second inspection of the full scope of work to determine Final Completion after all Punch List items have been corrected. Consultants shall provide both a Punch List, and a Back-Punch List containing completion dates for each punch-item. A Certificate of Substantial Completion shall be issued to both the Owner and Contractor.

☐ **Supplemental Drawings:**

Supplemental drawings shall be required to clearly communicate the full scope of work when necessary, when not already shown in the construction documents, or when additional clarification is needed. Supplemental Drawings may be required for clarifications, RFI, ASI, WCPR, Change Orders, etc.

☐ **Record Drawings:**

Consultant shall collect the Contractor's marked-up drawings (As Built Drawings), and digitally update the construction documents for Record Documents to be submitted to the Owner in both hardcopy and digital formats (PDF, and DWG).

☐ **Close Out:**

Consultant shall generate a Project Close Out Checklist containing all close out items as listed in the Contract Documents. This Checklist shall include dates for the following items: Issue of Certificate of Substantial Completion, List of Completed Inspections, Completion of Punch List Items, Final Release of Liens, Consent of Surety, Completed O&M Manuals, Completed Record Drawings, Completion of Back-Punch List, Review of Final Payment Application, Verification of Stock Items Transferred to Owner, and Confirmation of all Deliverables completed and submitted to the Owner.

**1.4b - Construction Administration Deliverables:**

- I. Consultant shall provide Progress Meeting Agenda, Submittal Log, RFI Log, ASI Log, Log of Proposals, and Change Order Log in digital format sent (1) day prior to each progress meeting and shall provide hardcopy prints at each progress meeting for attendees at the meeting.
- II. Consultant shall submit (1) digital copy of Progress Meeting Minutes, and Field Observation Report within (5) business days after each Progress Meeting.
- III. Consultant shall submit (1) digital copy of Change Order Recommendation within (5) business days after receiving contractor's proposal and back-up documentation.
- IV. Consultant shall submit (3) hardcopies, and (1) digital copy of the Certificate of Substantial Completion.
- V. Consultant shall submit (1) digital copy of the Punch List within (5) business days after the walk-through to determine Substantial Completion.
- VI. Consultant shall submit (1) digital copy of the Back-Punch List within (5) business days after the walk-through to determine Final Completion.
- VII. Consultant shall submit the Contractor's Original "As Build" Drawings to the Owner, and the following digital copies of the Record Documents: PDF file of all Drawings, PDF File of the Project Manual, CAD files of all drawings, DOCX files of the Project Manual.
- VIII. Consultant shall submit (1) digital copy of the completed Project Close Out List within (5) days after Final Completion.

**1.4c - Two Year Workmanship Warranty Period - Coordination Assistance**

☐ **Warranty Coordination**

Owner assistance, and coordination with the Contractor for correction of warranty items throughout the Contractor's One Year Workmanship Warranty Period.

**☐ 11- Month Walk-Through**

Consultant shall coordinate an 11-Month Walk-Through onsite with the Consultant, Owner, and Contractor. A list of warranty items to be corrected shall be submitted to all parties. The consultant shall follow-up with the completion of identified warranty items and resubmit the list of warranty items to the Owner with completion dates.

**1.4d - Two Year Workmanship Warranty Period Deliverables:**

- I. Consultant shall submit (1) digital copy of the 11 Month Walk-Through List of Warranty Items within (5) business days of the 11 Month Walk Through.
- II. Consultant shall submit (1) digital copy of the 11 Month Walk-Through List of Warranty Items with dates of correction for each item.

**1.5 - SELECTION PROCESS**

All responses to this RFP/Q meeting the submittal requirements will be evaluated by a review committee. Written proposals will be reviewed and ranked by the review committee and ranked in accordance with the rating criteria reflected in this RFP/Q.

All costs associated with the preparation and responses, including presentation materials for interviews and site visits, if conducted, related to this RFP/Q shall be borne solely by the consultant and at no cost to LFUCG.

**1.5a - SCORING CRITERIA**

	<b>Total Points</b>
Professional qualifications and experience of the team with architectural and engineering services throughout the design and construction phases.	20
Demonstrated understanding of the project requirements. Including past experience with similar projects and building systems.	25
Capacity of the team to perform the work within the time limitations. Illustrated by the current volume of work in progress.	15
Past record and performance on contracts with the LFUCG, other governmental agencies, and private industry with respect to such factors as cost control, quality of work, and ability to meet schedule requirements.	15
Degree of local employment to be provided by the person or firm in the performance of the contract by the person or firm.	5
Fees	20
<b>Final Technical Score</b>	<b>100</b>

**1.6 - COMPENSATION**

Refer to the Sample Contract (**Attachment B**) for complete compensation description.

**ATTACHMENT: A**  
**FORM OF PROPOSAL**

---

**Design Services for:**  
**Robert F. Stephens**  
**District and Circuit Courthouses**  
**Roof Replacement**  
**Request for Proposal # 09-2025**  
**Form of Proposal**

**Consultant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

---

**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 LFUCG 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 LFUCG 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 LFUCG (see Sample Contract **Attachment B**). 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 that 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
    - i. Physical project size
    - ii. Estimated and Actual Cost of the resulting construction and/or renovation work
    - iii. Identification of any involved sub-consultants and/or joint-venture partners
  - 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, preliminary design concepts, approach to project inclusive of proposed work scope, and related considerations.
  - k. Ability to meet required deadlines (See Project Schedule **Attachment C**). Demonstrate integration of this project into the firm's present workload through 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. **Proposal Format:** Proposals are limited to 20 single-sided pages not including the required LFUCG documents as outlined in the RFP. Proposals in excess of these requirements may not be considered. The twenty (20) page limitation includes any written, photographic or graphic material contained in the body of the statement and any appendices. The limitation does not include:
  - i. The cover (although narrative on the reverse side of the front cover or front of the back cover will be counted)
  - ii. A title page
  - iii. A table of contents and/or index; or blank tab pages
4. Respondents are responsible for all costs associated with the preparation of materials in response to this RFP. The LFUCG assumes no responsibility for such costs. The LFUCG 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 submittal limit. Included in work plan shall be:
  - a. A checklist of what specific deliverables will be provided at each design phase and/or milestone and the team member that will provide the deliverable.
  - b. A specific budget and schedule (See Project Schedule **Attachment C**) to complete services described herein.
  - c. An explanation of the communication/documentation and collaboration plan.
  - d. An explanation of the approach that will be used to assure quality and well coordinated documents between all disciplines through the design process.
  - e. An explanation of the team Quality Control Program throughout all phases of design, and 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 Firm Lump Sum Cost for providing the LFUCG with services as noted in these specifications.

**Design Stage (Total Services Below)**

\$ \_\_\_\_\_

Combined Schematic Design and Design Development Phase:  
(percentage of total services)

\$ \_\_\_\_\_  
\_\_\_\_\_ %

Construction Documents Phase:  
(percentage of total services)

\$ \_\_\_\_\_  
\_\_\_\_\_ %

Bid Phase:  
(percentage of total services)

\$ \_\_\_\_\_  
\_\_\_\_\_ %

**Construction Administration Stage**

\$ \_\_\_\_\_

(percentage of total services)

\_\_\_\_\_ %

**Total Architectural/ Engineering Services**

\$ \_\_\_\_\_

7. **Payment for Additional Services:** Additional Services, as permitted under Section 2 of the Contract, shall be compensated at the unit rates listed below. The LFUCG reserves the right to increase or decrease frequencies of unit cost. If Additional Services are requested, the base contract may be increased or decreased on the basis of the unit rates. No price adjustments will be made unless mutually agreed to in advance through the Change Order process to the contract. 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.

**Title/Skill Level**

**Hourly Rate**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_/HR  
\_\_\_\_\_/HR  
\_\_\_\_\_/HR  
\_\_\_\_\_/HR  
\_\_\_\_\_/HR  
\_\_\_\_\_/HR  
\_\_\_\_\_/HR  
\_\_\_\_\_/HR

- a. 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 zero percent (0%).
- b. Approved reimbursables will be based on actual costs and shall be mutually agreed to in advance through the Change Order process to the contract.

---

---

<b>Signature</b>	<b>Name</b>
------------------	-------------

---

<b>Title</b>	<b>Date</b>
--------------	-------------

**ATTACHMENT: B**  
**CONSULTANT SERVICES AGREEMENT**

---

**THIS IS AN AGREEMENT** made as of \_\_\_\_\_, 2025, between the LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT (**OWNER**) and \_\_\_\_\_ (**CONSULTANT**). **OWNER** intends to proceed with architectural/engineering design services as described in the attached Request for Proposal document. The services are to include the preparation of Schematic Design Documents through Construction Documents, Bidding, and Construction Administration for the construction of the **Robert F. Stephens, District and Circuit Courthouses - Roof Replacements** as contemplated in the **OWNER's** Request for Proposal No. #09-2025. The services are hereinafter referred to as the Project.

**OWNER** and **CONSULTANT** in consideration of their mutual covenants herein agree in respect of the performance of professional architectural/engineering services by **CONSULTANT** and the payment for those services by **OWNER** as set forth below.

**CONSULTANT** was selected by **OWNER** based upon its response to the Request for Proposal No. 09-2025.

**CONSULTANT** shall provide professional consulting services for **OWNER** in all phases of the Project described herein, serve as **OWNER'S** professional architectural and engineering representative for the Project as set forth below and shall give professional consultation and advice to **OWNER** during the performance of services hereunder.

**SECTION 1 - BASIC SERVICES OF CONSULTANT**

**CONSULTANT** shall perform professional services as hereinafter stated, which include customary architectural and engineering incidental thereto.

The following documents are incorporated by reference herein as if fully stated and are attached hereto as exhibits: RFP No. 09-2025. (**Exhibit "A"**), and Consultant's Response dated February 01, 2023 (**Exhibit "B"**). To the extent there is conflict among their provisions, the provisions of this Agreement shall take precedence, followed by the provisions of Request for Proposal No. 09-2025. (**Exhibit "A"**).

After written authorization to proceed with the Evaluation and Recommendation Phase, **CONSULTANT** shall:

1. Notify the **OWNER** in writing of its authorized representative who shall act as Project Manager and liaison representative between the **CONSULTANT** and the **OWNER**.
2. On the basis of the "Selection Criteria" in the "Request for Proposal", attached in **Exhibit "A"**, conduct field surveys and gather other necessary data or information, prepare an evaluation and recommendation document consisting of design options and cost estimates as well as all required deliverables listed in the Request for Proposal. See **Exhibit "A"** for complete listing of all deliverables.

This Agreement (consisting of pages 1 to \_\_\_ inclusive), together with the Exhibits and schedules identified above, constitutes the entire Agreement between **OWNER** and **CONSULTANT** and supersedes all prior written or oral understandings. This Agreement and said Exhibits and schedules may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

The General Condition provisions of RFP No. 09-2025 are incorporated herein by reference as if fully stated.

## **SECTION 2 - ADDITIONAL SERVICES BY CONSULTANT**

- 2.1.** The **OWNER** may desire to have the **CONSULTANT** perform work or render services in connection with this Project other than as provided by **Exhibit "A"** of this Agreement. Such work shall be considered as "Additional Services", subject to a change order, supplemental to this Agreement, setting forth the character and scope thereof and the compensation therefore. Work under such change order shall not proceed until the **OWNER** gives written authorization. Should the **OWNER** find it desirable to have previously satisfactorily completed and accepted plans or parts thereof revised, the **CONSULTANT** shall make such revisions as directed, in writing, by the **OWNER**. This work shall be considered as "Additional Services" and shall be paid as such.
- 2.2.** All "Additional Services" are subject to prior written authorization of **OWNER** and necessary appropriations made by the Urban County Council.

## **SECTION 3 - OWNER'S RESPONSIBILITIES**

### **OWNER shall:**

- 3.1.** Provide criteria and information as to **OWNER'S** requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.
- 3.2.** Assist **CONSULTANT** by placing at its disposal available information pertinent to the Project.
- 3.3.** Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by **CONSULTANT**, and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of **CONSULTANT**.
- 3.4.** Designate in writing a person to act as **OWNER'S** representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define **OWNER'S** policies and decisions with respect to materials, equipment, elements and systems pertinent to **CONSULTANT'S** services.

- 3.5. Give written notice to **CONSULTANT** whenever **OWNER** observes or otherwise becomes aware of any development that affects the scope or timing of **CONSULTANT'S** services, or any defect in the work of Contractor(s).
- 3.6. Furnish or direct **CONSULTANT** to provide necessary Additional Services as stipulated in Section Two (2) of this Agreement or other services as required.

#### **SECTION 4 - PERIOD OF SERVICES**

- 4.1. See **Exhibit "A"** for the project timeline/schedule.
- 4.2. The provisions of this Section Four (4) and the various rates of compensation for **CONSULTANT'S** services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion.

If delays result by reason of acts of the **OWNER** or approving agencies or other causes, which are beyond the control of the **CONSULTANT**, an extension of time for such delay will be considered. If delays occur, the **CONSULTANT** shall within 14 days from the date of the delay apply in writing to the **OWNER** for an extension of time for such reasonable period as may be mutually agreed upon between the parties, and if approved, the Project schedule shall be revised to reflect the extension. Such extension of time to the completion date shall in no way be construed to operate as a waiver on the part of the **OWNER** of any of its rights in the Agreement. Section 6.5, under DISPUTES, of this Agreement, shall apply in the event the parties cannot mutually agree upon an extension of time.

In the event that the overall delay resulting from the above described causes is sufficient to prevent complete performance of the Agreement within two (2) months of the time specified therein, the Agreement fee or fees shall be subject to reconsideration and adjustment. Section 6.5 of this Agreement shall apply in the event the parties cannot mutually agree upon an adjustment of fee.

## **SECTION 5 - PAYMENTS TO CONSULTANT**

### **5.1 Methods of Payment for Services of CONSULTANT**

#### **5.1.1 For Basic Services.**

##### **Lump Sum Pricing**

In consideration of the architectural and engineering services described in this Loan Agreement and its exhibits, **OWNER** shall pay **CONSULTANT** the sum below stated, which sum shall include without limitation all direct labor and supervision necessary to complete the item in a manner that meets or exceeds the customer's satisfaction, labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A., sick and vacation leave, etc.), disposal fees, tool allowances, equipment fees, materials, profits, and all other costs used on, for, or in association with the job. The negotiated cost of services is represented in the Form of Proposal, and is summarized as follows:

<b><u>Design Stage (Total Services Below)</u></b>	\$ _____
Combined Schematic Design and Design Development Phase: (percentage of total services)	\$ _____ %
Construction Documents Phase: (percentage of total services)	\$ _____ %
Bid Phase: (percentage of total services)	\$ _____ %
<b><u>Construction Administration Stage</u></b>	\$ _____
(percentage of total services)	_____ %
<b><u>Total Architectural/ Engineering Services</u></b>	\$ _____

#### **5.1.2. For Additional Services**

"Additional Services" shall be paid for by the **OWNER** on the basis of the unit pricing below. In the event the **OWNER** and the **CONSULTANT** are unable to agree upon payment for "Additional Services", the amount of such payment shall be determined as set forth in Section 6.5, "DISPUTES" of this Agreement.

##### **Unit Pricing**

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 through the Change Order process to the contract, or as a result of temporary conditions (defined as 30 days or less from the date of the last invoice).

All Unit Pricing Hourly Rates shall include without limitation all direct labor and supervision necessary to complete the item in a manner that meets or exceeds the customer's satisfaction, labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A., sick and vacation leave, etc.), disposal fees, tool allowances, equipment fees, materials, profits, and all other costs used on, for, or in association with the job.

<u>Title/Skill Level</u>	<u>Hourly Rate</u>
<u>Principal Architect</u>	_____ \$/HR
<u>Project Architect</u>	_____ \$/HR
<u>Project Manager</u>	_____ \$/HR
<u>Project Associate</u>	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR

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   0   %

## 5.2. Times of Payment.

**5.2.1.** For any month in which the **CONSULTANT** provides services in connection with this Agreement, the **CONSULTANT** shall submit to the **OWNER** a written statement reasonably identifying the percentage of each task, listed in Section 5.1.1., above, as may be amended by the parties from time to time, that has been completed to date, the total amount to be billed for each task, the amount previously billed for each task, and the total amount due and owing for each task at the time the statement is issued. Within thirty (30) days of the **OWNER's** receipt of such statement, the **OWNER** shall pay to the **CONSULTANT** all amounts due and owing as indicated thereon, unless the **OWNER** has in good faith contested the same.

## 5.3. Other Provisions Concerning Payments.

**5.3.1.** In the event the Agreement is terminated by the **OWNER** without fault on the part of the **CONSULTANT**, the **CONSULTANT** shall be paid for the work performed or services rendered an amount bearing the same ratio to the total Agreement fee as the amount of work completed or partially completed and delivered to the **OWNER** is to the total amount of work



provided for herein, as determined by mutual agreement between the **OWNER** and the **CONSULTANT**.

**5.3.2.** In the event the services of the **CONSULTANT** are terminated by the **OWNER** for fault on the part of the **CONSULTANT**, the **CONSULTANT** shall be paid reasonable value of the work performed or services rendered and delivered, and the amount to be paid shall be determined by the **OWNER**.

**5.3.3.** In the event the **CONSULTANT** shall terminate the Agreement because of gross delays caused by the **OWNER**, the **CONSULTANT** shall be paid as set forth in Section 5.3.1. above.

## **SECTION 6 – ADDITIONAL GENERAL CONSIDERATIONS**

### **6.1. Termination**

**6.1.1.** The obligation to provide further services under this Agreement may be terminated by either party upon ten (10) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, provided the non-terminating party fails to cure such default within ten (10) days of receiving notice of such default.

**6.1.2.** The **OWNER** reserves the right to terminate the Agreement for any reason at any time upon seven (7) days written notice to the **CONSULTANT**.

### **6.2. Ownership and Reuse of Documents.**

All documents, including hardcopies and original digital format, including but not limited to Drawings and Specifications, prepared by the **CONSULTANT** pursuant to this Agreement shall be delivered to and become the property of the **OWNER**. The **OWNER** shall have the right to reuse same without restriction or limitation, but without liability or legal exposure to **CONSULTANT**.

### **6.3. Legal Responsibilities and Legal Relations.**

**6.3.1.** The **CONSULTANT** shall familiarize himself with and shall at all times comply with all federal, state and local laws, ordinances, and regulations which in any manner affect the services of this Agreement.

**6.3.2.** In performing the services hereunder, the **CONSULTANT** and its **CONSULTANTS**, employees, agents and representatives shall not be deemed or construed to be employees of **OWNER** in any manner whatsoever. Except as otherwise provided in this Agreement, the **CONSULTANT** shall be acting as an independent contractor. The **CONSULTANT** shall not hold itself out as, nor claim to be, an officer or employee of **OWNER** by reason hereof and shall not make any claim, demand or application to or for any right or privilege applicable to an officer or employee of **OWNER**. The **CONSULTANT**

shall be solely responsible for any claims for wages or compensation by **CONSULTANT'S** employees, agents and representatives, including **CONSULTANTS**, and shall save, defend, and hold **OWNER** harmless therefrom.

**6.3.3.** The parties hereto agree that causes of actions between the parties shall be governed by applicable provisions of the Kentucky Revised Statutes. Any action arising from or in relation to this Agreement shall be brought in Fayette County, Kentucky.

**6.4. Successors and Assigns.**

**6.4.1.** **CONSULTANT** binds itself and its partners, successors, executors, administrators, assigns and legal representatives to this Agreement in respect to all covenants, agreements and obligations of this Agreement. **CONSULTANT** shall not assign any interest, obligation or benefit in this Agreement. **CONSULTANT** shall not assign any interest, obligation or benefit in this Agreement nor transfer any interest in the same, whether by assignment or novation, without prior written consent of **OWNER**.

**6.4.2.** The **CONSULTANT** shall not subcontract more than fifty percent (50%) of the work, based upon dollar value, to be provided under this Agreement. The **CONSULTANT** shall obtain written approval prior to subletting or assigning any services contained in this Agreement, and consent to sublet or assign any part of this Agreement shall not be construed to relieve the **CONSULTANT** of any responsibility for compliance with the provisions of this Agreement.

**6.4.3.** Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than **OWNER** and **CONSULTANT**.

**6.5. Disputes.**

Except as otherwise provided in this Agreement, any dispute concerning the amount of payment due the **CONSULTANT** or any dispute concerning any question of fact of any act to be performed under this Agreement, which is not disposed of by agreement between the Urban County Division of Central Purchasing and the **CONSULTANT**, shall be submitted to the Commissioner of the Department of General Services, Lexington-Fayette Urban County Government, for review. The decision of the Commissioner as to the determination of such dispute shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary or so grossly erroneous as necessarily to imply bad faith. Pending a final decision of a dispute hereunder, the **CONSULTANT** shall proceed diligently with the performance of the Agreement in accordance with the directions of the **OWNER**.

**6.6. Accuracy of CONSULTANT'S Work.**

The **CONSULTANT** shall be required to perform this Agreement in accordance with the degree of ordinary and reasonable skill and care usually exercised by professional architects

and engineers prevailing at the time, place and under similar conditions as the services hereunder are rendered.

The **CONSULTANT** shall be responsible for the accuracy of all work, even though Drawings and Specifications have been accepted by the **OWNER**, and shall make any necessary revisions or corrections resulting from errors and/or omissions on the part of the **CONSULTANT**, without additional compensation. By submission of reports, soils and subsurface information, quantities estimates, calculations and Drawings and Specifications to the **OWNER**, the **CONSULTANT** has made a statement that, to the best of its belief and knowledge, the information is accurate. Failure on the part of **CONSULTANT** to provide the expected level of accuracy may be grounds for the **OWNER** to disqualify **CONSULTANT** from consideration for future **CONSULTANT** service agreements.

**6.7. Security Clause.**

The **CONSULTANT** certifies that it shall not at any time release or divulge any information concerning the services covered by this Agreement to any person or any public or private organization except the **OWNER** without prior approval of the **OWNER**.

**6.8. Access to Records.**

The **CONSULTANT** and its sub-**CONSULTANTS** shall maintain all books, documents, papers, and accounting records, and make such materials available at their respective offices at all reasonable times during the contract period and for three (3) years from the date of final payment under the contract for inspection by the **OWNER**, and copies thereof shall be furnished if requested. Failure to maintain such records for three (3) years after the date of final payment may be grounds for the **OWNER** to disqualify the **CONSULTANT** from consideration for future **CONSULTANT** service agreements.

**6.9. Required Risk Management Provisions.**

The Risk Management Provisions of RFP No. 09-2025 are incorporated herein by reference as if fully stated. Copies of the required Certificates of Insurance shall be provided to **OWNER** as required therein.

**SECTION 7 - EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this service agreement, the **CONSULTANT** agrees as follows:

- 7.1.** The **CONSULTANT** will not discriminate against any employee or application for employment because of race, color, religion, national origin, sex, age or handicap. The **CONSULTANT** will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, national origin, sex, age or handicap. Such action shall include, but not be limited to the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training,

including apprenticeships. The **CONSULTANT** agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this non-discrimination clause.

- 7.2 The **CONSULTANT** will, in all solicitations or advertisements for employees placed by or on behalf of the **CONSULTANT**, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, age (between forty and seventy), or handicap.

## **SECTION 8 - SPECIAL PROVISIONS**

- 8.1. This Agreement is subject to the following provisions.

8.1.2. Pursuant to subparagraph 3.4 of this Agreement, **OWNER** has assigned the appropriate Lexington-Fayette Urban County Government employee (the "**OWNER'S Agent**"), as the authorized agent of **OWNER**, to monitor, direct and review the performance of work of the **CONSULTANT**. Documents, data, reports and all matters associated with carrying out this Agreement shall be addressed to the **OWNER'S Agent** or their designee. Questions by the **CONSULTANT** regarding interpretations of the terms, provisions and requirements under this Agreement shall be addressed to the **OWNER'S Agent** or their designee. The **CONSULTANT** shall look only to the **OWNER'S Agent** or their designee for direction in its performance under this Agreement; no other direction shall be binding upon **OWNER**. **OWNER** shall respond to written requests by **CONSULTANT** within thirty (30) days.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement as of the day and year first above written.

**OWNER:**

**CONSULTANT:**

---

---

---

---

---

---

## Attachment C - Project Schedule

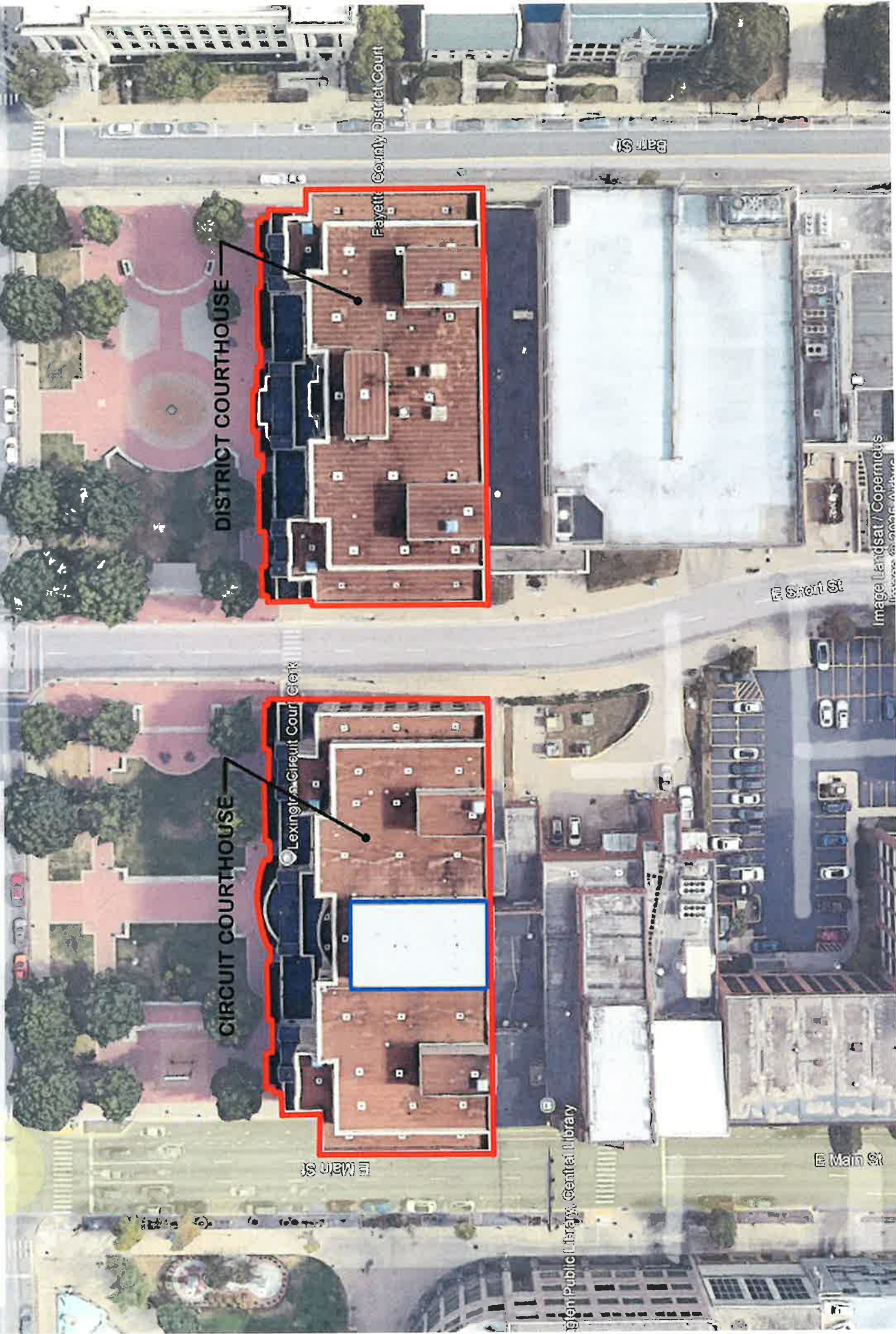
### Circuit and District Courthouses Roof Replacement

Task	Duration	Start	Finish
<b>RFP</b>	<b>41 Days</b>	<b>3/11/2025</b>	<b>4/21/2025</b>
Advertise RFP	21 Day	3/11/2025	4/1/2025
Pre-Proposal Meeting	1 Day	3/18/2025	3/18/2025
<b>RFF - Responses Due</b>	<b>1 Day</b>	<b>4/1/2025</b>	<b>4/1/2025</b>
RFP Evaluation and A/E Recommendation	6 Days	4/1/2025	4/7/2025
Approved in Legistar Date	1 Days	4/7/2025	4/7/2025
<b>Council WS</b>	<b>1 Day</b>	<b>4/15/2025</b>	<b>5/15/2025</b>
<b>Council 1st Reading (DOUBLE READING)</b>	<b>1 Day</b>	<b>4/17/2025</b>	<b>4/17/2025</b>
N.T.P. & P.O.	4 Days	4/17/2025	4/21/2025
<b>Design</b>	<b>86 Days</b>	<b>4/21/2025</b>	<b>7/16/2025</b>
Design Kick-Off Meeting	1 Days	4/21/2025	4/21/2025
Combined Schematic / Design Developmet Phase	28 Days	4/21/2025	5/19/2025
<b>Combined Schematic / Design Development 98% Submission</b>	<b>1 Days</b>	<b>5/19/2025</b>	<b>5/19/2025</b>
Owner Review & Comments	3 Days	5/19/2025	5/22/2025
Final Combined Schematic / Design Development Deliverables Due	7 Days	5/22/2025	5/29/2025
Construction Document Phase 50% In-Person Review Meeting	1 Days	6/18/2025	6/18/2025
Construction Document Phase	34 Days	5/29/2025	7/2/2025
<b>Construction Document 98% Submission</b>	<b>1 Day</b>	<b>7/2/2025</b>	<b>7/2/2025</b>
Owner Review & Comments	7 Days	7/2/2025	7/9/2025
Owner's Construction Documents' Comments Incorporated	7 Days	7/9/2025	7/16/2025
<b>100% Construction Documents Ready to Advertise Submission</b>	<b>1 Day</b>	<b>7/16/2025</b>	<b>7/16/2025</b>
<b>Advertisement &amp; Award</b>	<b>48 Days</b>	<b>7/16/2025</b>	<b>9/2/2025</b>
Compile Bid Documents	5 Days	7/16/2025	7/21/2025
Advertise for Bids	21 Days	7/21/2025	8/11/2025
Pre-Bid Meeting	1 Day	7/28/2025	7/28/2025
<b>Bids Due</b>	<b>1 Day</b>	<b>8/11/2025</b>	<b>8/11/2025</b>
Bid Review & Selection	7 Days	8/11/2025	8/18/2025
Approved in Legistar Date	1 Days	8/18/2025	8/18/2025
<b>Council WS</b>	<b>1 Day</b>	<b>8/26/2025</b>	<b>8/26/2025</b>
<b>Council 1st Reading (DOUBLE READING)</b>	<b>1 Day</b>	<b>8/28/2025</b>	<b>8/28/2025</b>
Construction Contract Execution/ P.O. (Anticipated)	5 Days	8/28/2025	9/2/2025
<b>Anticipated Construction</b>	<b>330 Days</b>	<b>9/2/2025</b>	<b>7/29/2026</b>
Pre-Construction Meeting (N.T.P.)	1 Day	9/2/2025	9/2/2025
Construction	300 Days	9/2/2025	6/29/2026
<b>Substantial Completion</b>	<b>1 Day</b>	<b>6/29/2026</b>	<b>6/29/2026</b>
Close Out	30 Days	6/29/2026	7/29/2026
<b>Final Completion</b>	<b>1 Day</b>	<b>7/29/2026</b>	<b>7/29/2026</b>



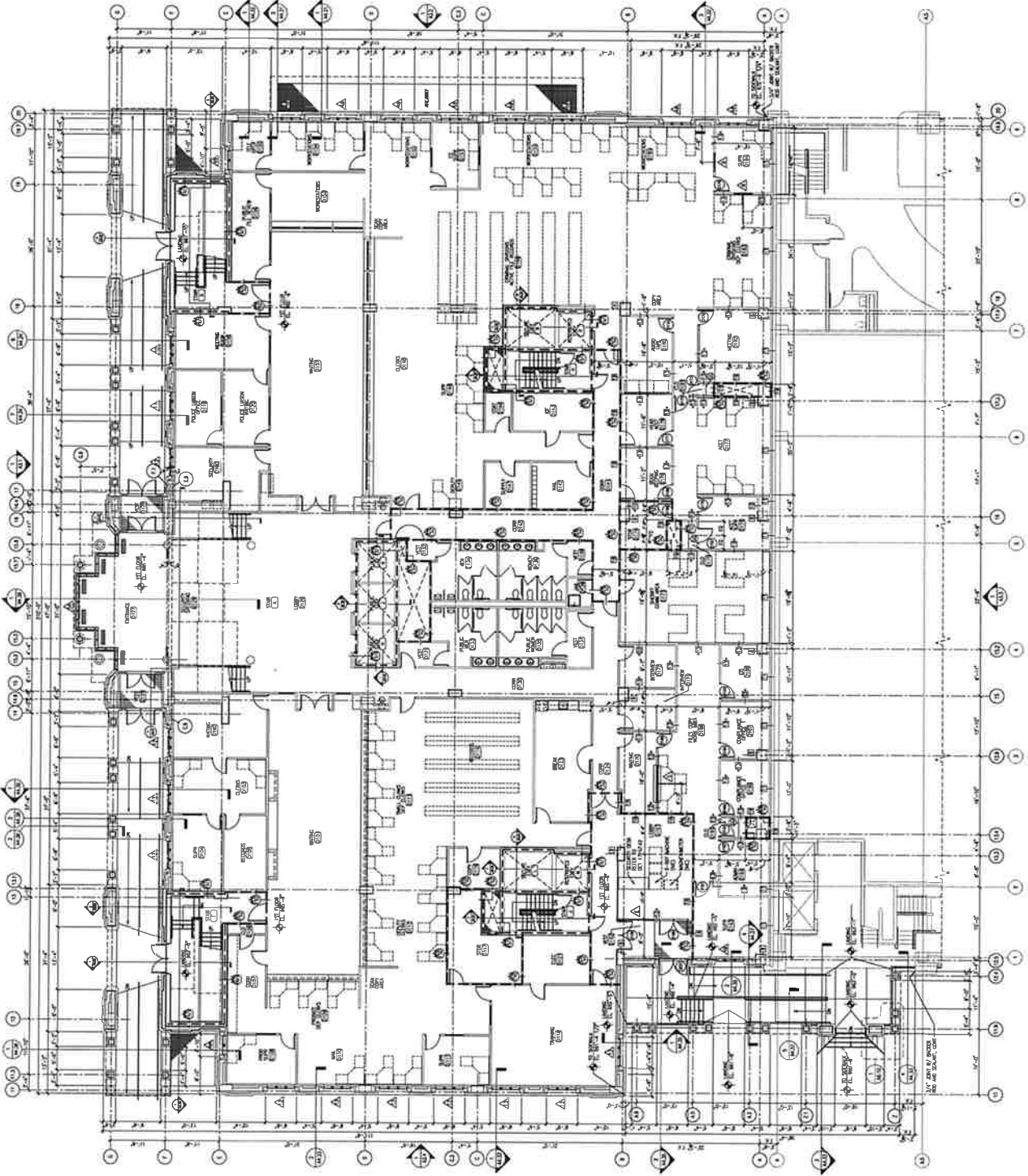
# ATTACHMENT - D

- General outline of roof replacement areas.
- General outline of 2023 roof replacement.





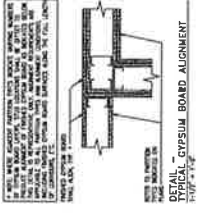




DISTRICT FIRST FLOOR - COLUMN DETAIL SCHEDULE

NO.	TYPE	SECTION	REMARKS
1	12x12	1	12x12
2	12x12	2	12x12
3	12x12	3	12x12
4	12x12	4	12x12
5	12x12	5	12x12
6	12x12	6	12x12
7	12x12	7	12x12
8	12x12	8	12x12
9	12x12	9	12x12
10	12x12	10	12x12
11	12x12	11	12x12
12	12x12	12	12x12
13	12x12	13	12x12
14	12x12	14	12x12
15	12x12	15	12x12
16	12x12	16	12x12
17	12x12	17	12x12
18	12x12	18	12x12
19	12x12	19	12x12
20	12x12	20	12x12
21	12x12	21	12x12
22	12x12	22	12x12
23	12x12	23	12x12
24	12x12	24	12x12

DISTRICT FIRST FLOOR PLAN



**GENERAL NOTES**

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
2. ALL MATERIALS SHALL BE OF THE BEST QUALITY AND SHALL BE SUBMITTED FOR APPROVAL PRIOR TO INSTALLATION.
3. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
4. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
5. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
6. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
7. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
8. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
9. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
10. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.

**GENERAL SYMBOLS**

DOOR LATCH (D.L.) - 1/2" x 1/2"

DOOR LATCH (D.L.) - 1/2" x 1/2"

DOOR LATCH (D.L.) - 1/2" x 1/2"

DOOR LATCH (D.L.) - 1/2" x 1/2"

DOOR LATCH (D.L.) - 1/2" x 1/2"

DOOR LATCH (D.L.) - 1/2" x 1/2"

DOOR LATCH (D.L.) - 1/2" x 1/2"

DOOR LATCH (D.L.) - 1/2" x 1/2"

DOOR LATCH (D.L.) - 1/2" x 1/2"

DOOR LATCH (D.L.) - 1/2" x 1/2"

**KEY PLAN**

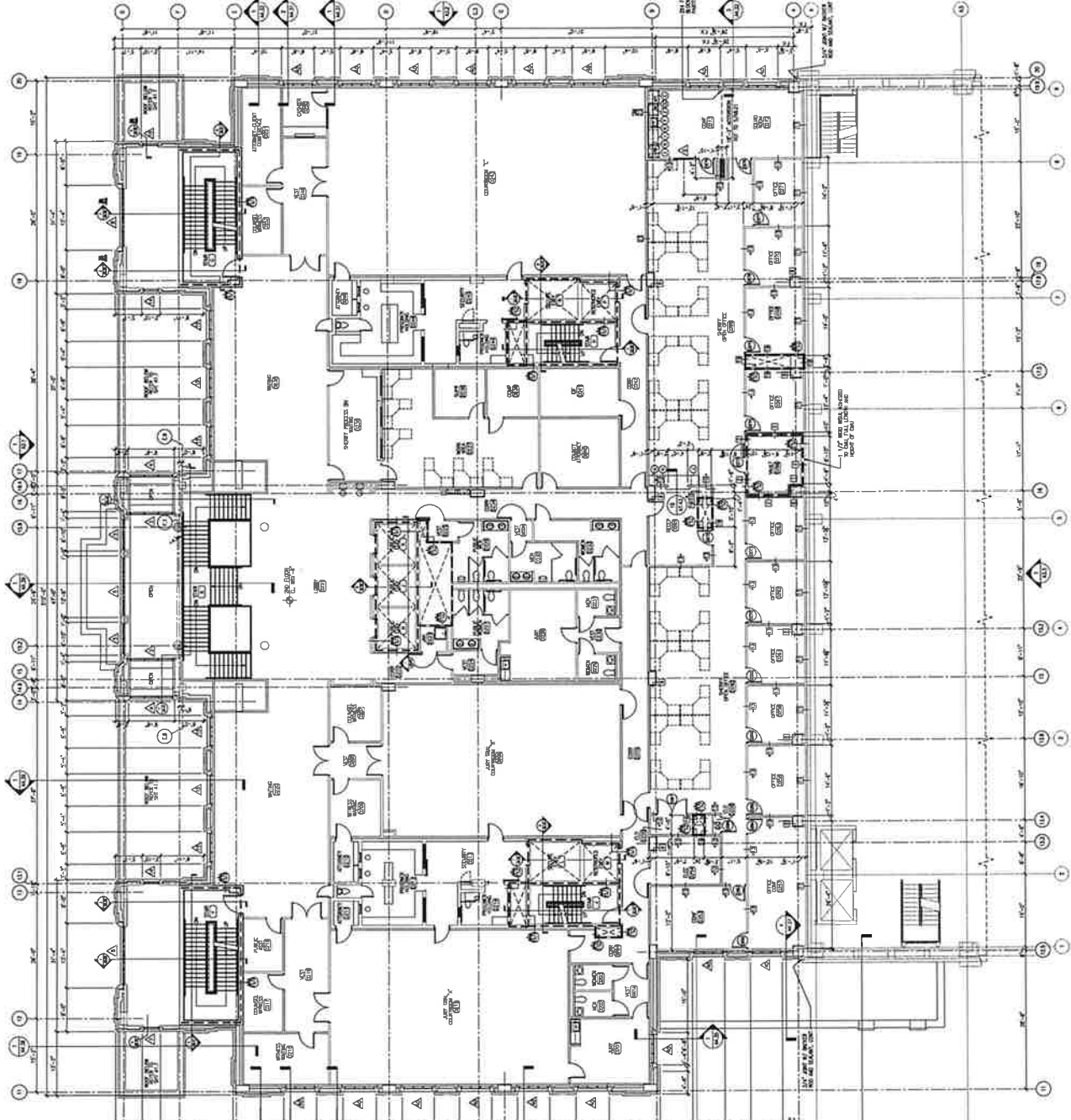
NO.	TYPE	SECTION	REMARKS
1	12x12	1	12x12
2	12x12	2	12x12
3	12x12	3	12x12
4	12x12	4	12x12
5	12x12	5	12x12
6	12x12	6	12x12
7	12x12	7	12x12
8	12x12	8	12x12
9	12x12	9	12x12
10	12x12	10	12x12
11	12x12	11	12x12
12	12x12	12	12x12
13	12x12	13	12x12
14	12x12	14	12x12
15	12x12	15	12x12
16	12x12	16	12x12
17	12x12	17	12x12
18	12x12	18	12x12
19	12x12	19	12x12
20	12x12	20	12x12
21	12x12	21	12x12
22	12x12	22	12x12
23	12x12	23	12x12
24	12x12	24	12x12



## DISTRICT SECOND FLOOR PLAN

DISTRICT SECOND FLOOR — COLUMN DETAIL SCHEDULE

DRAWN TO  
 DETAIL  
 TYPICAL  
 $1-1/2"$  =



**GENERAL NOTES**

1. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.  
2. ALL WALLS ARE 12" THICK CONCRETE UNLESS NOTED OTHERWISE.  
3. ALL FLOORS ARE 4" THICK CONCRETE ON 12" THICK REINFORCED CONCRETE SLABS UNLESS NOTED OTHERWISE.  
4. ALL ROOFS ARE 4" THICK CONCRETE ON 12" THICK REINFORCED CONCRETE SLABS UNLESS NOTED OTHERWISE.  
5. ALL CEILING ARE 12" THICK CONCRETE UNLESS NOTED OTHERWISE.  
6. ALL STAIRS ARE 12" THICK CONCRETE UNLESS NOTED OTHERWISE.  
7. ALL ELEVATIONS ARE TO FACE UNLESS NOTED OTHERWISE.  
8. ALL FINISHES ARE TO FACE UNLESS NOTED OTHERWISE.  
9. ALL MATERIALS ARE TO BE OF THE BEST QUALITY AVAILABLE.  
10. ALL WORK IS TO BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.  
11. ALL WORK IS TO BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL BUILDING CODES AND SPECIFICATIONS.  
12. ALL WORK IS TO BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND SPECIFICATIONS.  
13. ALL WORK IS TO BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND SPECIFICATIONS.  
14. ALL WORK IS TO BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND SPECIFICATIONS.  
15. ALL WORK IS TO BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND SPECIFICATIONS.

**GENERAL SYMBOLS**

1. ROOM NUMBER (e.g. 301) - 301  
2. ROOM NAME (e.g. 301 - 301)  
3. WALL TYPE (e.g. 12" THICK CONCRETE)  
4. FLOOR TYPE (e.g. 4" THICK CONCRETE ON 12" THICK REINFORCED CONCRETE SLAB)  
5. ROOF TYPE (e.g. 4" THICK CONCRETE ON 12" THICK REINFORCED CONCRETE SLAB)  
6. CEILING TYPE (e.g. 12" THICK CONCRETE)  
7. STAIR TYPE (e.g. 12" THICK CONCRETE)  
8. ELEVATION TYPE (e.g. 12" THICK CONCRETE)  
9. FINISH TYPE (e.g. 12" THICK CONCRETE)  
10. MATERIAL TYPE (e.g. 12" THICK CONCRETE)  
11. WORK TYPE (e.g. 12" THICK CONCRETE)  
12. CODE TYPE (e.g. 12" THICK CONCRETE)  
13. SPECIFICATION TYPE (e.g. 12" THICK CONCRETE)  
14. INTERNATIONAL TYPE (e.g. 12" THICK CONCRETE)  
15. BUILDING TYPE (e.g. 12" THICK CONCRETE)

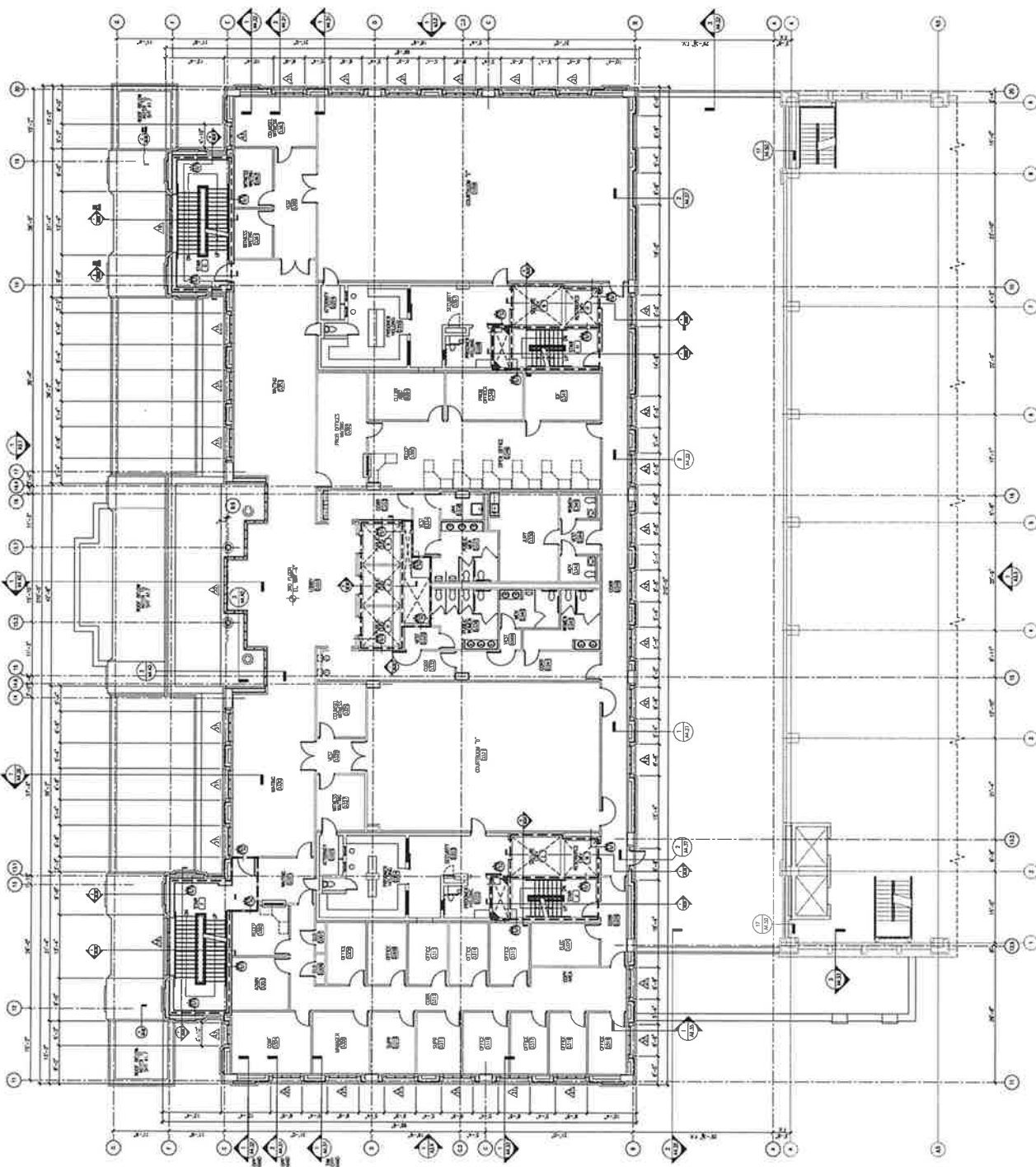
**KEY PLAN**

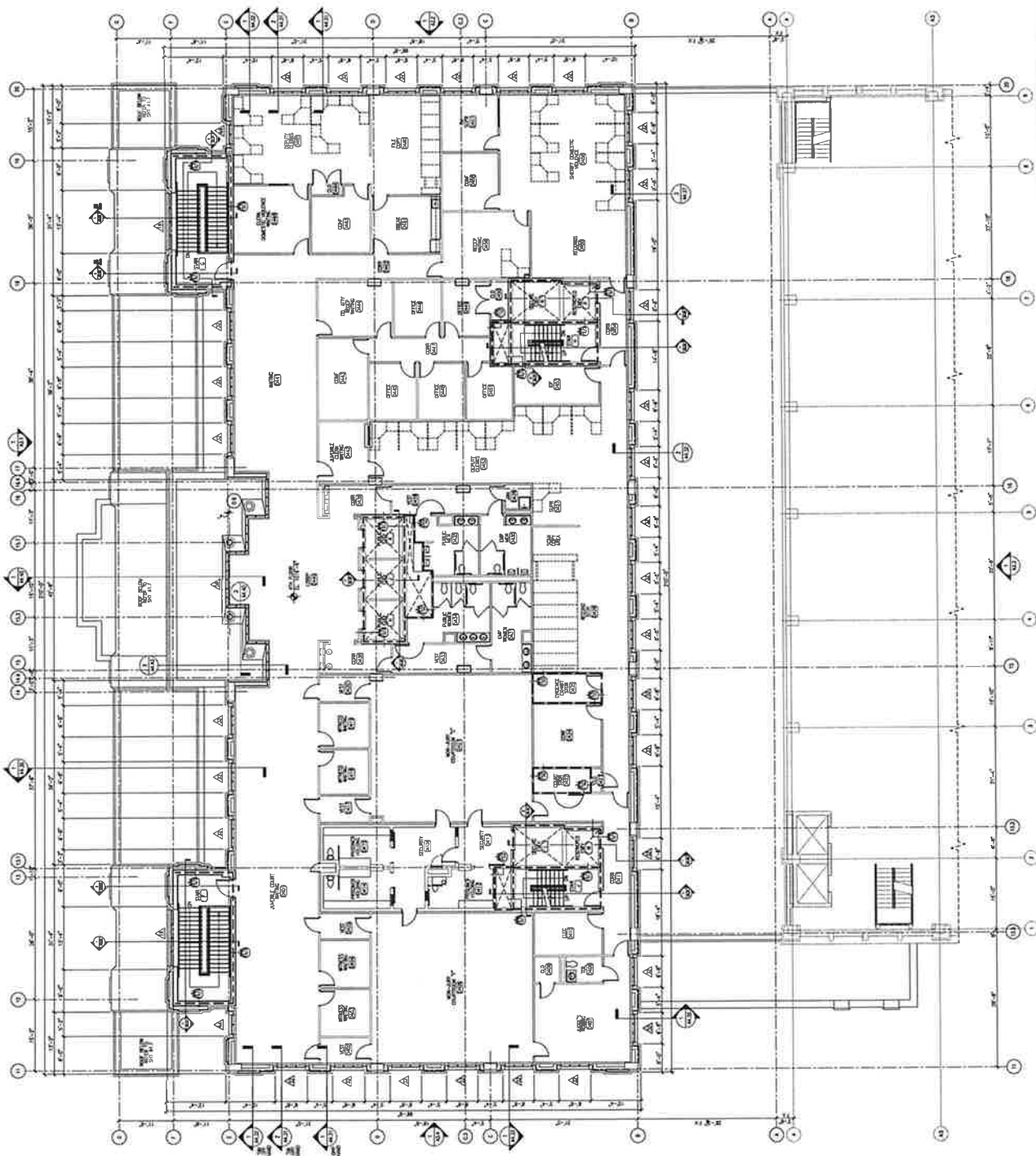


**DISTRICT THIRD FLOOR - COLUMN DETAIL SCHEDULE**

NO.	SECTION	DESCRIPTION	QUANTITY	UNIT	TOTAL
1	1	12" THICK CONCRETE COLUMN	1	CU YD	1.00
2	2	12" THICK CONCRETE COLUMN	1	CU YD	1.00
3	3	12" THICK CONCRETE COLUMN	1	CU YD	1.00
4	4	12" THICK CONCRETE COLUMN	1	CU YD	1.00
5	5	12" THICK CONCRETE COLUMN	1	CU YD	1.00
6	6	12" THICK CONCRETE COLUMN	1	CU YD	1.00
7	7	12" THICK CONCRETE COLUMN	1	CU YD	1.00
8	8	12" THICK CONCRETE COLUMN	1	CU YD	1.00
9	9	12" THICK CONCRETE COLUMN	1	CU YD	1.00
10	10	12" THICK CONCRETE COLUMN	1	CU YD	1.00
11	11	12" THICK CONCRETE COLUMN	1	CU YD	1.00
12	12	12" THICK CONCRETE COLUMN	1	CU YD	1.00
13	13	12" THICK CONCRETE COLUMN	1	CU YD	1.00
14	14	12" THICK CONCRETE COLUMN	1	CU YD	1.00
15	15	12" THICK CONCRETE COLUMN	1	CU YD	1.00
16	16	12" THICK CONCRETE COLUMN	1	CU YD	1.00
17	17	12" THICK CONCRETE COLUMN	1	CU YD	1.00
18	18	12" THICK CONCRETE COLUMN	1	CU YD	1.00
19	19	12" THICK CONCRETE COLUMN	1	CU YD	1.00
20	20	12" THICK CONCRETE COLUMN	1	CU YD	1.00
21	21	12" THICK CONCRETE COLUMN	1	CU YD	1.00
22	22	12" THICK CONCRETE COLUMN	1	CU YD	1.00
23	23	12" THICK CONCRETE COLUMN	1	CU YD	1.00
24	24	12" THICK CONCRETE COLUMN	1	CU YD	1.00
25	25	12" THICK CONCRETE COLUMN	1	CU YD	1.00
26	26	12" THICK CONCRETE COLUMN	1	CU YD	1.00
27	27	12" THICK CONCRETE COLUMN	1	CU YD	1.00
28	28	12" THICK CONCRETE COLUMN	1	CU YD	1.00
29	29	12" THICK CONCRETE COLUMN	1	CU YD	1.00
30	30	12" THICK CONCRETE COLUMN	1	CU YD	1.00
31	31	12" THICK CONCRETE COLUMN	1	CU YD	1.00
32	32	12" THICK CONCRETE COLUMN	1	CU YD	1.00
33	33	12" THICK CONCRETE COLUMN	1	CU YD	1.00
34	34	12" THICK CONCRETE COLUMN	1	CU YD	1.00
35	35	12" THICK CONCRETE COLUMN	1	CU YD	1.00
36	36	12" THICK CONCRETE COLUMN	1	CU YD	1.00
37	37	12" THICK CONCRETE COLUMN	1	CU YD	1.00
38	38	12" THICK CONCRETE COLUMN	1	CU YD	1.00
39	39	12" THICK CONCRETE COLUMN	1	CU YD	1.00
40	40	12" THICK CONCRETE COLUMN	1	CU YD	1.00
41	41	12" THICK CONCRETE COLUMN	1	CU YD	1.00
42	42	12" THICK CONCRETE COLUMN	1	CU YD	1.00
43	43	12" THICK CONCRETE COLUMN	1	CU YD	1.00
44	44	12" THICK CONCRETE COLUMN	1	CU YD	1.00
45	45	12" THICK CONCRETE COLUMN	1	CU YD	1.00
46	46	12" THICK CONCRETE COLUMN	1	CU YD	1.00
47	47	12" THICK CONCRETE COLUMN	1	CU YD	1.00
48	48	12" THICK CONCRETE COLUMN	1	CU YD	1.00
49	49	12" THICK CONCRETE COLUMN	1	CU YD	1.00
50	50	12" THICK CONCRETE COLUMN	1	CU YD	1.00
51	51	12" THICK CONCRETE COLUMN	1	CU YD	1.00
52	52	12" THICK CONCRETE COLUMN	1	CU YD	1.00
53	53	12" THICK CONCRETE COLUMN	1	CU YD	1.00
54	54	12" THICK CONCRETE COLUMN	1	CU YD	1.00
55	55	12" THICK CONCRETE COLUMN	1	CU YD	1.00
56	56	12" THICK CONCRETE COLUMN	1	CU YD	1.00
57	57	12" THICK CONCRETE COLUMN	1	CU YD	1.00
58	58	12" THICK CONCRETE COLUMN	1	CU YD	1.00
59	59	12" THICK CONCRETE COLUMN	1	CU YD	1.00
60	60	12" THICK CONCRETE COLUMN	1	CU YD	1.00
61	61	12" THICK CONCRETE COLUMN	1	CU YD	1.00
62	62	12" THICK CONCRETE COLUMN	1	CU YD	1.00
63	63	12" THICK CONCRETE COLUMN	1	CU YD	1.00
64	64	12" THICK CONCRETE COLUMN	1	CU YD	1.00
65	65	12" THICK CONCRETE COLUMN	1	CU YD	1.00
66	66	12" THICK CONCRETE COLUMN	1	CU YD	1.00
67	67	12" THICK CONCRETE COLUMN	1	CU YD	1.00
68	68	12" THICK CONCRETE COLUMN	1	CU YD	1.00
69	69	12" THICK CONCRETE COLUMN	1	CU YD	1.00
70	70	12" THICK CONCRETE COLUMN	1	CU YD	1.00
71	71	12" THICK CONCRETE COLUMN	1	CU YD	1.00
72	72	12" THICK CONCRETE COLUMN	1	CU YD	1.00
73	73	12" THICK CONCRETE COLUMN	1	CU YD	1.00
74	74	12" THICK CONCRETE COLUMN	1	CU YD	1.00
75	75	12" THICK CONCRETE COLUMN	1	CU YD	1.00
76	76	12" THICK CONCRETE COLUMN	1	CU YD	1.00
77	77	12" THICK CONCRETE COLUMN	1	CU YD	1.00
78	78	12" THICK CONCRETE COLUMN	1	CU YD	1.00
79	79	12" THICK CONCRETE COLUMN	1	CU YD	1.00
80	80	12" THICK CONCRETE COLUMN	1	CU YD	1.00
81	81	12" THICK CONCRETE COLUMN	1	CU YD	1.00
82	82	12" THICK CONCRETE COLUMN	1	CU YD	1.00
83	83	12" THICK CONCRETE COLUMN	1	CU YD	1.00
84	84	12" THICK CONCRETE COLUMN	1	CU YD	1.00
85	85	12" THICK CONCRETE COLUMN	1	CU YD	1.00
86	86	12" THICK CONCRETE COLUMN	1	CU YD	1.00
87	87	12" THICK CONCRETE COLUMN	1	CU YD	1.00
88	88	12" THICK CONCRETE COLUMN	1	CU YD	1.00
89	89	12" THICK CONCRETE COLUMN	1	CU YD	1.00
90	90	12" THICK CONCRETE COLUMN	1	CU YD	1.00
91	91	12" THICK CONCRETE COLUMN	1	CU YD	1.00
92	92	12" THICK CONCRETE COLUMN	1	CU YD	1.00
93	93	12" THICK CONCRETE COLUMN	1	CU YD	1.00
94	94	12" THICK CONCRETE COLUMN	1	CU YD	1.00
95	95	12" THICK CONCRETE COLUMN	1	CU YD	1.00
96	96	12" THICK CONCRETE COLUMN	1	CU YD	1.00
97	97	12" THICK CONCRETE COLUMN	1	CU YD	1.00
98	98	12" THICK CONCRETE COLUMN	1	CU YD	1.00
99	99	12" THICK CONCRETE COLUMN	1	CU YD	1.00
100	100	12" THICK CONCRETE COLUMN	1	CU YD	1.00

**DISTRICT THIRD FLOOR PLAN**





DISTRICT FOURTH FLOOR - COLUMN DETAIL SCHEDULE

[illegible]

## GENERAL NOTES

[illegible]

## GENERAL SYMBOLS

[illegible]

### KEY PLAN

Figure 1 displays a 4x4 grid of 16 hand-drawn sketches of various electronic components, each labeled with a number and a name. The components are as follows:

- 1. Resistor
- 2. Capacitor
- 3. Diode
- 4. Transistor
- 5. Integrated Circuit (IC)
- 6. Variable Resistor
- 7. Variable Capacitor
- 8. Diode
- 9. Transistor
- 10. Integrated Circuit (IC)
- 11. Variable Resistor
- 12. Variable Capacitor
- 13. Diode
- 14. Transistor
- 15. Integrated Circuit (IC)
- 16. Variable Resistor

GENERAL NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.  
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.  
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES.  
4. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.  
5. THE CONTRACTOR SHALL MAINTAIN SAFE ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES.  
6. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES.  
7. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES.  
8. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES.  
9. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES.  
10. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES.

GENERAL SYMBOLS

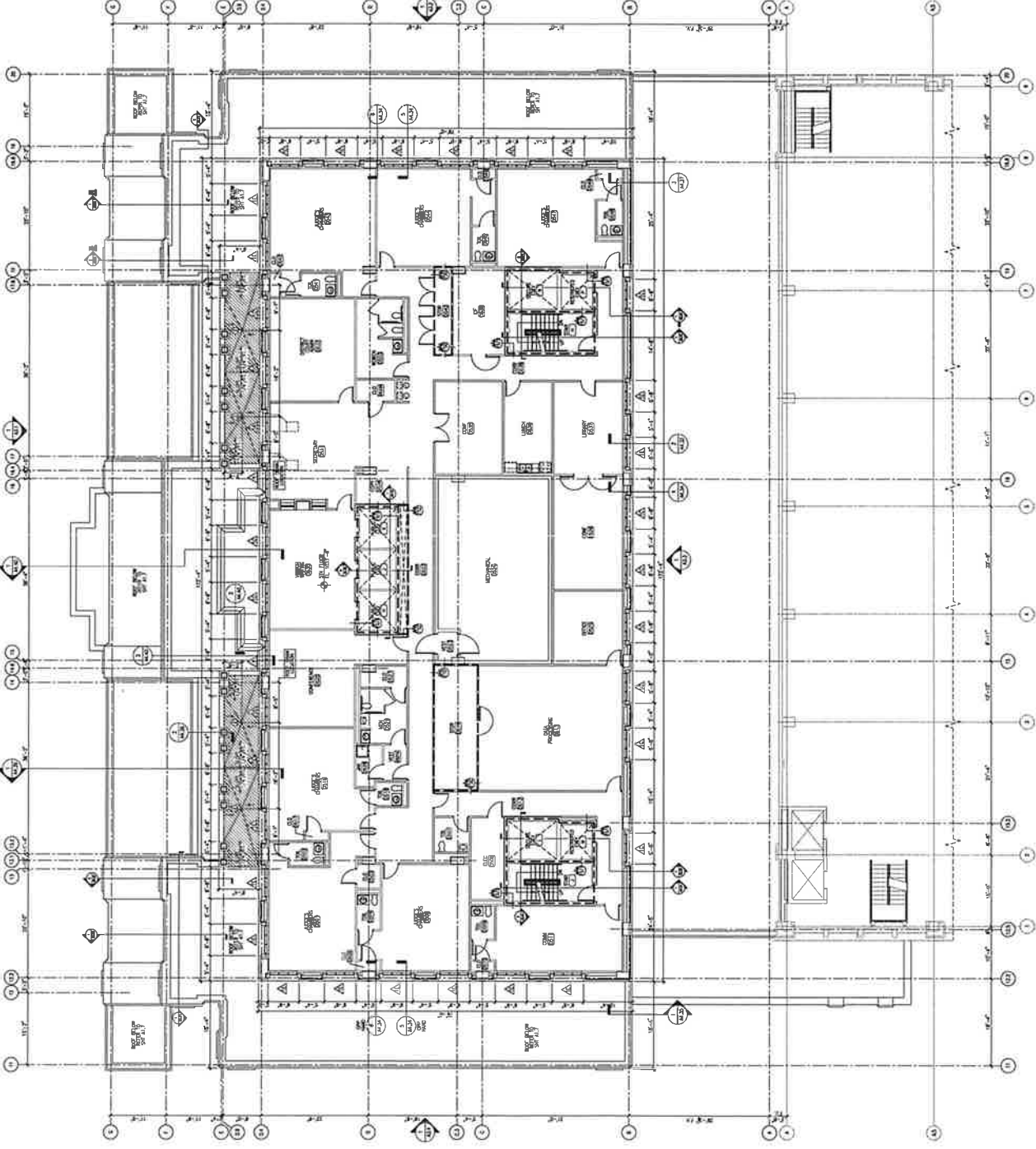
1. 1/4" = 1'-0" (SEE DETAIL 1)  
2. 1/4" = 1'-0" (SEE DETAIL 2)  
3. 1/4" = 1'-0" (SEE DETAIL 3)  
4. 1/4" = 1'-0" (SEE DETAIL 4)  
5. 1/4" = 1'-0" (SEE DETAIL 5)  
6. 1/4" = 1'-0" (SEE DETAIL 6)  
7. 1/4" = 1'-0" (SEE DETAIL 7)  
8. 1/4" = 1'-0" (SEE DETAIL 8)  
9. 1/4" = 1'-0" (SEE DETAIL 9)  
10. 1/4" = 1'-0" (SEE DETAIL 10)

KEY PLAN

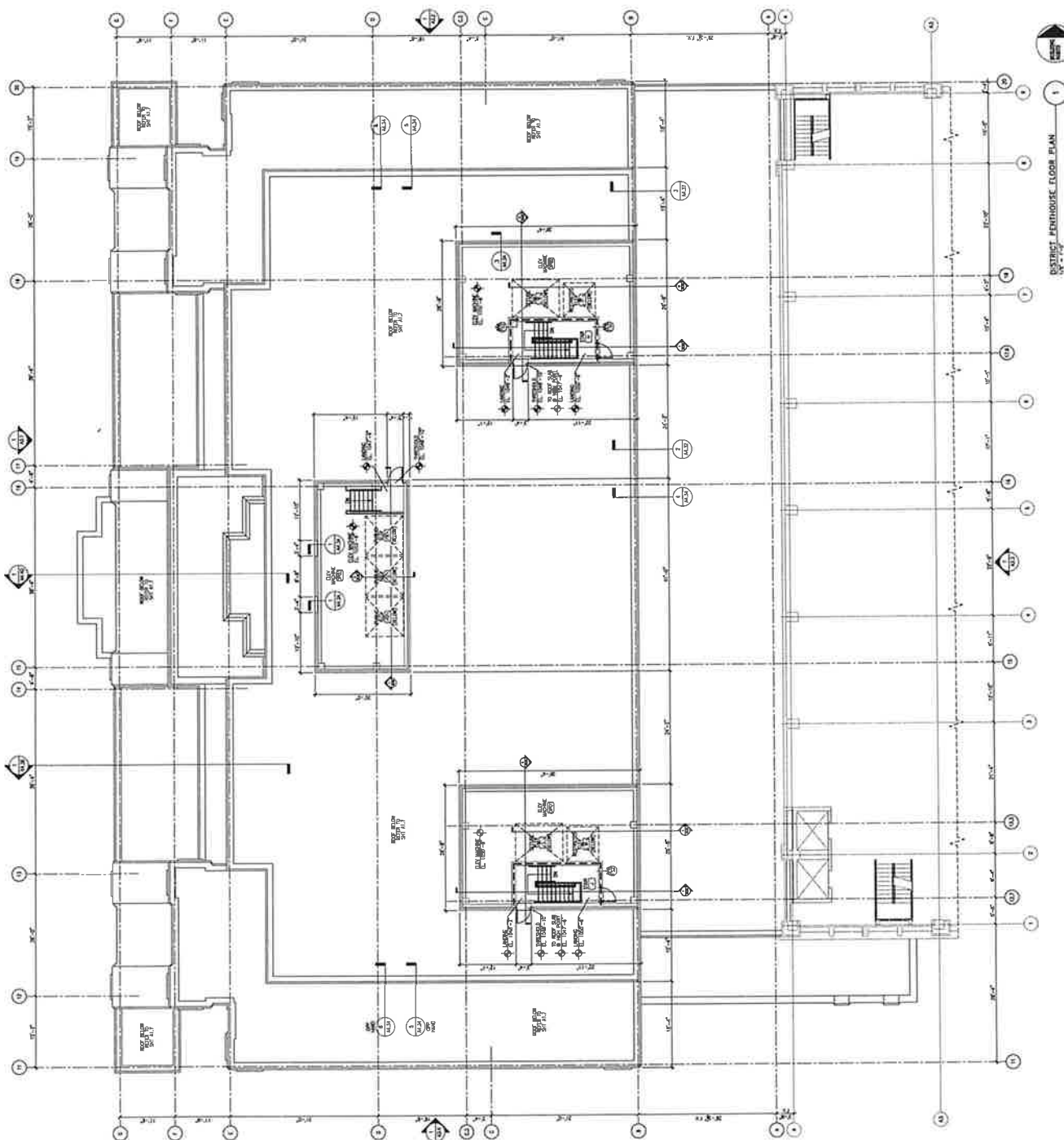


DISTRICT FIFTH FLOOR - COLUMN DETAIL SCHEDULE

COL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
COL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100



DISTRICT FIFTH FLOOR PLAN  
1/4" = 1'-0"



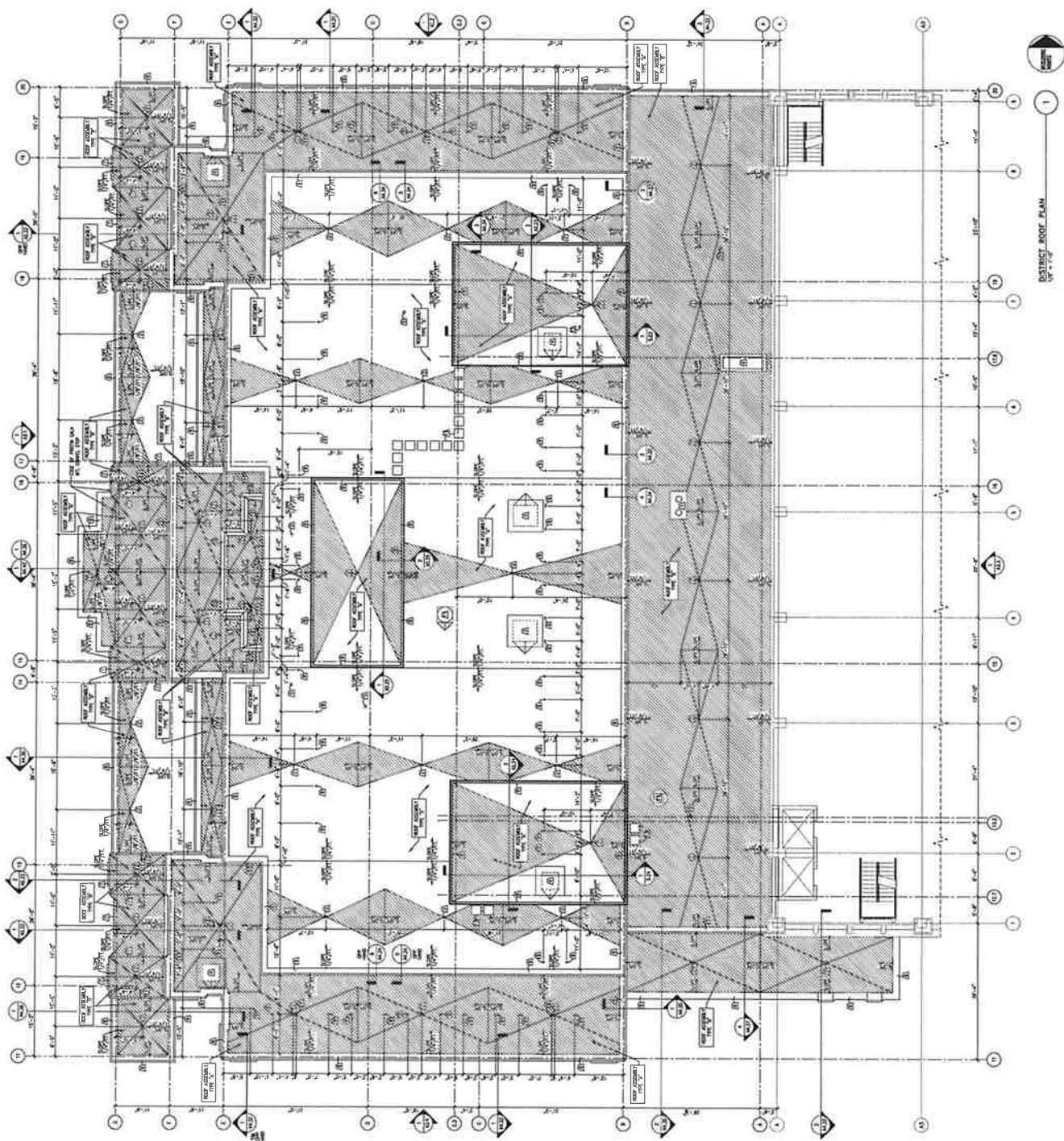
1  
DISTRICT PENTHOUSE FLOOR PLAN  
2' = 1'-0"

## KEY PLAN

## GENERAL SYMBOLS

GENERAL NOTES

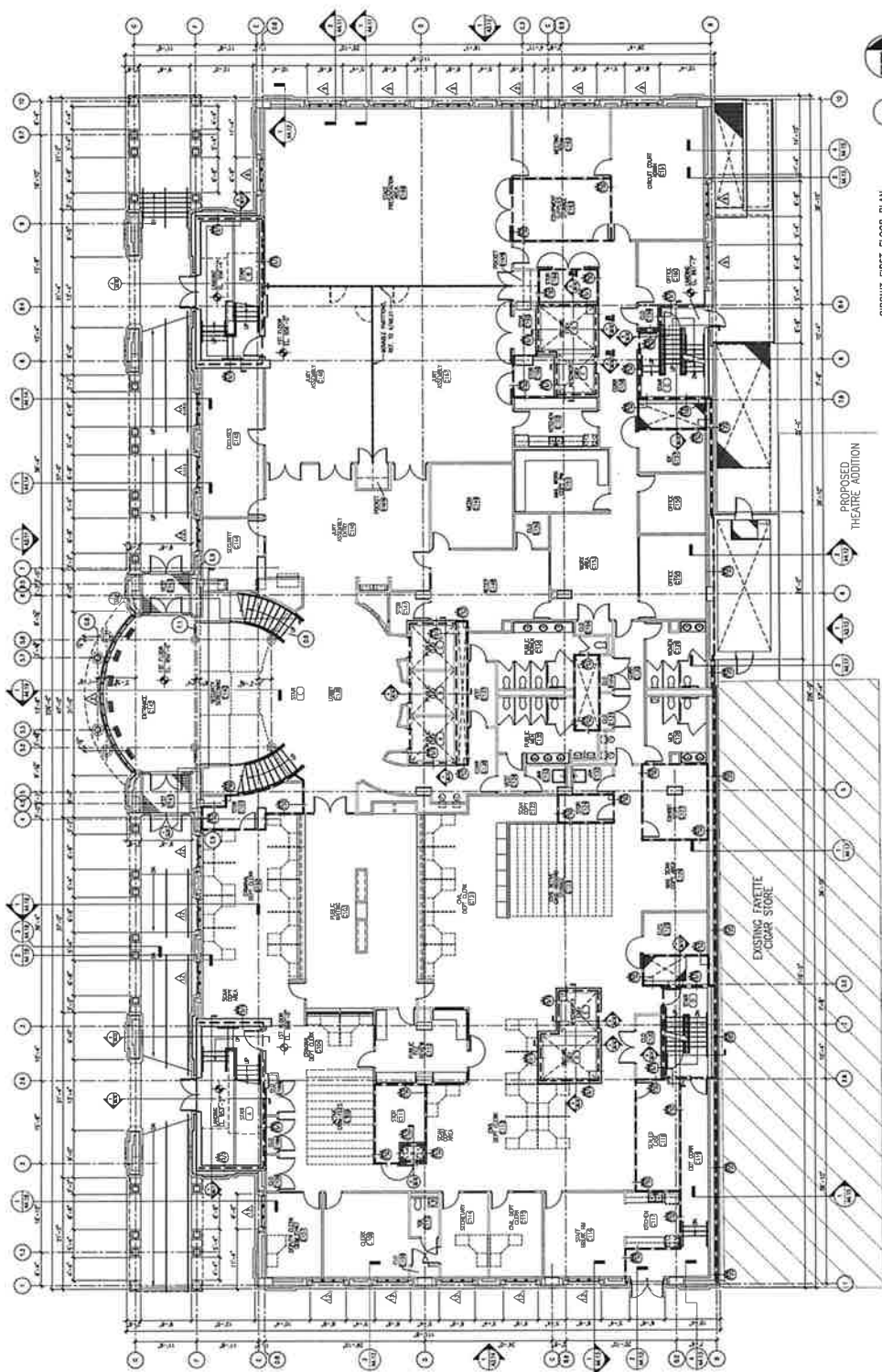




### DISTRICT ROOF PLAN

## △ ROOF KEYNOTES

- [illegible]



CIRCUIT FIRST FLOOR PLAN

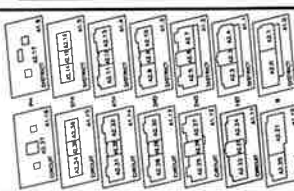
## GENERAL NOTES

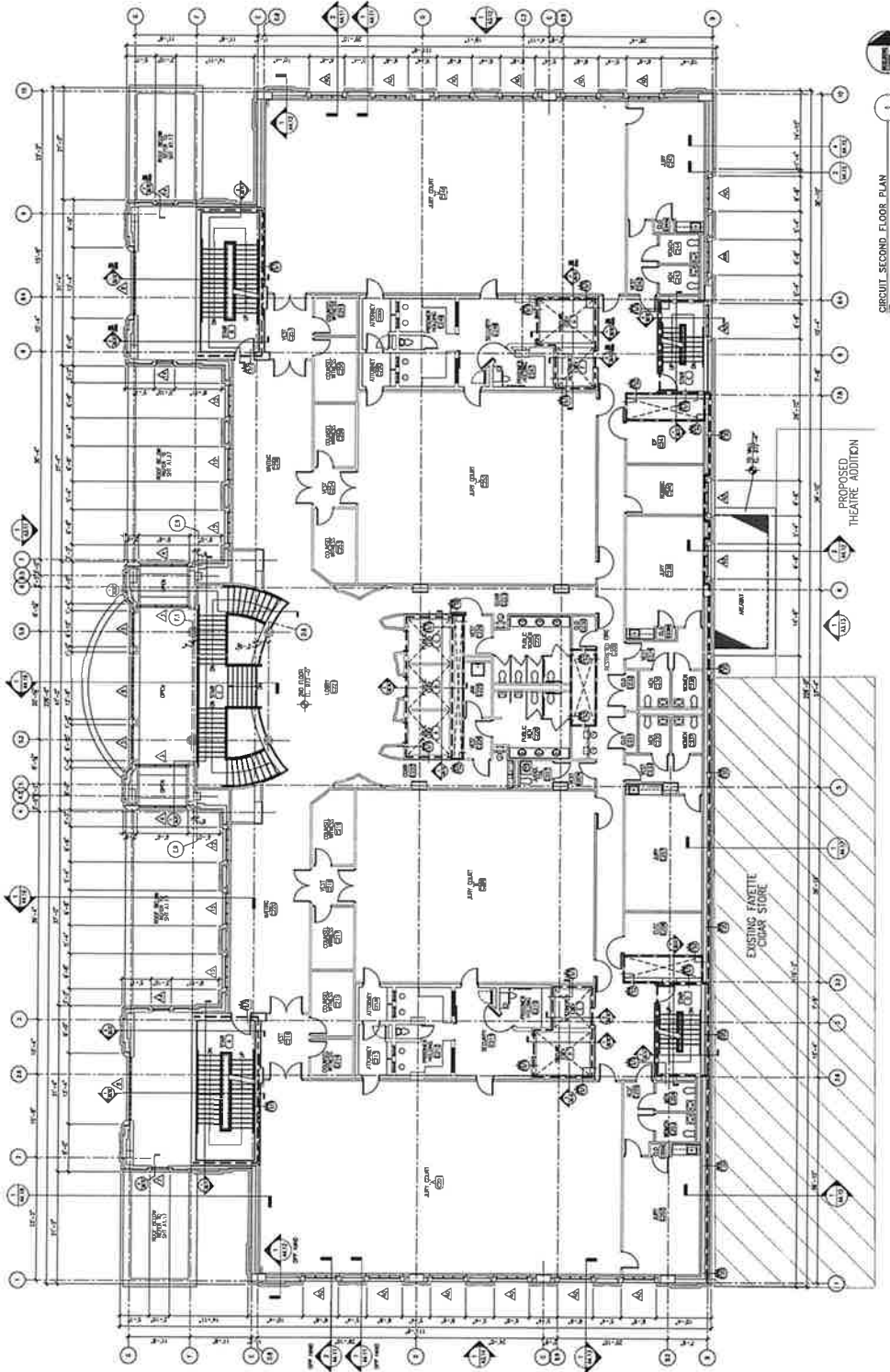
[illegible]

## GENERAL SYMBOLS

[illegible]

## KEY PLAN

[illegible]



CIRCUIT SECOND FLOOR PLAN

## GENERAL NOTES

IN THE CITY OF NEW YORK, in the County of New York, I, the undersigned, a Justice of the Peace for said County, do hereby certify that the within and foregoing is a true and correct copy of the original thereof, as the same appears from the records of said County.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said County, at New York, this 1st day of January, 1901.

JOHN J. HENRY, Justice of the Peace for the County of New York.

## GENERAL SYMBOLS

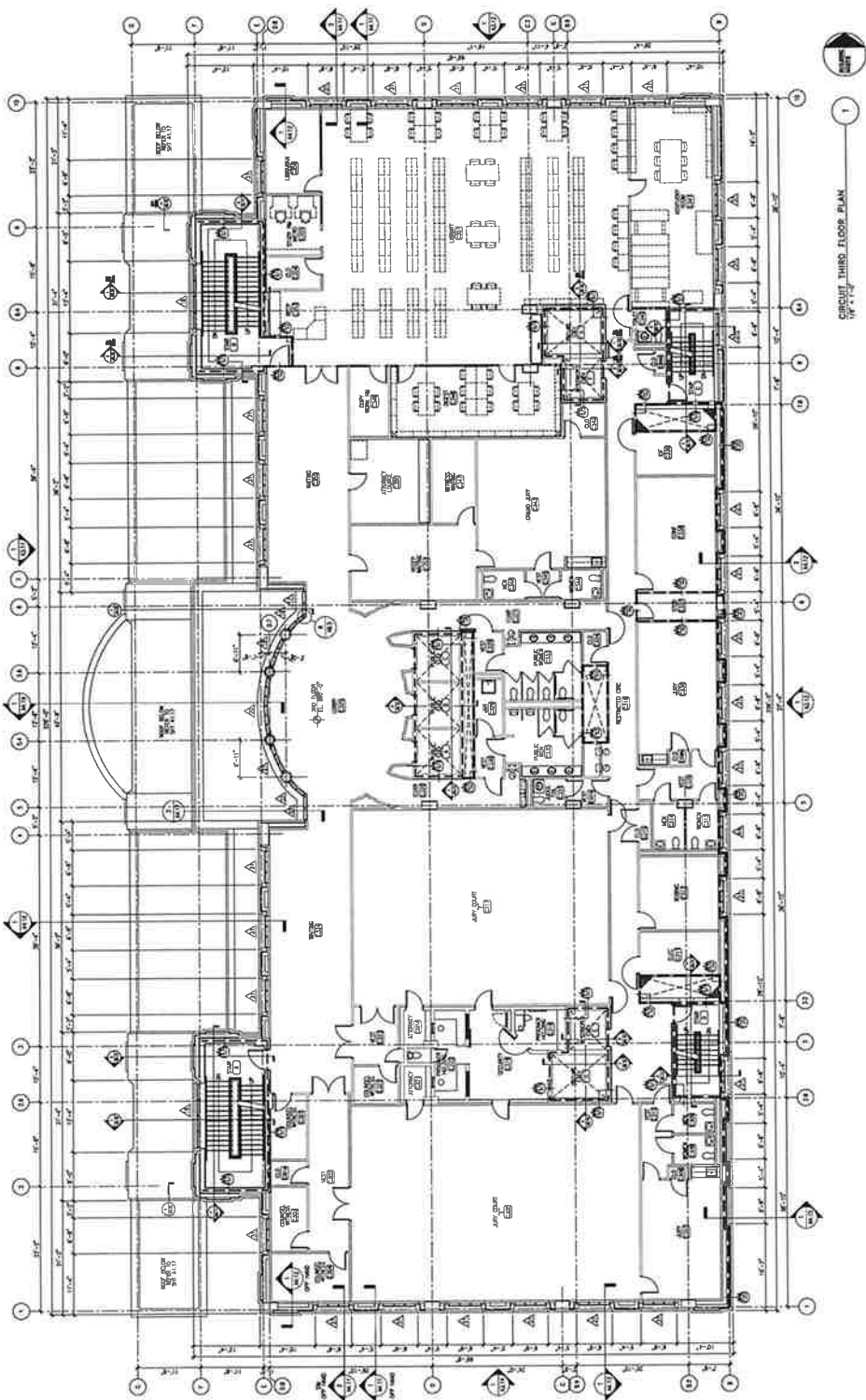
[illegible]

**KEY PLAN**

[illegible]

**CIRCUIT SECOND FLOOR — COLUMN DETAIL SCHEDULE**





## GENERAL NOTES

[illegible]

## GENERAL SYMBOLS

[illegible]

### KEY PLAN

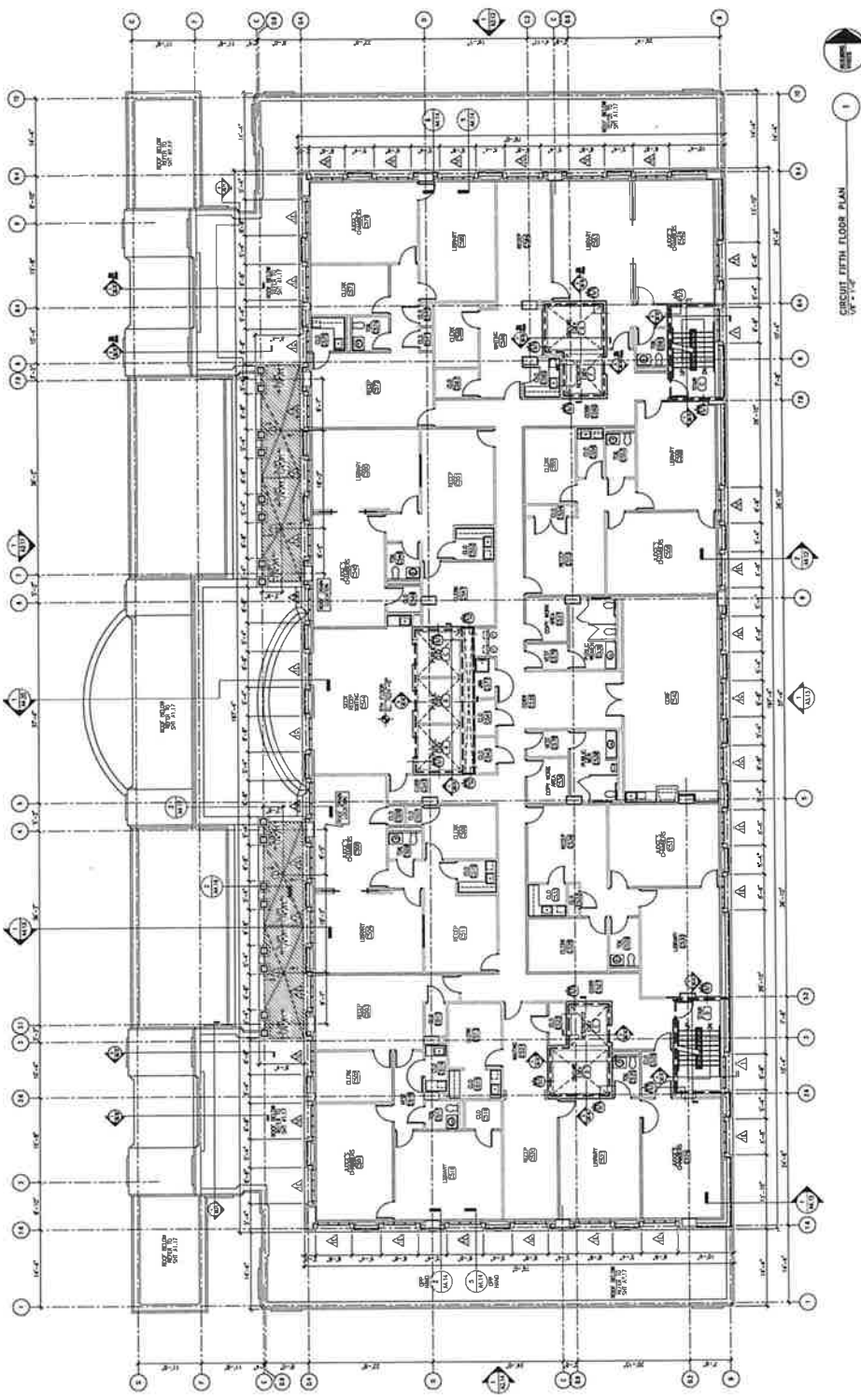
[illegible]

[illegible]

Figure 1 shows a 4x4 grid of 16 hand-drawn sketches of rectangular boxes. Each box contains a different arrangement of numbers and symbols. The boxes are labeled with "100%" in the top right corner. The numbers and symbols inside the boxes are:

Box	Top Left	Top Right	Bottom Left	Bottom Right
1	100%	100%	100%	100%
2	100%	100%	100%	100%
3	100%	100%	100%	100%
4	100%	100%	100%	100%
5	100%	100%	100%	100%
6	100%	100%	100%	100%
7	100%	100%	100%	100%
8	100%	100%	100%	100%
9	100%	100%	100%	100%
10	100%	100%	100%	100%
11	100%	100%	100%	100%
12	100%	100%	100%	100%
13	100%	100%	100%	100%
14	100%	100%	100%	100%
15	100%	100%	100%	100%
16	100%	100%	100%	100%

[illegible]



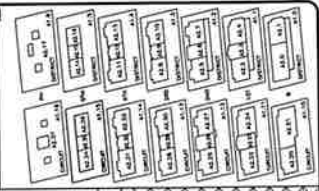
## GENERAL NOTES

[illegible]

## GENERAL SYMBOLS

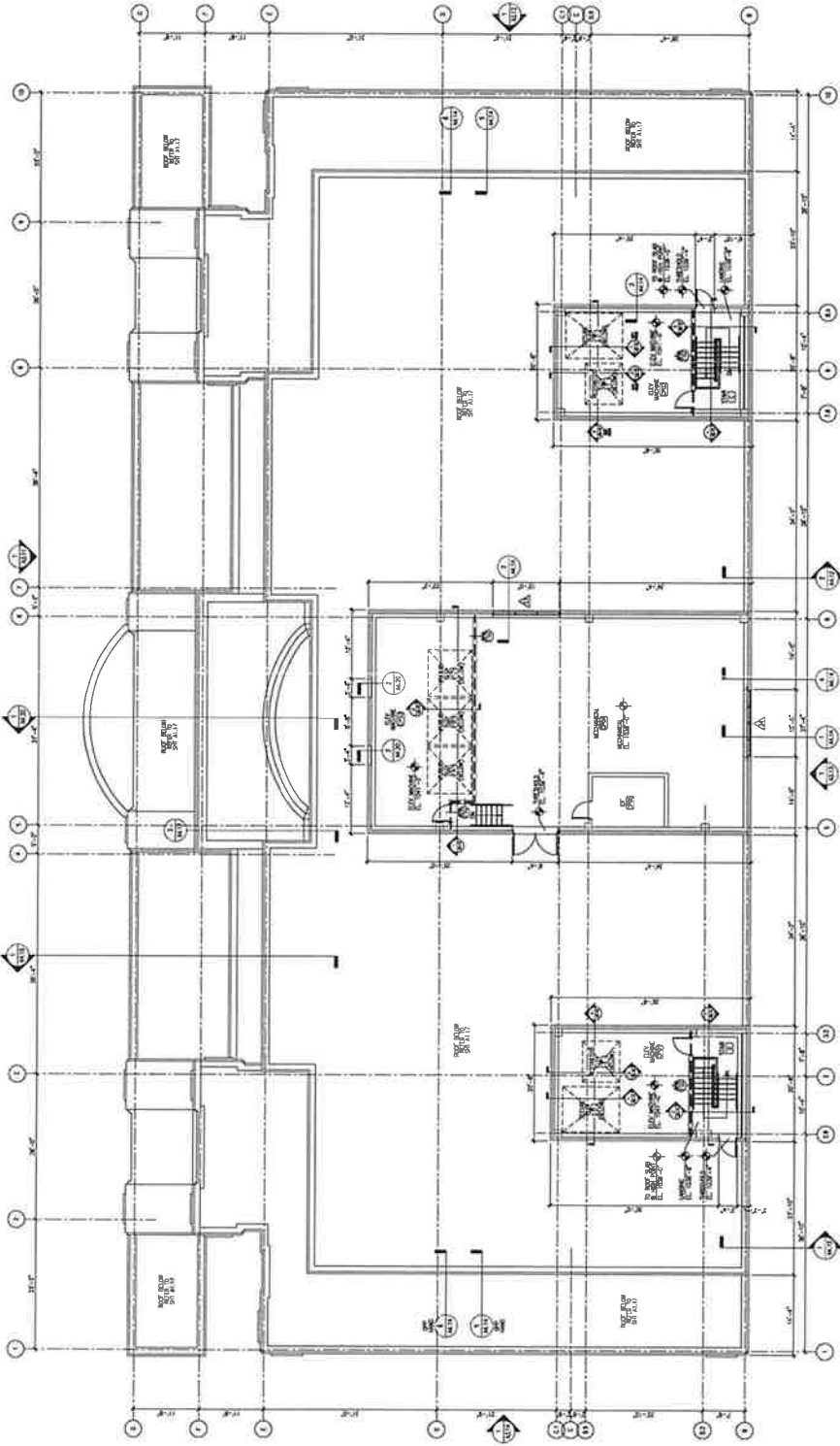
- [illegible]

## KEY PLAN



**CIRCUIT FIFTH FLOOR - COLUMN DETAIL SCHEDULE**

[illegible]



## GENERAL NOTES

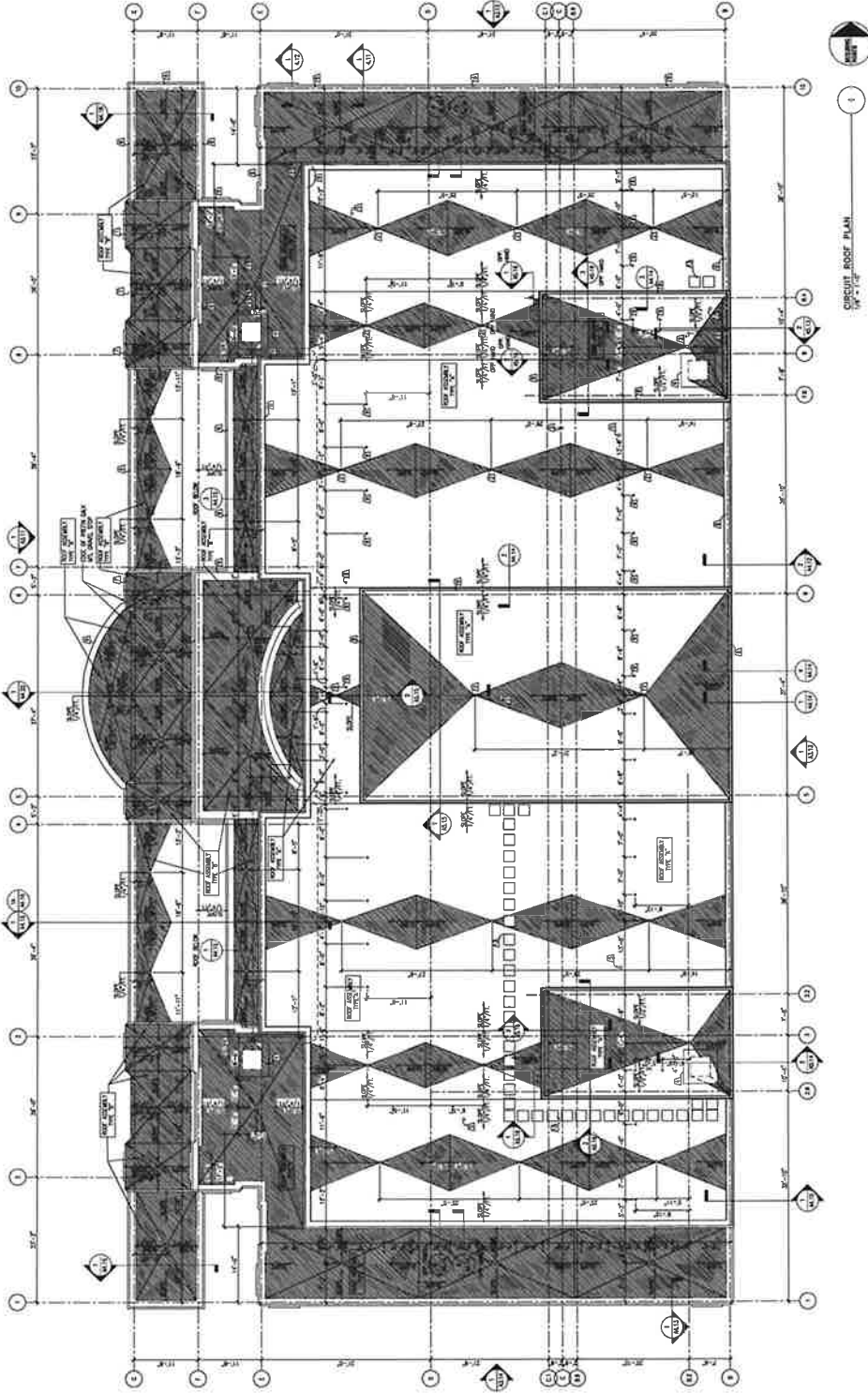
[illegible]

## GENERAL SYMBOLS

1. ☐ YES  
 2. ☐ NO  
 3. ☐ YES  
 4. ☐ NO  
 5. ☐ YES  
 6. ☐ NO  
 7. ☐ YES  
 8. ☐ NO  
 9. ☐ YES  
 10. ☐ NO  
 11. ☐ YES  
 12. ☐ NO  
 13. ☐ YES  
 14. ☐ NO  
 15. ☐ YES  
 16. ☐ NO  
 17. ☐ YES  
 18. ☐ NO  
 19. ☐ YES  
 20. ☐ NO  
 21. ☐ YES  
 22. ☐ NO  
 23. ☐ YES  
 24. ☐ NO  
 25. ☐ YES  
 26. ☐ NO  
 27. ☐ YES  
 28. ☐ NO  
 29. ☐ YES  
 30. ☐ NO  
 31. ☐ YES  
 32. ☐ NO  
 33. ☐ YES  
 34. ☐ NO  
 35. ☐ YES  
 36. ☐ NO  
 37. ☐ YES  
 38. ☐ NO  
 39. ☐ YES  
 40. ☐ NO  
 41. ☐ YES  
 42. ☐ NO  
 43. ☐ YES  
 44. ☐ NO  
 45. ☐ YES  
 46. ☐ NO  
 47. ☐ YES  
 48. ☐ NO  
 49. ☐ YES  
 50. ☐ NO  
 51. ☐ YES  
 52. ☐ NO  
 53. ☐ YES  
 54. ☐ NO  
 55. ☐ YES  
 56. ☐ NO  
 57. ☐ YES  
 58. ☐ NO  
 59. ☐ YES  
 60. ☐ NO  
 61. ☐ YES  
 62. ☐ NO  
 63. ☐ YES  
 64. ☐ NO  
 65. ☐ YES  
 66. ☐ NO  
 67. ☐ YES  
 68. ☐ NO  
 69. ☐ YES  
 70. ☐ NO  
 71. ☐ YES  
 72. ☐ NO  
 73. ☐ YES  
 74. ☐ NO  
 75. ☐ YES  
 76. ☐ NO  
 77. ☐ YES  
 78. ☐ NO  
 79. ☐ YES  
 80. ☐ NO  
 81. ☐ YES  
 82. ☐ NO  
 83. ☐ YES  
 84. ☐ NO  
 85. ☐ YES  
 86. ☐ NO  
 87. ☐ YES  
 88. ☐ NO  
 89. ☐ YES  
 90. ☐ NO  
 91. ☐ YES  
 92. ☐ NO  
 93. ☐ YES  
 94. ☐ NO  
 95. ☐ YES  
 96. ☐ NO  
 97. ☐ YES  
 98. ☐ NO  
 99. ☐ YES  
 100. ☐ NO

## KEY PLAN





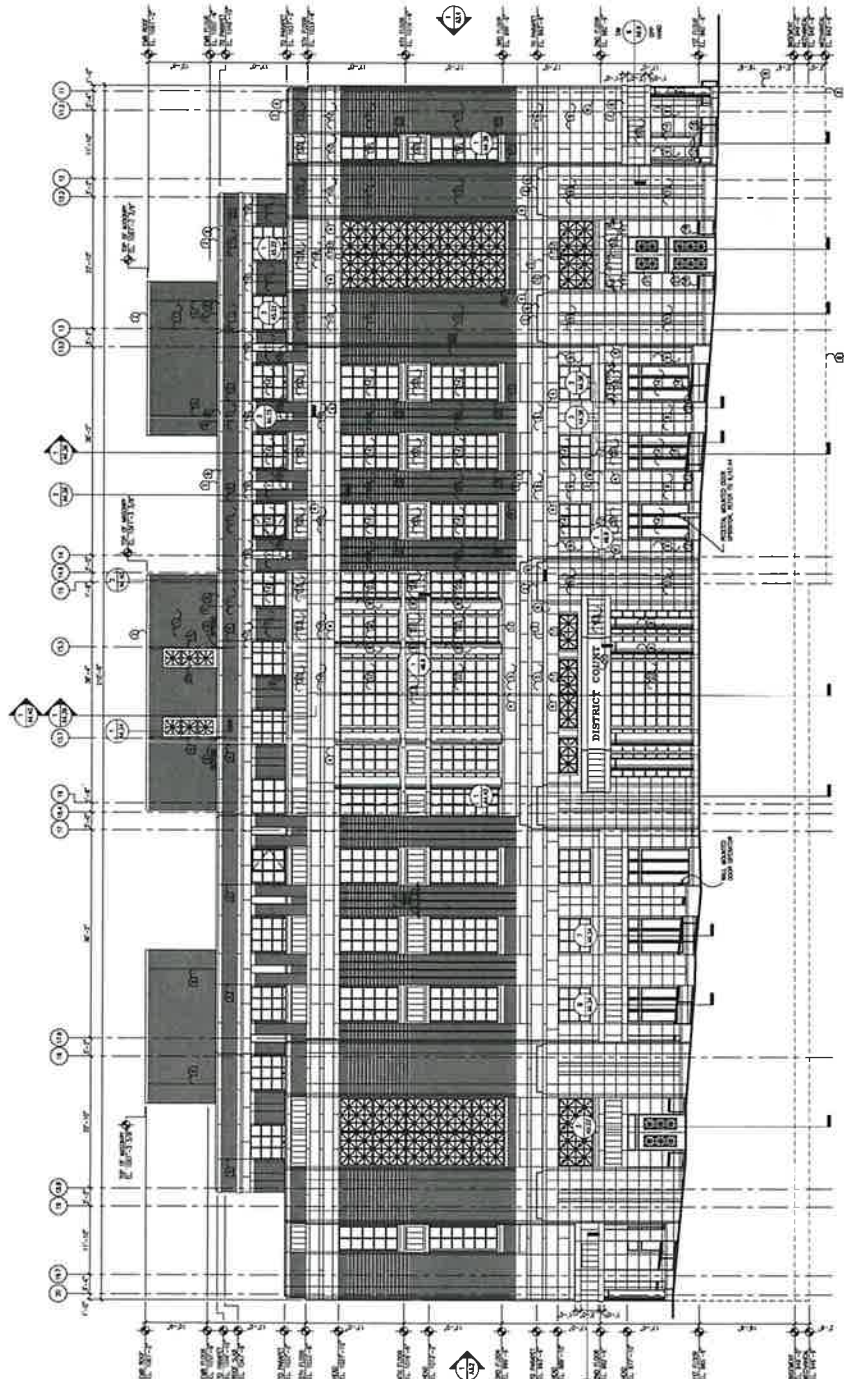
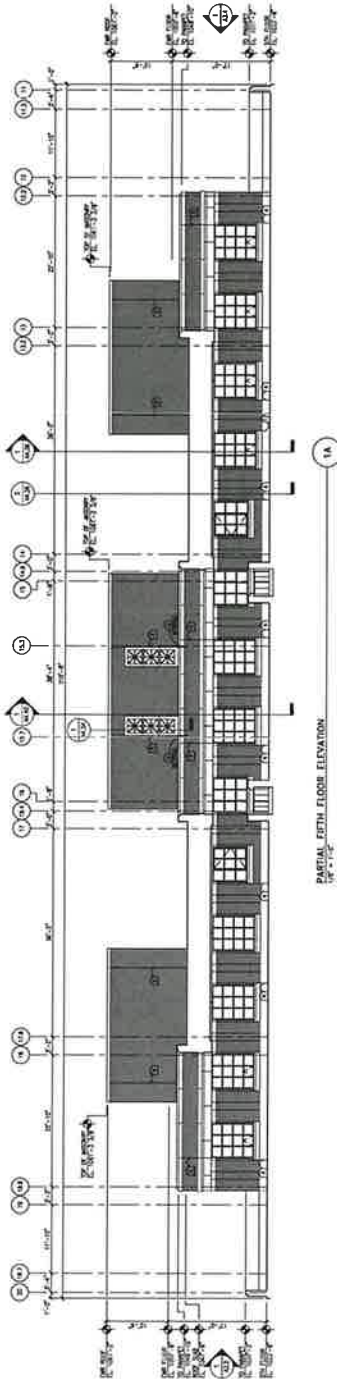
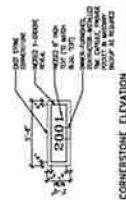
# ROOF KEYNOTES

1. ROOF FLOOR FINISH
2. ROOF FLOOR FINISH
3. ROOF FLOOR FINISH
4. ROOF FLOOR FINISH
5. ROOF FLOOR FINISH
6. ROOF FLOOR FINISH
7. ROOF FLOOR FINISH
8. ROOF FLOOR FINISH
9. ROOF FLOOR FINISH
10. ROOF FLOOR FINISH
11. ROOF FLOOR FINISH
12. ROOF FLOOR FINISH
13. ROOF FLOOR FINISH
14. ROOF FLOOR FINISH
15. ROOF FLOOR FINISH
16. ROOF FLOOR FINISH
17. ROOF FLOOR FINISH
18. ROOF FLOOR FINISH
19. ROOF FLOOR FINISH
20. ROOF FLOOR FINISH
21. ROOF FLOOR FINISH
22. ROOF FLOOR FINISH
23. ROOF FLOOR FINISH
24. ROOF FLOOR FINISH
25. ROOF FLOOR FINISH
26. ROOF FLOOR FINISH
27. ROOF FLOOR FINISH
28. ROOF FLOOR FINISH
29. ROOF FLOOR FINISH
30. ROOF FLOOR FINISH
31. ROOF FLOOR FINISH
32. ROOF FLOOR FINISH
33. ROOF FLOOR FINISH
34. ROOF FLOOR FINISH
35. ROOF FLOOR FINISH
36. ROOF FLOOR FINISH
37. ROOF FLOOR FINISH
38. ROOF FLOOR FINISH
39. ROOF FLOOR FINISH
40. ROOF FLOOR FINISH
41. ROOF FLOOR FINISH
42. ROOF FLOOR FINISH
43. ROOF FLOOR FINISH
44. ROOF FLOOR FINISH
45. ROOF FLOOR FINISH
46. ROOF FLOOR FINISH
47. ROOF FLOOR FINISH
48. ROOF FLOOR FINISH
49. ROOF FLOOR FINISH
50. ROOF FLOOR FINISH
51. ROOF FLOOR FINISH
52. ROOF FLOOR FINISH
53. ROOF FLOOR FINISH
54. ROOF FLOOR FINISH
55. ROOF FLOOR FINISH
56. ROOF FLOOR FINISH
57. ROOF FLOOR FINISH
58. ROOF FLOOR FINISH
59. ROOF FLOOR FINISH
60. ROOF FLOOR FINISH
61. ROOF FLOOR FINISH
62. ROOF FLOOR FINISH
63. ROOF FLOOR FINISH
64. ROOF FLOOR FINISH
65. ROOF FLOOR FINISH
66. ROOF FLOOR FINISH
67. ROOF FLOOR FINISH
68. ROOF FLOOR FINISH
69. ROOF FLOOR FINISH
70. ROOF FLOOR FINISH
71. ROOF FLOOR FINISH
72. ROOF FLOOR FINISH
73. ROOF FLOOR FINISH
74. ROOF FLOOR FINISH
75. ROOF FLOOR FINISH
76. ROOF FLOOR FINISH
77. ROOF FLOOR FINISH
78. ROOF FLOOR FINISH
79. ROOF FLOOR FINISH
80. ROOF FLOOR FINISH
81. ROOF FLOOR FINISH
82. ROOF FLOOR FINISH
83. ROOF FLOOR FINISH
84. ROOF FLOOR FINISH
85. ROOF FLOOR FINISH
86. ROOF FLOOR FINISH
87. ROOF FLOOR FINISH
88. ROOF FLOOR FINISH
89. ROOF FLOOR FINISH
90. ROOF FLOOR FINISH
91. ROOF FLOOR FINISH
92. ROOF FLOOR FINISH
93. ROOF FLOOR FINISH
94. ROOF FLOOR FINISH
95. ROOF FLOOR FINISH
96. ROOF FLOOR FINISH
97. ROOF FLOOR FINISH
98. ROOF FLOOR FINISH
99. ROOF FLOOR FINISH
100. ROOF FLOOR FINISH

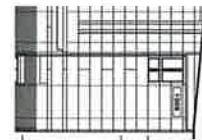


BUILDING ELEVATION  
KEYNOTES[illegible]

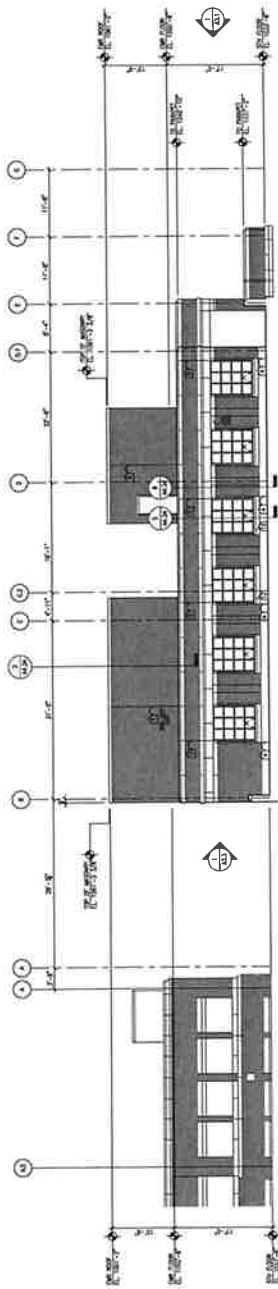
GENERAL NOTES

[illegible]DISTRICT COURT BUILDING - WEST ELEVATION  
 1/2" = 1'-0"

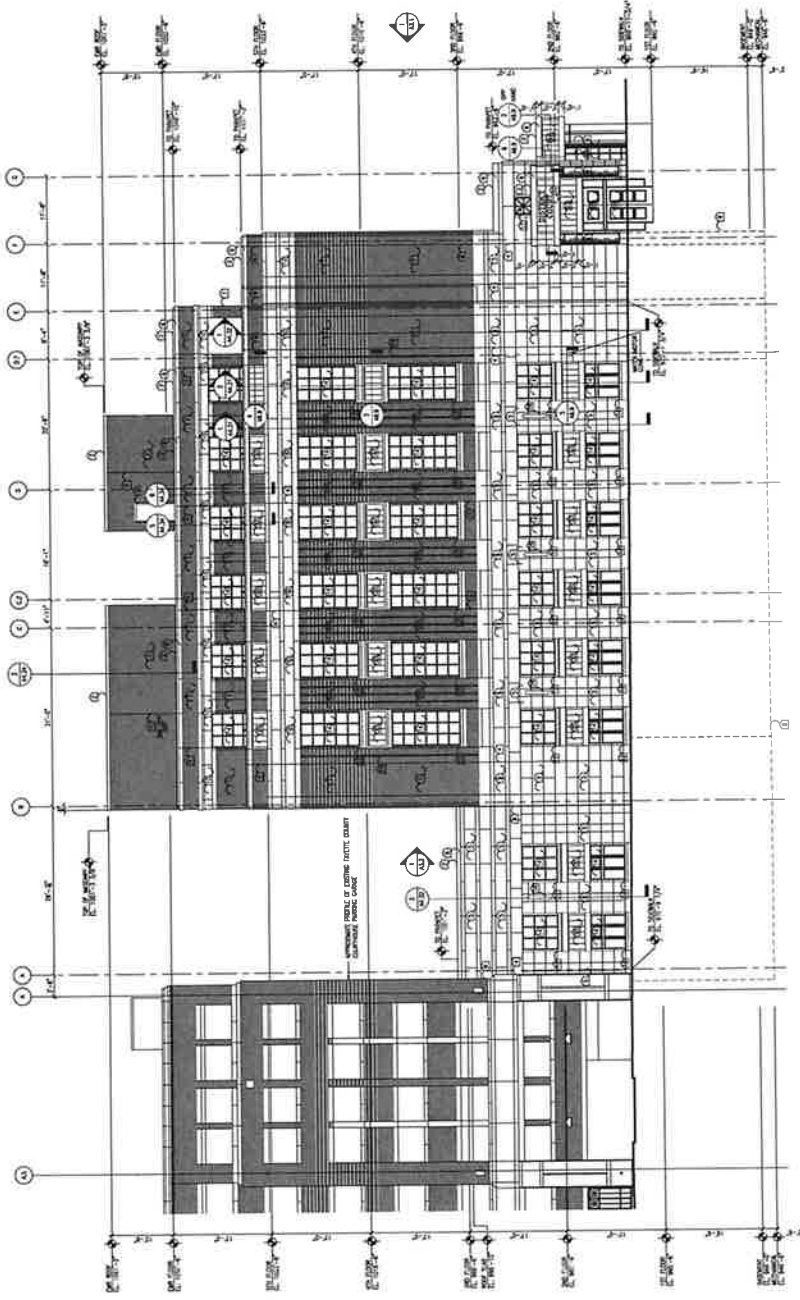
CORNERSTONE ELEVATION



DISTRICT COURT BUILDING



PARTIAL FIFTH FLOOR ELEVATION



DISTRICT COURT BUILDING - NORTH ELEVATION

BUILDING ELEVATION  
KEYNOTES

- 1. SEE FIRST FLOOR ELEVATION FOR KEYNOTES.
- 2. SEE SECOND FLOOR ELEVATION FOR KEYNOTES.
- 3. SEE THIRD FLOOR ELEVATION FOR KEYNOTES.
- 4. SEE FOURTH FLOOR ELEVATION FOR KEYNOTES.
- 5. SEE FIFTH FLOOR ELEVATION FOR KEYNOTES.
- 6. SEE SIXTH FLOOR ELEVATION FOR KEYNOTES.
- 7. SEE SEVENTH FLOOR ELEVATION FOR KEYNOTES.
- 8. SEE EIGHTH FLOOR ELEVATION FOR KEYNOTES.
- 9. SEE NINTH FLOOR ELEVATION FOR KEYNOTES.
- 10. SEE TENTH FLOOR ELEVATION FOR KEYNOTES.
- 11. SEE ELEVENTH FLOOR ELEVATION FOR KEYNOTES.
- 12. SEE TWELFTH FLOOR ELEVATION FOR KEYNOTES.
- 13. SEE THIRTEENTH FLOOR ELEVATION FOR KEYNOTES.
- 14. SEE FOURTEENTH FLOOR ELEVATION FOR KEYNOTES.
- 15. SEE FIFTEENTH FLOOR ELEVATION FOR KEYNOTES.
- 16. SEE SIXTEENTH FLOOR ELEVATION FOR KEYNOTES.
- 17. SEE SEVENTEENTH FLOOR ELEVATION FOR KEYNOTES.
- 18. SEE EIGHTEENTH FLOOR ELEVATION FOR KEYNOTES.
- 19. SEE NINETEENTH FLOOR ELEVATION FOR KEYNOTES.
- 20. SEE TWENTIETH FLOOR ELEVATION FOR KEYNOTES.

GENERAL NOTES

1. SEE FIRST FLOOR ELEVATION FOR KEYNOTES.

2. SEE SECOND FLOOR ELEVATION FOR KEYNOTES.

3. SEE THIRD FLOOR ELEVATION FOR KEYNOTES.

4. SEE FOURTH FLOOR ELEVATION FOR KEYNOTES.

5. SEE FIFTH FLOOR ELEVATION FOR KEYNOTES.

6. SEE SIXTH FLOOR ELEVATION FOR KEYNOTES.

7. SEE SEVENTH FLOOR ELEVATION FOR KEYNOTES.

8. SEE EIGHTH FLOOR ELEVATION FOR KEYNOTES.

9. SEE NINTH FLOOR ELEVATION FOR KEYNOTES.

10. SEE TENTH FLOOR ELEVATION FOR KEYNOTES.

11. SEE ELEVENTH FLOOR ELEVATION FOR KEYNOTES.

12. SEE TWELFTH FLOOR ELEVATION FOR KEYNOTES.

13. SEE THIRTEENTH FLOOR ELEVATION FOR KEYNOTES.

14. SEE FOURTEENTH FLOOR ELEVATION FOR KEYNOTES.

15. SEE FIFTEENTH FLOOR ELEVATION FOR KEYNOTES.

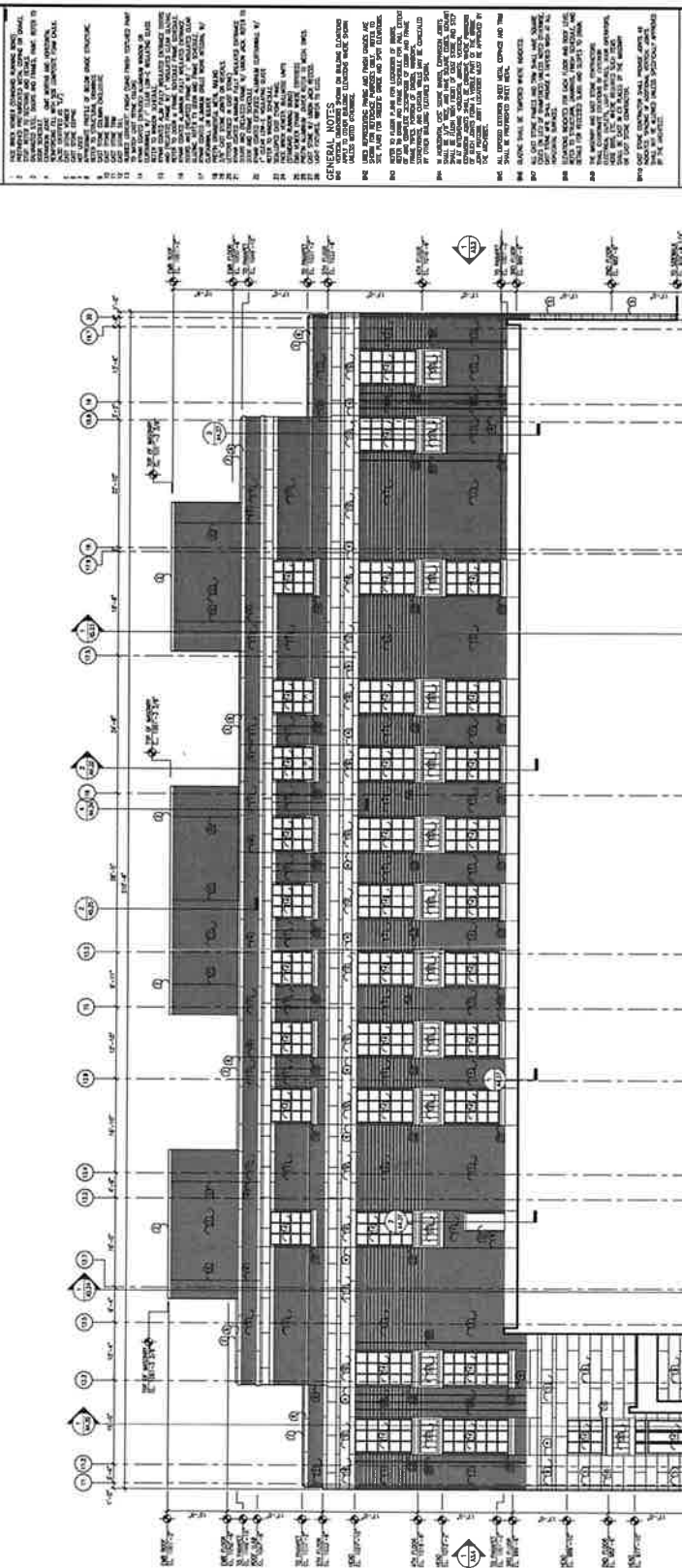
16. SEE SIXTEENTH FLOOR ELEVATION FOR KEYNOTES.

17. SEE SEVENTEENTH FLOOR ELEVATION FOR KEYNOTES.

18. SEE EIGHTEENTH FLOOR ELEVATION FOR KEYNOTES.

19. SEE NINETEENTH FLOOR ELEVATION FOR KEYNOTES.

20. SEE TWENTIETH FLOOR ELEVATION FOR KEYNOTES.

BUILDING ELEVATION  
KEYNOTES

## GENERAL NOTES

- [illegible]

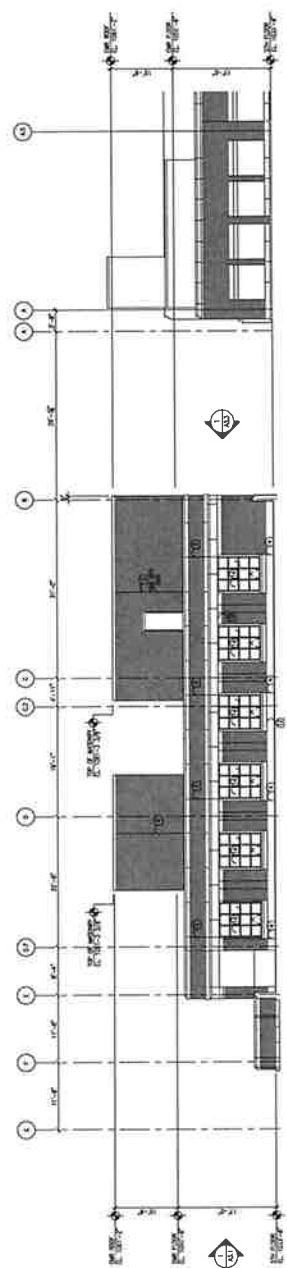


BUILDING ELEVATION  
KEYNOTES

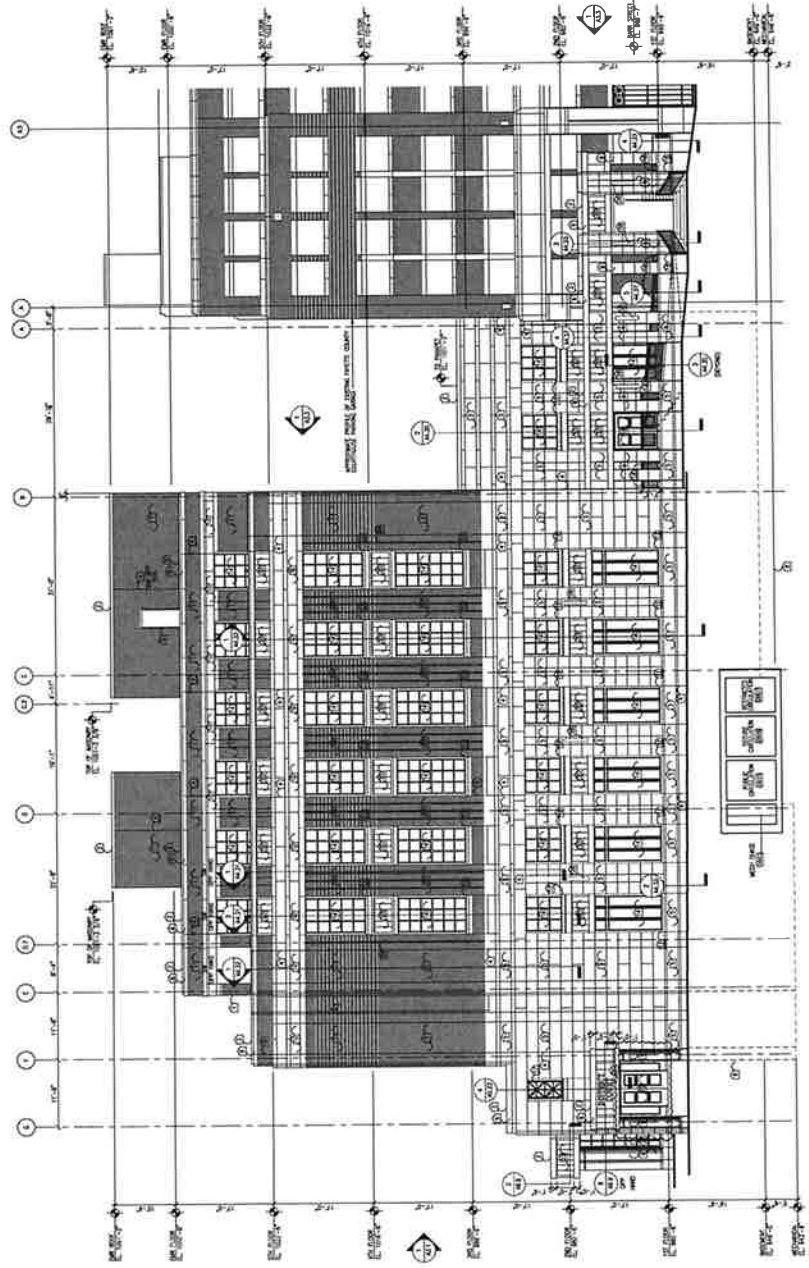
- |     |   |
|-----|---|
| 1   | 1. ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. |
| 2   | 2. DATE OF REVIEW: 01/01/2001   |
| 3   | 3. REVIEWED BY: [REDACTED]  |
| 4   | 4. REVIEWED BY: [REDACTED]  |
| 5   | 5. REVIEWED BY: [REDACTED]  |
| 6   | 6. REVIEWED BY: [REDACTED]  |
| 7   | 7. REVIEWED BY: [REDACTED]  |
| 8   | 8. REVIEWED BY: [REDACTED]  |
| 9   | 9. REVIEWED BY: [REDACTED]  |
| 10  | 10. REVIEWED BY: [REDACTED]   |
| 11  | 11. REVIEWED BY: [REDACTED]   |
| 12  | 12. REVIEWED BY: [REDACTED]   |
| 13  | 13. REVIEWED BY: [REDACTED]   |
| 14  | 14. REVIEWED BY: [REDACTED]   |
| 15  | 15. REVIEWED BY: [REDACTED]   |
| 16  | 16. REVIEWED BY: [REDACTED]   |
| 17  | 17. REVIEWED BY: [REDACTED]   |
| 18  | 18. REVIEWED BY: [REDACTED]   |
| 19  | 19. REVIEWED BY: [REDACTED]   |
| 20  | 20. REVIEWED BY: [REDACTED]   |
| 21  | 21. REVIEWED BY: [REDACTED]   |
| 22  | 22. REVIEWED BY: [REDACTED]   |
| 23  | 23. REVIEWED BY: [REDACTED]   |
| 24  | 24. REVIEWED BY: [REDACTED]   |
| 25  | 25. REVIEWED BY: [REDACTED]   |
| 26  | 26. REVIEWED BY: [REDACTED]   |
| 27  | 27. REVIEWED BY: [REDACTED]   |
| 28  | 28. REVIEWED BY: [REDACTED]   |
| 29  | 29. REVIEWED BY: [REDACTED]   |
| 30  | 30. REVIEWED BY: [REDACTED]   |
| 31  | 31. REVIEWED BY: [REDACTED]   |
| 32  | 32. REVIEWED BY: [REDACTED]   |
| 33  | 33. REVIEWED BY: [REDACTED]   |
| 34  | 34. REVIEWED BY: [REDACTED]   |
| 35  | 35. REVIEWED BY: [REDACTED]   |
| 36  | 36. REVIEWED BY: [REDACTED]   |
| 37  | 37. REVIEWED BY: [REDACTED]   |
| 38  | 38. REVIEWED BY: [REDACTED]   |
| 39  | 39. REVIEWED BY: [REDACTED]   |
| 40  | 40. REVIEWED BY: [REDACTED]   |
| 41  | 41. REVIEWED BY: [REDACTED]   |
| 42  | 42. REVIEWED BY: [REDACTED]   |
| 43  | 43. REVIEWED BY: [REDACTED]   |
| 44  | 44. REVIEWED BY: [REDACTED]   |
| 45  | 45. REVIEWED BY: [REDACTED]   |
| 46  | 46. REVIEWED BY: [REDACTED]   |
| 47  | 47. REVIEWED BY: [REDACTED]   |
| 48  | 48. REVIEWED BY: [REDACTED]   |
| 49  | 49. REVIEWED BY: [REDACTED]   |
| 50  | 50. REVIEWED BY: [REDACTED]   |
| 51  | 51. REVIEWED BY: [REDACTED]   |
| 52  | 52. REVIEWED BY: [REDACTED]   |
| 53  | 53. REVIEWED BY: [REDACTED]   |
| 54  | 54. REVIEWED BY: [REDACTED]   |
| 55  | 55. REVIEWED BY: [REDACTED]   |
| 56  | 56. REVIEWED BY: [REDACTED]   |
| 57  | 57. REVIEWED BY: [REDACTED]   |
| 58  | 58. REVIEWED BY: [REDACTED]   |
| 59  | 59. REVIEWED BY: [REDACTED]   |
| 60  | 60. REVIEWED BY: [REDACTED]   |
| 61  | 61. REVIEWED BY: [REDACTED]   |
| 62  | 62. REVIEWED BY: [REDACTED]   |
| 63  | 63. REVIEWED BY: [REDACTED]   |
| 64  | 64. REVIEWED BY: [REDACTED]   |
| 65  | 65. REVIEWED BY: [REDACTED]   |
| 66  | 66. REVIEWED BY: [REDACTED]   |
| 67  | 67. REVIEWED BY: [REDACTED]   |
| 68  | 68. REVIEWED BY: [REDACTED]   |
| 69  | 69. REVIEWED BY: [REDACTED]   |
| 70  | 70. REVIEWED BY: [REDACTED]   |
| 71  | 71. REVIEWED BY: [REDACTED]   |
| 72  | 72. REVIEWED BY: [REDACTED]   |
| 73  | 73. REVIEWED BY: [REDACTED]   |
| 74  | 74. REVIEWED BY: [REDACTED]   |
| 75  | 75. REVIEWED BY: [REDACTED]   |
| 76  | 76. REVIEWED BY: [REDACTED]   |
| 77  | 77. REVIEWED BY: [REDACTED]   |
| 78  | 78. REVIEWED BY: [REDACTED]   |
| 79  | 79. REVIEWED BY: [REDACTED]   |
| 80  | 80. REVIEWED BY: [REDACTED]   |
| 81  | 81. REVIEWED BY: [REDACTED]   |
| 82  | 82. REVIEWED BY: [REDACTED]   |
| 83  | 83. REVIEWED BY: [REDACTED]   |
| 84  | 84. REVIEWED BY: [REDACTED]   |
| 85  | 85. REVIEWED BY: [REDACTED]   |
| 86  | 86. REVIEWED BY: [REDACTED]   |
| 87  | 87. REVIEWED BY: [REDACTED]   |
| 88  | 88. REVIEWED BY: [REDACTED]   |
| 89  | 89. REVIEWED BY: [REDACTED]   |
| 90  | 90. REVIEWED BY: [REDACTED]   |
| 91  | 91. REVIEWED BY: [REDACTED]   |
| 92  | 92. REVIEWED BY: [REDACTED]   |
| 93  | 93. REVIEWED BY: [REDACTED]   |
| 94  | 94. REVIEWED BY: [REDACTED]   |
| 95  | 95. REVIEWED BY: [REDACTED]   |
| 96  | 96. REVIEWED BY: [REDACTED]   |
| 97  | 97. REVIEWED BY: [REDACTED]   |
| 98  | 98. REVIEWED BY: [REDACTED]   |
| 99  | 99. REVIEWED BY: [REDACTED]   |
| 100 | 100. REVIEWED BY: [REDACTED]  |

## GENERAL NOTES

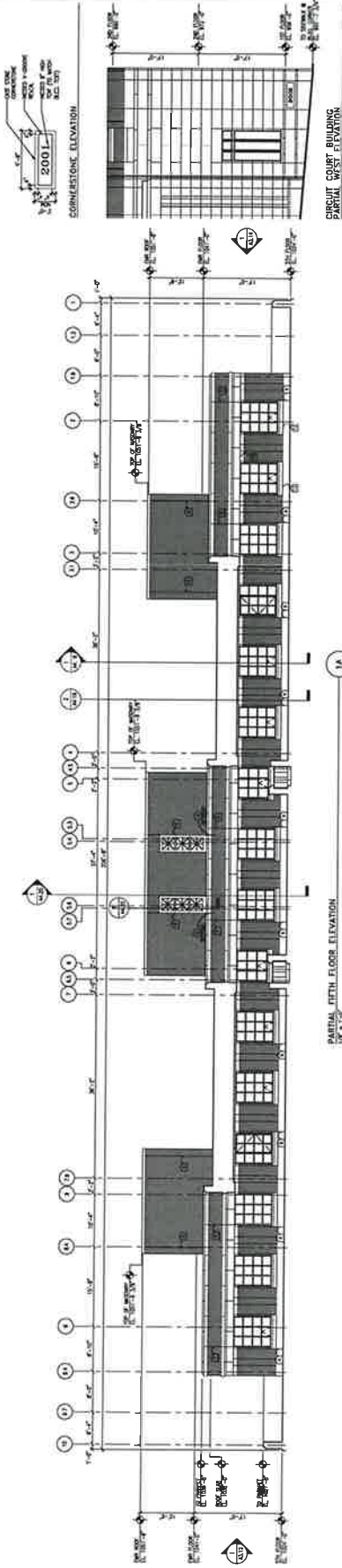
- [illegible]



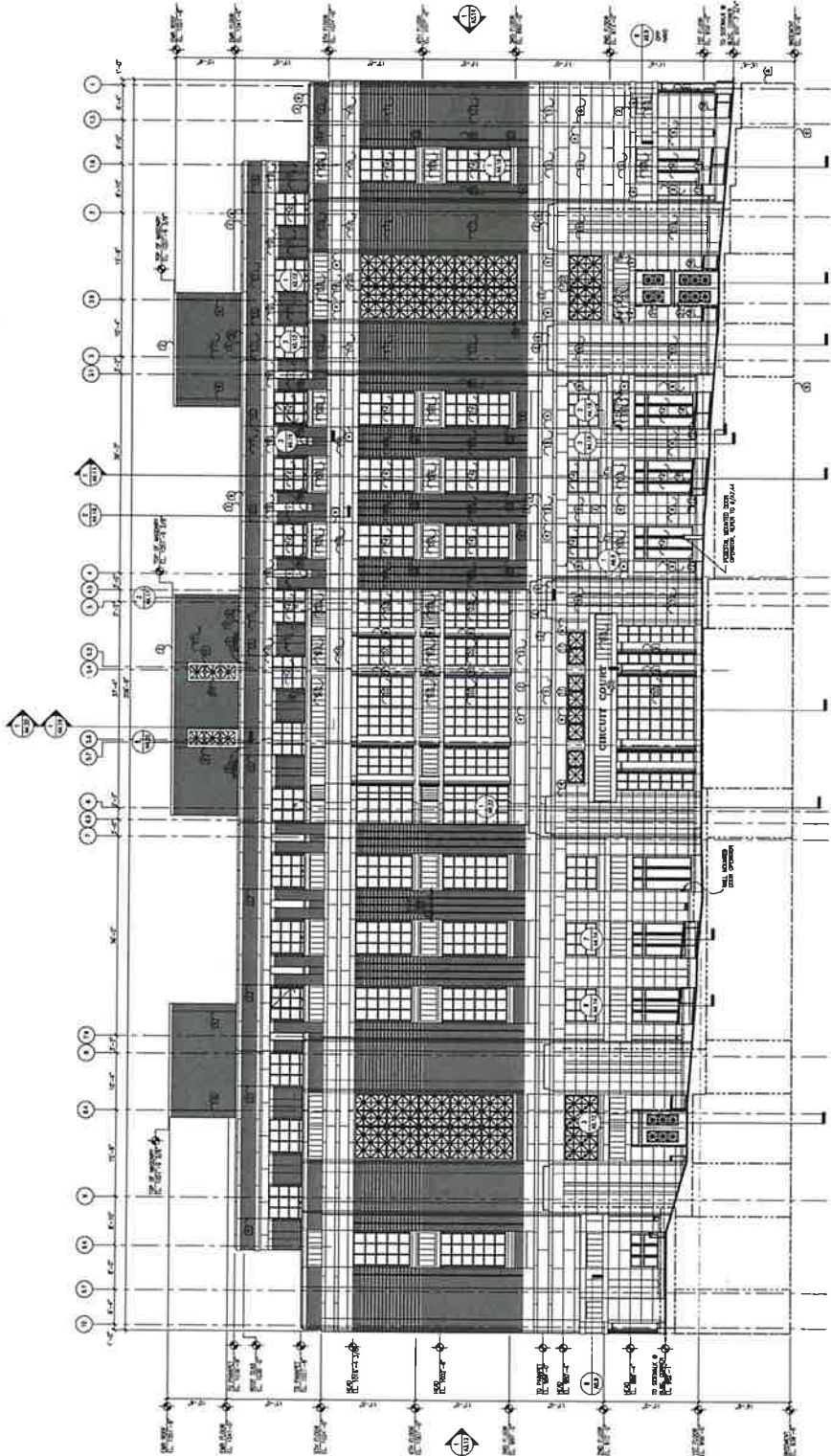
PARTIAL FIFTH FLOOR ELEVATION



DISTRICT COURT BUILDING - SOUTH ELEVATION



CIRCUIT COURT BUILDING  
PARTIAL WEST ELEVATION



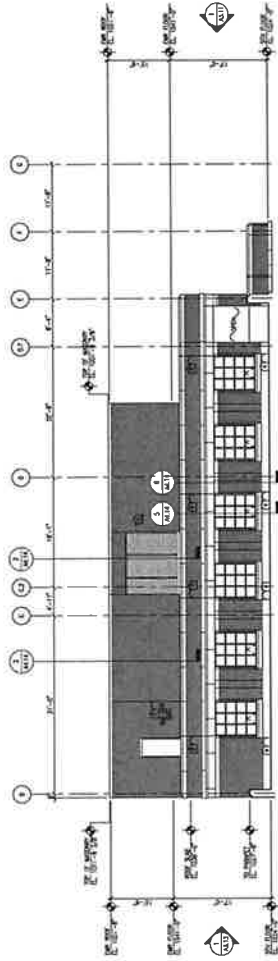
**CIRCUIT COURT BUILDING - WEST ELEVATION**  
1/8" = 1'-0"

BUILDING ELEVATION  
KEYNOTES

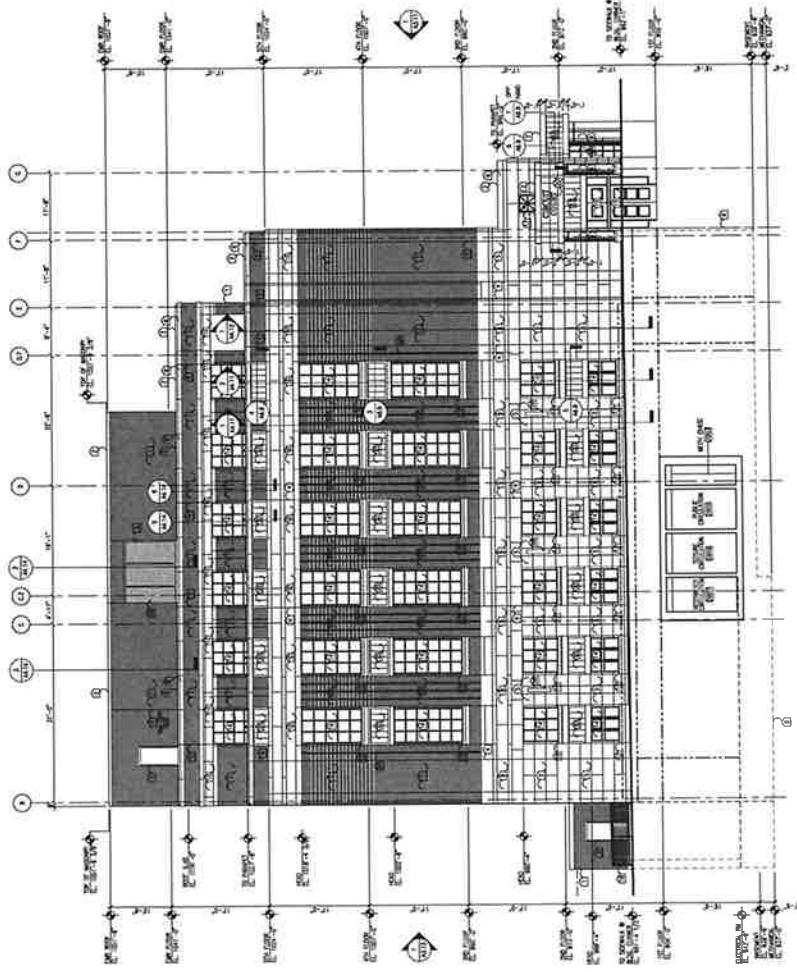
- 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1

## GENERAL NOTES

- [illegible]



PARTIAL FIFTH FLOOR ELEVATION  
1A



CIRCUIT COURT BUILDING - NORTH ELEVATION  
(N = 1.42)

BUILDING ELEVATION  
 KEYNOTES

- [illegible]

## GENERAL NOTES

- [illegible]

## GENERAL NOTES

- [illegible]



⑤

BUILDING ELEVATION  
KEYNOTES

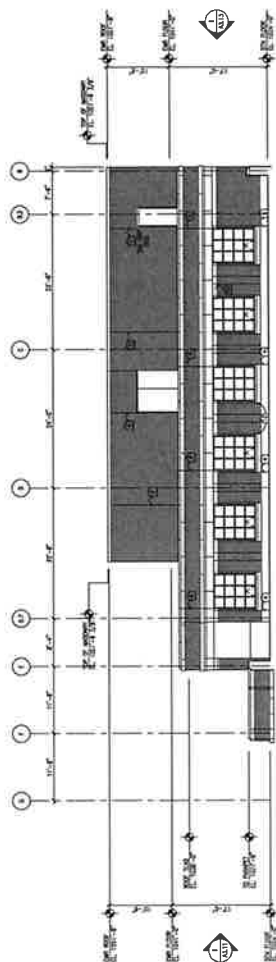
- [illegible]

## NOTES

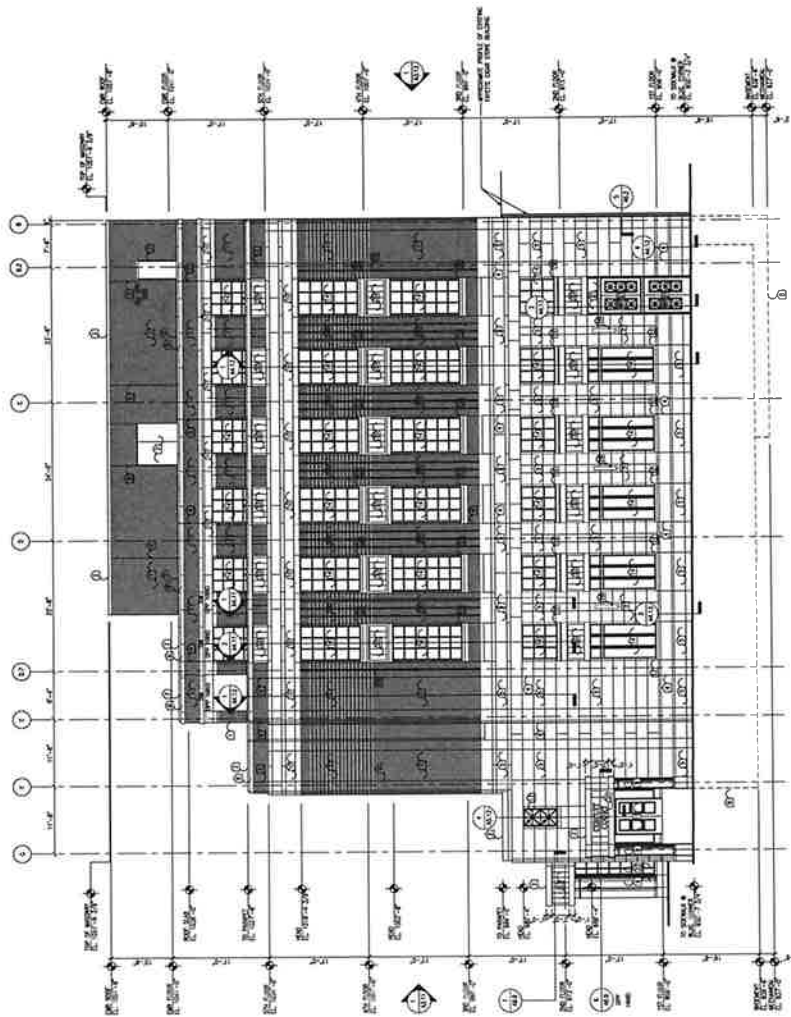
- [illegible]

## GENERAL NOTES

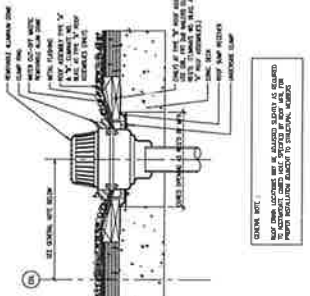
- [illegible]



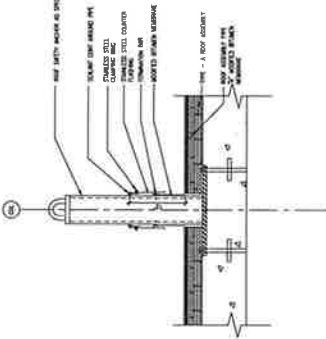
PARTIAL FIFTH FLOOR ELEVATION



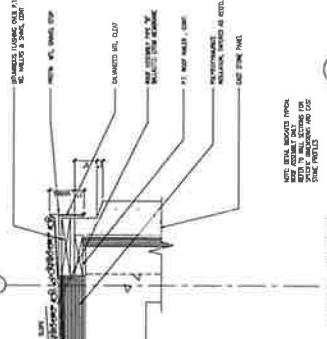
**CIRCUIT COURT BUILDING - SOUTH ELEVATION**



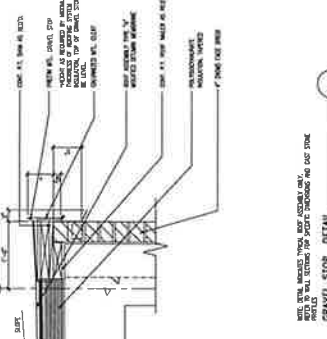
1  
TYPICAL ROOF DRAIN DETAIL (CONIC DECK)  
1/16" = 1'-0"



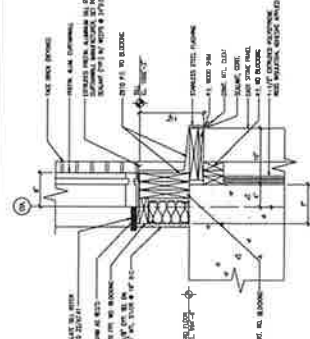
6  
WINDOW WASHING SAFETY LINE ANCHOR  
1/16" = 1'-0"



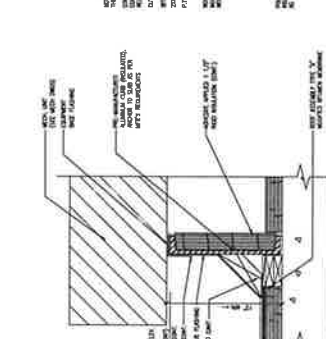
11  
GRAVEL STOP DETAIL  
1/16" = 1'-0"



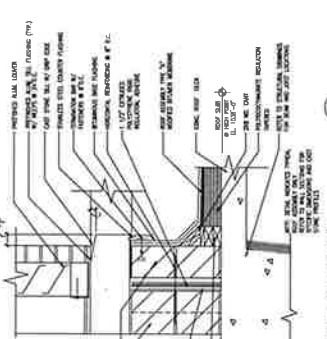
16  
MECHANICAL LOUVER SILL  
1/16" = 1'-0"



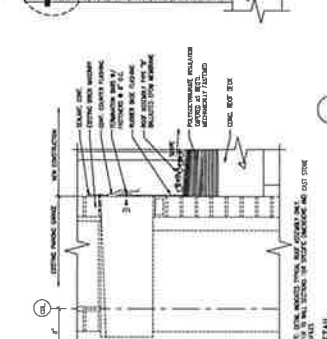
3  
TYPICAL METAL COPING DETAIL  
1/16" = 1'-0"



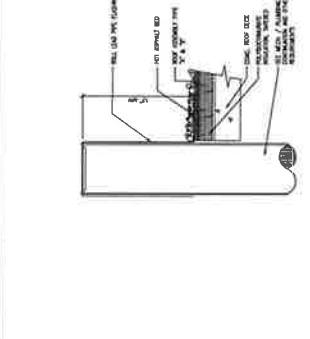
7  
TYPICAL EQUIPMENT CURB DETAIL  
1/16" = 1'-0"



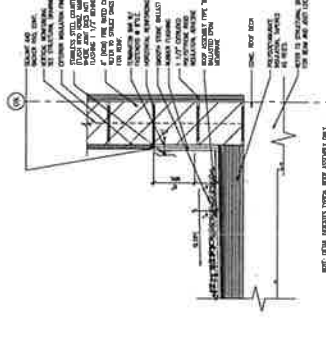
9  
FLASHINGS & EAVE'S PARAPET DETAIL  
1/16" = 1'-0"



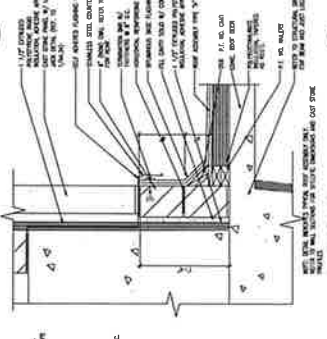
13  
FLASHING DETAIL  
1/16" = 1'-0"



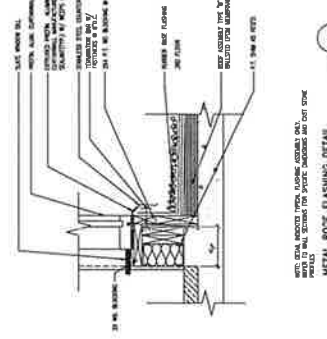
4  
TYPICAL PIPE PENETRATION DETAIL  
1/16" = 1'-0"



10  
FLASHINGS & EAVE'S PARAPET DETAIL  
1/16" = 1'-0"



15  
FLASHING DETAIL  
1/16" = 1'-0"



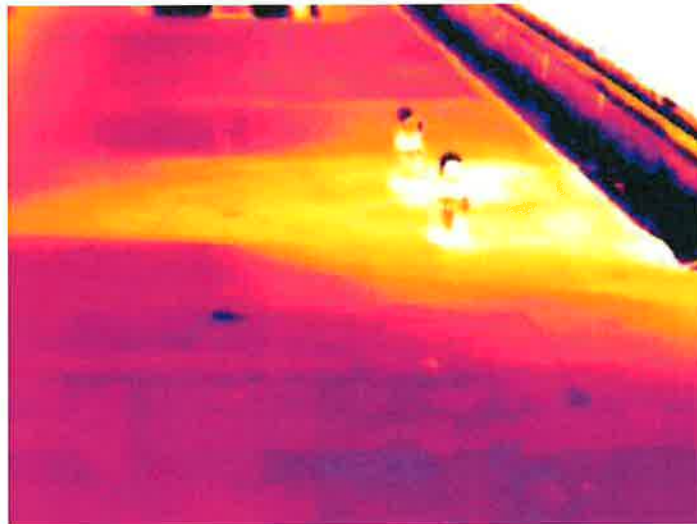
20  
METAL ROOF FLASHING DETAIL  
1/16" = 1'-0"





Thermography Report

Performed for:  
Tri-State Roofing and Sheet Metal Company  
Lexington, Kentucky



Fayette Circuit Courthouse  
120 North Limestone Street  
Lexington, Kentucky 40507



# IBD

## Table of Contents

Executive Summary .....	3
Thermography Summary .....	3
Capacitance Summary .....	3
Verification Summary .....	3
Inspection Summary .....	4
Tools and Techniques .....	5
Thermography .....	5
Palette .....	5
Capacitance .....	5
Pin-type Moisture Probe .....	5
Core Sampling .....	5
Thermography and Condition Information .....	6
Thermography .....	6
Environmental Conditions .....	6
Roof Conditions .....	6
Roof Information .....	7
Wet Area Breakdown .....	7
Roof Area Breakdown .....	8
Roof Diagrams .....	9
Thermograms .....	10



## Executive Summary

An infrared thermography inspection of roof systems of the Fayette Circuit Courthouse facility at 120 North Limestone Street in Lexington, Kentucky was performed on the evening of September 15-16, 2015 with verification activities on September 21, 2015. A capacitance roof moisture inspection of the modified roofs was performed on September 14, 2015. The purpose of the inspections was to locate areas that may contain hidden moisture in the roof systems. Twenty-two (22) roof areas, containing approximately 25,381 square feet were inspected. The MB roofs contained approximately 20,929 square feet and EPDM areas approximately 4,452 square feet. Nineteen (19) areas on the MB roofs were located and later verified as containing damp or wet roof insulation totalling 1,001 square feet, which represents approximately 5% of the MB roof areas and 4% of the total roof area. Verification of each area was made using a core cut, moisture probe or capacitance meter. A diagram of the roofs, selected thermograms and digital photos, verification and other information on each area are included in this report.

## Thermography Summary

All roof areas were viewed using the infrared camera.

### Modified (MB) Roofs

The modified roofs being the larger and more accessible roofs were each walked over using the infrared camera. Suspect areas were marked and later verified.

### EPDM Roofs

The EPDM roofs being smaller and less accessible were not marked or verified. These roofs were viewed from the higher roof levels. Some patterns are distinct and indicate wet board insulation. And some patterns are distinct, but do not show clear board patterns and may be associated with ballast stone or other surface conditions.

## Capacitance Summary

In addition to using the infrared camera on the viewable roofs, a walking capacitance inspection was performed on the MB roof systems. In most cases the positive capacitance readings corresponded with wet areas identified by the infrared camera. The few positive readings outside marked wet areas likely indicate moisture in the plies of the system.

## Verification Summary

The areas located on the MB roofs were verified and indicated varying levels of moisture from damp to saturate.

# IBD



## Inspection Summary

Twenty areas were located on the modified roofs. One area, marked as #10 on Roof D, did not yield positive capacitance readings, indicating the pattern was related to the exhaust vent and drain area and not wet roof materials.

Roof F was not accessible to verify, but the pattern is distinct and does appear possibly related sources other than wet roof insulation. Since the pattern covered a majority of this small roof area, the entire square footage was considered wet. Since the moisture level was not observed by core, whether it is damp, wet or saturated could not be determined.

The EPDM roofs were viewed from the higher roof levels. Some of the roofs showed no patterns that appeared to be related to wet roof insulation. Some did show patterns that may be related to wet roof insulation. The two steps to gain more information on the EPDM roofs would be:

1. A roof level visual inspection to see if any of the patterns can be explained by surface conditions such as heavy gravel.
2. Cores of any areas that were not explained by the visual inspection.

## Tools and Techniques

### Thermography

Infrared cameras produce a real time image of the energy radiated from the surface of objects. Patterns created by differing levels of radiated energy allow the thermographer to locate hidden conditions that produce higher or lower surface temperatures such as moisture content of roofing. There are other factors that affect the radiated energy such as surface coatings, proximity to reflected energy from walls, surrounding buildings, roof equipment and even trees. Though care is taken to eliminate or consider these effects, a sufficient influence may mask a small area or an area with slight moisture content.

### Palette

The *Iron* palette is used for thermograms in this report. The colors resemble the colors of iron as heated from cool to white hot. The palette bar in the header of each page represents the temperature from warm on the left to cool on the right.

### Capacitance

Capacitance roof moisture meters use non-destructive signals to measure electrical properties of the roof membrane and insulation directly below the meter. Different levels of moisture content and specifically the difference between wet and dry immediately below the membrane yield different readings on the meter. Capacitance meters can detect trace moisture that is not visible to the eye. Low moisture close to the meter may read the same as higher moisture deeper in the system. The moisture content is apparent and must be verified by some destructive sampling. A capacitance meter can be used to compliment the infrared, but cannot replace core sampling as a means of verification.

### Pin-type Moisture Probe

Moisture probes are made with a pin-type moisture meter that uses electrical resistance to yield a qualitative reading relative to the apparent moisture content of a given material. The readings are of value to compare areas of a given material at a given time. Once the infrared has identified an area as apparently wet and a core is made, the probe can be used to give a value to the level of moisture relative to other materials on the same roof. Some materials, like wood fiber, Perlite, wood, gypsum and concrete, have a normal moisture content that will register a reading. Low readings in these materials may indicate a normal or dry condition.

### Core Sampling

Core sampling is performed using a 2" or 3" diameter roof core cutter. The main purpose of core sampling is to verify the conditions indicated by the non-destructive results of thermography, nuclear or capacitance testing.

Core sampling permits visual inspection of the materials and is the only way to verify the actual conditions.

# IBD

## Thermography and Condition Information

### Thermography

Thermography date: September 15, 2015

Thermographer: Stuart Raney



### Environmental Conditions

Weather: Sunny day with clear evening skies and calm wind

### Roof Conditions

Roofs were in good condition at the time of the inspections. Some very minor areas had moisture from unit drains.

# IBD

## Roof Information

(measurements are approximate)

Square Feet: 25,381  
Membrane: Modified or Ballasted EPDM  
Insulation: Wood Fiber and Polyisocyanurate  
Deck: Concrete

## Wet Area Breakdown

Area	Verified	Square Feet
1	Capacitance	34
2	Core	25
3	Capacitance	16
4	Capacitance	4
5	Capacitance	16
6	Capacitance	48
7	Capacitance	9
8	Core	44
9	Capacitance	25
10	Capacitance	0
11	Core	57
12	Probe	69
13	Capacitance	95
14	Capacitance	9
15	Capacitance	89
16	Capacitance	42
17	Capacitance	57
18	Core	36
19	Capacitance	62
20	Core	24
21	Not Verified	240
	Total	1001



## Roof Area Breakdown

Roof	Square Feet	Square Feet Wet	% Wet
A	12,187	405	3%
B	2,760	53	2%
C	756	25	3%
D	756	57	8%
E	2,115	135	6%
F	240	240	100%
G	2,115	86	4%
MB Roofs	20,929	1001	5%

## EPDM Ballasted Roof Systems

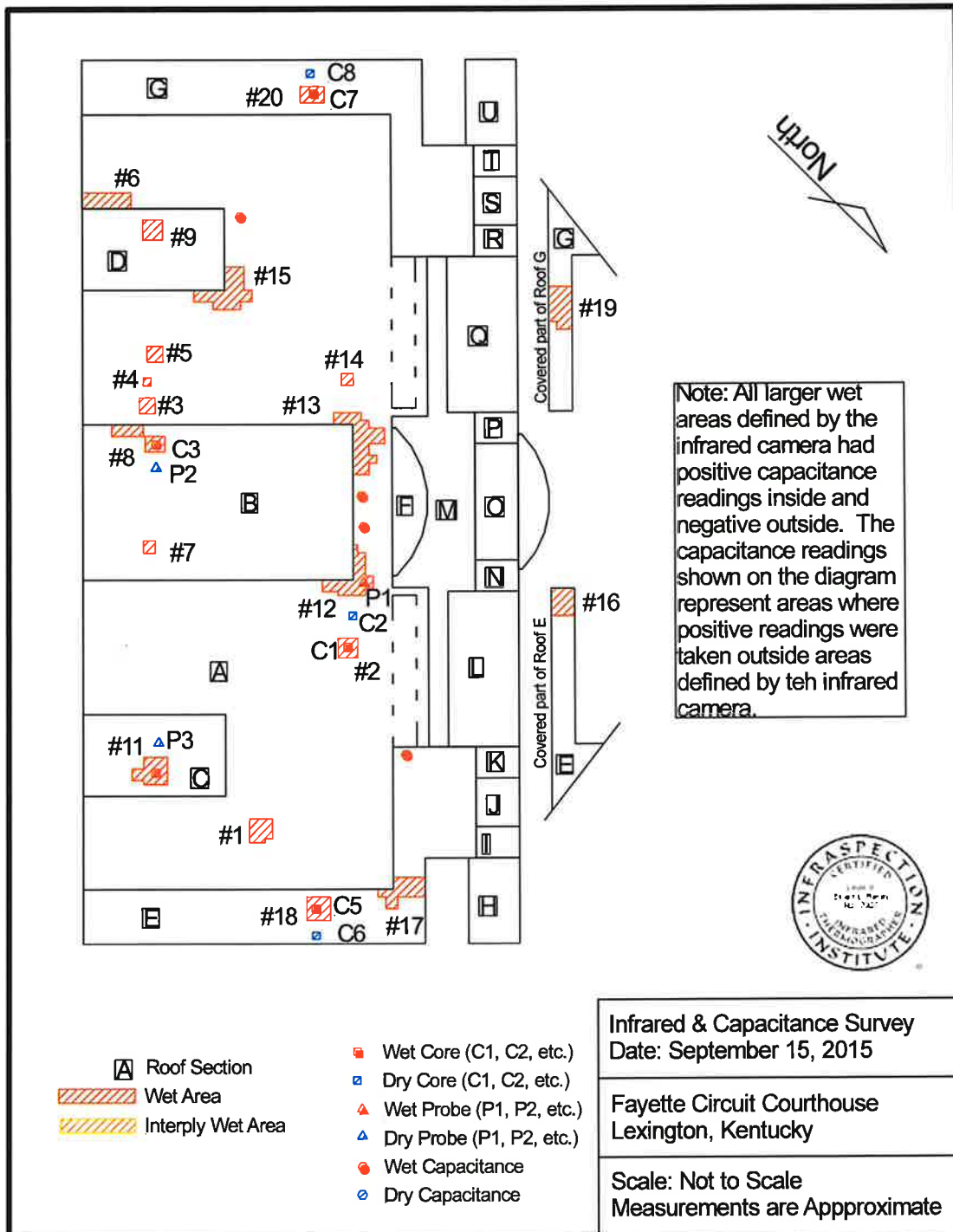
H	286
I	88
J	138
K	88
L	720
M	1,108
N	88
O	330
P	88
Q	720
R	88
S	138
T	88
U	286
V	198
EPDM Roofs	4,452

The EPDM Roofs Have not Been Verified

Totals	25,381	1001	4%
--------	--------	------	----



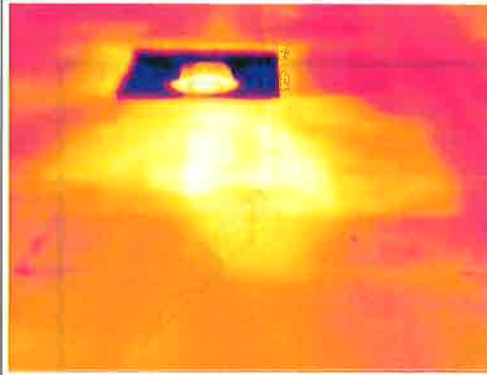
## Roof Diagrams



# IBD

## Thermograms

### Thermogram 1



Wet Area: 1

Roof: A

Building: Circuit Court

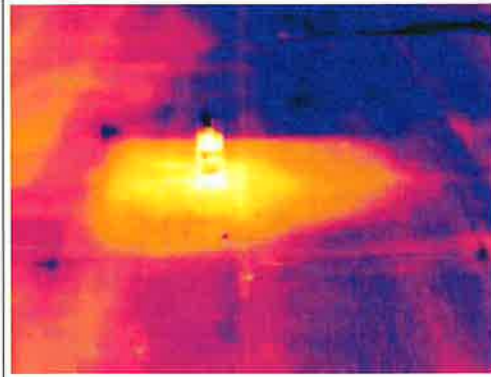
Small wet area on north end of roof.

#### Verification Information

Capacitance readings indicated same conditions.

# IBD

## Thermogram 2



Wet Area: 2

Roof: A

Building: Circuit Court

Small wet area near front of roof and corner of Roof B.

### Verification Information

Core 1 Location: Wet Area #2

Top Down Description:  
Modified Membrane  
Wood Fiber (wet)  
(not cut below)

#### Core Photos



Wet Probe

Core 2 Location: Outside #2

Top Down Description:  
Modified Membrane  
Wood Fiber 1/2" (dry)  
Polyisocyanurate 1.5" (dry)  
Polyisocyanurate 1.5" (dry)  
Concrete Deck

#### Core Photos



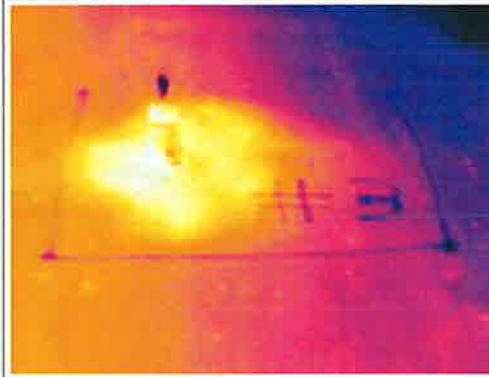
Dry Probe



Core Samples

# IBD

## Thermogram 3



Wet Area: 3

Roof: A

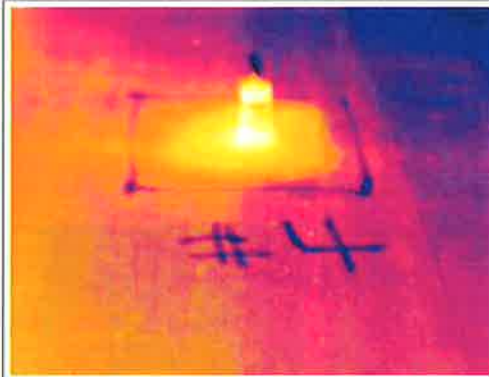
Building: Circuit Court

Small wet area in mid-section of roof.

### Verification Information

Capacitance readings indicated same conditions.

## Thermogram 4



Wet Area: 4

Roof: A

Building: Circuit Court

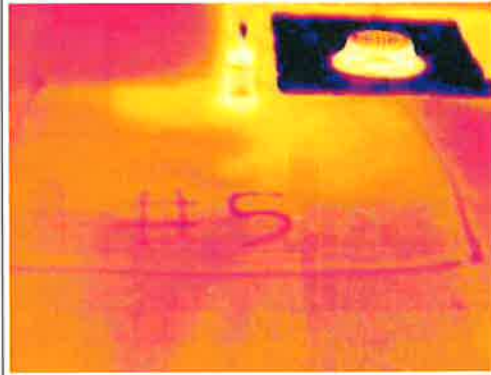
Small wet area in mid-section of roof.

### Verification Information

Capacitance readings indicated same conditions.

# IBD

**Thermogram 5**



Wet Area: 5

Roof: A

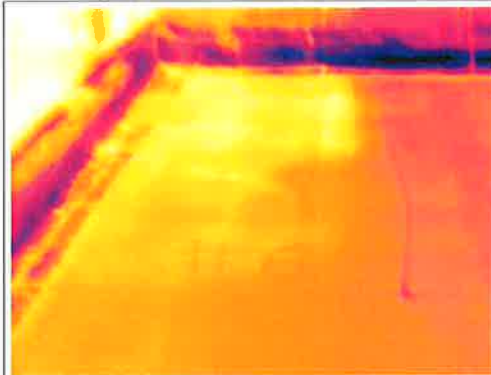
Building: Circuit Court

Small wet area in mid-section of roof.

**Verification Information**

Capacitance readings indicated same conditions.

**Thermogram 6**



Wet Area: 6

Roof: A

Building: Circuit Court

Small wet area on south end of roof and next to penthouse at stairway door.

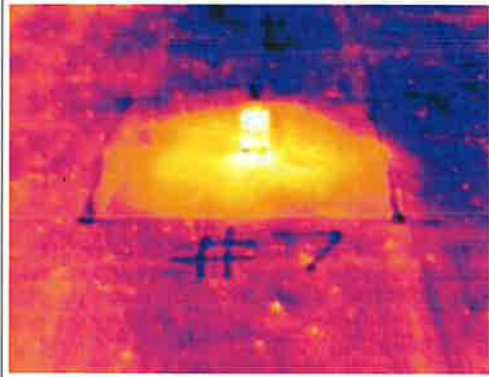
**Verification Information**

Capacitance readings indicated same conditions.



# IBD

## Thermogram 7



Wet Area: 7

Roof: B

Building: Circuit Court

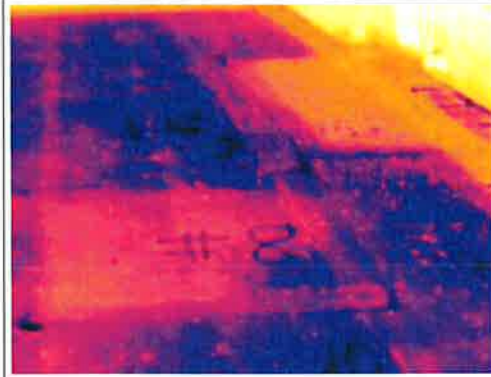
Small wet area at center of roof.

### Verification Information

Capacitance readings indicated same conditions.

# IBD

## Thermogram 8



Wet Area: 8

Roof: B

Building: Circuit Court

Small wet area connected to slightly larger wet area at edge of roof. A hole was located in the location where the core was made.

### Verification Information

Core 3

Location: Wet Area #8

Top Down Description:  
Modified Membrane  
Woof Fiber (wet)  
(not cut below)

### Core Photos



Visibly wet wood fiber



Hole in membrane

Probe 2

Location: Outside #8

### Probe Photos

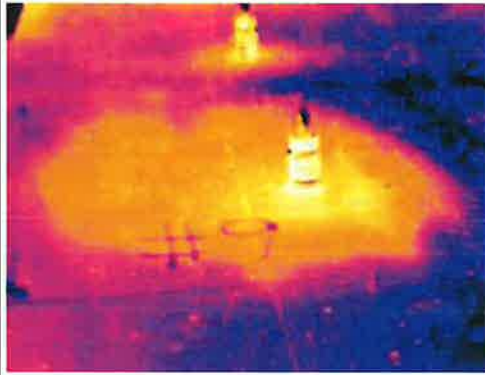


Dry probe reading



# IBD

## Thermogram 9



Wet Area: 9

Roof: C

Building: Circuit Court

Small area near edge of roof.

### Verification Information

Capacitance readings indicated same conditions.

## Thermogram 10



Wet Area: 10

Roof: C

Building: Circuit Court

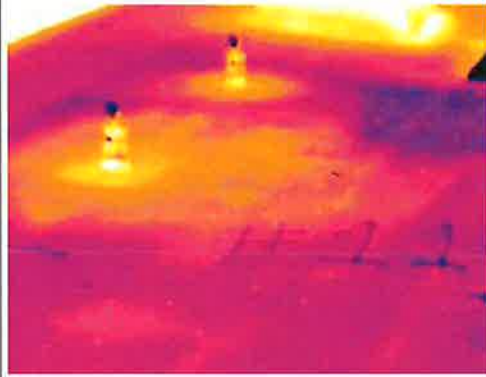
The pattern created by the intersection of the drain sump and unit flashing was suspect, but the area does not show positive capacitance readings.

### Verification Information

Capacitance readings indicated a dry condition.

# IBD

## Thermogram 11



Wet Area: 11

Roof: D

Building: Circuit Court

Wet area near edge of roof centered around two anchors.

### Verification Information

Core 4 Location: Wet Area # 11

Top Down Description:  
Modified Membrane  
Wood Fiber (wet)  
(not cut below)

### Core Photos



Visibly wet wood fiber

Probe 3 Location: Outside #11

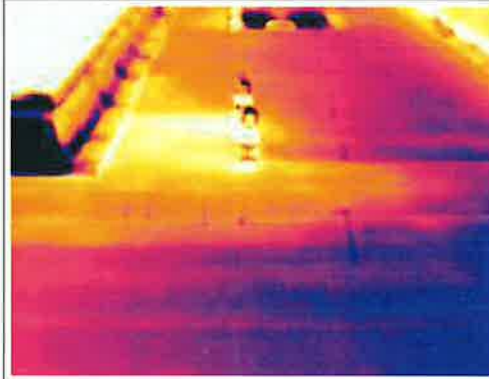
### Probe Photos



Dry probe reading

# IBD

## Thermogram 12



Wet Area: 12

Roof: A

Building: Circuit Court

Area located at corner of equipment penthouse.

### Verification Information

Probe 1 Location: Wet Area #12

#### Probe Photos



Wet probe reading

Core 2 Location: Outside Wet Area #12

#### Core Photos

##### Top Down Description:

Modified Membrane

Wood Fiber 1/2" (dry)

Polyisocyanurate 1.5" (dry)

Polyisocyanurate 1.5" (dry)

Concrete Deck



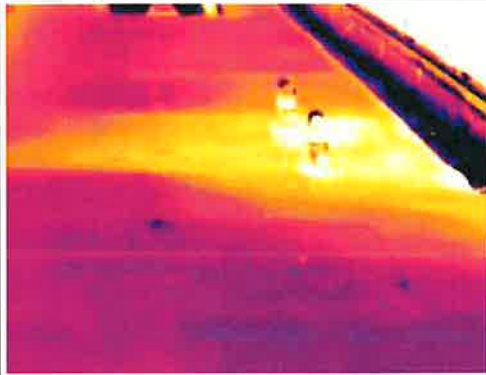
Dry Probe of wood fiber



Core sample

# IBD

**Thermogram 13**



Wet Area: 13

Roof: A

Building: Circuit Court

Area located at corner of equipment penthouse and opposite last thermogram.

**Verification Information**

Capacitance readings indicated same conditions.

**Thermogram 14**



Wet Area: 14

Roof: A

Building: Circuit Court

Small area located at anchor.

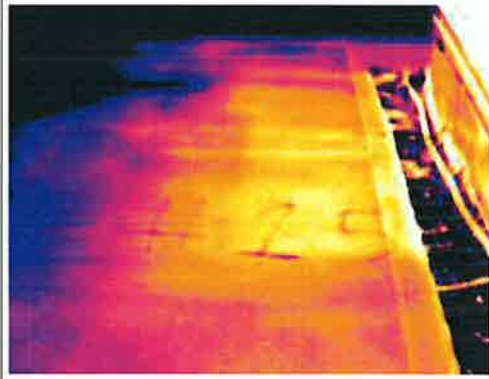
**Verification Information**

Capacitance readings indicated same conditions.



# IBD

## Thermogram 15



Wet Area: 15

Roof: A

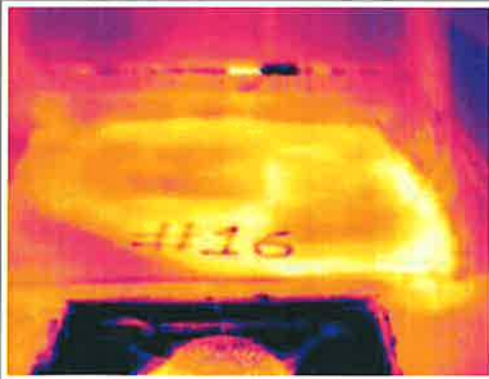
Building: Circuit Court

Area located at corner of equipment penthouse.

### Verification Information

Capacitance readings indicated same conditions.

## Thermogram 16



Wet Area: 16

Roof: E

Building: Circuit Court

Small area located at end of roof. A small hole was located in the area.

### Verification Information

Capacitance readings indicated same conditions.

# IBD

**Thermogram 17**



Wet Area: 17

Roof: E

Building: Circuit Court

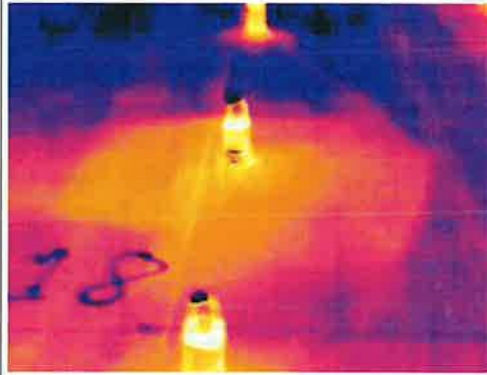
Area located at corner of higher wall.

## Verification Information

Capacitance readings indicated same conditions.

# IBD

## Thermogram 18



Wet Area: 18

Roof: E

Building: Circuit Court

Small area located at anchor.

### Verification Information

Core 5 Location: Wet Area #18

Top Down Description:  
Modified Membrane  
Wood Fiber (wet)  
(not cut below)

### Core Photos



Core 6 Location: Outside #18

Top Down Description:  
Modified Membrane  
Wood Fiber 1/2" (dry)  
Polyisocyanurate 1.5" (dry)  
Polyisocyanurate 1.5" (dry)  
Concrete Deck

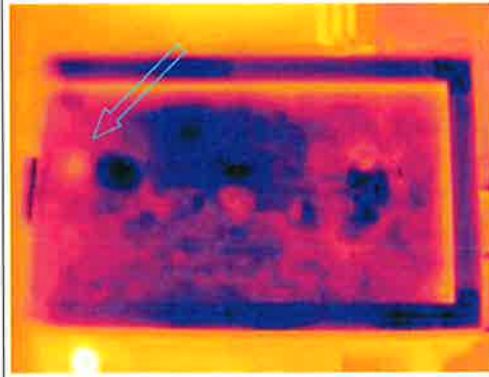
### Core Photos





# IBD

**Thermogram 19**



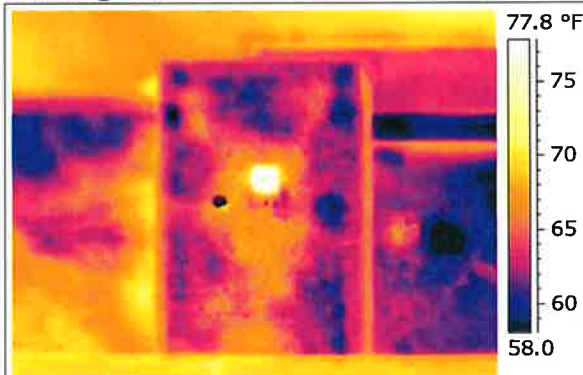
Wet Area: n/a

Roof: H

Building: Circuit Court

Pattern variation appears within a range that indicates dry conditions except for small area indicated by the arrow. This may be a very small wet area and if so, would likely have a small hole in the membrane.

**Thermogram 20**



Wet Area:

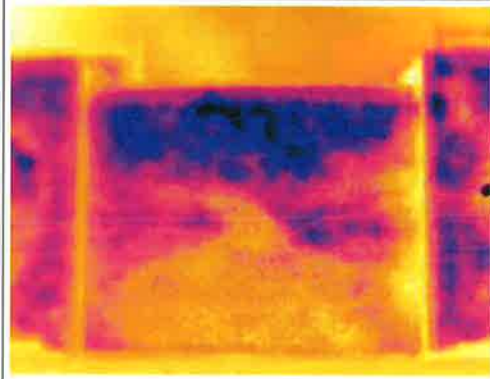
Roof: I

Building: Circuit Court

Here the pattern could be stone, but the range between warm and cool indicates possible wet insulation.

# IBD

**Thermogram 21**



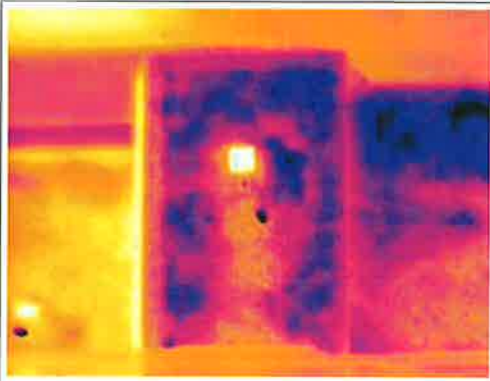
Wet Area:

Roof: J

Building: Circuit Court

The warm area against the right side is due to the solar loading of the wall. The pattern on the bottom of the image may indicate wet insulation.

**Thermogram 22**



Wet Area:

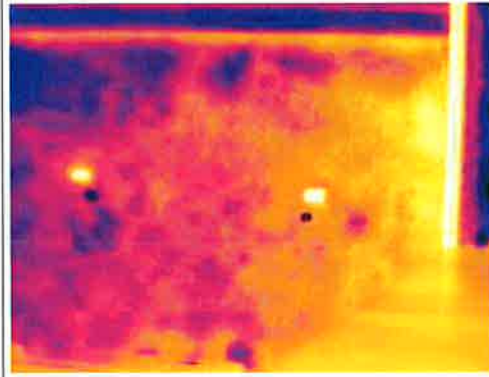
Roof: K

Building: Circuit Court

Here the pattern could be stone, but the range between warm and cool indicates possible wet insulation.

# IBD

**Thermogram 23**



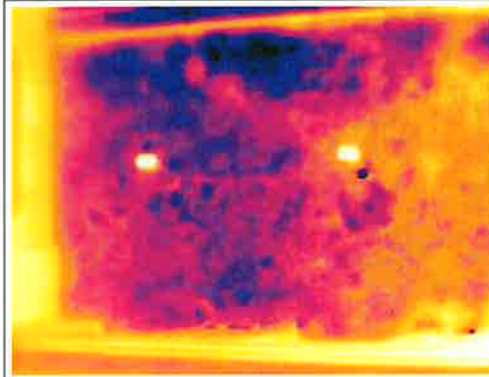
Wet Area:

Roof: L

Building: Circuit Court

The warm area to right is influenced by the solar loading of the wall. Since it extends into the roof, this may indicate wet insulation.

**Thermogram 24**



Wet Area:

Roof: L

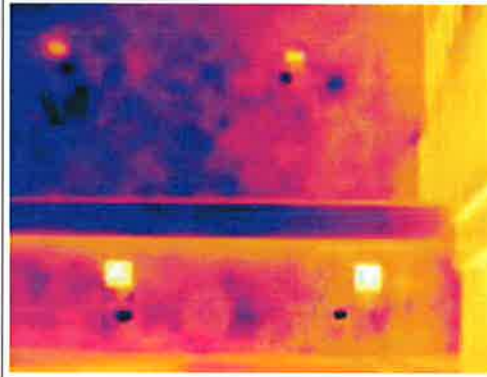
Building: Circuit Court

Opposite end of same roof shown in last thermogram showing no patterns that indicate wet roof insulation.



# IBD

**Thermogram 25**



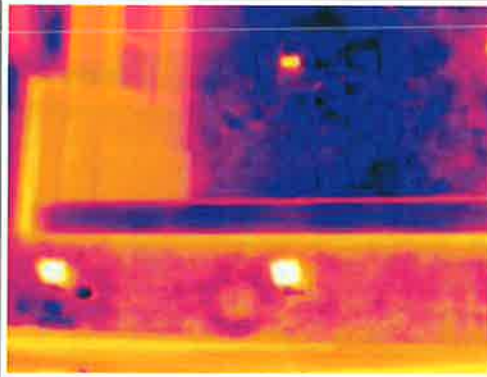
Wet Area:

Roof: M

Building: Circuit Court

Patterns appear to be related to energy from walls or lights.

**Thermogram 26**



Wet Area:

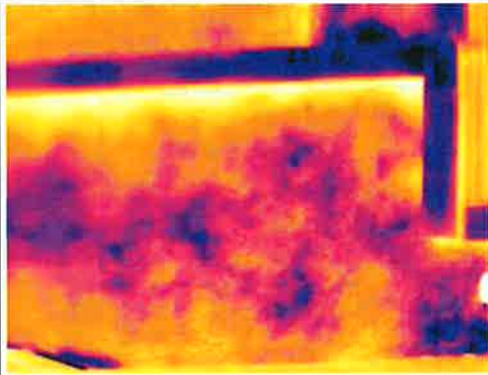
Roof: M

Building: Circuit Court

Patterns appear to be related to energy from walls or lights.

# IBD

**Thermogram 27**



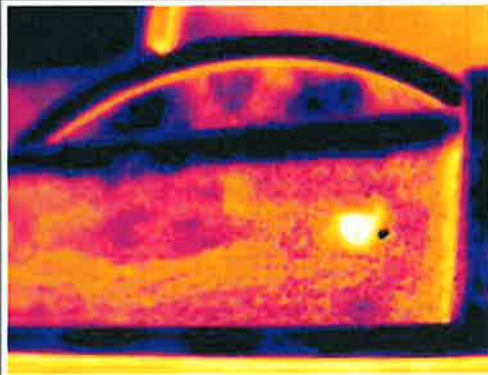
Wet Area:

Roof: M

Building: Circuit Court

The range of patterns may indicate wet roof insulation.

**Thermogram 28**



Wet Area:

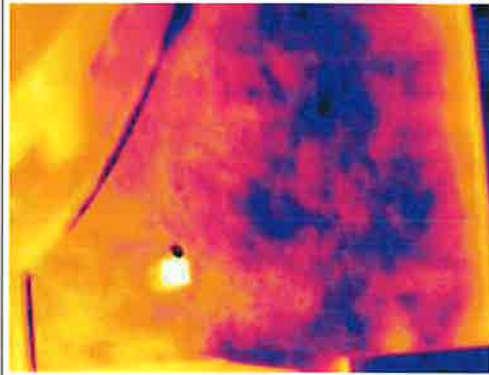
Roof: O & V

Building: Circuit Court

Roof O (lower in image) has appearance of dry cricket insulation over possibly wet base layers.

# IBD

**Thermogram 29**



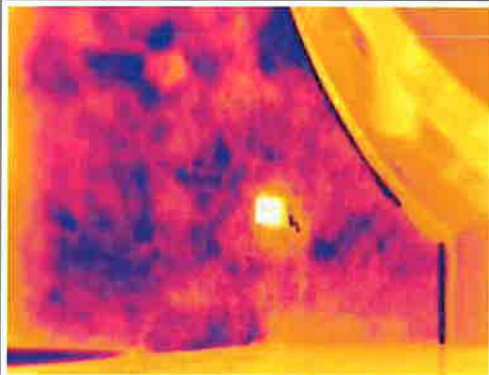
Wet Area:

Roof: M

Building: Circuit Court

Patterns appear to be related to energy from walls or lights.

**Thermogram 30**



Wet Area:

Roof: M

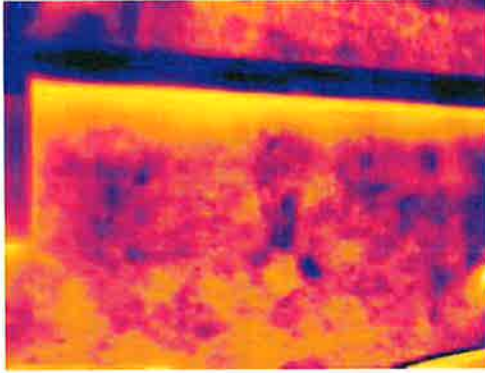
Building: Circuit Court

Patterns appear to be related to energy from walls or lights.



# IBD

**Thermogram 31**



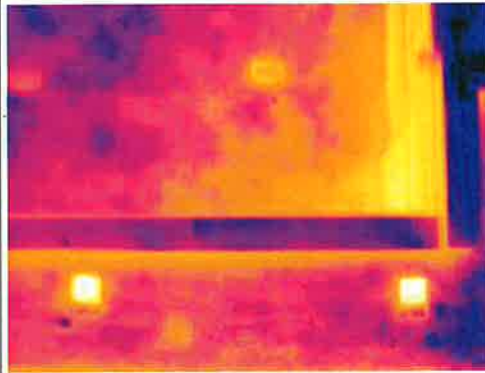
Wet Area:

Roof: M

Building: Circuit Court

Patterns appear to be related to surface conditions, energy from walls or lights.

**Thermogram 32**



Wet Area:

Roof: M

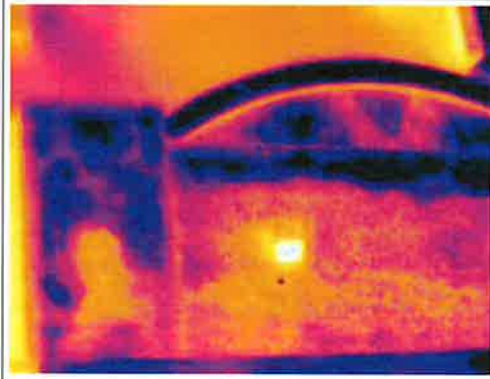
Building: Circuit Court

Patterns appear to be related to energy from walls or lights.



# IBD

**Thermogram 33**



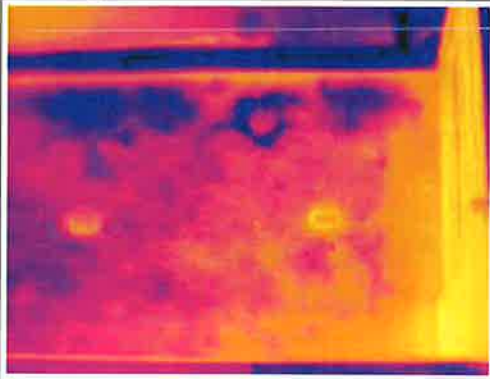
Wet Area:

Roof: P, O & V

Building: Circuit Court

The brighter patterns may indicate wet roof insulation.

**Thermogram 34**



Wet Area:

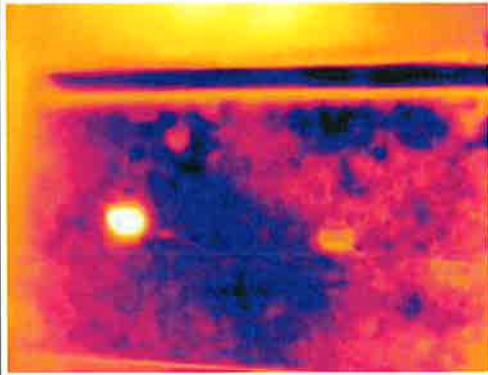
Roof: Q

Building: Circuit Court

Patterns appear to be related to energy from walls or lights.

# IBD

**Thermogram 35**



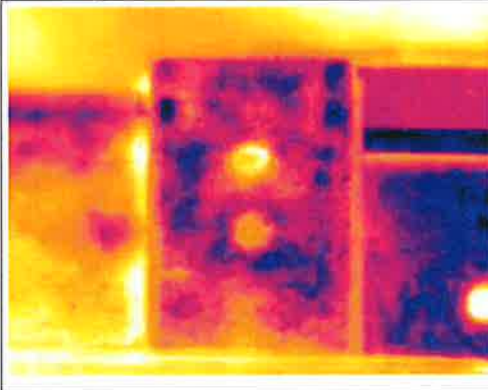
Wet Area:

Roof: R

Building: Circuit Court

Patterns appear to be related to surface, energy from walls or lights.

**Thermogram 36**



Wet Area:

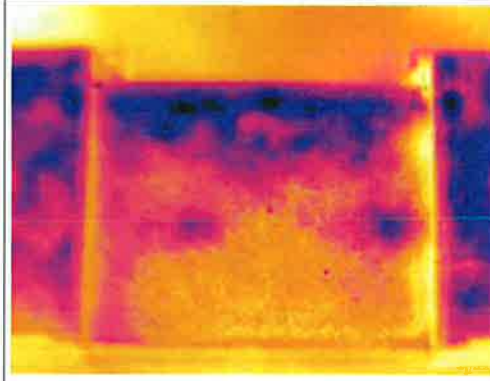
Roof: R

Building: Circuit Court

Slight pattern at bottom of image may indicate wet roof insulation.

# IBD

**Thermogram 37**



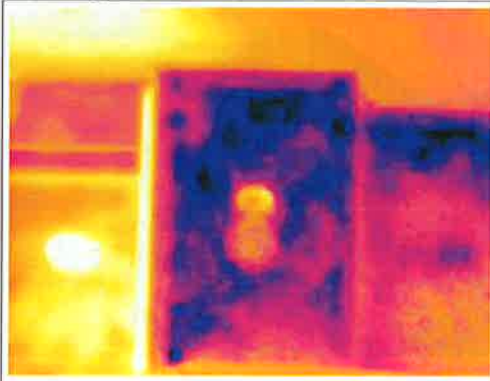
Wet Area:

Roof: S

Building: Circuit Court

This pattern being similar overall to the one on Roof I (Thermogram 21), may indicate there is a common construction that gives this appearance.

**Thermogram 38**



Wet Area:

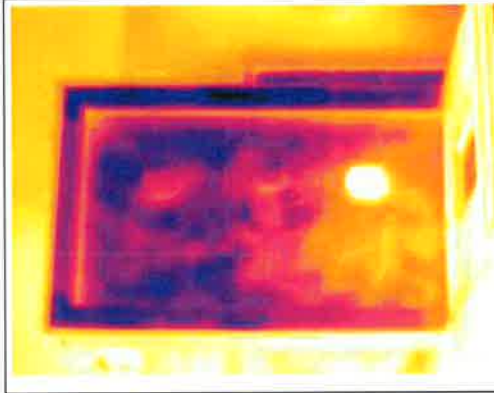
Roof: T

Building: Circuit Court

Patterns appear to be related to surface, energy from walls or lights.

# IBD

**Thermogram 39**



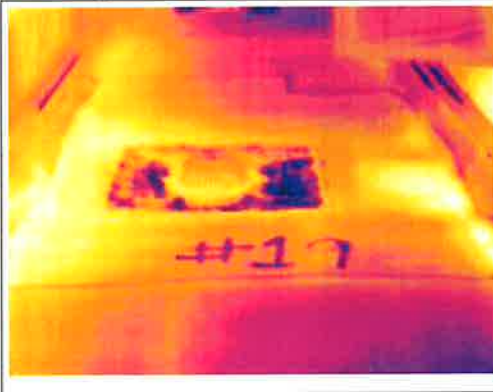
Wet Area:

Roof: U

Building: Circuit Court

The warm pattern to right is unique. It does not look specifically related to the known conditions, which flags this as a possible wet area.

**Thermogram 40**



Wet Area: 19

Roof: G

Building: Circuit Court

Small wet area located in covered area of roof.

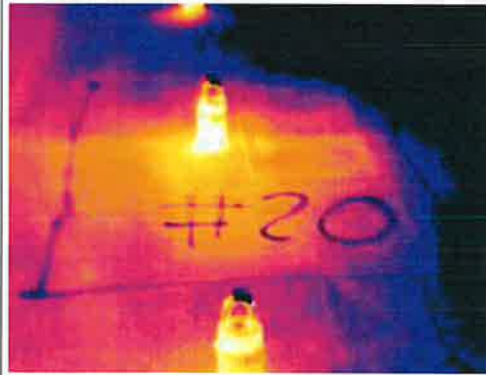
## Verification Information

Capacitance readings indicated same conditions.



# IBD

## Thermogram 41



Wet Area: 20

Roof: G

Building: Circuit Court

Small wet area located at anchor.

### Verification Information

Core 7      Location: Wet Area #20  
Top Down Description:  
Modified Membrane  
Wood Fiber (wet)  
(not cut below)

### Core Photos



Visibly wet wood fiber  
Core Photos

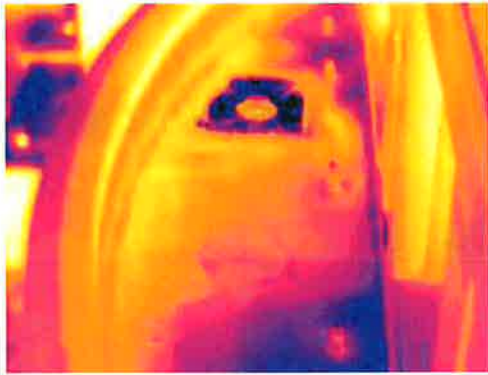
Core 8      Location: Outside #20  
Top Down Description:  
Modified Membrane  
Wood Fiber 1/2" (dry)  
(not cut below)



Dry probe of wood fiber

# IBD

**Thermogram 42**



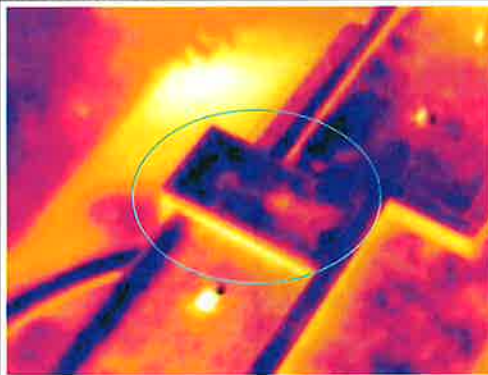
Wet Area: 21

Roof: F

Building: Circuit Court

The patterns here appear to be wet roof insulation. This was not verified due to lack of access to the roof.

**Thermogram 44**



Wet Area:

Roof: N

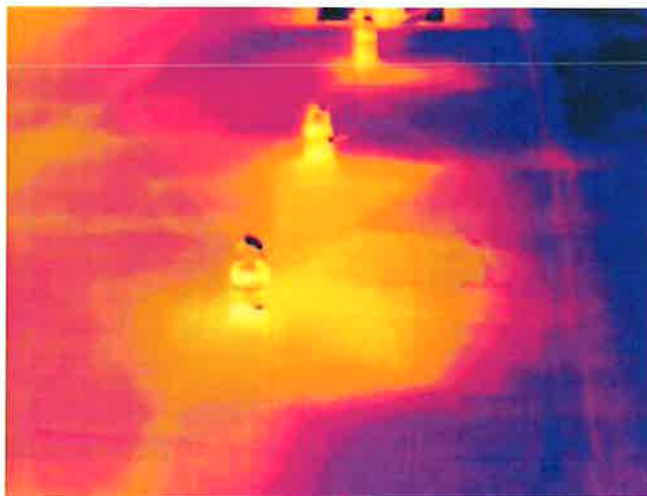
Building: Circuit Court

Warm area left of drain may indicate wet roof insulation.



## Thermography Report

Performed for:  
Tri-State Roofing and Sheet Metal Company  
Lexington, Kentucky



Fayette District Courthouse  
150 North Limestone Street  
Lexington, Kentucky 40507



# IBD

## Table of Contents

Executive Summary .....	3
Thermography Summary .....	3
Capacitance Summary .....	3
Verification Summary .....	3
Inspection Summary .....	4
Tools and Techniques .....	5
Thermography .....	5
Palette .....	5
Capacitance .....	5
Pin-type Moisture Probe .....	5
Core Sampling .....	5
Thermography and Condition Information .....	6
Thermography .....	6
Environmental Conditions .....	6
Roof Conditions .....	6
Roof Information .....	7
Wet Area Breakdown .....	7
Roof Area Breakdown .....	7
Roof Diagrams .....	9
Thermograms .....	10



## Executive Summary

An infrared thermography inspection of roof systems of the Fayette District Courthouse facility at 150 North Limestone Street in Lexington, Kentucky was performed on the evening of September 16, 2015 with verification activities on September 21, 2015. A capacitance roof moisture inspection was performed on September 14, 2015. The purpose of the inspections was to locate areas that may contain hidden moisture in the roof systems. Twenty-four (24) roof areas, containing approximately 29,382 square feet were inspected. Eleven (11) areas were located on the modified roofs and later verified as containing damp or wet roof insulation totalling 4,431 square feet, which represents approximately 23% of the MB roof areas and 15% of the total roof area. Verification of each area was made using a core cut, moisture probe or capacitance meter. A diagram of the roofs, selected thermograms and digital photos, verification and other information on each area are included in this report.

## Thermography Summary

All roof areas were viewed using the infrared camera.

### Modified (MB) Roofs

The modified roofs being the larger and more accessible roofs were each walked over using the infrared camera. Suspect areas were marked and later verified.

### EPDM Roofs

The EPDM roofs being smaller and less accessible were not marked or verified. These roofs were viewed from the higher roof levels. Some patterns are distinct and indicate wet board insulation. And some patterns are distinct, but do not show clear board patterns and may be associated with ballast stone or other surface conditions.

## Capacitance Summary

In addition to using the infrared camera on the viewable roofs, a walking capacitance inspection was performed on the MB roof systems. In most cases the positive capacitance readings corresponded with wet areas identified by the infrared camera. The few positive readings outside marked wet areas likely indicate moisture in the plies of the system.

## Verification Summary

The areas located on the MB roofs were verified and indicated varying levels of moisture. All cores revealed visibly dry LWIC with varying levels of moisture indicted by a pin-type probe. Note it is possible, in multi-layered insulation systems, for higher levels of moisture to be present below dryer layers.



### Inspection Summary

Eleven areas were located on the modified roofs.

Roof F was not accessible to verify by core or check with the capacitance meter, but no patterns were visible using the infrared camera that would indicate wet roof insulation.

The EPDM roofs were viewed from the higher roof levels. Some of the roofs showed no patterns that appeared to be related to wet roof insulation. Some did show patterns that may be related to wet roof insulation. The two steps to gain more information on the EPDM roofs would be:

1. A roof level visual inspection to see if any of the patterns can be explained by surface conditions such as heavy gravel.
2. Cores of any areas that were not explained by the visual inspection.



## Tools and Techniques

### Thermography

Infrared cameras produce a real time image of the energy radiated from the surface of objects. Patterns created by differing levels of radiated energy allow the thermographer to locate hidden conditions that produce higher or lower surface temperatures such as moisture content of roofing. There are other factors that affect the radiated energy such as surface coatings, proximity to reflected energy from walls, surrounding buildings, roof equipment and even trees. Though care is taken to eliminate or consider these effects, a sufficient influence may mask a small area or an area with slight moisture content.

### Palette

The *Iron* palette is used for thermograms in this report. The colors resemble the colors of iron as heated from cool to white hot. The palette bar in the header of each page represents the temperature from warm on the left to cool on the right.

### Capacitance

Capacitance roof moisture meters use non-destructive signals to measure electrical properties of the roof membrane and insulation directly below the meter. Different levels of moisture content and specifically the difference between wet and dry immediately below the membrane yield different readings on the meter. Capacitance meters can detect trace moisture that is not visible to the eye. Low moisture close to the meter may read the same as higher moisture deeper in the system. The moisture content is apparent and must be verified by some destructive sampling. A capacitance meter can be used to compliment the infrared, but cannot replace core sampling as a means of verification.

### Pin-type Moisture Probe

Moisture probes are made with a pin-type moisture meter that uses electrical resistance to yield a qualitative reading relative to the apparent moisture content of a given material. The readings are of value to compare areas of a given material at a given time. Once the infrared has identified an area as apparently wet and a core is made, the probe can be used to give a value to the level of moisture relative to other materials on the same roof. Some materials, like wood fiber, Perlite, wood, gypsum and concrete, have a normal moisture content that will register a reading. Low readings in these materials may indicate a normal or dry condition.

### Core Sampling

Core sampling is performed using a 2" or 3" diameter roof core cutter. The main purpose of core sampling is to verify the conditions indicated by the non-destructive results of thermography, nuclear or capacitance testing.

Core sampling permits visual inspection of the materials and is the only way to verify the actual conditions.

# IBD

## Thermography and Condition Information

### Thermography

Thermography date: September 16, 2015

Thermographer: Stuart Raney



### Environmental Conditions

Weather: Sunny day with clear evening skies and calm winds

### Roof Conditions

Roofs were in good condition at the times of the inspections. Some very minor areas contained water from equipment run-off.



### Roof Information

(measurements are approximate)

Square Feet: 29,382  
Membrane: Modified or Ballasted EPDM  
Insulation: Light-weight Insulating Concrete  
Deck: (not cut below LWIC)

### Wet Area Breakdown

Area	Verified	Square Feet
1	Core	802
1A	Core	1,628
2	Capacitance	25
3	Capacitance	78
4	Capacitance	25
5	Capacitance	372
6	Core	540
7	Core	209
8	Core	514
9	Capacitance	21
10	Core	159
11	Capacitance	58
	Total	4,431

### Roof Area Breakdown

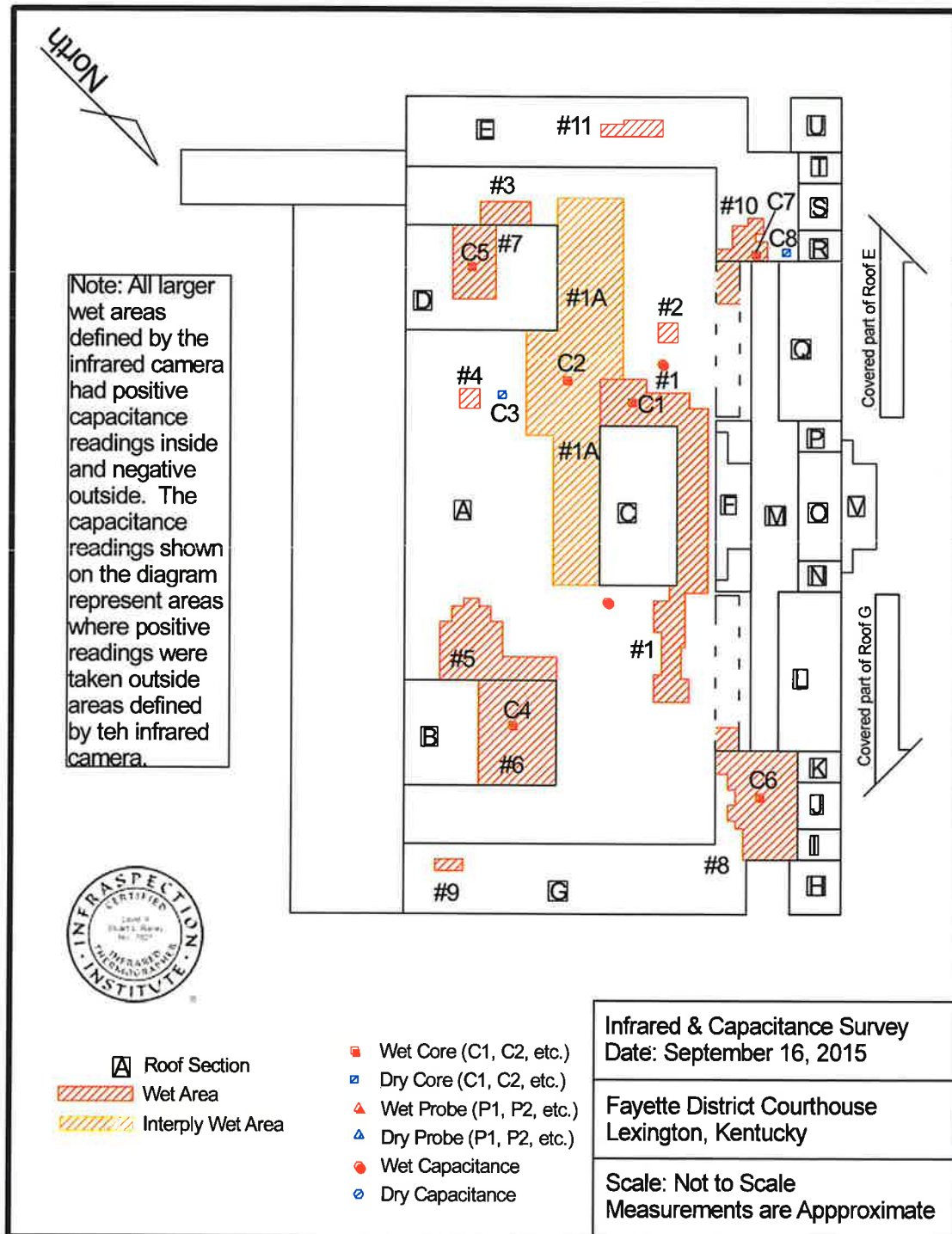
Roof	Square Feet	Square Feet Wet	% Wet
A	11,728	2,930	25%
B	1,053	540	51%
C	820	0	0%
D	1,053	209	20%
E	2,140	217	10%
F	246	0	0%
G	2,140	535	25%
MB Roofs	19,180	4,431	23%

# IBD

H	182	These roofs not verified		
I	88			
J	132			
K	88			
L	656			
M	1,102			
N	88			
O	308			
P	88			
Q	656			
R	88			
S	132			
T	88			
U	182			
V	234			
W	812			
X	5,278			
EPDM Roofs	10,202			
Totals	29,382		4,431	15%



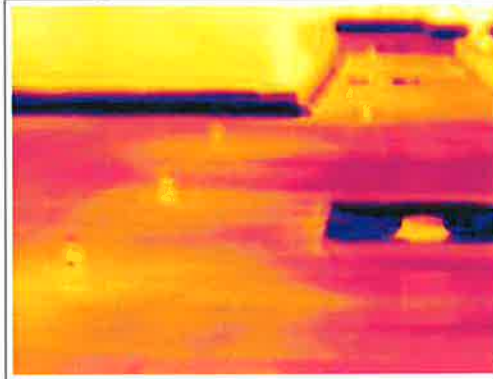
## Roof Diagrams



# IBD

## Thermograms

### Thermogram 1



Wet Area: 1

Roof: A

Building: District Court

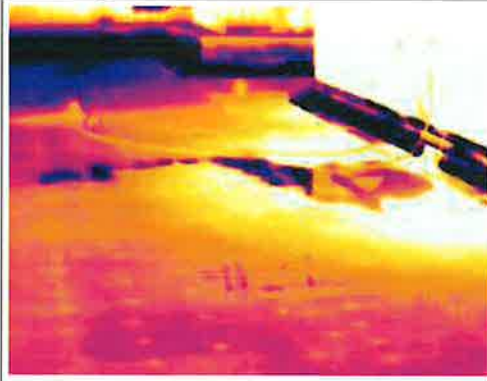
Area located between equipment penthouse and parapet and extends away from each end.

Verification Information

See Thermogram 2 or 30

# IBD

## Thermogram 2



Wet Area: 1

Roof: A

Building: District Court

Likely wettest location in this wet area. Extending from Wet Area #1 along the back for the equipment penthouse is Wet Area #1A which appears to contain a lower level of moisture.

### Verification Information

Core 1 Location: Wet Area #1

Top Down Description:  
Modified Membrane  
LWIC (damp)  
(not cut below)

Core Photos



Wet (damp) probe reading  
Core Photos

Core 2 Location: Wet Area 1A

Top Down Description:  
Modified Membrane  
LWIC (damp)  
(not cut below)



Damp probe reading

Core 3 Location: Outside #1A

Top Down Description:  
Modified Membrane  
LWIC (dry)  
(not cut below)

Core Photos



Relative dry probe reading

# IBD

## Thermogram 3



Wet Area: 2

Roof: A

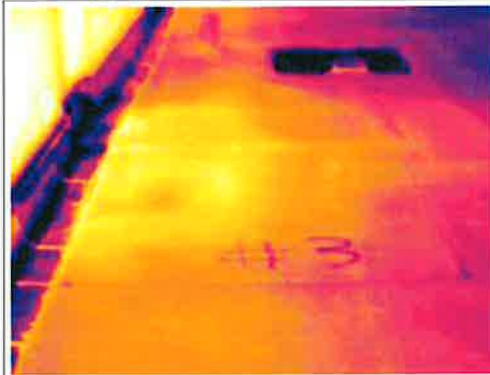
Building: District Court

Small area located at anchor.

### Verification Information

Capacitance readings indicated same conditions.

## Thermogram 4



Wet Area: 3

Roof: A

Building: District Court

Area located at door to stairway.

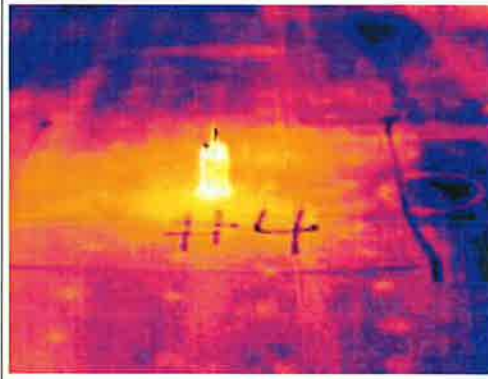
### Verification Information

Capacitance readings indicated same conditions.



# IBD

Thermogram 5



Wet Area: 4

Roof: A

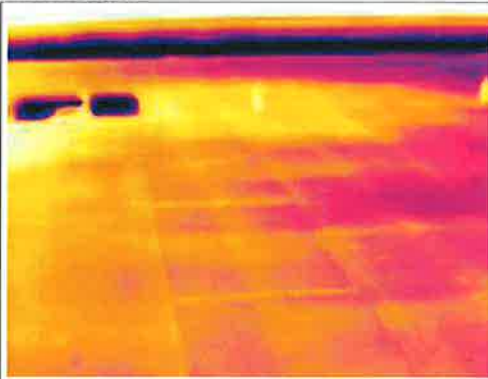
Building: District Court

Small area located at anchor.

Verification Information

Capacitance readings indicated same conditions.

Thermogram 6



Wet Area: 5

Roof: A

Building: District Court

Larger area located at door to stairway.

Verification Information

Capacitance readings indicated same conditions.

# IBD

## Thermogram 7



Wet Area: 6

Roof: B

Building: District Court

The wet half of this roof appears to have just a slightly higher moisture level than the dry half.

### Verification Information

Core 4

Location: Wet Area #6

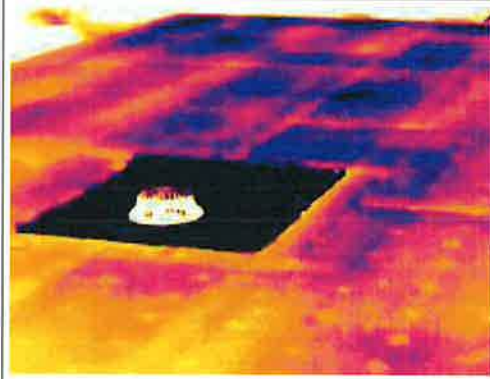
### Core Photos

Top Down Description:  
Modified Membrane  
LWIC (damp)  
(not cut below)



# IBD

Thermogram 8



Wet Area: n/a

Roof: C

Building: District Court

---

#### Verification Information

Capacitance readings indicated same conditions.

---



# IBD

## Thermogram 9



Wet Area: 7

Roof: D

Building: District Court

### Verification Information

Core 5

Location: Wet Area #7

Top Down Description:  
Modified Membrane  
LWIC (wet/damp)  
(not cut below)

### Core Photos



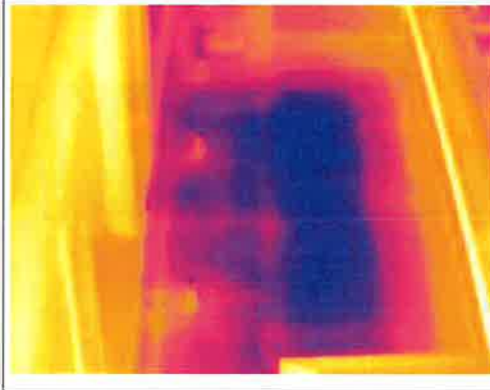
Wet probe reading



Visibly dry LWIC

# IBD

Thermogram 10



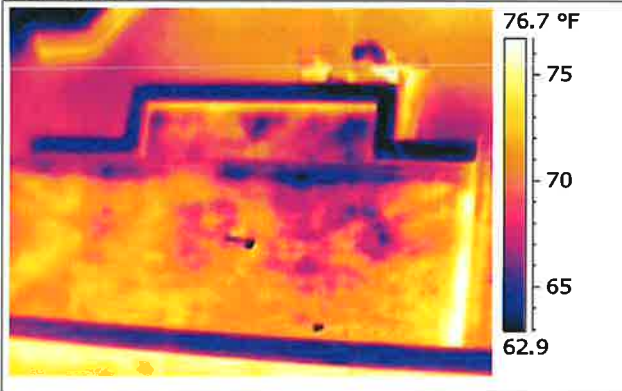
Wet Area: n/a

Roof: F

Building: District Court

View of roof showing no patterns that indicate wet roof insulation.

Thermogram 11



Wet Area:

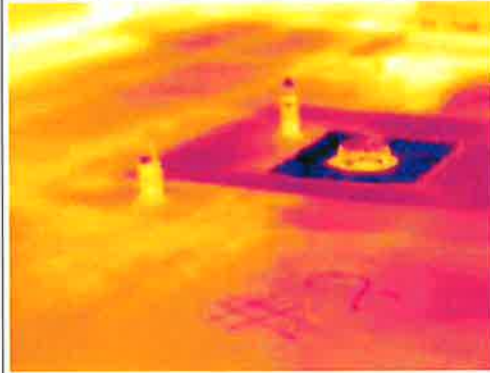
Roof: V

Building: District Court

The contrast between warm and cool areas may indicate wet roof insulation unless the cool area was due to moisture on the roof surface.

# IBD

## Thermogram 12



Wet Area: 8

Roof: G

Building: District Court

Large wet area at front of roof.

## Verification Information

Core 6

Location: Wet Area #8

## Core Photos

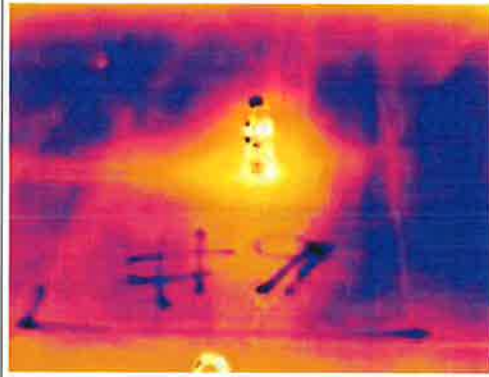
Top Down Description:  
Modified Membrane  
Wood Fiber (wet)  
(not cut below)



Visibly wet wood fiber

# IBD

## Thermogram 13



Wet Area: 9

Roof: G

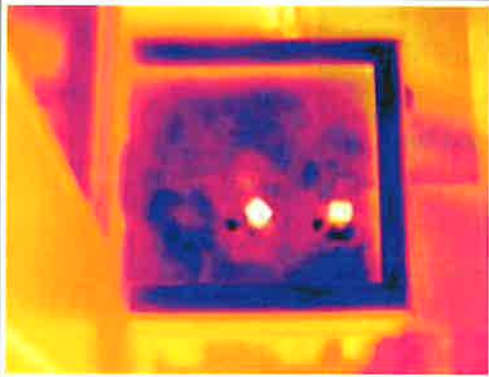
Building: District Court

Small wet area located at anchor.

### Verification Information

Capacitance readings indicated same conditions.

## Thermogram 14



Wet Area:

Roof: H

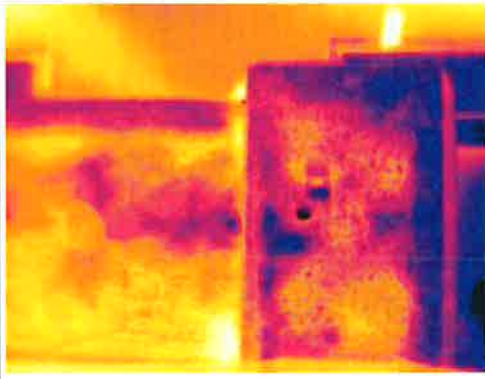
Building: District Court

No patterns appear that would indicate wet roof insulation.



# IBD

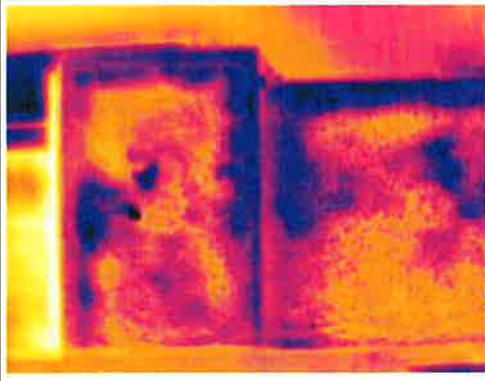
**Thermogram 15**



Wet Area:                      Roof: I & J                      Building: District Court

The variation in patterns on both roof areas may indicate wet roof insulation.

**Thermogram 16**

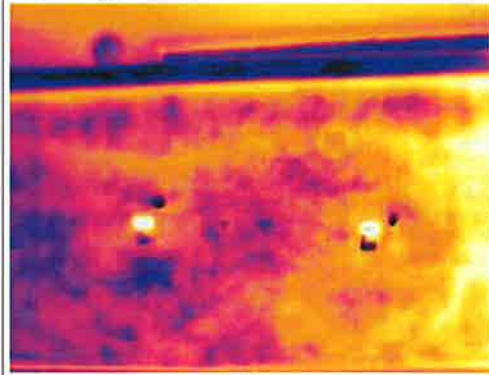


Wet Area:                      Roof: J & K                      Building: District Court

The variation in patterns on both roof areas may indicate wet roof insulation.

# IBD

**Thermogram 17**



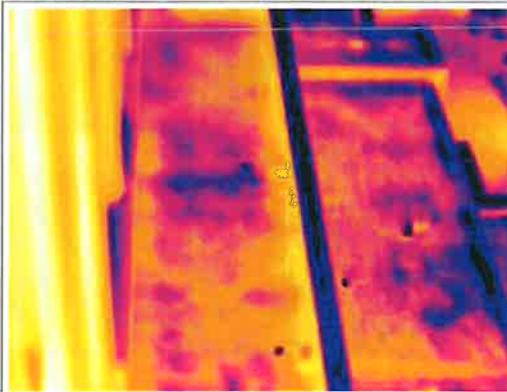
Wet Area:

Roof: L

Building: District Court

The pattern along the front wall may indicate wet roof insulation. The right side is influenced by the solar loading of the wall.

**Thermogram 18**



Wet Area:

Roof: M & O

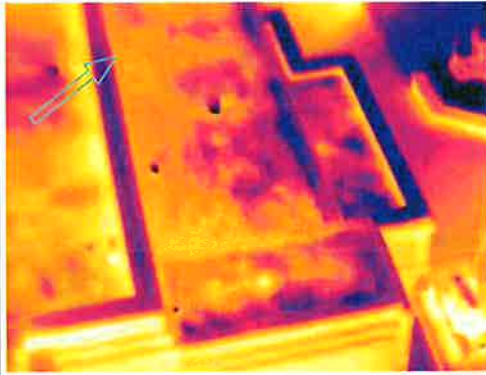
Building: District Court

Patterns appear to be related to the energy from walls, lights or surface conditions.



# IBD

**Thermogram 19**



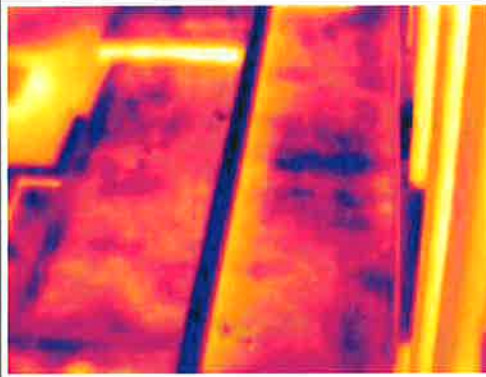
Wet Area:

Roof: N, O & V

Building: District Court

A slight board pattern is visible along the back side of Roof O.

**Thermogram 20**



Wet Area:

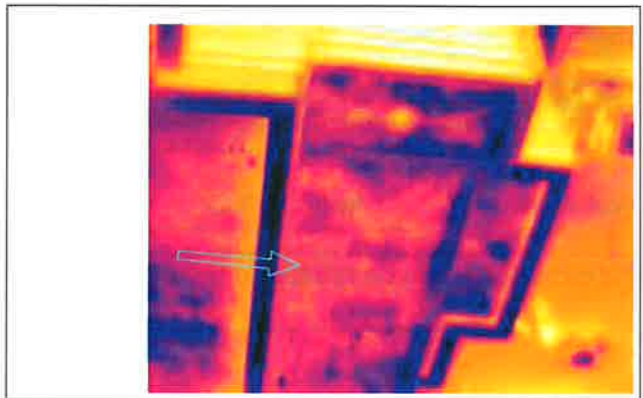
Roof: M & O

Building: District Court

Patterns appear to be related to the energy from walls, lights or surface conditions.



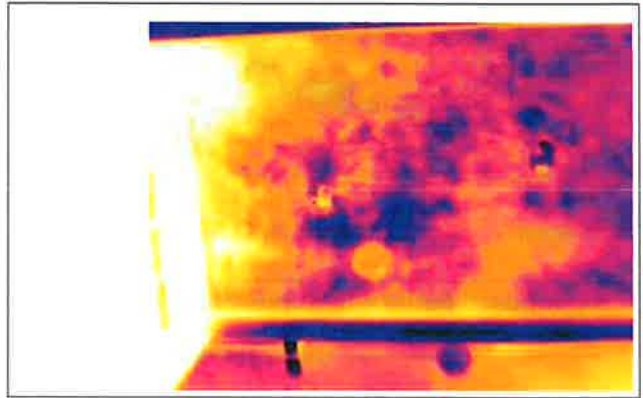
Thermogram 21



Wet Area: Roof: O & V Building: District Court

View opposite from Thermogram 19. The same slight board pattern is visible here.

Thermogram 22

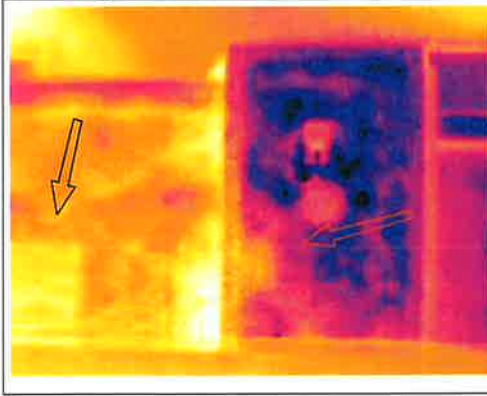


Wet Area: Roof: Q Building: District Court

The pattern away from the wall may be related to wet roof insulation. Near the right is influenced by the solar loading of the wall.

# IBD

**Thermogram 23**



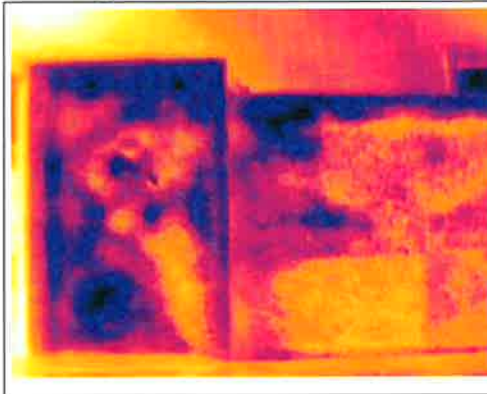
Wet Area:

Roof: R & S

Building: District Court

Black arrow indicates most distinct board pattern observed on any of the EPDM roofs. Red arrow indicates a distinct pattern, but it seems to radiate from the wall which may indicate this is related to solar loading or another unknown source that heats this wall area.

**Thermogram 24**



Wet Area:

Roof: S & T

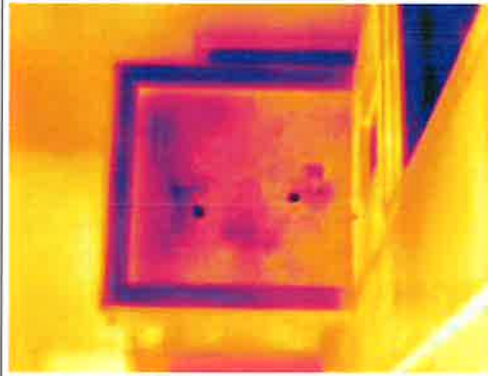
Building: District Court

These patterns do appear to indicate wet roof insulation.



# IBD

**Thermogram 25**



Wet Area:

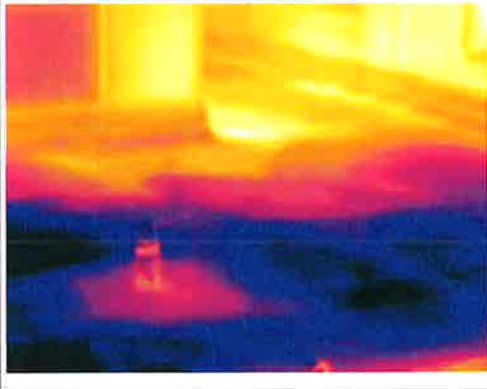
Roof: U

Building: District Court

No patterns visible that would indicate wet roof insulation.

# IBD

## Thermogram 26



Wet Area: 10

Roof: E

Building: District Court

Area located at front of roof.

### Verification Information

Core 7      Location: Wet Area #10

Top Down Description:  
Modified Membrane  
Wood Fiber (wet)  
(not cut below)

#### Core Photos



Visibly wet wood fiber

Core 8      Location: Outside #10

Top Down Description:  
Modified Membrane  
Wood Fiber 1/2" (dry)  
Polyisocyanurate 1.5" (dry)  
Polyisocyanurate 1.5" (dry)  
Concrete Deck

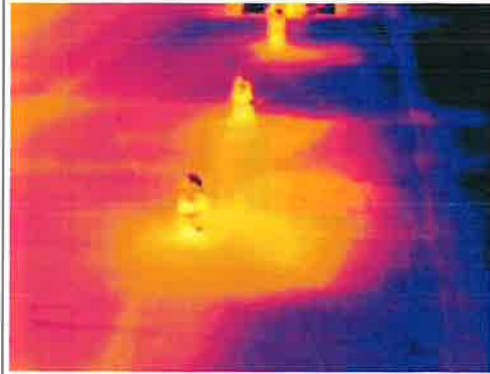
#### Core Photos



Dry core sample

# IBD

**Thermogram 27**



Wet Area: 11

Roof: E

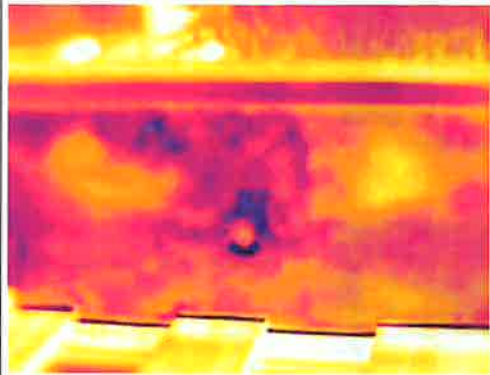
Building: District Court

Area located at anchors.

## Verification Information

Not verified.

**Thermogram 28**



Wet Area:

Roof: W

Building: District Court

Patterns that may indicate wet roof insulation.



# IBD

**Thermogram 29**



Wet Area: 1A

Roof: A

Building: District Court

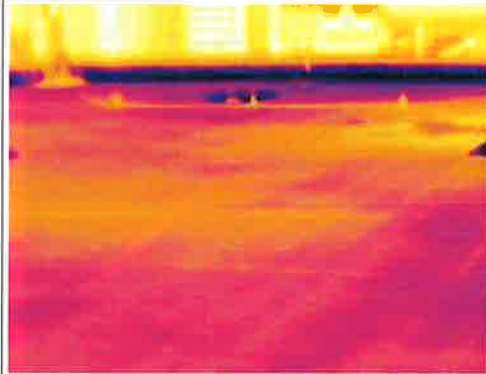
View of Wet Area #1A along back of equipment penthouse. This area was added to #1 after the roof had cooled and the area remained slightly warmer than the main areas of the roof.

## Verification Information

See Thermogram 30

# IBD

## Thermogram 30



Wet Area: 1A

Roof: A

Building: District Court

View looking from driest area across Wet Area # 1A (damp) to Wet Area #1 (wetter).

### Verification Information

Core 1 Location: Wet Area #1

Top Down Description:  
Modified Membrane  
LWIC (damp)

Core Photos



Wet (damp) probe reading  
Core Photos

Core 2 Location: Wet Area 1A

Top Down Description:  
Modified Membrane  
LWIC (damp)



Damp probe reading

Core 3 Location: Outside #1A

Top Down Description:  
Modified Membrane  
LWIC (dry)

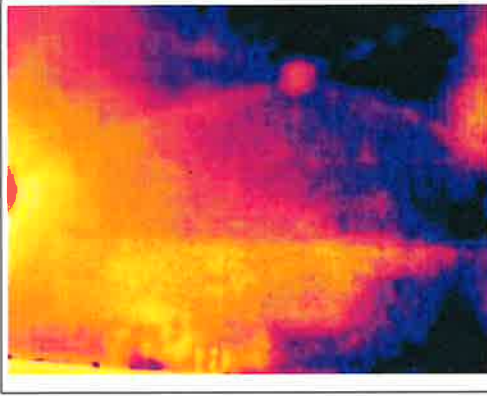
Core Photos



Relative dry probe reading

# IBD

Thermogram 31



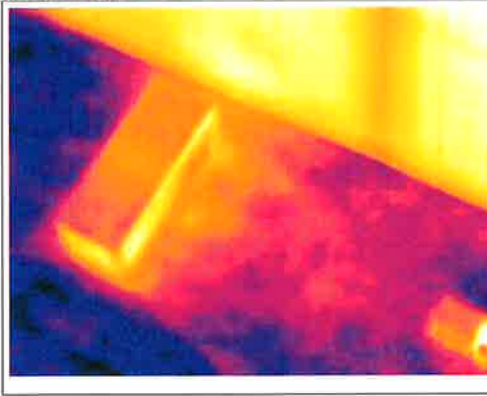
Wet Area:

Roof: W

Building: District Court

The exhaust fan to left is warming this roof area, but the horizontal line between warmer and cooler is suspect and may indicate wet insulation.

Thermogram 31



Wet Area:

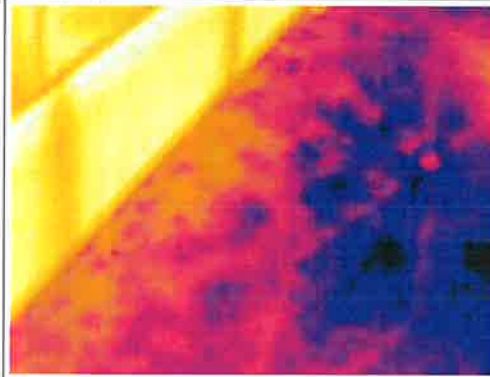
Roof: X

Building: District Court

The area right of the equipment is warmer, but may be due to the equipment.

# IBD

**Thermogram 32**



Wet Area:

Roof: X

Building: District Court

Patterns do not appear to be related to surface conditions or other influences and may indicate wet roof insulation.

# **ATTACHMENT - H**

## **Infrared Thermography Report**



Performed for:  
**Tri-State Roofing & Sheet Metal Company**  
Lexington, Kentucky



**Robert F. Stephens Circuit Courthouse**  
120 North Limestone Street  
Lexington, Kentucky 40507

# Infrared Thermography Report

## Table of Contents

<b>Executive Summary</b>	<b>3</b>
Thermography Summary	3
Capacitance Summary	3
Verification Summary	3
<b>Tools and Techniques</b>	<b>4</b>
Thermography	4
Palette	4
Capacitance	4
Pin-type Moisture Probe	4
Core Sampling	4
<b>Thermography and Condition Information</b>	<b>5</b>
Thermography	5
Environmental Conditions	5
Roof Conditions	5
<b>Wet Area Breakdown</b>	<b>6</b>
<b>Roof Area Breakdown</b>	<b>7</b>
<b>Roof Diagrams</b>	<b>8</b>
<b>Thermograms</b>	<b>9</b>



# Infrared Thermography Report



## Executive Summary

An infrared thermography inspection of roof systems of the Robert F. Stephens Circuit Courthouse facility at 120 North Limestone Street in Lexington, Kentucky was performed on the evening of May 13, 2021 with verification activities on May 14 & 24, 2021. Preliminary activities were performed on May 11, 2021. The purpose of the inspection was to locate areas that may contain hidden moisture in the roof systems. Seven (7) roof areas, containing approximately 20,929 square feet were inspected. Forty-five (45) areas were located and later verified as containing damp or wet roof insulation totalling 2,527 square feet, which represents approximately 12.07% of the total roof area included in the inspection. Verification of each area was made using a core cut, moisture probe or capacitance meter. A diagram of the roofs, selected thermograms and digital photos, verification and other information on each area are included in this report.

## Thermography Summary

All roof areas were viewed using the infrared camera. Roof F was viewed from above.

## Capacitance Summary

In addition to using the infrared camera, a walking capacitance inspection was performed on the MB roof systems, with the exception of Roof F which was not accessible. The capacitance results were similar to the infrared results with the exception of one very small area on Roof G.

## Verification Summary

All cores inside marked wet areas revealed wet wood fiber insulation and all cores outside marked areas revealed dry insulation.

It is possible, in multi-layered insulation systems, for higher levels of moisture to be present below layers with lower levels of moisture.

# Infrared Thermography Report

## Tools and Techniques

### Thermography

Infrared cameras produce a real time image of the energy radiated from the surface of objects. Patterns created by differing levels of radiated energy allow the thermographer to locate hidden conditions that produce higher or lower surface temperatures such as moisture content of roofing. There are other factors that affect the radiated energy such as surface coatings, proximity to reflected energy from walls, surrounding buildings, roof equipment and even trees. Though care is taken to eliminate or consider these effects, a sufficient influence may mask a small area or an area with slight moisture content.

### Palette

The *Iron* palette is used for thermograms in this report. The colors resemble the colors of iron as it is heated from cool to white hot. The palette bar in the header of each page represents the temperature from warm on the left to cool on the right.

### Capacitance

Capacitance roof moisture meters use non-destructive signals to measure electrical properties of the roof membrane and insulation directly below the meter. Different levels of moisture content and specifically the difference between wet and dry immediately below the membrane yield different readings on the meter. Capacitance meters can detect trace moisture that is not visible to the eye. Low moisture close to the meter may read the same as higher moisture deeper in the system. The moisture content is apparent and must be verified by some destructive sampling. A capacitance meter can be used to compliment the infrared, but cannot replace core sampling as a means of verification.

### Pin-type Moisture Probe

Moisture probes are made with a pin-type moisture meter that uses electrical resistance to yield a qualitative reading relative to the apparent moisture content of a given material. The readings are of value to compare areas of a given material at a given time. Once the infrared has identified an area as apparently wet and a core is made, the probe can be used to give a value to the level of moisture relative to other materials on the same roof. Some materials, like wood fiber, Perlite, wood, gypsum and concrete, have a normal moisture content that will register a reading. Low readings in these materials may indicate a normal or dry condition.

### Core Sampling

Core sampling is performed using a 2" or 3" diameter roof core cutter. The main purpose of core sampling is to verify the conditions indicated by the non-destructive results of thermography, nuclear or capacitance testing.

Core sampling permits visual inspection of the materials and is the only way to verify the actual conditions.

# Infrared Thermography Report

## Thermography and Condition Information

### Thermography

Thermography date: May 13, 2021  
Thermographer: Stuart Raney  
(859) 771-8477  
Lexington, Kentucky



### Environmental Conditions

Outdoor temperature: 58°F at 9:00 PM  
Weather: Sunny day with clear evening sky.

### Roof Conditions

The roofs were clean and dry at the time of the inspection.

# Infrared Thermography Report

## Roof Information


(measurements are approximate)

Square Feet: 20,929  
Membrane: MB (Modified Bitumen)  
Insulation: Wood Fiber and Polyisocyanurate  
Deck: Concrete

## Wet Area Breakdown

Area	Roof	Verified	Square Feet
1	A	Capacitance	62
2	A	Capacitance	12
3	A	Capacitance	12
4	A	Capacitance	16
5	A	Capacitance	53
6	A	Capacitance	16
7	A	Capacitance	20
8	A	Capacitance	30
9	A	Capacitance	16
10	A	Capacitance	9
11	A	Capacitance	63
12	A	Capacitance	77
13	A	Capacitance	18
14	A	Capacitance	126
15	A	Capacitance	30
16	A	Capacitance	8
17	A	Capacitance	25
18	A	Capacitance	16
19	A	Capacitance	30
20	A	Core	220
21	A	Capacitance	92
22	A	Capacitance	4
23	A	Capacitance	9
24	A	Capacitance	123
25	B	Capacitance	9
26	B	Capacitance	9
27	B	Capacitance	122
28	B	Capacitance	73
29	B	Core	57
30	B	Capacitance	12
31	C	Capacitance	66
32	C	Capacitance	96

# Infrared Thermography Report



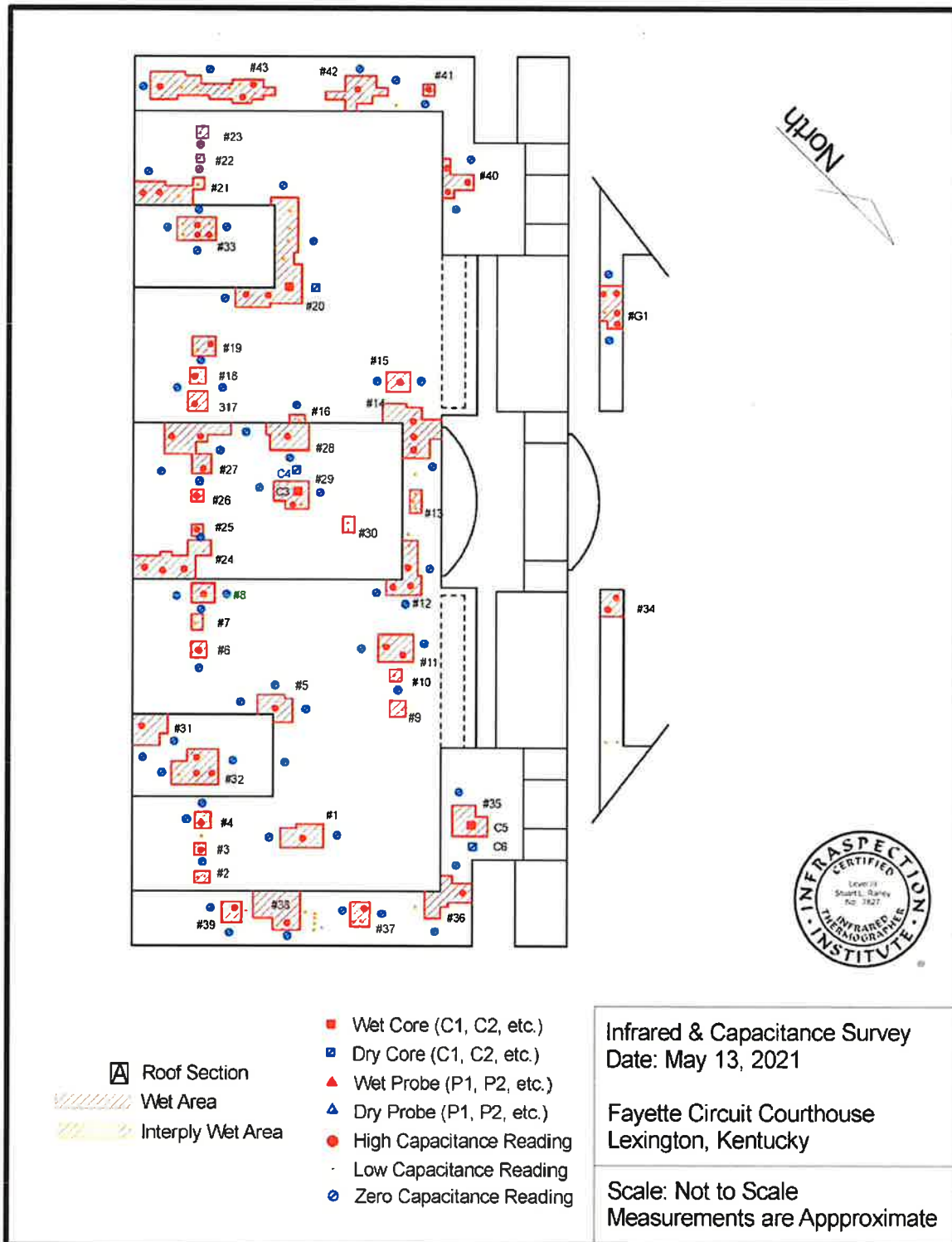
33	D	Capacitance	60
34	E	Capacitance	42
35	E	Core	63
36	E	Capacitance	76
37	E	Capacitance	30
38	E	Capacitance	105
39	E	Capacitance	25
40	G	Capacitance	46
41	G	Capacitance	9
42	G	Capacitance	76
43	G	Capacitance	162
44	F	Not verified	240
G1	G	Capacitance	62
Total			2,527

## Roof Area Breakdown

Roof	Square Feet	Square Feet Wet	% Wet
A	12,187	1,087	8.29%
B	2,760	282	10.22%
C	756	162	21.43%
D	756	60	7.94%
E	2,115	341	16.12%
F	240	240	100.00%
G	2,115	355	16.78%
Totals	20,929	2,527	12.07%

# Infrared Thermography Report

## Roof Diagrams

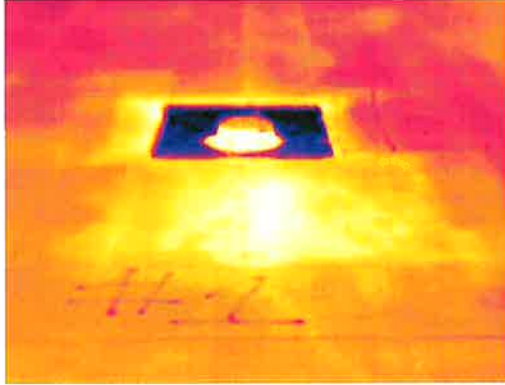




# Infrared Thermography Report

## Thermograms

### Thermogram 1



Wet Area #1

Roof: A

Building: Fayette Circuit Court

Small wet area beside a drain near the north end of the roof and slightly larger than marked in 2015.

### Verification Information

Capacitance readings indicated the same conditions.

### Thermogram 2



Wet Area #2

Roof: A

Building: Fayette Circuit Court

Small new wet area located at one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 3



Wet Area #3

Roof: A

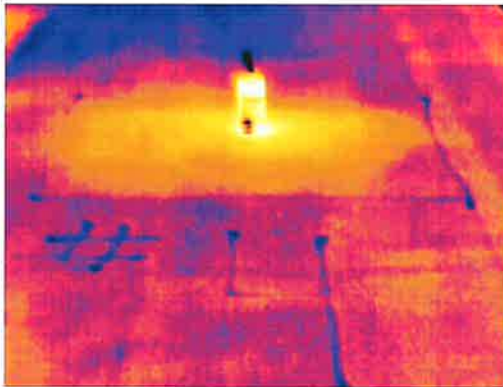
Building: Fayette Circuit Court

Small new wet area located at one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 4



Wet Area #4

Roof: A

Building: Fayette Circuit Court

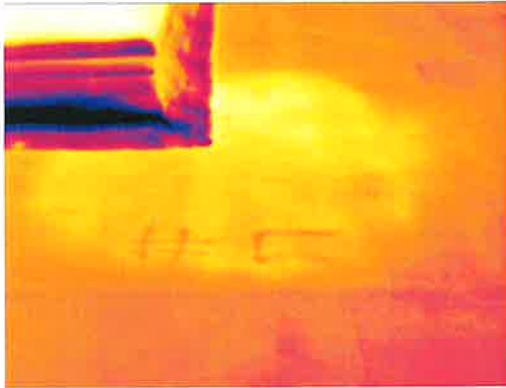
Small new wet area located at one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 5



Wet Area #5

Roof: A

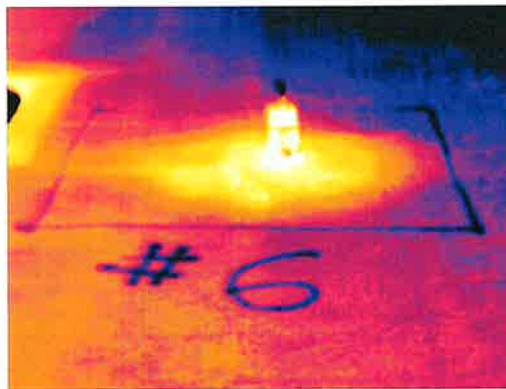
Building: Fayette Circuit Court

Small new wet area located at the southwest corner of the north penthouse.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 6



Wet Area #6

Roof: A

Building: Fayette Circuit Court

Small new wet area located at one of the anchors.

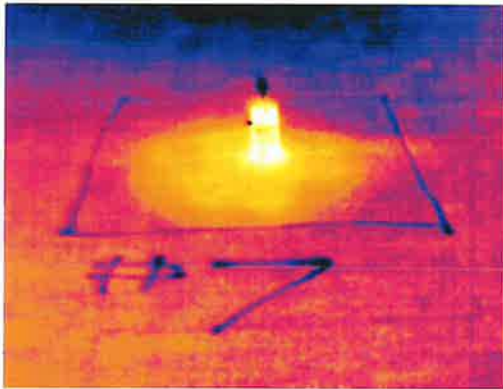
### Verification Information

Capacitance readings indicated the same conditions.



# Infrared Thermography Report

## Thermogram 7



**Wet Area #7**

**Roof: A**

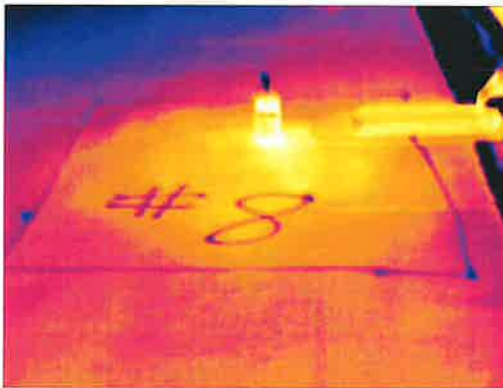
**Building: Fayette Circuit Court**

Small new wet area located at one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 8



**Wet Area #8**

**Roof: A**

**Building: Fayette Circuit Court**

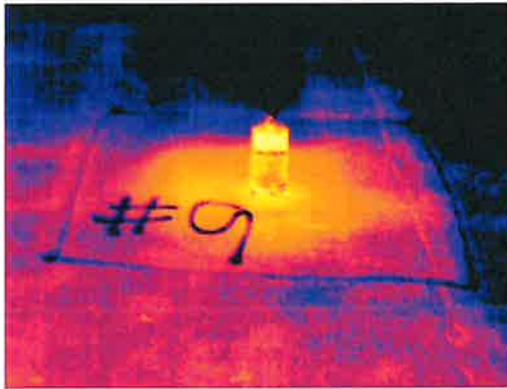
Small new wet area located at one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 9



Wet Area #9

Roof: A

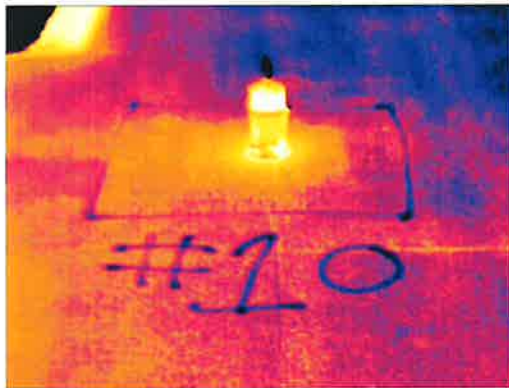
Building: Fayette Circuit Court

Small new wet area located at one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 10



Wet Area #10

Roof: A

Building: Fayette Circuit Court

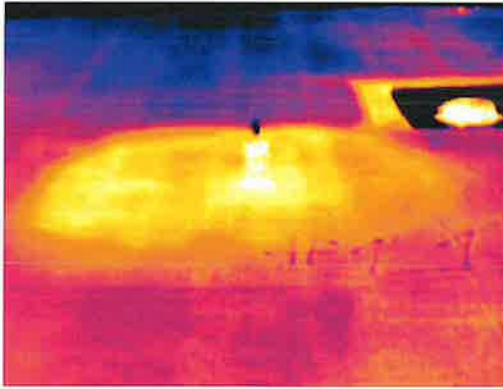
Small new wet area located at one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 11



**Wet Area #11**

**Roof: A**

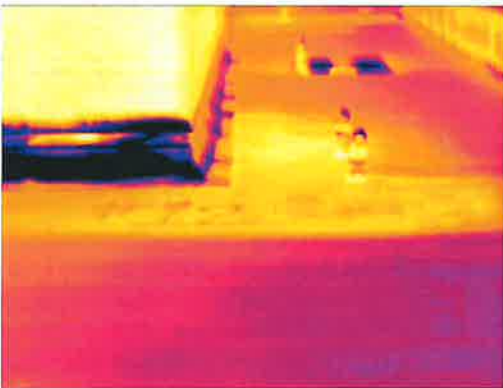
**Building: Fayette Circuit Court**

Small wet area located at one of the anchors and nearly 3 times the size marked in 2015.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 12



**Wet Area #12**

**Roof: A**

**Building: Fayette Circuit Court**

Wet area located on the main roof at the northwest corner of the center penthouse and slightly larger than marked in 2015.

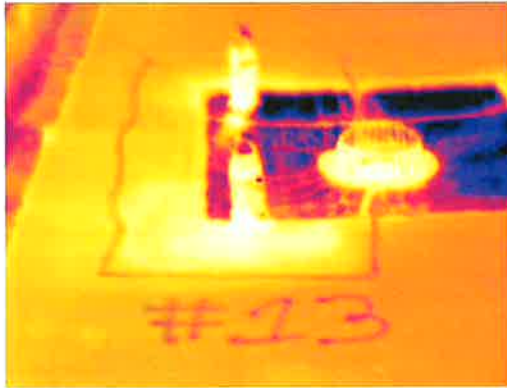
### Verification Information

Capacitance readings indicated the same conditions.



# Infrared Thermography Report

## Thermogram 13



Wet Area #13

Roof: A

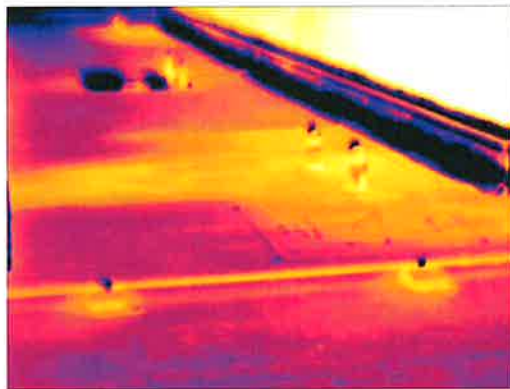
Building: Fayette Circuit Court

Small new wet area located at two of the anchors and near a roof drain.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 14



Wet Area #14

Roof: A

Building: Fayette Circuit Court

Larger wet area located at two of the anchors at the corner of the large center penthouse. The area is slightly larger than marked in 2015.

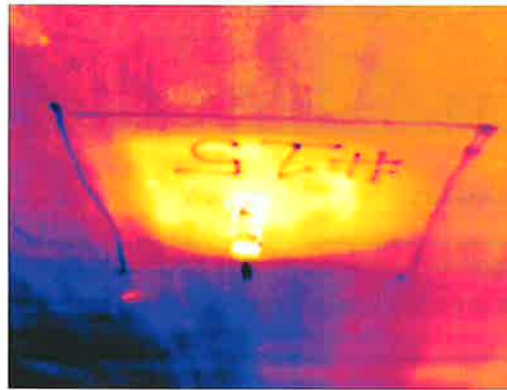
### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report



Thermogram 15



Wet Area #15

Roof: A

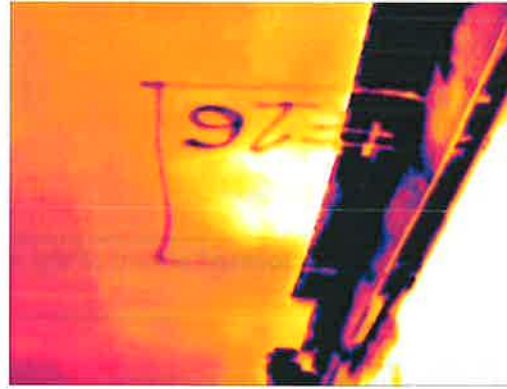
Building: Fayette Circuit Court

Small wet area located at one of the anchors is slightly larger than marked in 2015.

## Verification Information

Capacitance readings indicated the same conditions.

Thermogram 16



Wet Area #16

Roof: A

Building: Fayette Circuit Court

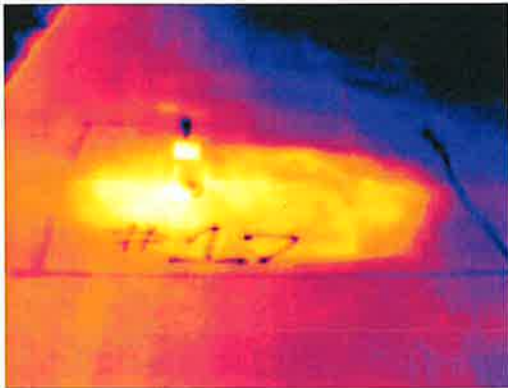
Small new wet area located on the south side of the large center penthouse..

## Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 17



Wet Area #17

Roof: A

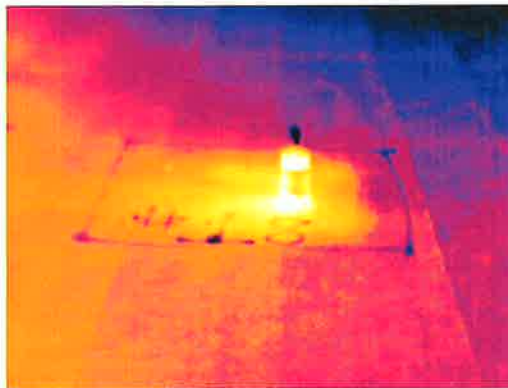
Building: Fayette Circuit Court

Small wet area located at one of the anchors and similar in size to 2015.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 18



Wet Area #18

Roof: A

Building: Fayette Circuit Court

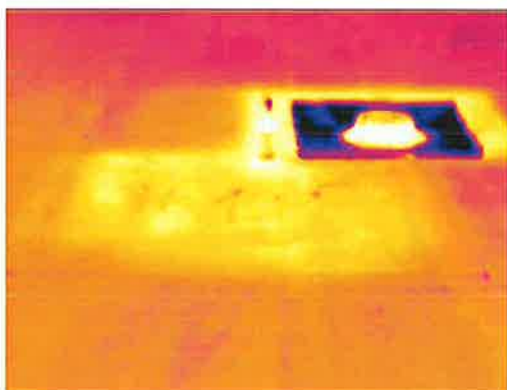
Small wet area located at one of the anchors and similar in size to 2015.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 19



**Wet Area #19**

**Roof: A**

**Building: Fayette Circuit Court**

Small wet area located at one of the anchors and near a roof drain and similar in size to 2015.

### Verification Information

Capacitance readings indicated the same conditions.



# Infrared Thermography Report

## Thermogram 20



Wet Area #20

Roof: A

Building: Fayette Circuit Court

Wet area located on the main roof at the northwest corner of the south penthouse and more than double the size marked in 2015.

## Verification Information

Core 1 Location: Wet Area #20

Top Down Description:  
MB Membrane  
Wood Fiber (wet)  
(not cut below)

### Core Photos



Wet probe reading

Core 2 Location: Near Wet Area #20

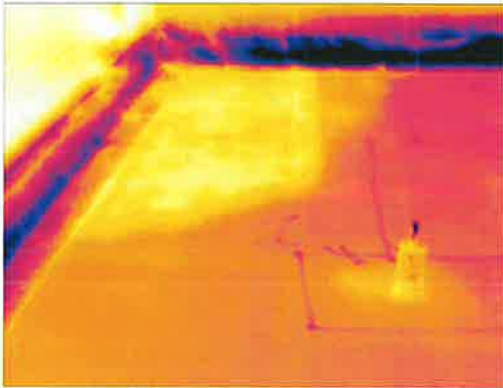
Top Down Description:  
MB Membrane  
Wood Fiber (dry)  
(not cut below)



Dry probe reading

# Infrared Thermography Report

## Thermogram 21



**Wet Area #21**

**Roof: A**

**Building: Fayette Circuit Court**

Wet area located at the corner of the roof area, similar to one in 2015 and now extending around one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 22



**Wet Area #22**

**Roof: A**

**Building: Fayette Circuit Court**

Small new wet area located at one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.



# Infrared Thermography Report

## Thermogram 23



Wet Area #23

Roof: A

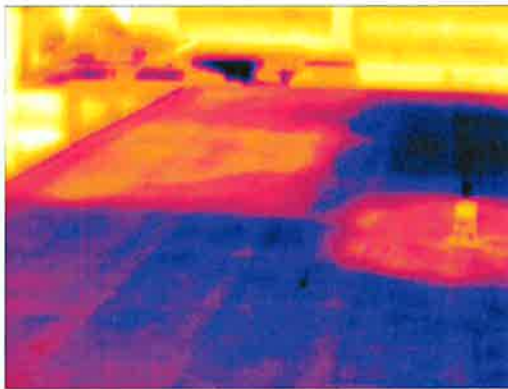
Building: Fayette Circuit Court

Small new wet area located at one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 24



Wet Area #24

Roof: B

Building: Fayette Circuit Court

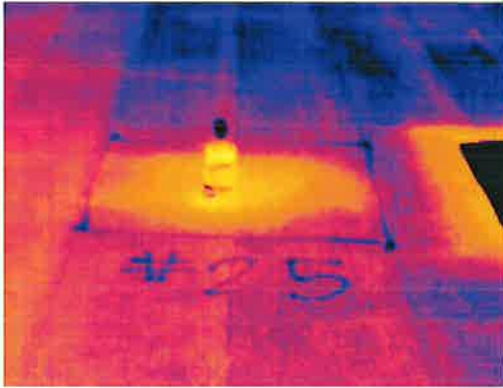
Wet area located at the corner of the roof and extending around one of the anchors. The small area around the anchor was marked in 2015.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 25



Wet Area #25

Roof: B

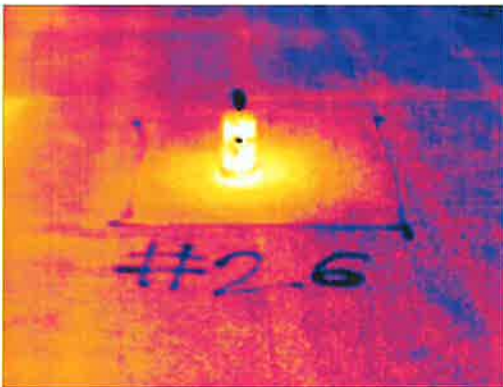
Building: Fayette Circuit Court

Small new wet area located at one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 26



Wet Area #26

Roof: B

Building: Fayette Circuit Court

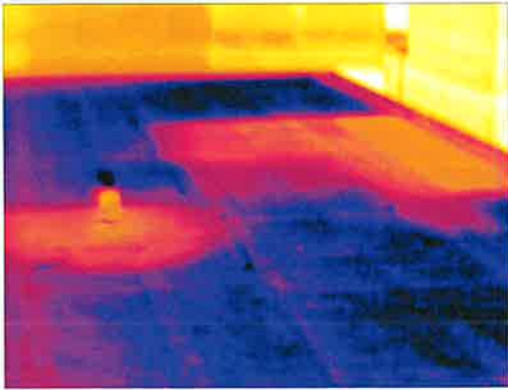
Small new wet area located at one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 27



**Wet Area #27**

**Roof: B**

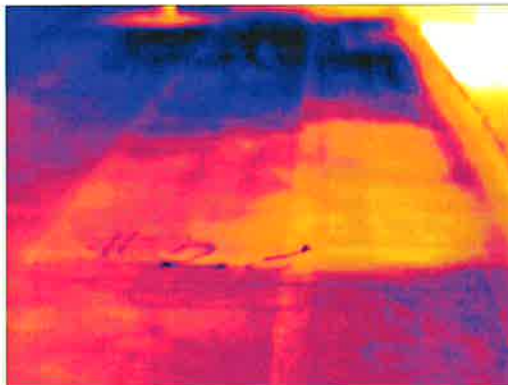
**Building: Fayette Circuit Court**

Wet area located on the south edge of the roof and extending around one of the anchors has expanded from the area marked in 2015.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 28



**Wet Area #28**

**Roof: B**

**Building: Fayette Circuit Court**

New wet area located at the south edge of the roof.

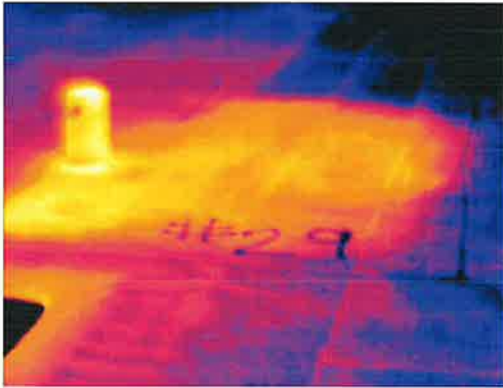
### Verification Information

Capacitance readings indicated the same conditions.



# Infrared Thermography Report

## Thermogram 29



Wet Area #29

Roof: B

Building: Fayette Circuit Court

Small new wet area located at a sanitary vent pipe..

## Verification Information

Core 3 Location: Wet Area #29

Top Down Description:  
MB Membrane  
Wood Fiber (wet)  
(not cut below)

## Core Photos



Wet probe reading

Core 4 Location: Near Wet Area #29

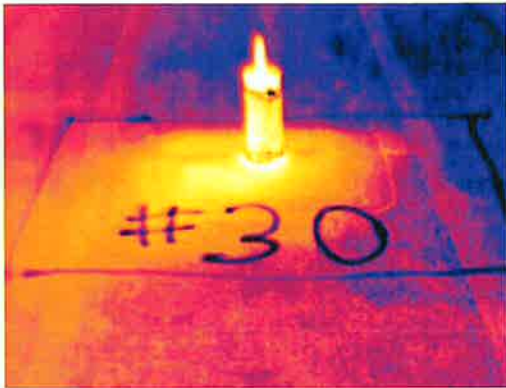
Top Down Description:  
MB Membrane  
Wood Fiber (dry)  
(not cut below)



Dry probe reading

# Infrared Thermography Report

## Thermogram 30



Wet Area #30

Roof: B

Building: Fayette Circuit Court

Small new wet area located at one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 31



Wet Area #31

Roof: C

Building: Fayette Circuit Court

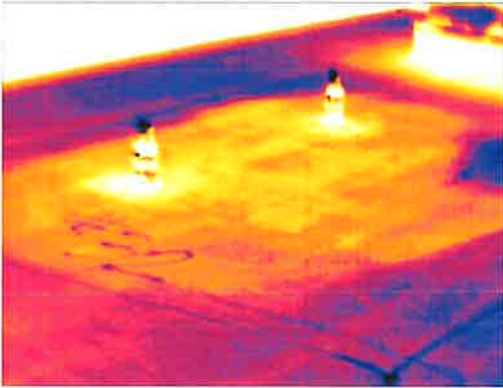
New wet area located at the southeast corner of the roof.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 32



Wet Area #32

Roof: C

Building: Fayette Circuit Court

Wet area located at two of the anchors and slightly larger than marked in 2015.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 33



Wet Area #33

Roof: D

Building: Fayette Circuit Court

Small wet area located at two of the anchors and slightly larger than marked in 2015.

### Verification Information

Capacitance readings indicated the same conditions.



# Infrared Thermography Report

## Thermogram 34



**Wet Area #34**

**Roof: E**

**Building: Fayette Circuit Court**

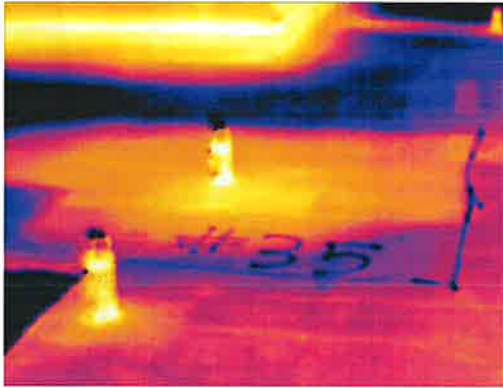
Wet area located at the end and under the covered portion of the roof is same as area marked in 2015.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 35



Wet Area #35

Roof: E

Building: Fayette Circuit Court

Small new wet area located at one of the anchors.

## Verification Information

Core 5 Location: Wet Area #35

Top Down Description:  
MB Membrane  
Wood Fiber (wet)  
(not cut below)

## Core Photos



Wet probe reading

Core 6 Location: Near Wet Area #35

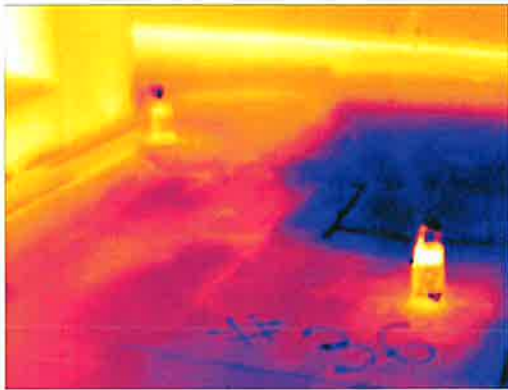
Top Down Description:  
MB Membrane  
Wood Fiber (dry)  
(not cut below)



Dry probe reading

# Infrared Thermography Report

## Thermogram 36



Wet Area #36

Roof: E

Building: Fayette Circuit Court

Wet area located at the corner of the roof and extending around one of the anchors and larger than marked in 2015.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 37



Wet Area #37

Roof: E

Building: Fayette Circuit Court

Small wet area located at one of the anchors and a little smaller than marked in 2015.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 38



**Wet Area #38**

**Roof: E**

**Building: Fayette Circuit Court**

New wet area located at two of the anchors and against the inside wall. There are several positive capacitance readings in the foreground and outside the marked area.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 39



**Wet Area #39**

**Roof: E**

**Building: Fayette Circuit Court**

Small new wet area located at one of the anchors.

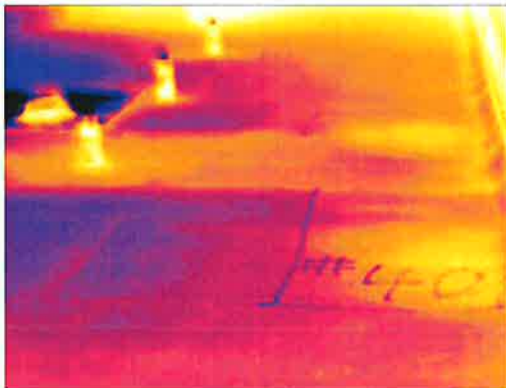
### Verification Information

Capacitance readings indicated the same conditions.



# Infrared Thermography Report

## Thermogram 40



Wet Area #40

Roof: G

Building: Fayette Circuit Court

New wet area located against the wall and extending around one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 41



Wet Area #41

Roof: G

Building: Fayette Circuit Court

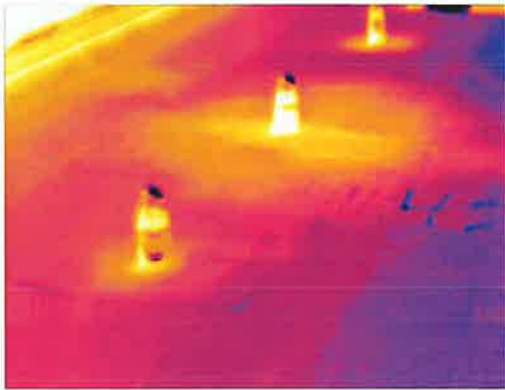
Small new wet area located at one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 42



**Wet Area #42**

**Roof: G**

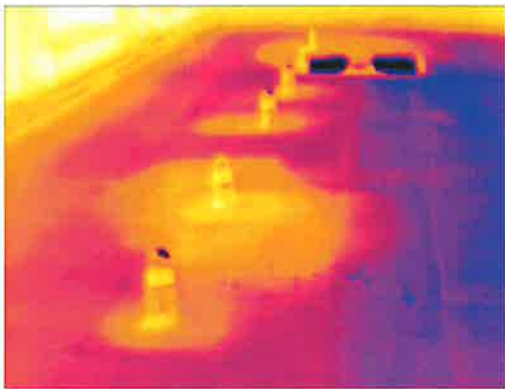
**Building: Fayette Circuit Court**

Wet area located around 3 of the anchors and larger than the area marked in 2015.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 43



**Wet Area #43**

**Roof: G**

**Building: Fayette Circuit Court**

This new wet area is a collection of small wet areas around several of the roof anchors.

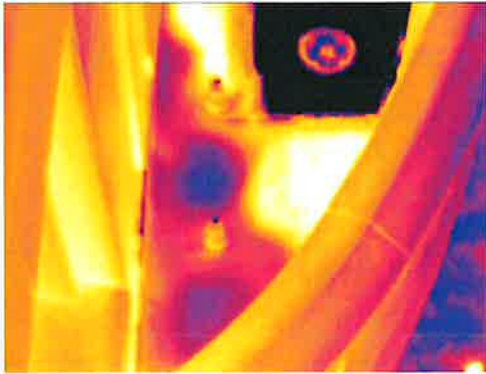
### Verification Information

Capacitance readings indicated the same conditions.



# Infrared Thermography Report

## Thermogram 44



**Wet Area #44**

**Roof: F**

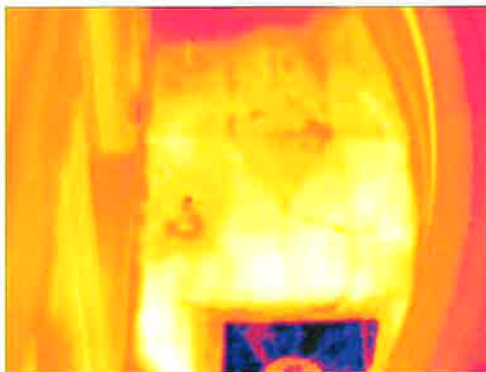
**Building: Fayette Circuit Courthouse**

Thermogram shows the north end of the roof from above. The brighter pattern indicates moisture in the roof insulation and appears more distinct than was visible in 2015.

### Verification Information

Not verified.

## Thermogram 45



**Wet Area #44**

**Roof: F**

**Building: Fayette Circuit Courthouse**

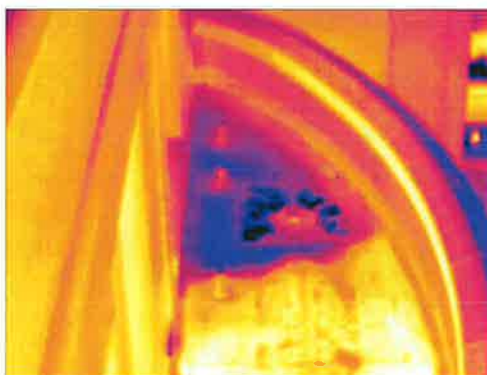
Thermogram shows the middle area of the roof from above. The brighter pattern indicates moisture in the roof insulation and appears more distinct than was visible in 2015.

### Verification Information

Not verified.

# Infrared Thermography Report

## Thermogram 46



**Wet Area #44**

**Roof: F**

**Building: Fayette Circuit Courthouse**

Thermogram shows the south end of the roof from above. The brighter pattern indicates moisture in the roof insulation and appears more distinct than was visible in 2015.

### Verification Information

Not verified.

## Photo 1



**Wet Area # G1**

**Roof: G**

**Building: Fayette Circuit Courthouse**

This area was marked using infrared in 2015. The area was not visible with infrared during this inspection. However, the capacitance meter indicated wet insulation.

### Verification Information

Not verified.

# Infrared Thermography Report



Performed for:  
**Tri-State Roofing & Sheet Metal Company**  
Lexington, Kentucky



**Robert F. Stephens District Courthouse**  
150 North Limestone Street  
Lexington, Kentucky 40507

# Infrared Thermography Report

## Table of Contents

<b>Executive Summary</b>	<b>3</b>
Thermography Summary	3
Capacitance Summary	3
Verification Summary and Notes	3
<b>Tools and Techniques</b>	<b>4</b>
Thermography	4
Palette	4
Capacitance	4
Pin-type Moisture Probe	4
Core Sampling	4
<b>Thermography and Condition Information</b>	<b>5</b>
Thermography	5
Environmental Conditions	5
Roof Conditions	5
<b>Wet Area Breakdown</b>	<b>6</b>
<b>Roof Area Breakdown</b>	<b>6</b>
<b>Roof Diagrams</b>	<b>7</b>
<b>Thermograms</b>	<b>8</b>

# Infrared Thermography Report

## Executive Summary

An infrared thermography inspection of roof systems of the Robert F. Stephens District Courthouse facility at 150 North Limestone Street in Lexington, Kentucky was performed on the evening of May 12, 2021 with verification activities on May 14, 20 & 21, 2021. Preliminary activities were performed on May 11, 2021. The purpose of the inspection was to locate areas that may contain hidden moisture in the roof systems. Seven (7) roof areas, containing approximately 19,180 square feet were inspected. Seventeen (17) areas were located and later verified as containing damp or wet roof insulation totalling 6,304 square feet, which represents approximately 32.87% of the total roof area included in the inspection. Verification of each area was made using a core cut, moisture probe or capacitance meter. A diagram of the roofs, selected thermograms and digital photos, verification and other information on each area are included in this report.

## Thermography Summary

All roof areas were viewed using the infrared camera. Roof F was viewed from above.

## Capacitance Summary

In addition to using the infrared camera, a walking capacitance inspection was performed on the MB roof systems, with the exception of Roof F which was not accessible. The capacitance meter generally had higher readings in marked wet areas identified by the infrared camera. There were numerous low capacitance readings outside marked wet areas identified by the infrared camera. These low readings indicate a trace or slight moisture in the plies or top of the LWIC.

## Verification Summary and Notes

All cores revealed visibly dry LWIC with varying levels of moisture indicated by a pin-type probe. Roof F was not accessible to verify by core or check with the capacitance meter.

It is possible, in multi-layered insulation systems, for higher levels of moisture to be present below layers with lower levels of moisture.

The probe readings in Cores 2, 3 and 4 are all in the range of what could be considered dry if there were no wet areas on the roof.

The low capacitance readings outside of marked areas identified by infrared may be due to moisture migrating out from the marked areas or a natural wetting of the roof system during the winter months or a combination of both sources.

# Infrared Thermography Report

## Tools and Techniques

### Thermography

Infrared cameras produce a real time image of the energy radiated from the surface of objects. Patterns created by differing levels of radiated energy allow the thermographer to locate hidden conditions that produce higher or lower surface temperatures such as moisture content of roofing. There are other factors that affect the radiated energy such as surface coatings, proximity to reflected energy from walls, surrounding buildings, roof equipment and even trees. Though care is taken to eliminate or consider these effects, a sufficient influence may mask a small area or an area with slight moisture content.

### Palette

The *Iron* palette is used for thermograms in this report. The colors resemble the colors of iron as it is heated from cool to white hot. The palette bar in the header of each page represents the temperature from warm on the left to cool on the right.

### Capacitance

Capacitance roof moisture meters use non-destructive signals to measure electrical properties of the roof membrane and insulation directly below the meter. Different levels of moisture content and specifically the difference between wet and dry immediately below the membrane yield different readings on the meter. Capacitance meters can detect trace moisture that is not visible to the eye. Low moisture close to the meter may read the same as higher moisture deeper in the system. The moisture content is apparent and must be verified by some destructive sampling. A capacitance meter can be used to compliment the infrared, but cannot replace core sampling as a means of verification.

### Pin-type Moisture Probe

Moisture probes are made with a pin-type moisture meter that uses electrical resistance to yield a qualitative reading relative to the apparent moisture content of a given material. The readings are of value to compare areas of a given material at a given time. Once the infrared has identified an area as apparently wet and a core is made, the probe can be used to give a value to the level of moisture relative to other materials on the same roof. Some materials, like wood fiber, Perlite, wood, gypsum and concrete, have a normal moisture content that will register a reading. Low readings in these materials may indicate a normal or dry condition.

### Core Sampling

Core sampling is performed using a 2" or 3" diameter roof core cutter. The main purpose of core sampling is to verify the conditions indicated by the non-destructive results of thermography, nuclear or capacitance testing.

Core sampling permits visual inspection of the materials and is the only way to verify the actual conditions.



# Infrared Thermography Report

## Thermography and Condition Information

### Thermography

Thermography date: May 12, 2021  
Thermographer: Stuart Raney  
(859) 771-8477  
Lexington, Kentucky



### Environmental Conditions

Outdoor temperature: 52°F at 9:00 PM  
Weather: Sunny day with clear evening sky.

### Roof Conditions

The roofs were clean and dry at the time of the inspection.

# Infrared Thermography Report

## Roof Information

(measurements are approximate)

Square Feet: 19,180  
Membrane: MB (Modified Bitumen )  
Insulation: LWIC  
Deck: (not cut below LWIC)

## Wet Area Breakdown

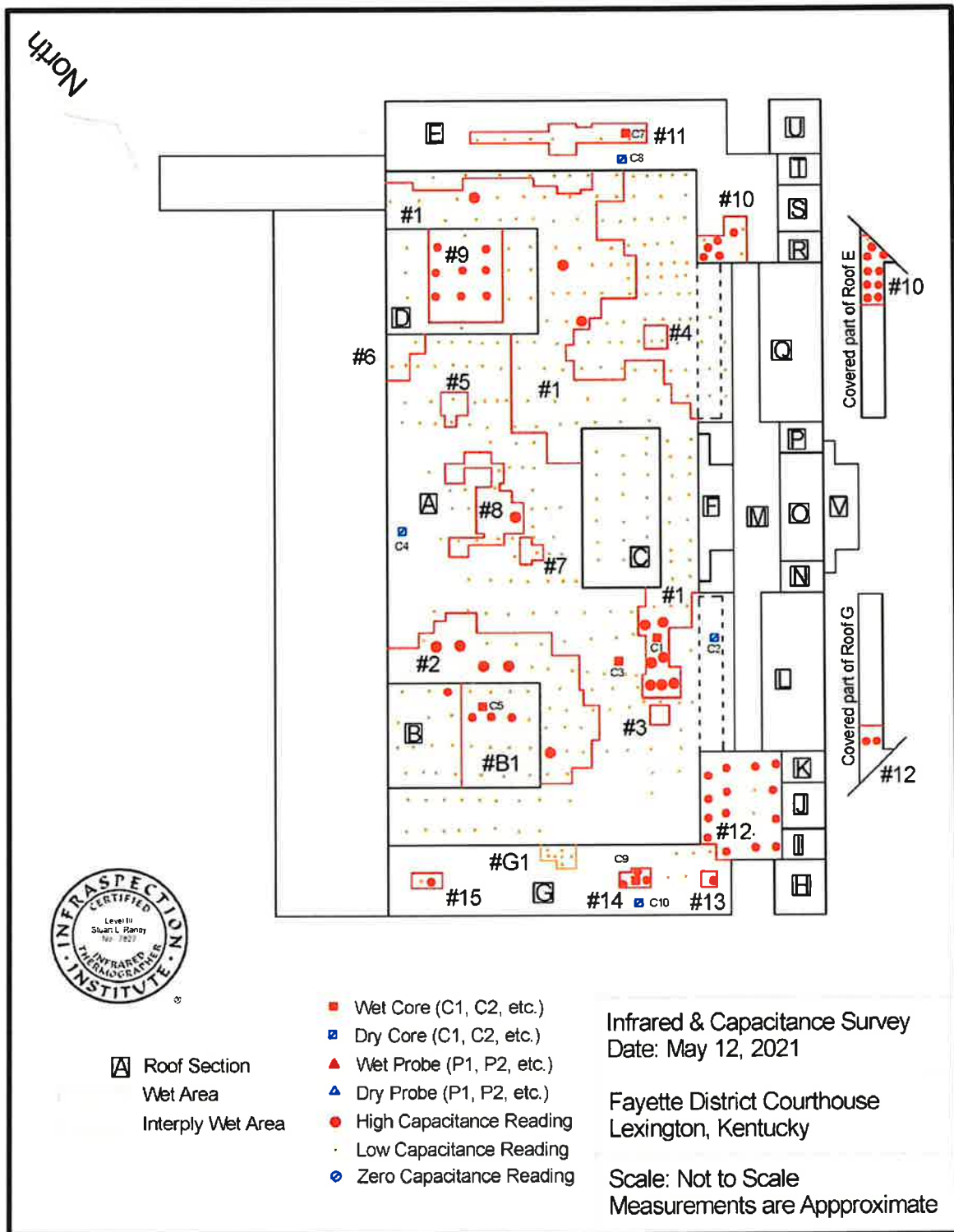
Area	Roof	Verified	Square Feet
1	A	Core	2,769
2	A	Capacitance	934
3	A	Capacitance	25
4	A	Capacitance	36
5	A	Capacitance	51
6	A	Capacitance	92
7	A	Capacitance	31
8	A	Capacitance	247
9	D	Core	456
10	E	Capacitance	187
11	E	Core	202
12	G	Capacitance	608
13	G	Capacitance	16
14	G	Core	37
15	G	Capacitance	32
B1	B	Core	535
G1	G	Capacitance	46
Total			6,304

## Roof Area Breakdown

Roof	Square Feet	Square Feet Wet	% Wet
A	11,728	4,185	35.68%
B	1,053	535	50.81%
C	820	0	0.0%
D	1,053	456	43.30%
E	2,140	389	18.18%
F	246	0	0.0%
G	2,140	739	34.53%
Totals	19,180	6,304	32.87%

# Infrared Thermography Report

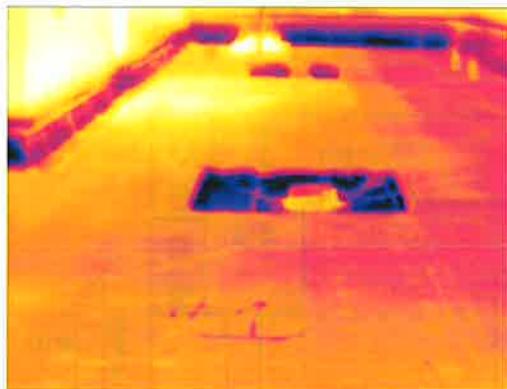
## Roof Diagrams



# Infrared Thermography Report

## Thermograms

### Thermogram 1



**Wet Area #1**

**Roof: A**

**Building: Fayette District Court**

View of one portion of Wet Area #1 along the west end of Roof A. The brighter area indicates a higher moisture level. This area is significantly larger than the area marked in 2015.

## Verification Information

Core 1 Location: Wet Area #1

Top Down Description:  
MB Membrane  
LWIC (damp by probe)

### Core Photos



Damp probe reading

Core 2 Location: Near Wet Area #1

Top Down Description:  
MB Membrane  
LWIC (visibly dry)



Dry probe reading

# Infrared Thermography Report

**Core 3** Location: Near Wet Area #1

**Top Down Description:**

MB Membrane

LWIC (visibly dry)

**Note:** This core was visibly dry. Capacitance reading indicated slight moisture. The probe indicated a slightly higher moisture content than Core 2.



Dry probe reading

**Core 4** Location: Southeast side of roof

**Top Down Description:**

MB Membrane

LWIC (visibly dry)

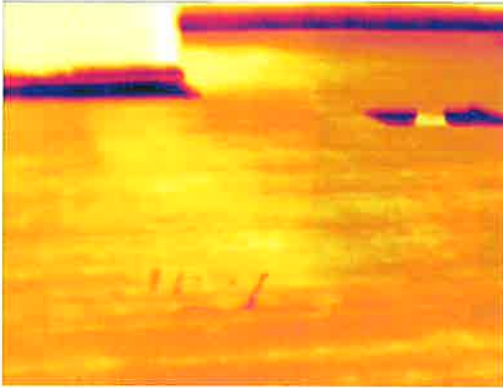
**Note:** This core was visibly dry. It was taken in an area with no positive capacitance readings. The probe indicated a slightly higher moisture content than Core 2.



Dry probe reading

# Infrared Thermography Report

## Thermogram 2



**Wet Area #1**

**Roof: A**

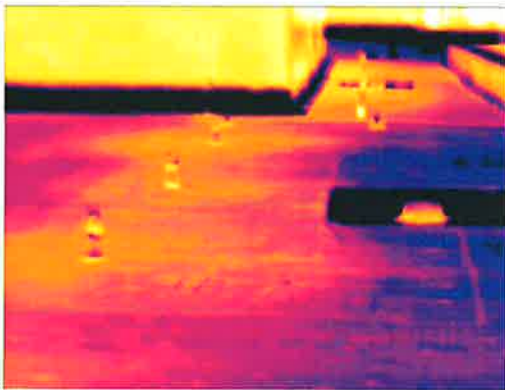
**Building: Fayette District Court**

The portion of Wet Area #1 located between the two penthouses appears to contain varying levels of moisture. This portion of the wet area was marked as having a lighter level of moisture in 2015.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 3



**Roof: A**

**Building: Fayette District Court**

North end of Wet Area #1 located on the opposite end of the center penthouse.

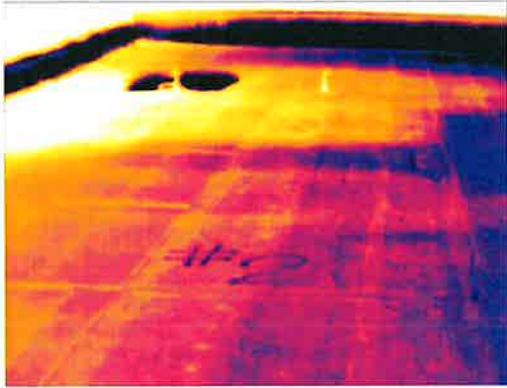
### Verification Information

Capacitance readings indicated the same conditions.



# Infrared Thermography Report

## Thermogram 4



**Wet Area #2**

**Roof: A**

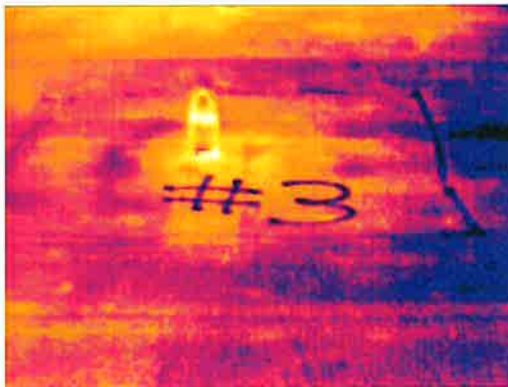
**Building: Fayette District Court**

Wet area located on the south side of the north penthouse and larger than the area marked in 2015. The center of the area appears warmer, which may indicate a higher moisture level.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 5



**Wet Area #3**

**Roof: A**

**Building: Fayette District Court**

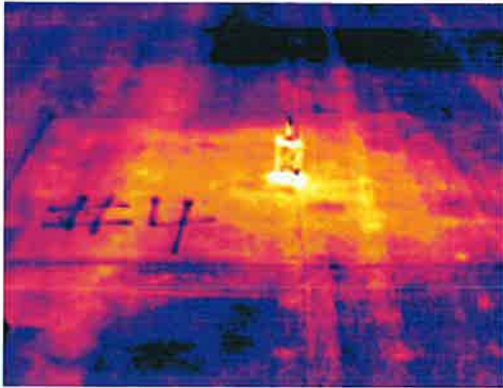
Very small wet area located at one of the anchors appears to be just beginning to wet the LWIC.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 6



Wet Area #4

Roof: A

Building: Fayette District Court

Small wet area located at one of the anchors and roughly the same size as marked in 2015.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 7



Wet Area #5

Roof: A

Building: Fayette District Court

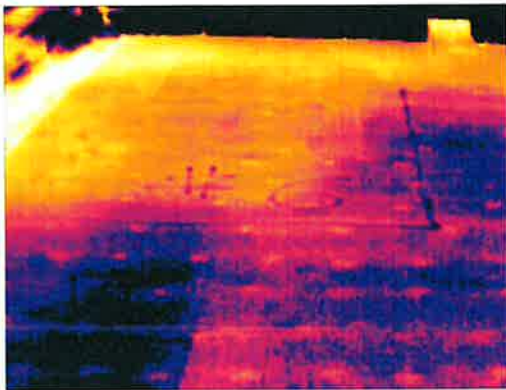
Small wet area located around two of the anchors. There was a small wet area around the far anchor in 2015.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 8



Wet Area #6

Roof: A

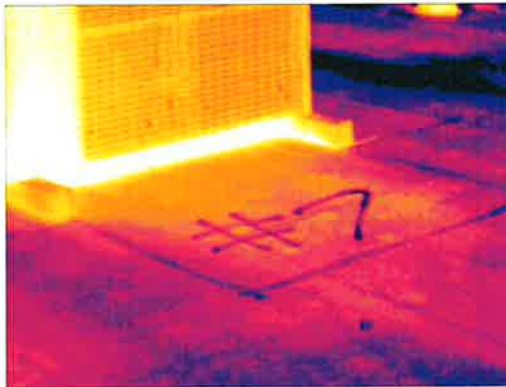
Building: Fayette District Court

New wet area located at the outside wall and north side of the south penthouse.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 9



Wet Area #7

Roof: A

Building: Fayette District Court

Small new wet area appears to extend under this unit.

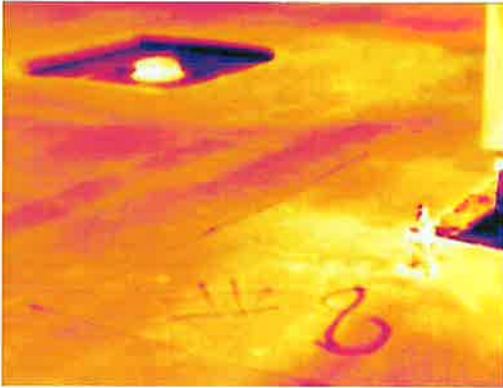
### Verification Information

Capacitance readings indicated the same conditions.



# Infrared Thermography Report

## Thermogram 10



**Wet Area #8**

**Roof: A**

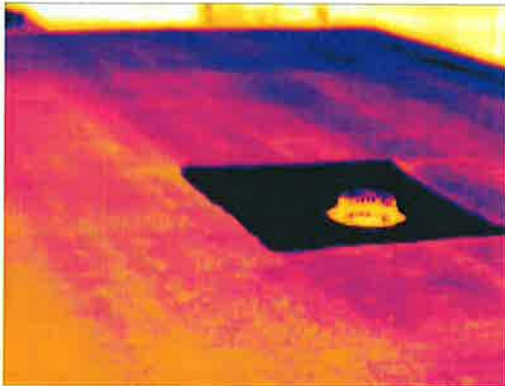
**Building: Fayette District Court**

New wet area extends between the two units and around the far unit.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 11



**Wet Area # N/A**

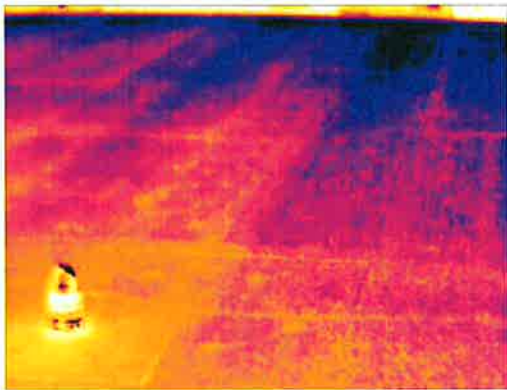
**Roof: C**

**Building: Fayette District Court**

Overview of roof showing no patterns that indicate wet roof insulation. The capacitance meter had several low readings through the center area of this roof.

# Infrared Thermography Report

## Thermogram 12



**Wet Area # B1**

**Roof: B**

**Building: Fayette District Court**

This area was marked by the 2015 infrared inspection. It did not have a visible pattern that appeared related to moisture at the time of the infrared inspection. The capacitance readings were higher in the area and the probe in the core indicated elevated moisture, so the area was designated as Wet Area B1

## Verification Information

Core 5 Location: Wet Area #B1

Top Down Description:  
MB Membrane  
LWIC (damp by probe)

## Core Photos



# Infrared Thermography Report

## Thermogram 13



Wet Area #9

Roof: D

Building: Fayette District Court

This wet area was marked in 2015 and has more than doubled in size.

## Verification Information

Core 6 Location: Wet Area #9

Top Down Description:  
MB Membrane  
LWIC (damp by probe)

## Core Photos



Damp probe reading



# Infrared Thermography Report

## Thermogram 14



**Wet Area #10**

**Roof: E**

**Building: Fayette District Court**

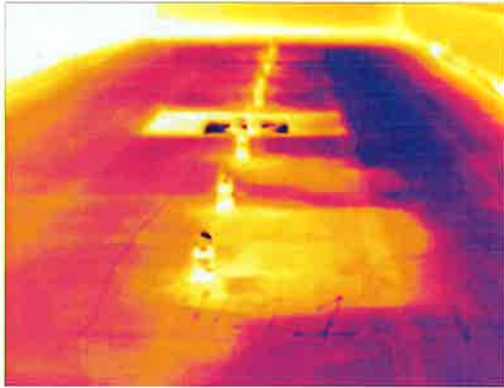
Wet area extends under the covered portion of the roof and is a little larger than it was marked in 2015. The portion of the area under the cover was defined using the capacitance meter.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 15



**Wet Area #11**

**Roof: E**

**Building: Fayette District Court**

This wet area is a collection of small wet areas around several of the roof anchors and has grown significantly since 2015.

## Verification Information

Core 7 Location: Wet Area #11

Top Down Description:  
MB Membrane  
Wood Fiber (wet)  
(not cut below)

### Core Photos



Wet probe reading

Core 8 Location: Near Wet Area #11

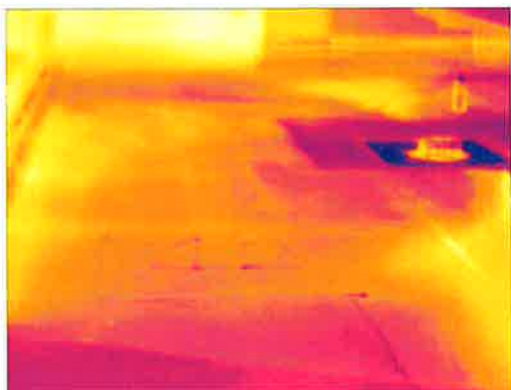
Top Down Description:  
MB Membrane  
Wood Fiber (dry)  
(not cut below)



Dry probe reading

# Infrared Thermography Report

## Thermogram 16



**Wet Area #12**

**Roof: G**

**Building: Fayette District Court**

Wet area located at the west end of the roof is the largest area on Roof E and a little larger than was marked in 2015.

### Verification Information

Capacitance readings indicated the same conditions.

## Thermogram 17



**Wet Area #13**

**Roof: G**

**Building: Fayette District Court**

Small new wet area located at one of the anchors.

### Verification Information

Capacitance readings indicated the same conditions.

# Infrared Thermography Report

## Thermogram 18



Wet Area #14

Roof: G

Building: Fayette District Court

Small new wet area located around two of the anchors.

## Verification Information

Core 9 Location: Wet Area #14

Top Down Description:  
MB Membrane  
Wood Fiber (wet)  
(not cut below)

## Core Photos



Core 10 Location: Near Wet Area #14

Top Down Description:  
MB Membrane  
Wood Fiber (dry)  
(not cut below)





# Infrared Thermography Report

## Thermogram 19



Wet Area #15

Roof: G

Building: Fayette District Court

Small wet area located at one of the anchors is similar in size to the area marked in 2015.

## Verification Information

Capacitance readings indicated the same conditions.

## Photo 1



Wet Area #G1

Roof: G

Building: Fayette District Court

This area was located and defined using the capacitance meter. The readings were not high, indicating slight moisture in the plies or top of the insulation board. The moisture may not be visible.





**Warranty No.: 101-023792**

### **Platinum NDL Roofing Warranty**

Building Name: Circuit Courthouse		
Building Address: 150 N. Limestone, Lexington, KY 40507		
Roof Section: Elevator Penthouse		
Owner Name: Lexington-Fayette Urban County Government		
Owner Address: 200 East Main Street, Lexington, KY 40507		
Contractor: Tri-State Roofing & Sheet Metal Co., 1624 Old Frankfort Pike, Lexington, KY 40504		
Total Squares: 29	Roofing Material: 26.42	Flashing Material: ALSAN Flashing
Term of Warranty: 20 Years	Warranty Start Date: 04.25.2023	Warranty End Date: 04.25.2043

#### **Express Warranty**

SOPREMA, Inc., an Ohio corporation, warrants to you that your SOPREMA® roofing will remain watertight for the full term of this warranty. This warranty is made subject to all the terms, conditions, and limitations set forth below.

#### **Reporting Claims**

To report a claim, follow the procedure set forth in Form 900 – Warranty Claim Procedure.

#### **Remedy**

When you make a valid claim, SOPREMA will provide the labor and material necessary to return the roofing to a watertight condition.

#### **NOTICES**

THE WARRANTY EXPRESSED IN THIS DOCUMENT SUPERSEDES AND IS IN LIEU OF ALL OTHER WARRANTIES, WHETHER WRITTEN OR ORAL, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

THE ABOVE-STATED REMEDY IS YOUR SOLE AND EXCLUSIVE REMEDY AGAINST SOPREMA.

IN NO EVENT IS SOPREMA LIABLE TO YOU OR ANY OCCUPANT OF THE BUILDING FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, OR OTHER SIMILAR DAMAGES.

This warranty document includes all of the following:

1. The Terms, Conditions and Limitations printed on the reverse.
2. Form 900 – Warranty Claim Procedure.
3. Form 901 – Care and Maintenance Guide.

This warranty is not valid until activated. To be activated, it must be signed by Owner and returned to SOPREMA. Activation must occur within three months after the Warranty Start Date stated above, or any later date agreed to by SOPREMA. Once activated, the warranty is effective retroactive to the Warranty Start Date.

**SOPREMA, Inc.**

**Owner:**

By: \_\_\_\_\_

Name: Tim Kersey

Title: CEO-U.S. Operations

Date: 04.25.2023

By: \_\_\_\_\_

Name:

Title:

Date:

**The Robert F. Stephens**  
**CIRCUIT and DISTRICT COURTHOUSES**  
LEXINGTON, KY 40507

**ROOF REPORT**  
WINTER 2025



Submitted By:

**PATRICK D. MURPHY CO., INC., ARCHITECTS**  
P.O. BOX 20835  
LOUISVILLE, KY 40250-0835



# **TABLE OF CONTENTS**

PART 1	EXECUTIVE SUMMARY
PART 2	ROOF PLANS / SITE PLANS
PART 3	EXISTING CONDITION PHOTOGRAPHS
PART 4	RECOMMENDED SOLUTIONS

**EXECUTIVE SUMMARY**

## Circuit and District Courthouses

### Roof Estimates

# **EXECUTIVE SUMMARY**

PDM Architects was engaged by LFUCG to provide roof replacement estimates for the Courthouses located in Lexington, Kentucky. The Courthouses consist of two (2) buildings: the Circuit Court Building located at 120 N. Limestone and the District Court Building located at 150 N. Limestone.

Both the Circuit Court and District Court buildings have multiple roof areas and levels; 22 areas at the Circuit Court building and 24 areas at the District Court. The roofs on these buildings consist of SBS Modified Bitumen, and Ballasted EPDM. The roof decks are all concrete &, with the exception of two (2) areas per building (4 areas total), the concrete roof decks are flat.

Outside of the front plazas these buildings do not have any other available areas on site for material staging, equipment storage and set-up areas. Due to the roofs stepping back from the ground level to the top of the building it creates difficulty in debris removal and material staging. A crane/ lifts will need to be used for debris removal and material staging. The constraints of the site only allow for dumpsters, crane and lifts to be located in the front plazas of each building. A study will need to be completed to verify if the front plazas can support the weight of the crane and lifts that will be required to access the roof areas. If the front plazas cannot be utilized for cranes/ lift locations then street closures will be required for placement of dumpsters, cranes and lifts.

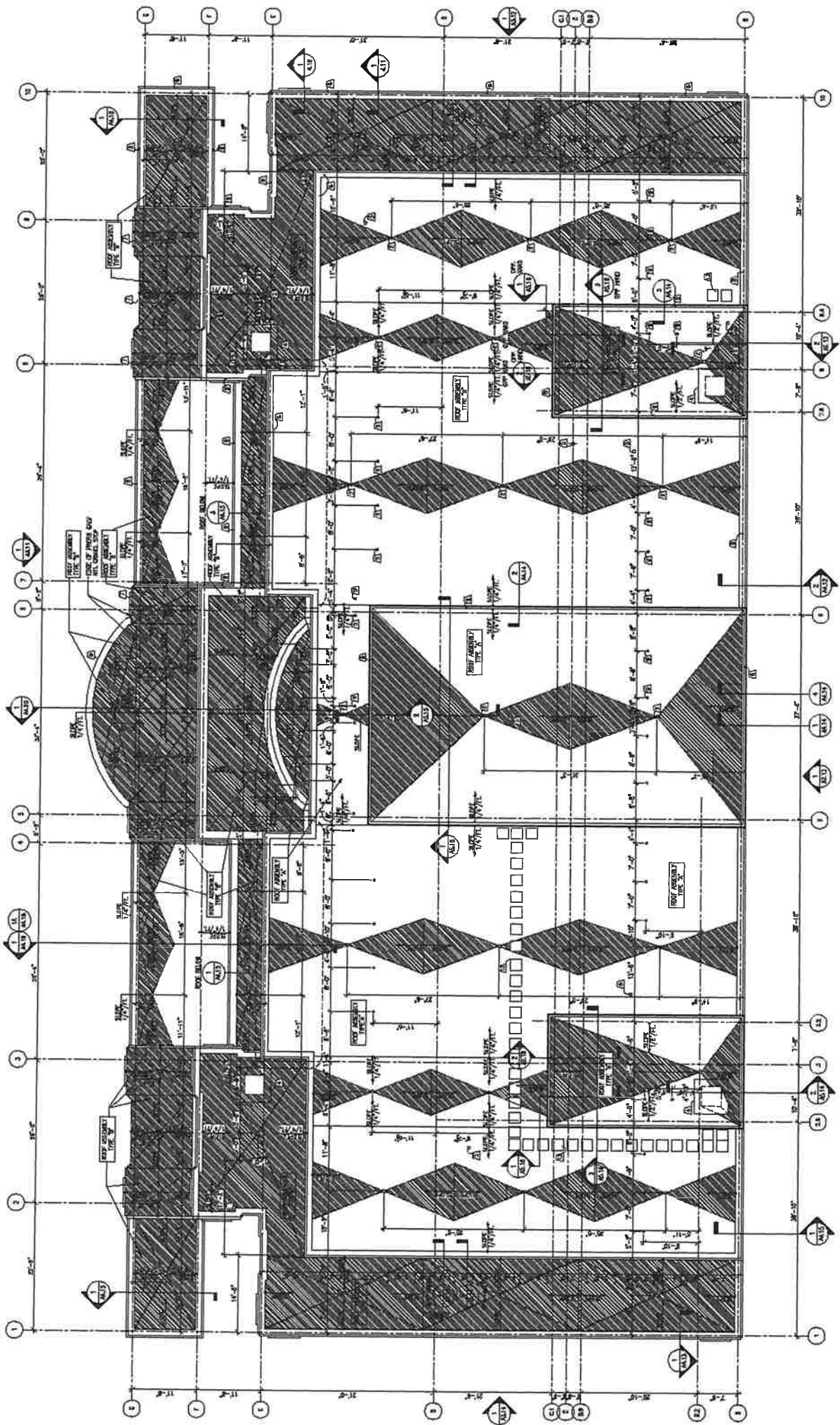
#### Observations:

- Several RTU's are set on wood blocking.
- Interior parapet walls have an EIFS covering at the 5th floor roof areas
- Upper level roof areas are 2-ply SBS Modified Roof Assemblies over tapered isocyanurate insulation
- Lower roofs are ballasted EPDM over tapered isocyanurate insulation.
- Two roof areas at the 2nd floor level of the Circuit and District Court have slope built-into the roof deck.
- Counter flashings are stainless steel, all locations are through wall flashings with the exception of the 5th floor roof. No counter flashings are installed at the rear District Court roof to parking garage transition.
- Coping caps are metal, the 5th floor front roof areas have stone coping caps.
- Electrical conduits run along parapet walls and roof surfaces.
- Several security cameras will be impacted
- Relay antenna located on the District Court roof will be impacted
- Roof anchor points have been installed.

All observations, opinions and conclusions presented in this report are based on the information presented to or obtained by Patrick D. Murphy Architects at the time the observations were made. Any information presented there after, pertaining to the roofs observed and any conditions under which observations were made, may alter the opinions or conclusions contained in this report.



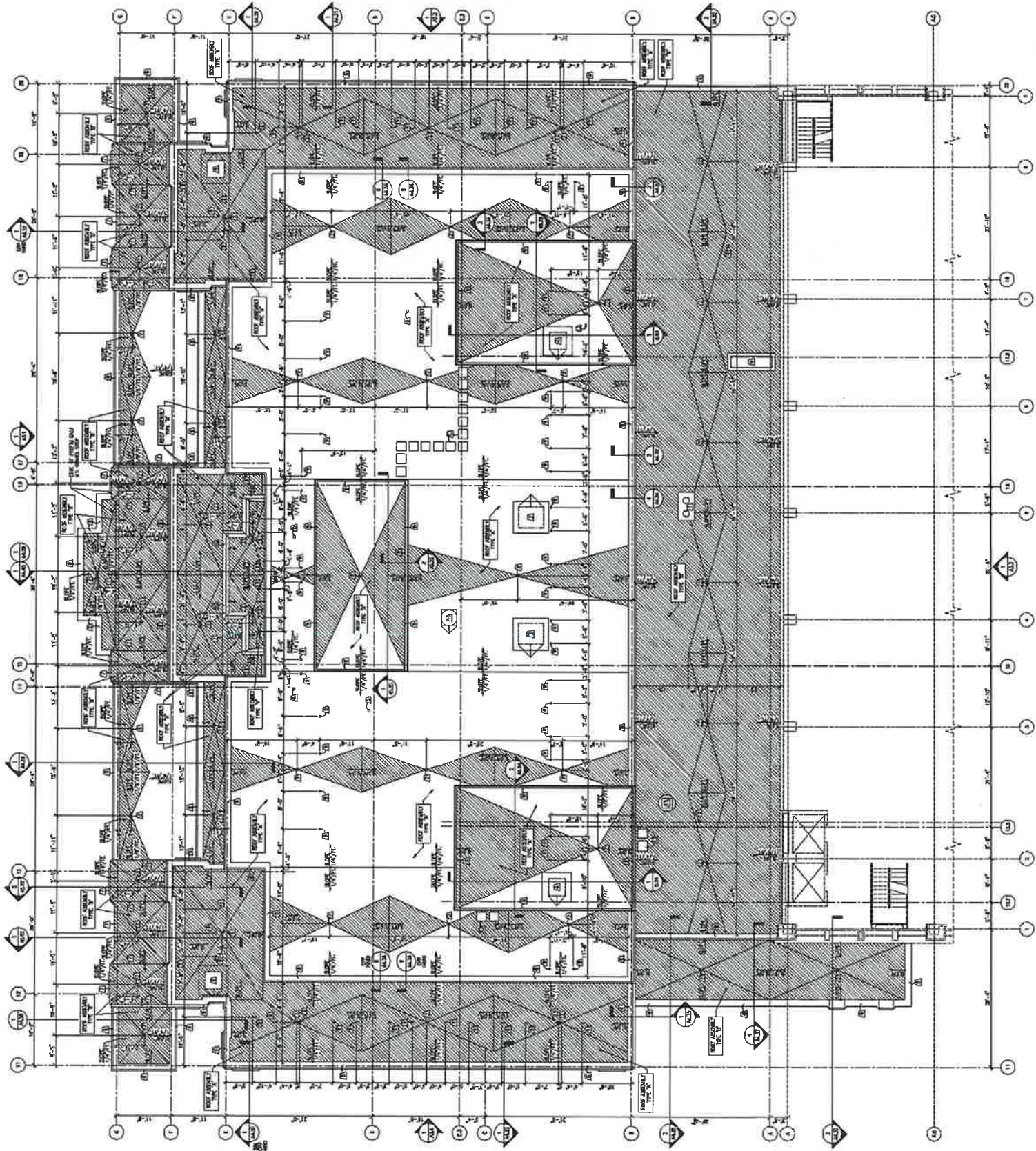
**ROOF PLANS / SITE PLANS**



CIRCUIT ROOF PLAN  
1/4" = 1'-0"

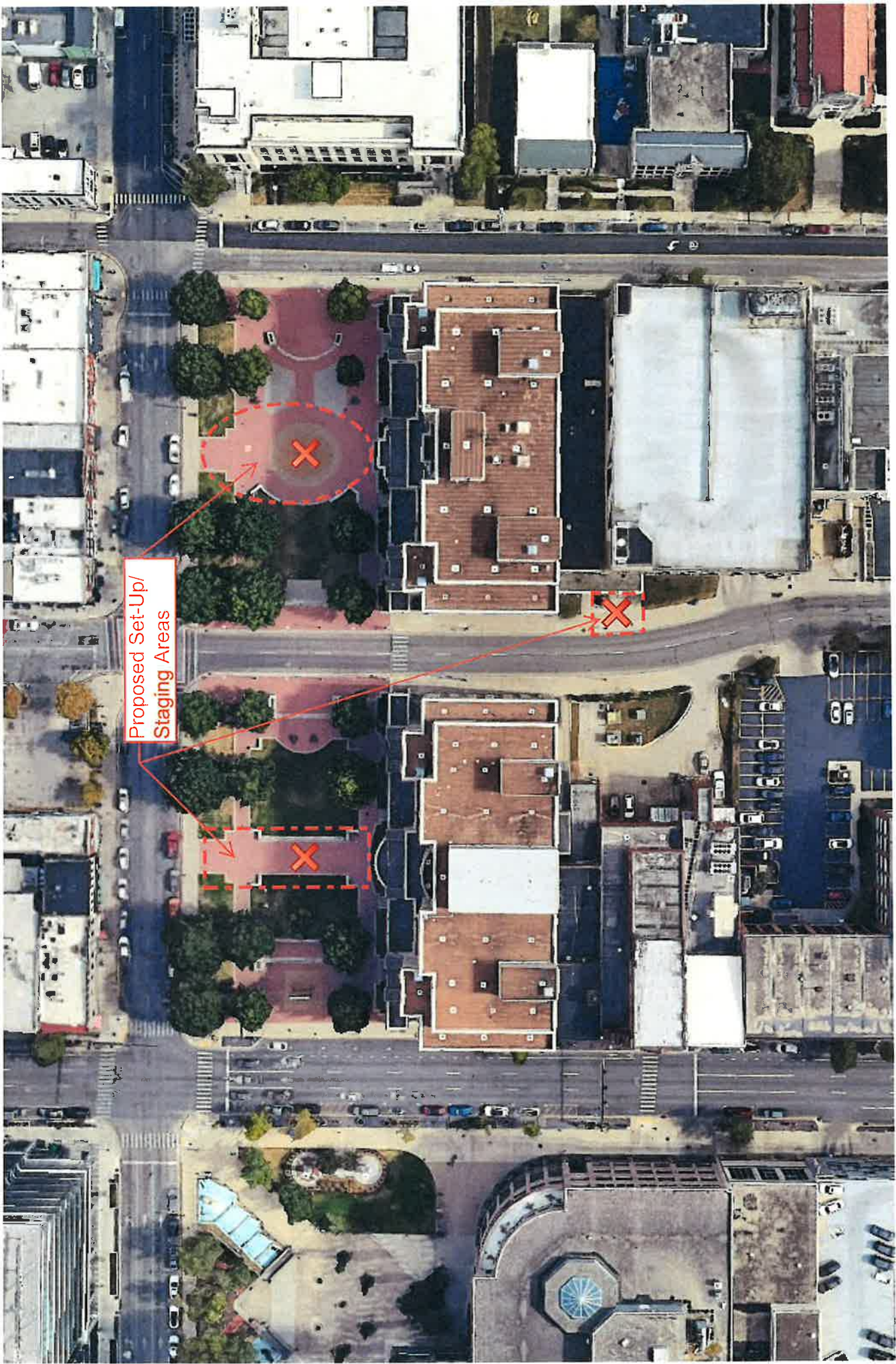
CIRCUIT COURT BUILDING





DISTRICT COURT BUILDING





Proposed Set-Up/  
Staging Areas

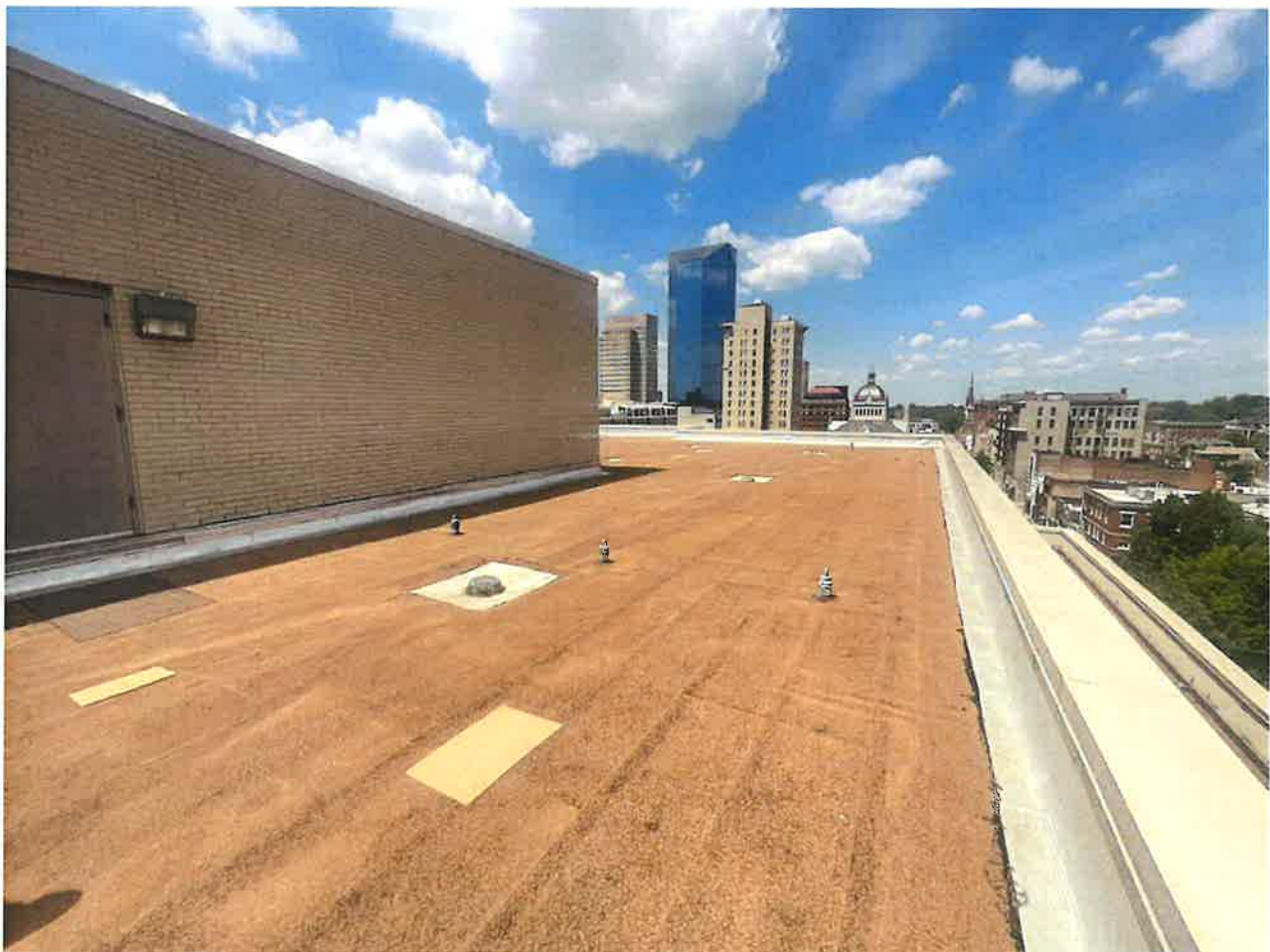
SITE PLAN

**EXISTING CONDITION PHOTOGRAPHS**





IMG\_1469.JPG



IMG\_1451.JPG





IMG\_1452.JPG

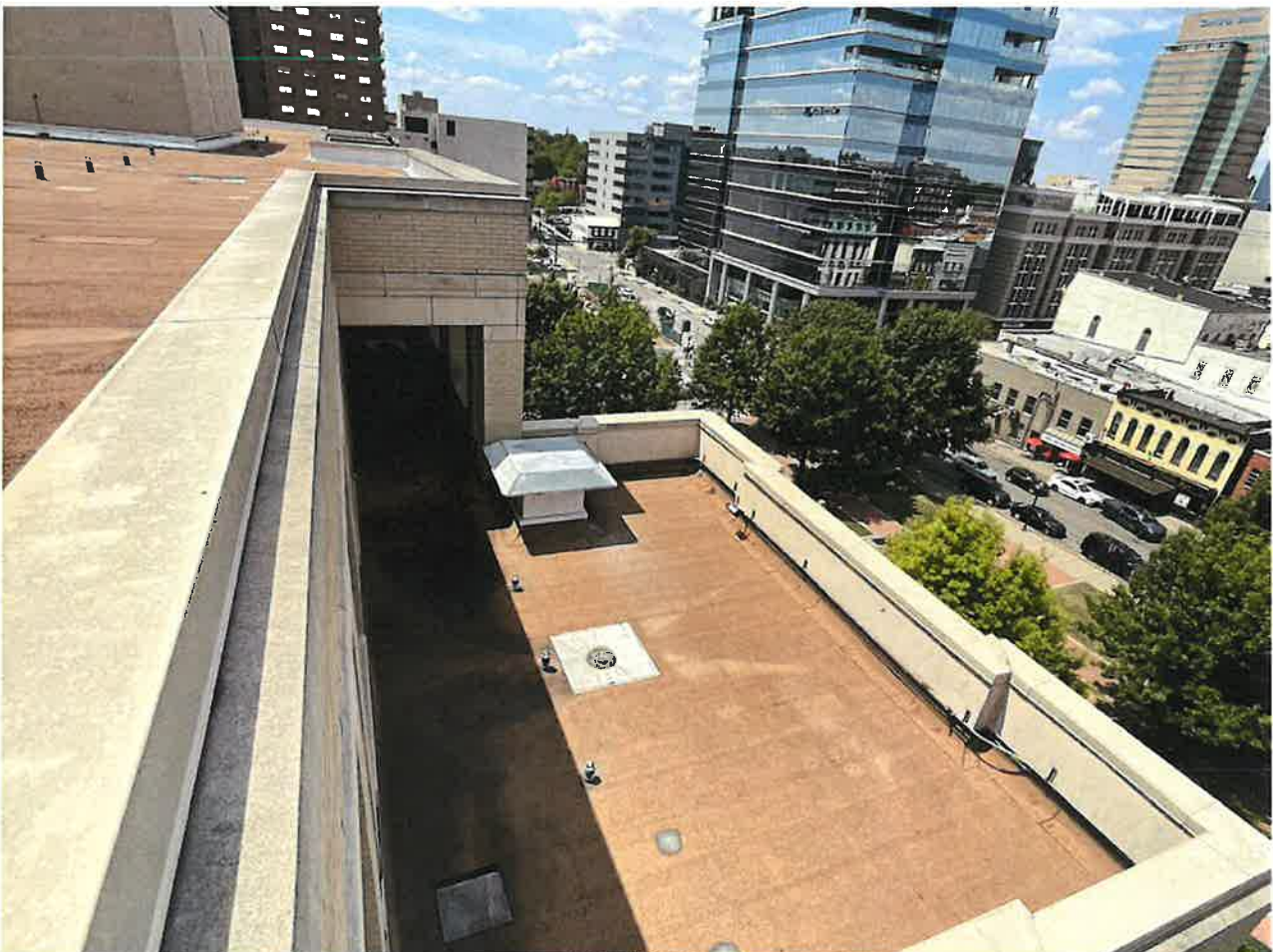


IMG\_1453.JPG





IMG\_1454.JPG



IMG\_1456.JPG



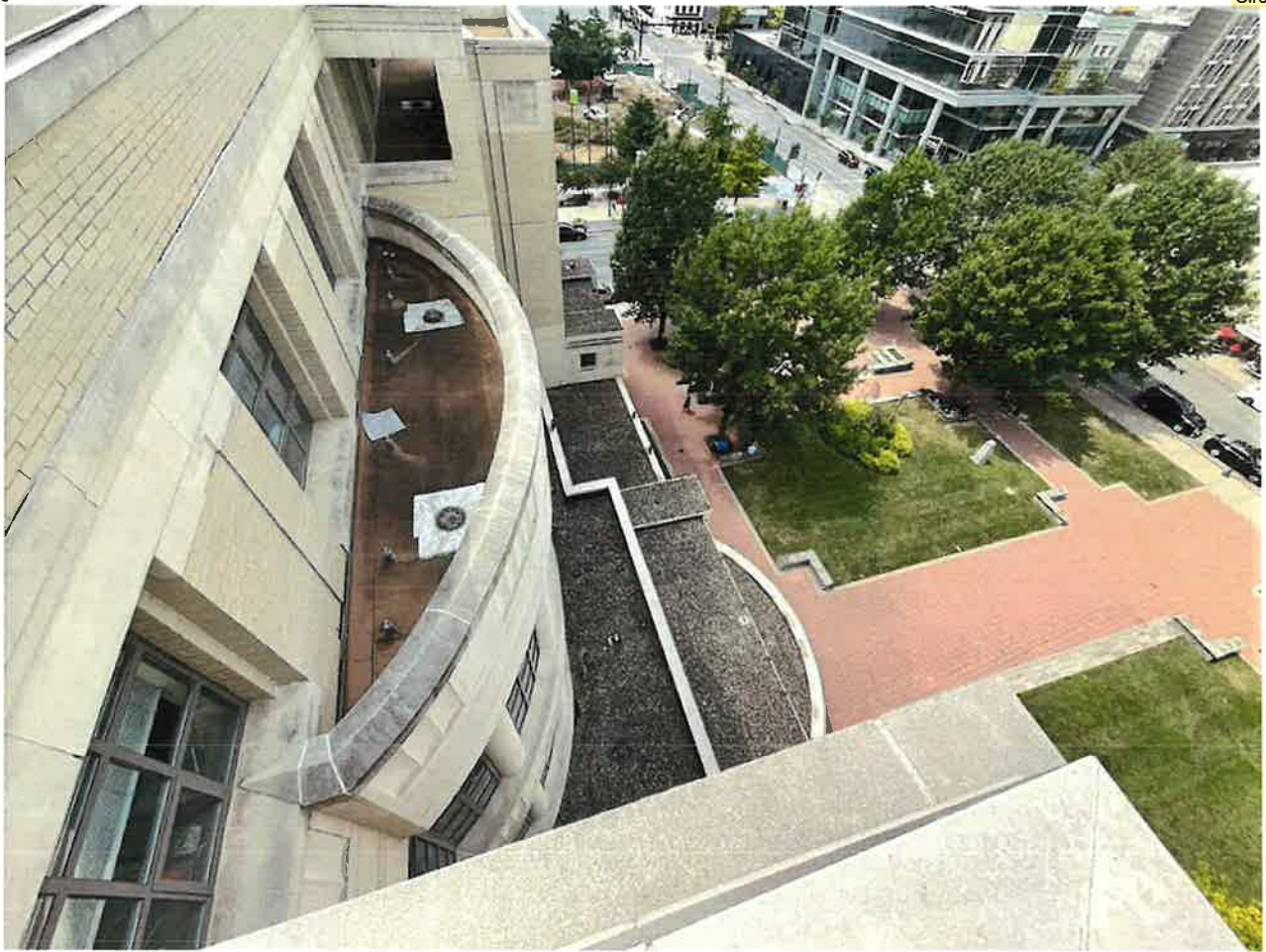


IMG\_1457.JPG



IMG\_1458.JPG





IMG\_1459.JPG

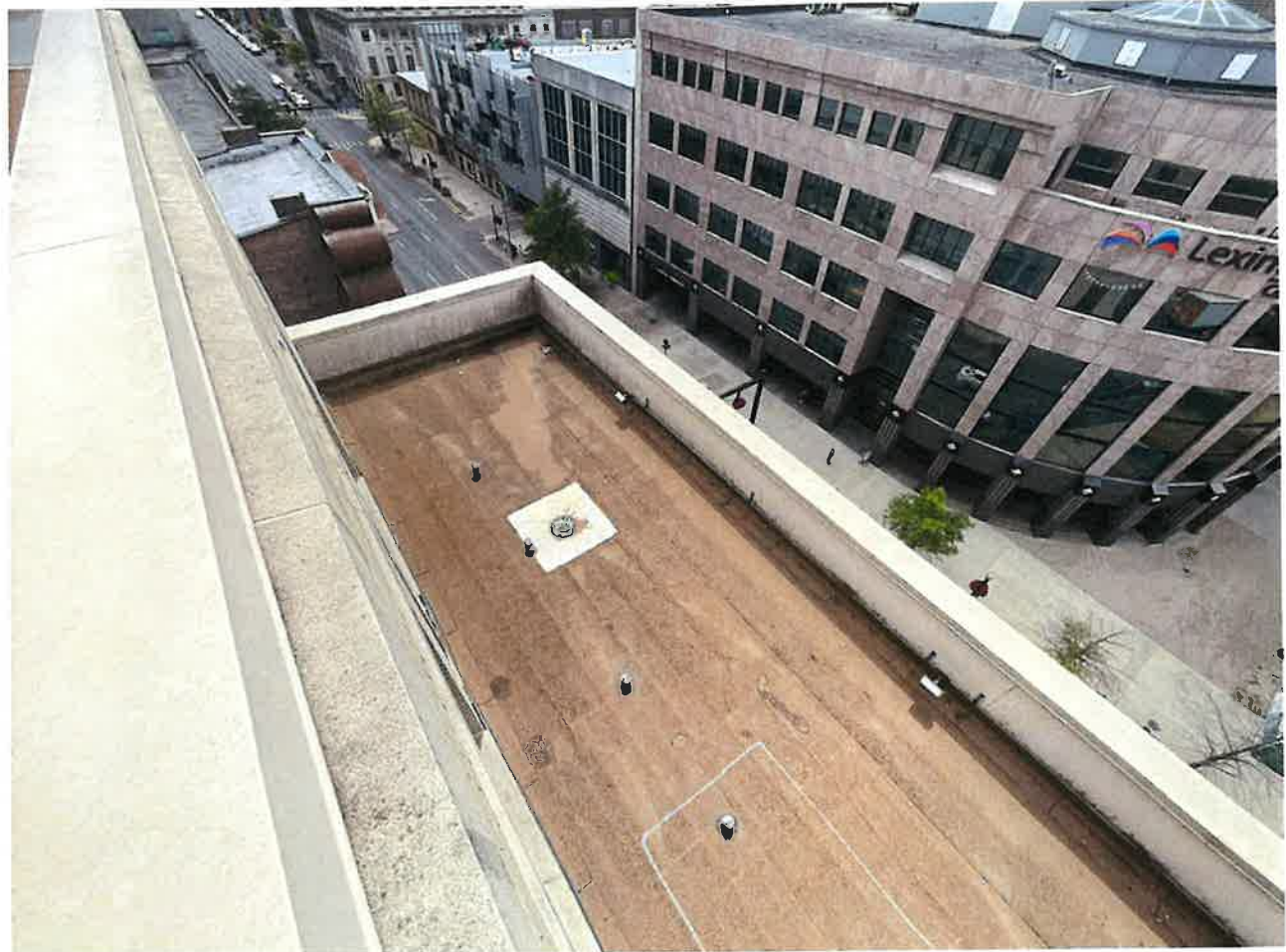


IMG\_1460.JPG



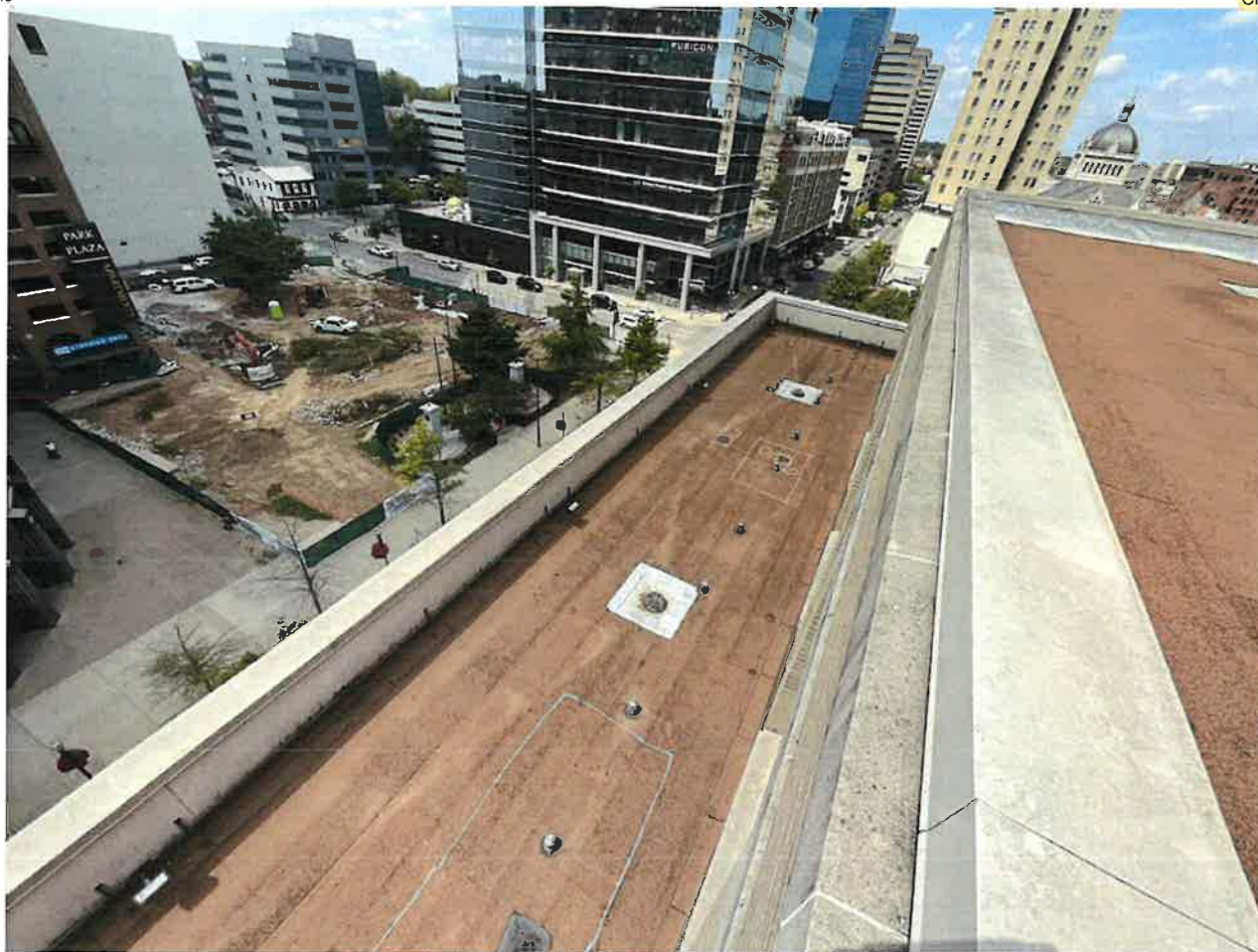


IMG\_1461.JPG



IMG\_1462.JPG





IMG\_1463.JPG



IMG\_1464.JPG





IMG\_1465.JPG



IMG\_1468.JPG





IMG\_1450.JPG



IMG\_1470.JPG



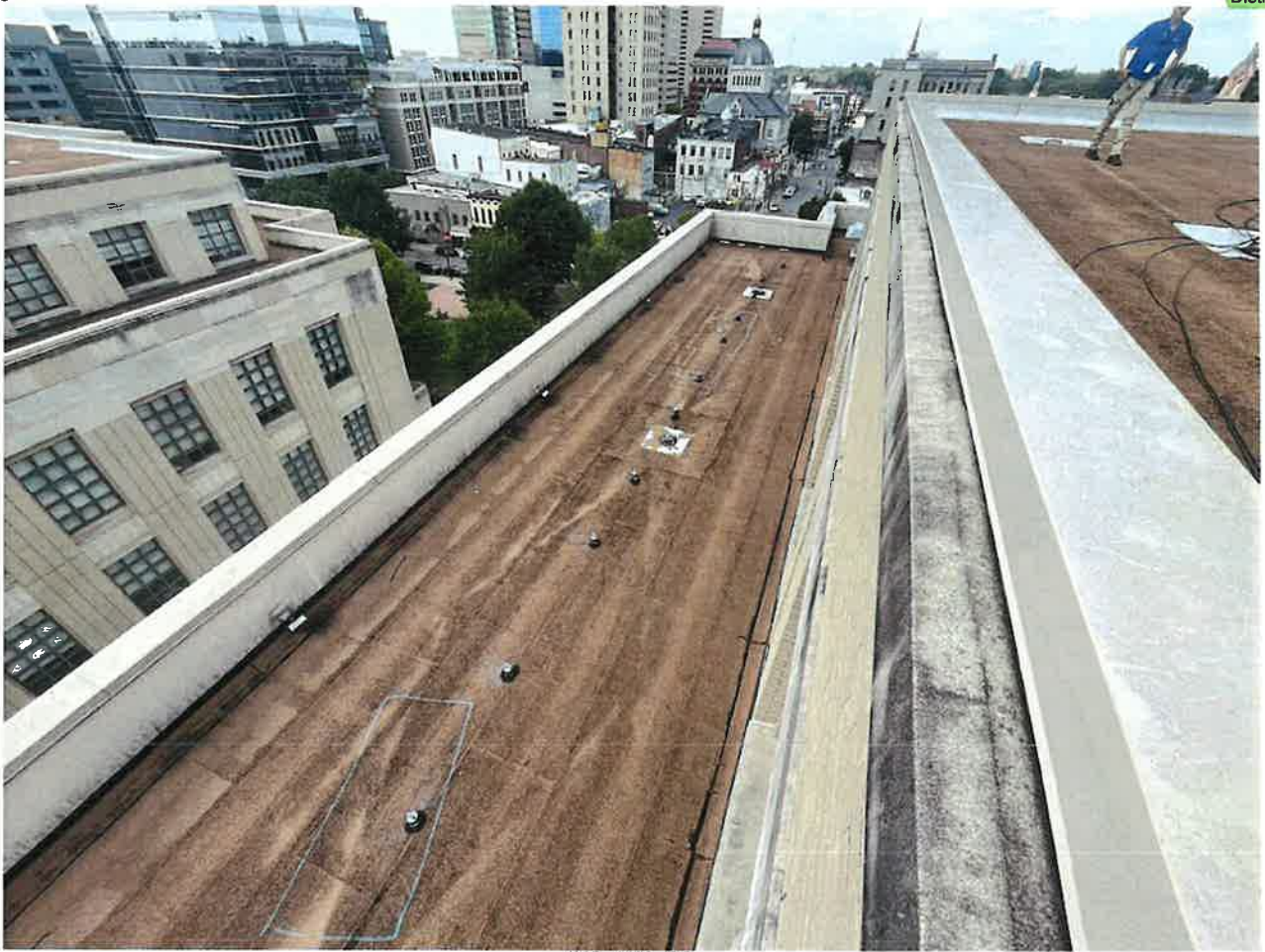


IMG\_1471.JPG

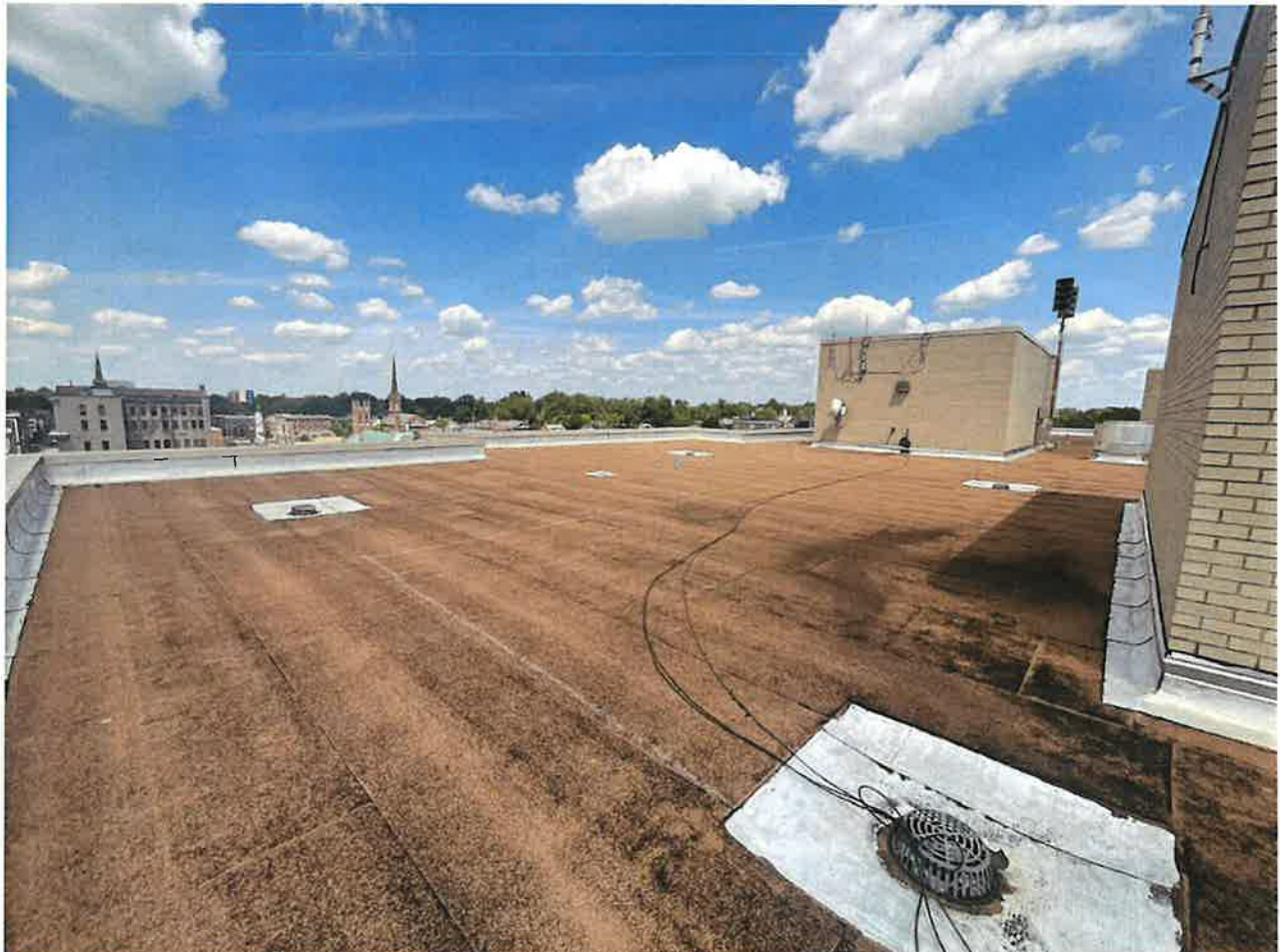


IMG\_1472.JPG





IMG\_1473.JPG

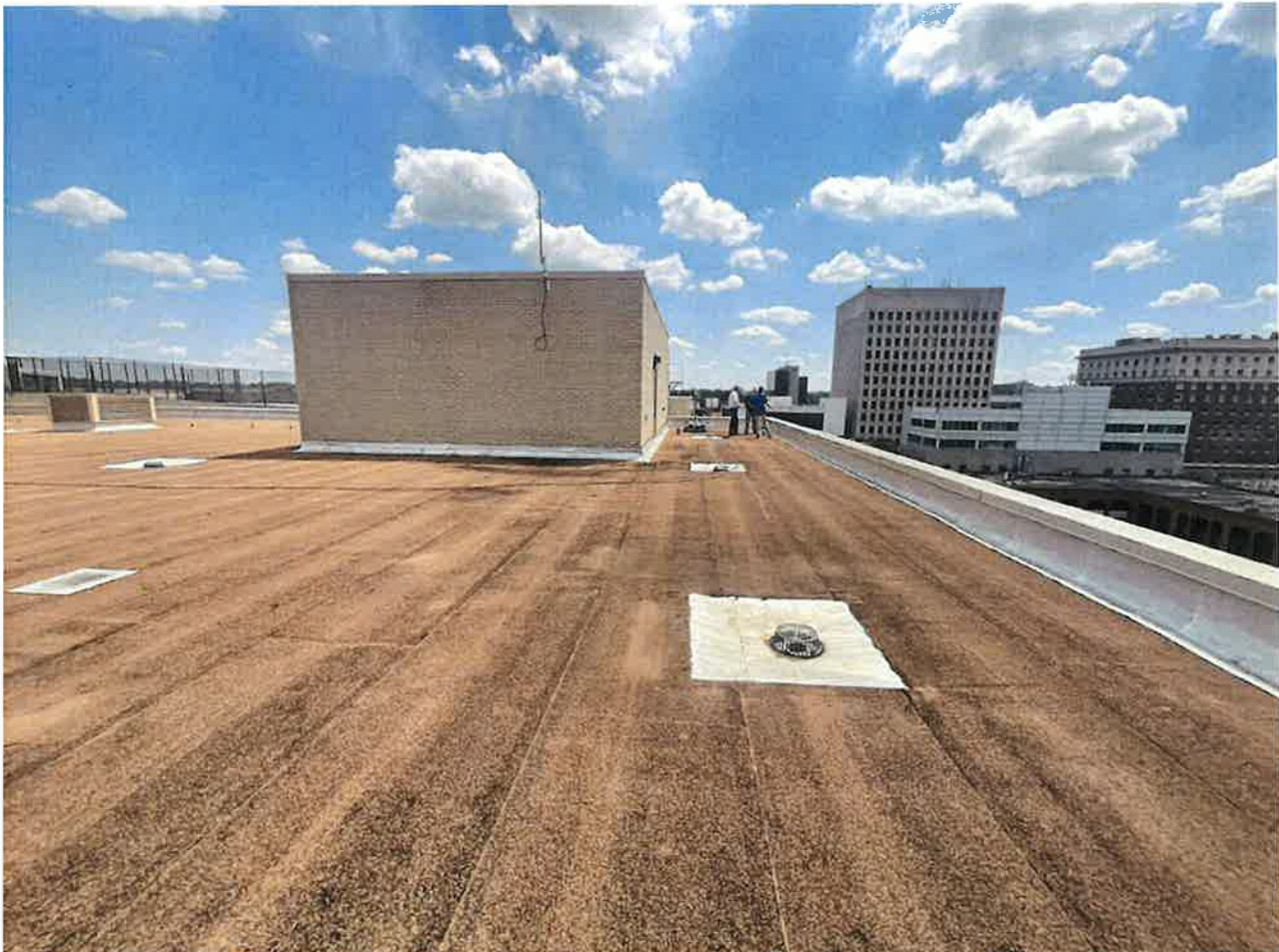


IMG\_1477.JPG





IMG\_1478.JPG



IMG\_1479.JPG





IMG\_1480.JPG



IMG\_1481.JPG





IMG\_1482.JPG



IMG\_1483.JPG





IMG\_1484.JPG



IMG\_1485.JPG



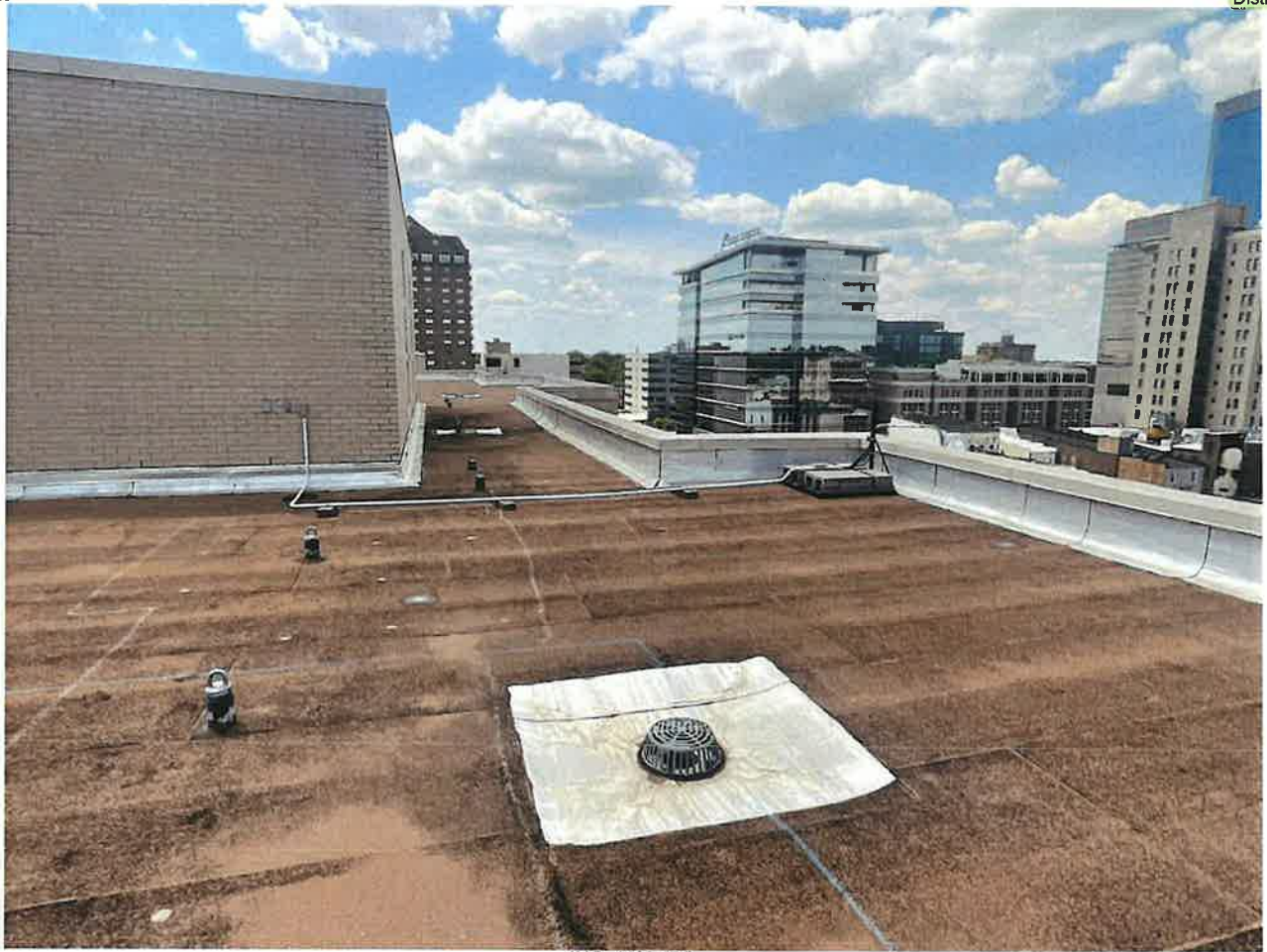


IMG\_1486.JPG



IMG\_1487.JPG





IMG\_1488.JPG



IMG\_1489.JPG



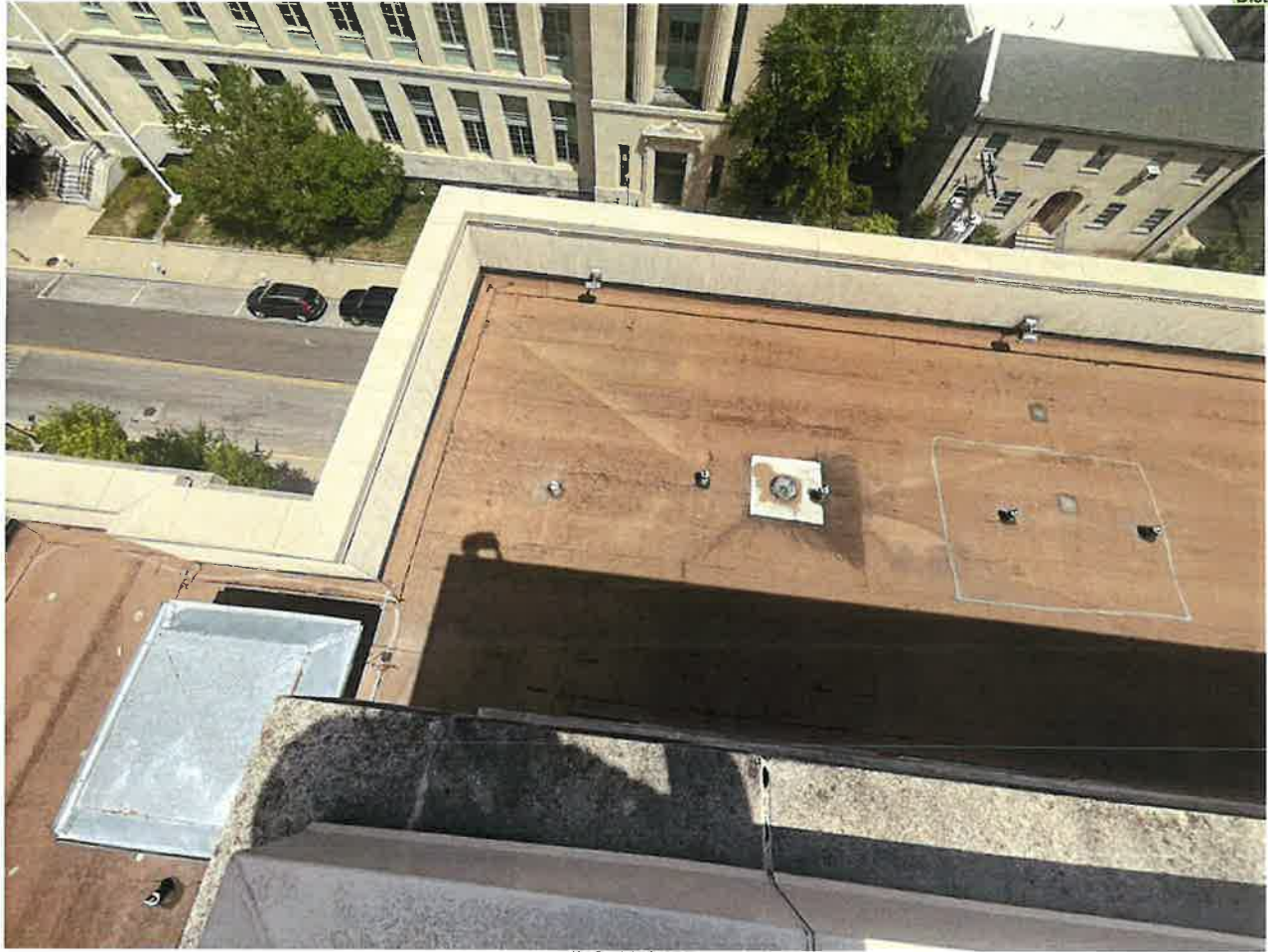


IMG\_1490.JPG



IMG\_1491.JPG





IMG\_1492.JPG



IMG\_1493.JPG



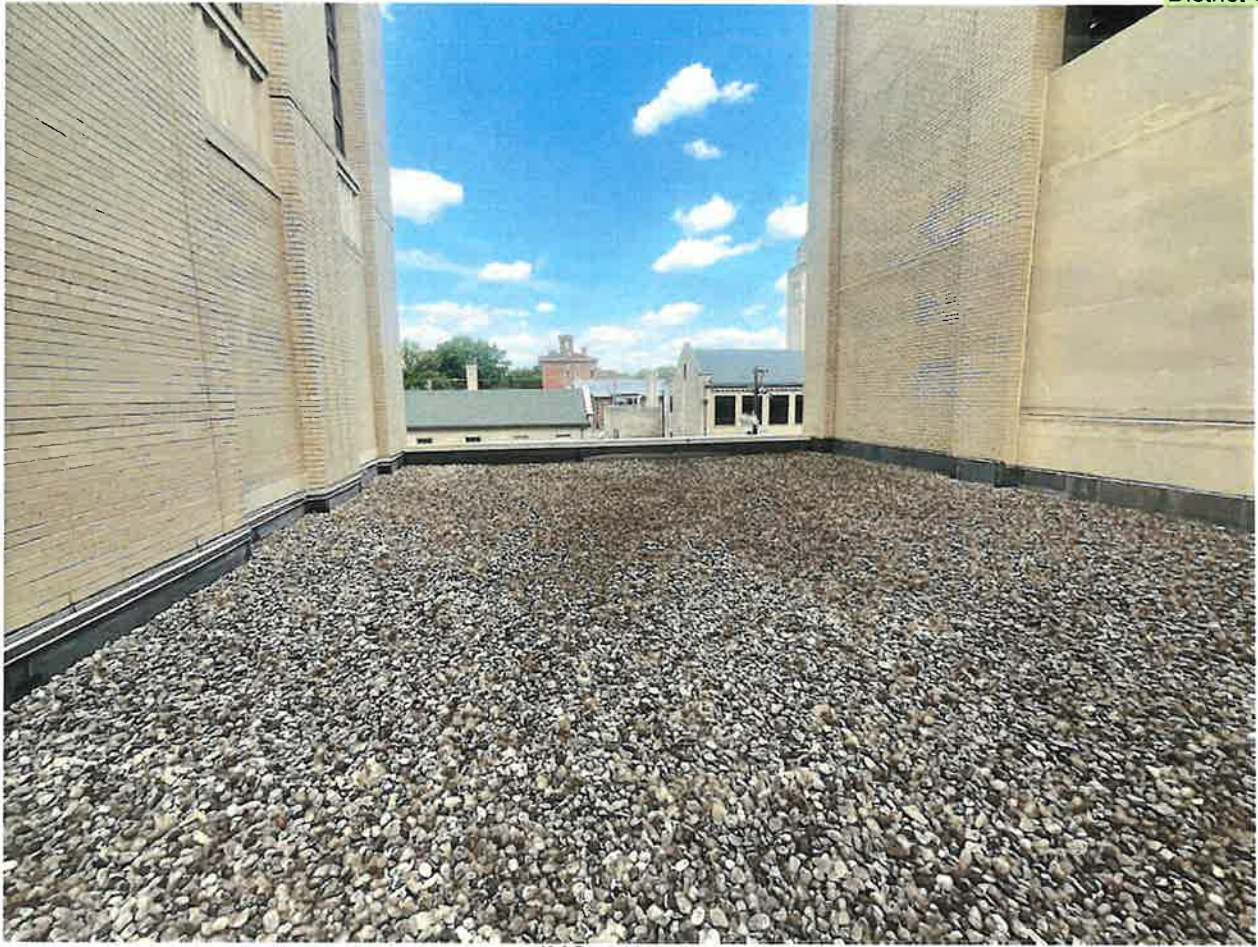


IMG\_1474.JPG



IMG\_1494.JPG





IMG\_1495.JPG

**RECOMMENDED SOLUTIONS**

**Circuit and District Courthouses**  
Roof Estimates

## **RECOMMENDED SOLUTIONS**

The following are recommended Scopes of work and associated budgets.

**Scope of Work:** [3-Ply SBS Modified Bitumen]

1. Tear off roof membrane, flashings and components down to the roof decks.
2. Inspect roof decks and make repairs as needed on a unit price basis.
3. Adhere 1-layer of 2.0" isocyanurate insulation to deck substrate
4. Adhere 2<sup>nd</sup> layer of 2.0" isocyanurate insulation, stagger all thermal joints.
5. Adhere 1/4" per foot tapered isocyanurate insulation
6. Adhere a top layer of 1/2" gypsum coverboard, stagger all thermal joints.
7. Install cant strip at all walls and curbs.
8. Adhere 2-ply of modified base sheet in cold adhesive.
9. Flash wall and curbs with a base layer of modified base sheet.
10. Adhere 1-ply of granule surfaced modified cap sheet in cold adhesive.
11. Flash all walls and curbs with foil faced modified flashings, with new term bar, caulked cont, and new stainless counter flashings.
12. Install new 24ga galvanized pre-finished coping caps.
13. Furnish 30-year NDL Roof Warranty



MAYOR LINDA GORTON



**LEXINGTON**

TODD SLATIN  
DIRECTOR  
PROCUREMENT

**ADDENDUM #1**

RFP Number: #9-2025

Date: March 13, 2025

Subject: Design Services for Circuit and District Courthouses Roof  
Replacements

Address inquiries to:  
Sondra Stone  
(859) 258-3320  
[ssone@lexingtonky.gov](mailto:ssone@lexingtonky.gov)

**TO ALL PROSPECTIVE SUBMITTERS:**

**Please be advised of the following clarifications to the above referenced RFP:**

Pre-RFP Conference is changed to March 19, 2025, 1:00 pm, 120 N Limestone St, Lexington, KY.

Todd Slatin, Director  
Division of Central Purchasing

All other terms and conditions of the RFP and specifications are unchanged. This letter should be signed, attached to and become a part of your submittal.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_



MAYOR LINDA GORTON



**LEXINGTON**

TODD SLATIN  
DIRECTOR  
PROCUREMENT

**ADDENDUM #2**

RFP Number: #9-2025

Date: March 20, 2025

Subject: Design Services for Circuit and District Courthouses Roof  
Replacements

Address inquiries to:  
Sondra Stone  
(859) 258-3320  
[ssone@lexingtonky.gov](mailto:ssone@lexingtonky.gov)

**TO ALL PROSPECTIVE SUBMITTERS:**

**Please be advised of the following clarifications to the above referenced RFP:**

1. See attached pre-RFP sign-in sheet.
2. See attached revised D-R1.

Todd Slatin, Director  
Division of Central Purchasing

All other terms and conditions of the RFP and specifications are unchanged. This letter should be signed, attached to and become a part of your submittal.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_



**Pre-Proposal Meeting #09-2025 District and Circuit Courthouse – Roof Replacement**  
**March 19, 2025 @ 1:00 pm**

**March 19, 2025 @ 1:00 pm**

[illegible]



# ATTACHMENT - D-R1

- General outline of roof replacement areas.
- General outline of 2023 roof replacement.
- Add area in roof replacement scope.



CIRCUIT COURTHOUSE

Lexington Circuit Court Clerk

E Main St

DISTRICT COURTHOUSE

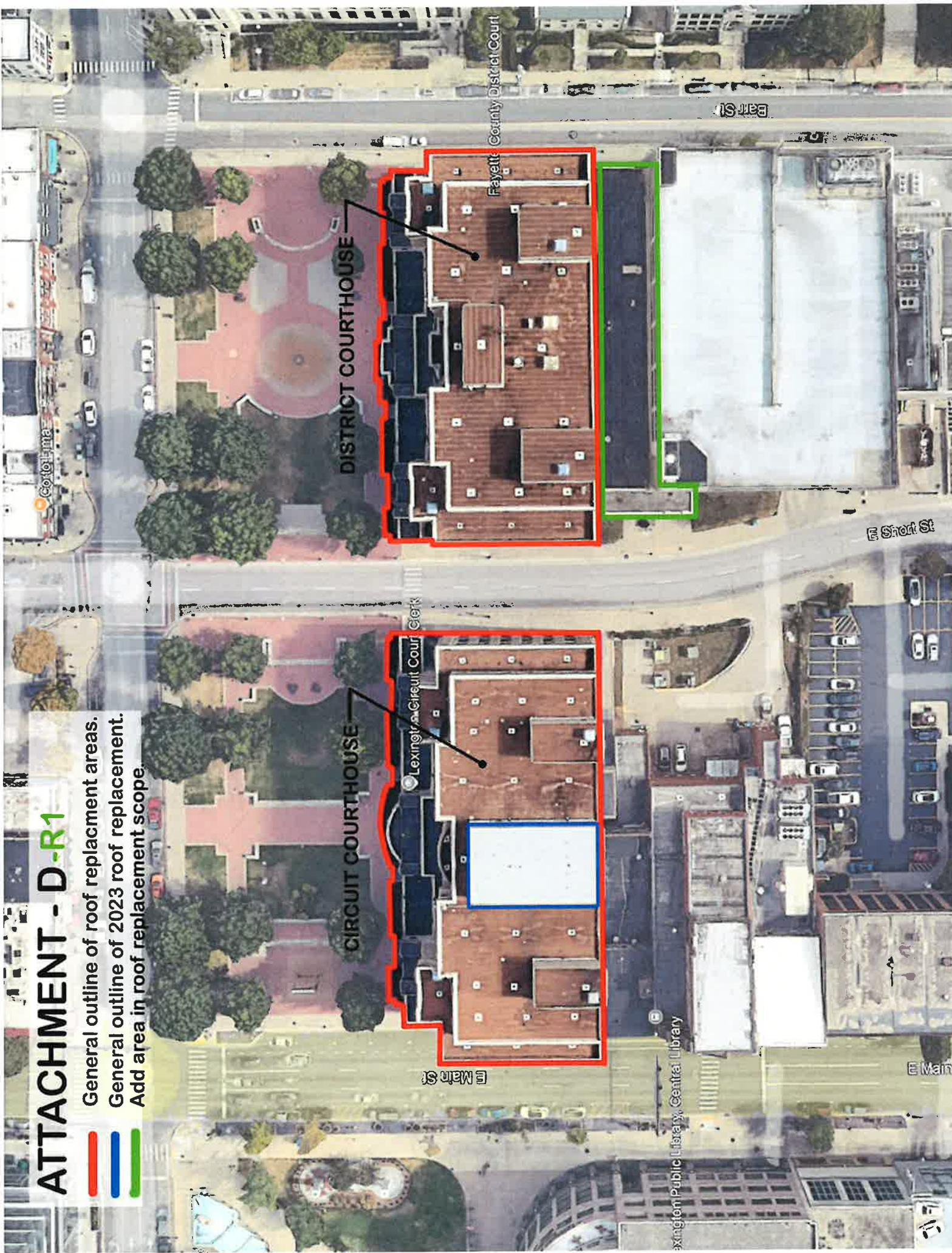
Fayette County District Court

Lexington Public Library, Central Library

E Short St

Batt St

E Main St





MAYOR LINDA GORTON



**LEXINGTON**

TODD SLATIN  
DIRECTOR  
PROCUREMENT

**ADDENDUM #3**

RFP Number: #9-2025

Date: March 24, 2025

Subject: Design Services for Circuit and District Courthouses Roof  
Replacements

Address inquiries to:  
Sondra Stone  
(859) 258-3320  
[ssone@lexingtonky.gov](mailto:ssone@lexingtonky.gov)

**TO ALL PROSPECTIVE SUBMITTERS:**

**Please be advised of the following clarifications to the above referenced RFP:**

See attached photos in reference to the drawing sets that are immediately available. These sets appear to include information pertaining to the roof structure of both courthouses and to the construction of the plaza. These hardcopy sets are available to review Monday through Friday from 9:00AM to 4:00PM in the CPM Conference Room on the 4th Floor of the Government Center. All visitors must check in with security at the front desk first and request to be escorted by someone from General Services. The documents shall not leave the conference room, but visitors may take photos. Once the professional service contract for design is awarded, the successful consultant may have access to the sets to scan at their expense.

Todd Slatin, Director  
Division of Central Purchasing

All other terms and conditions of the RFP and specifications are unchanged. This letter should be signed, attached to and become a part of your submittal.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_



# CMW CONTACTS

**Charles W. Miller**  
President  
402.254.4623  
cmw@cmwinc.com

**David W. Miller**  
Vice President  
402.254.4623  
dwm@cmwinc.com

**John R. Miller**  
Vice President  
402.254.4623  
jrm@cmwinc.com

**Robert L. Miller**  
Vice President  
402.254.4623  
rlm@cmwinc.com

# BORRELLI & ASSOCIATES CONTACT

**James D. Borrelli**  
Principal  
402.254.4623  
jborrelli@borrelli.com

# CITY OF LEXINGTON, KY. CONTACTS

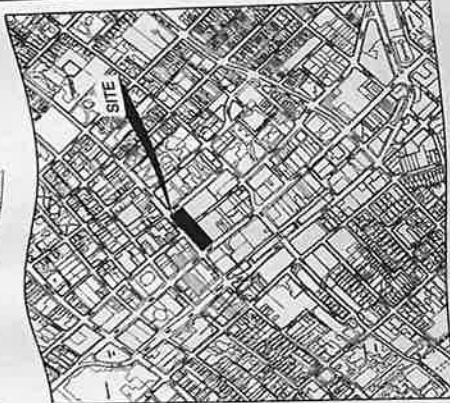
**Charles W. Miller**  
402.254.4623  
cmw@cmwinc.com

**David W. Miller**  
402.254.4623  
dwm@cmwinc.com

**John R. Miller**  
402.254.4623  
jrm@cmwinc.com

**Robert L. Miller**  
402.254.4623  
rlm@cmwinc.com

# VICINITY MAP



# INDEX OF DRAWINGS

- C-5V Site Survey
- C-100 Site Erosion Control Plan
- C-101a Site Layout Plan - District Courthouse Plaza
- C-101b Site Layout Plan - Circuit Court Joint Plan
- C-102 Site Expansion Joint / Control Joint Plan
- C-103a Site Grading / Drainage Plan - District Courthouse Plaza
- C-103b Site Grading / Drainage Plan - Circuit Court Joint Plan
- C-104 Site Landscape Plan
- C-105a Site Lighting / Mechanical and Electrical Utilities Plan - District Courthouse Plaza
- C-105b Site Lighting / Mechanical and Electrical Utilities Plan - Circuit Court Joint Plan
- C-501 Site Details
- C-502 Site Details
- C-503 Site Details
- C-504 Mechanical Details
- C-505 Electrical Details and Schedules
- C-506 Water Wall Fountain Details

# LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT COURTHOUSES PLAZA

MAIN AND LIMESTONE STREETS, LEXINGTON, KENTUCKY

FOR:

Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, Kentucky 40507

**CMW inc.**  
ARCHITECTURE ENGINEERING INTERIOR DESIGN LANDSCAPE ARCHITECTURE  
400 E. Vine, Ste. 400, Lexington, KY 40507 859.254.4623 Fax 859.254.1877  
www.cmwinc.com



**BORRELLI & ASSOCIATES**  
ARCHITECTURE  
INTERIOR DESIGN  
PLANNING  
550 WEST NEW LEXINGTON AVE., SUITE 200  
LEXINGTON, KY 40503  
(402) 612-0008  
WWW.BORRELLI.COM

FINAL CONSTRUCTION DOCUMENTS

LFUG COURTHOUSES PLAZA  
MAIN & LIMESTONE STREETS  
LEXINGTON, KENTUCKY

Project Number  
020404A1  
Issue Date  
March 18, 2003  
By  
J. Miller



128 Old Vine Street  
Lexington, KY 40507  
(859) 254-1877  
www.lynnimaging.com

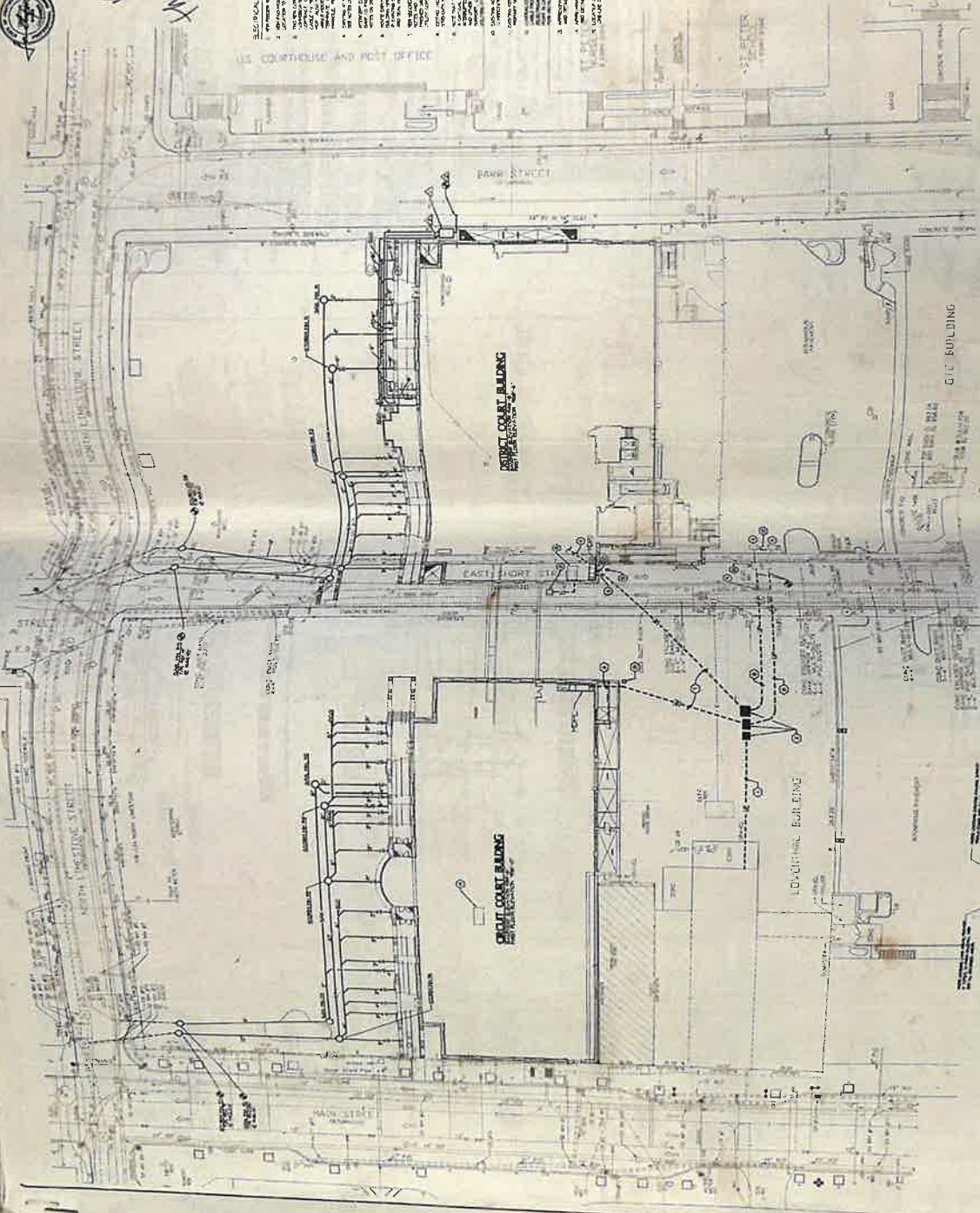
**lynn imaging**

STANLEY, CARTER & HANFORD  
PARTNERS IN ARCHITECTURE  
1000 UNIVERSITY AVENUE, SUITE 100, SEASIDE, CALIF. 92082  
PHONE (619) 435-1111

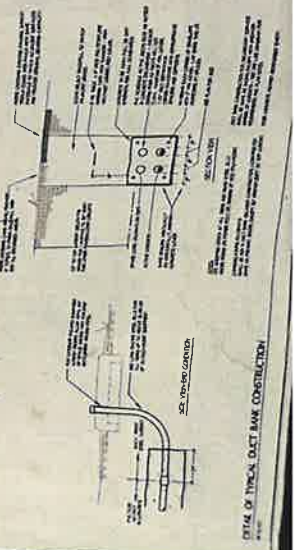
CIRCUIT & DISTRICT COURT BUILDINGS  
SITE UNITES PLAN

NEW FAYETTE COUNTY  
COURTHOUSE  
BID PACKAGES 5, 6, 7, 8, & 9

THINK ME23  
ME23  
ME240



STANDARD NOTES:  
1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
2. ALL WALLS ARE 12\"/>





This image shows a page from a manuscript, likely a calendar or almanac. It features a grid of text and numbers arranged in columns and rows, possibly representing days of the month. The text is written in a historical script, and the layout is organized into distinct sections.

CRSS CONSTRUCTORS, INC.  
111 NORTH MARTIN LUTHER KING BOULEVARD  
LEXINGTON, KENTUCKY 40507  
(606) 258-3828 FAX (606) 258-3827



CIRCUIT COURT BUILDING CONCRETE PACKAGE  
INDEX TO DRAWINGS

1. GENERAL NOTES	2. FOUNDATION	3. FIRST FLOOR	4. SECOND FLOOR	5. ROOF	6. EXTERIOR WALLS	7. EXTERIOR DOORS	8. EXTERIOR WINDOWS	9. INTERIOR WALLS	10. INTERIOR DOORS	11. INTERIOR WINDOWS	12. STAIRS	13. ELEVATIONS	14. DETAILS	15. SECTION	16. FINISHES	17. MATERIALS	18. SCHEDULE	19. NOTES	20. INDEX
------------------	---------------	----------------	-----------------	---------	-------------------	-------------------	---------------------	-------------------	--------------------	----------------------	------------	----------------	-------------	-------------	--------------	---------------	--------------	-----------	-----------

# NEW FAYETTE COUNTY COURTHOUSE LEXINGTON FAYETTE URBAN COUNTY GOVERNMENT PUBLIC FACILITIES CORPORATION

MAYOR - PAM MILLER  
VICE MAYOR - ISABEL YATES

COUNCIL MEMBERS :

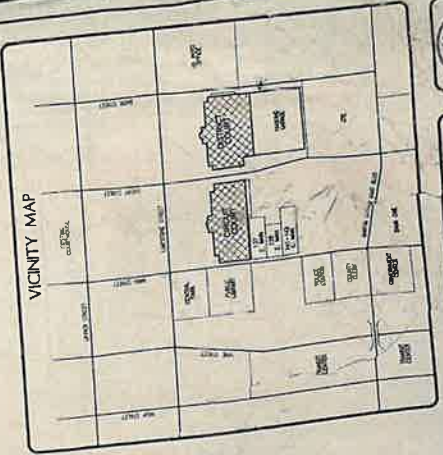
- DR. DAVID B. STEVENS
- ROBERT R. JEFFERSON
- LINDA GORTON
- ALBERT B. MICHHELL
- ALBERT V. BROWN
- SANDRA SHAFER
- GLORIA MARTIN
- SCOTT A. CROSBIE
- GEORGE A. BROWN, JR.
- DICK DeCAMP
- BILL FARMER, JR.
- WILLY FOGLE
- JENNIFER MOSSOTTI
- RICHARD P. MOLONEY

May 11, 1999

CODE COMPLIANCE DATA

CODE	SECTION	DESCRIPTION	REMARKS
1.0	1.0	1.0	1.0
2.0	2.0	2.0	2.0
3.0	3.0	3.0	3.0
4.0	4.0	4.0	4.0
5.0	5.0	5.0	5.0
6.0	6.0	6.0	6.0
7.0	7.0	7.0	7.0
8.0	8.0	8.0	8.0
9.0	9.0	9.0	9.0
10.0	10.0	10.0	10.0
11.0	11.0	11.0	11.0
12.0	12.0	12.0	12.0
13.0	13.0	13.0	13.0
14.0	14.0	14.0	14.0
15.0	15.0	15.0	15.0
16.0	16.0	16.0	16.0
17.0	17.0	17.0	17.0
18.0	18.0	18.0	18.0
19.0	19.0	19.0	19.0
20.0	20.0	20.0	20.0

VICINITY MAP



A PROJECT RECORD

*Selman Carter Barnhart* PSC  
PARTNERS IN ARCHITECTURE  
2405 HARRISBURG ROAD • LEXINGTON, KY 40504 • PH: (606) 224-1131 • FX: 606-224-8446  
HARTMAN-CON ARCHITECTS  
1745 FIVE POINTS DRIVE  
LEXINGTON, KY 40507  
2020 333-4444 FAX 2020 333-3662  
RECIL & ASSOCIATES ARCHITECTS AND PLANNERS  
NEW YORK, NEW YORK 10001  
212 562-1654 FAX 212 577-8037  
POIZE ENGINEERS & ASSOCIATES, INC.  
401 EAST HIGH STREET  
LEXINGTON, KY 40502  
(606) 255-5971 FAX (606) 255-1100

STRUCTURAL ENGINEER:  
POIZE ENGINEERS & ASSOCIATES, INC.  
401 EAST HIGH STREET  
LEXINGTON, KY 40502  
(606) 255-5971 FAX (606) 255-1100



Return to Mark Arnold

Gen. Services Copy

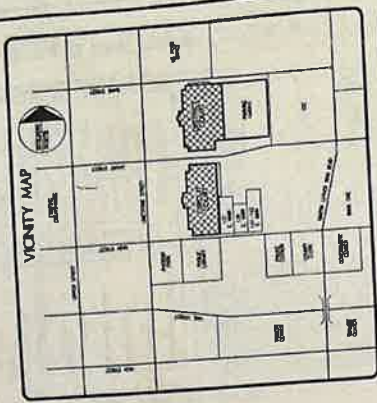
# NEW FAYETTE COUNTY COURTHOUSE LEXINGTON FAYETTE URBAN COUNTY GOVERNMENT PUBLIC FACILITIES CORPORATION

MAYOR - PAM MILLER  
VICE MAYOR - ISABEL YATES

COUNCIL MEMBERS :

- SCOTT A. CROSBIE
- GEORGE A. BROWN, JR.
- BOB DICKSON
- BILLY FARMER, JR.
- WILLY FOOTE
- JENNIFER MOSSOTTI
- RICHARD P. MOLOONEY
- DR. DAVID B. STEVENS
- ROBERT R. JEFFERSON
- LEON D. MITCHELL
- ALBERT B. MITCHELL
- FERD V. BROWN
- SANDRA SHAVER
- GLORIA MARTIN

March 16, 2000



### CODE COMPLIANCE DATA

SECTION	DESCRIPTION	REMARKS
1.00	GENERAL NOTES	SEE DRAWING FOR DETAILS
2.00	FOUNDATION	CONCRETE FOUNDATION ON GRADE
3.00	WALLS	CONCRETE WALLS WITH REINFORCEMENT
4.00	FLOORS	CONCRETE FLOORS WITH REINFORCEMENT
5.00	ROOFING	ASPHALT/FLY ASH ROOFING
6.00	MECHANICAL	HVAC SYSTEMS WITH DUCTWORK
7.00	ELECTRICAL	WIRING AND PANELS PER CODE
8.00	PLUMBING	WATER AND SEWER LINES
9.00	PAINTING	INTERIOR AND EXTERIOR PAINT
10.00	FINISHES	CARPENTRY AND TILE WORK

**PARTNERS IN ARCHITECTURE**  
2405 HARRISBURG ROAD • LEXINGTON, KY 40504 • PH: 606-224-1351 • FAX: 606-224-8446  
ASSOCIATE ARCHITECTS  
HARTMAN-COX ARCHITECTS  
1015 N. BROADWAY, SUITE 200  
LEXINGTON, KY 40502  
PH: 606-224-4444 FAX: 606-224-3882  
RICK B. ASSOCIATES ARCHITECTS AND PLANNERS  
100 WEST 200 STREET, SUITE 100  
LEXINGTON, KY 40503  
PH: 606-224-1111 FAX: 606-224-1111  
POLICE ENGINEERS & ASSOCIATES, INC.  
401 EAST HIGH STREET  
LEXINGTON, KY 40502  
PH: 606-224-1111 FAX: 606-224-1111  
CATA, INC.  
1000 NORTH FARMER ROAD  
LEXINGTON, KY 40503  
PH: 606-224-1111 FAX: 606-224-1111  
CROSS CONSTRUCTORS, INC.  
21 NORTH MARTIN LUTHER KING BLVD  
LEXINGTON, KY 40502  
PH: 606-224-1111 FAX: 606-224-1111  
CONSTRUCTION MANAGER

## PREVIOUS BID PACKAGES INTERIOR ENCLOSURE, ELEVATORS & LIFTS, INTERIOR WORK, MECHANICAL & ELECTRICAL - BID PACKAGES 5, 6, 7, 8, AND 9 (ADDENDUM NO. 9) INDEX TO DRAWINGS

SECTION	DESCRIPTION	REMARKS
1.00	GENERAL NOTES	SEE DRAWING FOR DETAILS
2.00	FOUNDATION	CONCRETE FOUNDATION ON GRADE
3.00	WALLS	CONCRETE WALLS WITH REINFORCEMENT
4.00	FLOORS	CONCRETE FLOORS WITH REINFORCEMENT
5.00	ROOFING	ASPHALT/FLY ASH ROOFING
6.00	MECHANICAL	HVAC SYSTEMS WITH DUCTWORK
7.00	ELECTRICAL	WIRING AND PANELS PER CODE
8.00	PLUMBING	WATER AND SEWER LINES
9.00	PAINTING	INTERIOR AND EXTERIOR PAINT
10.00	FINISHES	CARPENTRY AND TILE WORK

CONTRACTORS ARE ADVISED THAT NOT ALL CONTRACTORS ARE REQUIRED TO SUBMIT BIDS. BIDS MUST BE SUBMITTED IN THE BID PACKAGE, WITH THE TO BE SUBMITTED INFORMATION INCLUDED IN THE BID PACKAGE. BIDS MUST BE SUBMITTED IN THE BID PACKAGE.

**Request for Proposal  
For  
Design Services for  
District and Circuit Courthouses Roof Replacements  
Lexington, KY**



**LEXINGTON**

**Request for Proposal No.: RFP #9-2025**

Submitted by:



**PATRICK D. MURPHY COMPANY, INC.**

**4606 ILLINOIS AVE.**

**LOUISVILLE, KY 40213**

**Phone Number: (502) 454-5632**

**[www.PDMarchitects.com](http://www.PDMarchitects.com)**

# **TABLE OF CONTENTS**

## **Submittal Requirements:**

- 2a. Cover Letter & Addendums
- 2b. Additional Company Information
- 2c. Customer Satisfaction Tracking
- 2d. Continuing Education
- 2e. Current Number of Employees & Employee Types
- 2f. Statement of General Firm Qualifications
- 2g. Project Team
- 2h. Summary of Firms Recent Projects
- 2i. Conflict of Interest Statement
- 2j. Design Approach
- 2k. Firm Workload
- 2l. References
- 5. Work Plan

## **LFUCG Documents:**

- A. Affidavit
- B. Equal Opportunity Agreement
- C. Form of Proposal
- D. General Provisions
- E. MWDBE Forms
- F. PDMA – Affirmative Action Plan
- G. Proposal Form – Company Information
- H. Workforce Analysis Form



## **2a. Cover Letter & Addendums**

# PATRICK D. MURPHY CO., INC. ARCHITECTS

4606 Illinois Avenue • Louisville, Kentucky 40213-1923 • (502) 454-5632

March 31, 2025

Director, Division of Central Purchasing  
Lexington-Fayette Urban County Government  
200 East Main Street, 3<sup>rd</sup> Floor  
Lexington, KY 40507

Re: Design Services for District and Circuit Courthouses Roof Replacements  
Lexington, KY 40507  
RFP# 09-2025

Dear Selection Committee Member,

On behalf of myself and our well experienced Team, we are very interested and definitely want to have the opportunity to serve Lexington-Fayette Urban County Government.

The Patrick D. Murphy Company, Inc. is registered with the Kentucky Secretary of State and is in good standing.

The Patrick D. Murphy Company, Inc. has performed Roof Consulting work for Lexington-Fayette Urban County Government in the past and is familiar with Lexington-Fayette Urban County Government's Processes.

The e-mail address for purposes of this solicitation's requirement is: [jprivas@pdmarchitects.com](mailto:jprivas@pdmarchitects.com)

Our team is passionately interested in being retained for this project; we have put together a unique and strong team that addresses the following items:

- Roof Assessments/ Consulting with options for owner selection
- Interior & Exterior – Repair/Replacement
- Energy Code assemblage, including tapered roof insulation package
- Water Management: Roof Drains
- Roof Hatches, OSHA approved secure ladders and other roof accessories
- Structural Concerns/Roof Deck Repair/Replacement

The Patrick D. Murphy Co., Inc., Architects has specialized in all types of Roofing Consulting Projects for 43 successful years. Success equates over \$800,000,000.00 of roof consulting with no failures, no lawsuits, no kidding. Please note that our Architectural Company does 100% of our projects as Roof Consultants. Also note that we do not subcontract any portion of Roof Consulting. Our staff of 11 people perform all roof consulting work in-house other than structural, mechanical, electrical and plumbing.

In the past, Patrick D. Murphy Co. Inc. Architects had the honor to serve Lexington-Fayette Urban County Government in the capacity as a Roof Consultant to replace existing roofs at 13 facilities in the Lexington Area. All projects were successfully completed on time and on budget.

Our very first Roof Consulting project with Lexington-Fayette Urban County Government were major reroof projects at Fire Station #6, Senior Citizens Center, Family Care Center, Fire Station #1 & Plant Maintenance Building (Sludge) in 2000. Since that time, we have successfully completed major roof projects at 8 additional facilities, including: OAC Building, Morton House, Fire Station #3 (EMT Unit), CALF Building & Picadome Offices in 2002, the Historic Fayette County Courthouse in 2017, the Police HQ/ Government Center Annex in 2023 and most recently the Police Tech Services in 2025.

Patrick D. Murphy Co., Inc. is the exclusive Roof Consultant for the Louisville Regional Airport Authority (LRAA) and the Louisville Water Company (LWC). We also were selected as the Roof Consultant for CVG. We were selected via competitive RFP selections. We've been working in the arena of Roof



Member - American Institute of Architects



# PATRICK D. MURPHY CO., INC. ARCHITECTS

4606 Illinois Avenue • Louisville, Kentucky 40213-1923 • (502) 454-5632

Consultant for the LRAA since 2000, the LWC since 2009 and CVG from 2016-2020. All of these Roof Consulting Scopes included Roof Assessments, Infrared Scans and Roof Repairs/ Replacements.

We have performed in-house Infrared Roof Scans for over 18 years for multiple clients, including State of Kentucky, Louisville Regional Airport Authority, the Louisville Water Company, University of Louisville, Underhill & Associates, & Cushman-Wakefield, to name a few.

We have also performed full-time and part-time roof observations with our in-house staff, led by Monica Mittel (RRO) and highly experienced roof observers that have over 100-years of experience as past foreman and superintendents. We have performed this work for the State of Kentucky, Louisville Regional Airport Authority, the Louisville Water Company, MSD & Messer Construction to name a few.

Our staff is well-versed in working with the on-site using agency to coordinate locating roof issues, site visits, set-up & material storage areas, work times, etc. Our team is also versed in working in tight urban settings, such as previous roof projects at the Historic Fayette County Courthouse & the Police HQ/ Government Center Annex located in downtown Lexington as well as the KY Center for the Performing Arts, the Humana Building, Louisville Water Company HQ & Muhammad Ali Center roof projects located in downtown Louisville.

On this project the set-up and mobilization areas are critical and appear to be best located on the front plazas. Our plan is to perform our due diligence by reviewing any owner supplied plaza site documents, engaging a company to locate utilities, as well as a structural engineer to determine acceptable load bearing capacity of pavers and any underground tunnels or pipes.

We are experienced working at facilities where the impact of construction can effect the ability of the occupants to perform their duties/ functions, such as previous roof replacement projects at the Kentucky State Capitol, KY Governor's Mansion, Louisville Water Company HQ, KY Center for the Arts, the Brown Theatre, Louisville Memorial Auditorium, KY Exposition Center, & Muhammad Ali Center.

Our Team is exceptional at providing current cost estimates through the assessment and design phases because we actually have four cost estimators that competitively bid roof projects daily through our roof construction company, Ray Nolan Roofing Co. Inc. I am one of the estimators and have 40 years of estimating experience for roof projects. The other three estimators add 100 more years of competitive roof bid experience. *There is no conflict of interest because Ray Nolan Roofing Company does not bid on any public work or projects that Patrick D. Murphy Co., Inc., Architects is the Roof Consultant on.* We were honored to have assisted LFUCG with the cost estimates report for this RFP project.

Our staff works with several clients that are FM insured, and we are familiar with the required coordination and submittal process, if required.

The Patrick D. Murphy Co. Inc. shall provide information and education to the user agency to assist in prioritizing and selecting replacement options moving forward. We shall not only provide current and accurate estimates, but we shall also bring to the table, discussion on the lifecycle cost of the options, maintenance costs and available warranty programs. Now the user agency is making "educated decisions" based on the time value of money.

We are well-versed in managing multiple projects in multiple locations. Our company has completed multi-building roof replacement projects at campuses such as Kentucky State University, Community and Technical Colleges throughout the State, & University of Louisville.

Our Architectural staff is highly experienced in Project Management because we provide hands-on construction installation on a daily basis through Ray Nolan Roofing Co., Inc. This level of experience to oversee construction is way beyond the normal Construction Administration that an Architectural practice normally offers.



Member - American Institute of Architects



# PATRICK D. MURPHY CO., INC. ARCHITECTS

4606 Illinois Avenue • Louisville, Kentucky 40213-1923 • (502) 454-5632

Both Jean-Paul Grivas, AIA and Patrick D. Murphy, AIA are registered and licensed Architects in the State of Kentucky. Pat has been licensed for 45 years, and Jean-Paul has been licensed for 21 years.

Jean-Paul Grivas, AIA and Patrick D. Murphy, AIA are both registered Green Roof Professionals (GRP) and have been registered for over 12 years through the Green Roofs for Healthy Cities organization. No other architectural company in Kentucky has 2 in-house Green Roof Professionals on staff. Our Team has produced past successful projects and current green roof design projects.

Patrick Murphy is a founder and past president of IIBEC's Mid-South Chapter. Also, both Jean-Paul Grivas and Monica Mittel have had their Registered Roof Consulting (RRC) applications approved by IIBEC and are currently in the process of taking the required tests for this designation.

Our team has the proven ability to handle the full scope of roof consulting projects at various distances from our office. We have performed all phases of Assessments and Roof Consulting throughout Kentucky, Tennessee, Indiana, Ohio, Maryland, Texas and New York.

Our team intends to perform all Roof Assessment, Infrared Roof Scans and Roof Consulting in-house. We would engage Engineers for any Structural, Mechanical, Plumbing and/or Electrical work that may be required. We have worked successfully with both Magna Engineering & Cornerstone Engineering on several past projects. These companies are Women and Minority Businesses respectively.

The Patrick D. Murphy Company Inc., Architects is uniquely qualified to perform existing roof system audits, design, construction documents, project bidding assistance and construction administration.

The architectural company has developed our PDM Proven Process that begins with our two major stages of comprehensive existing roof system assessment (known internally as our Roof Observations Audit).

- Stage 1 Field investigation/observations on the roofs and walls. Our team uses a 47-point checklist, (that we have developed over 40 years of practice) on each and every roof area of each building.
- Stage 2 Office compilations of the above field observations including deck type, entrapped moisture detection, attachment, underlayment, core samples, roof type, cladding type, membrane type, weep holes and thru-wall flashing, expansion-contraction issues, water management concerns, transitions, construction details, etc.

Once we have completed Stage 1 and Stage 2 listed above, our team organizes the pertinent information in an easy to understand Five Part Format:

- Part 1 Executive Summary (Problems, Solutions, Budgets)
- Part 2 Detailed Roof Plans and Elevations
- Part 3 Existing Condition Report for each roof section and associated walls
- Part 4 Existing Condition Photos with captions and explanations
- Part 5 Recommended Solutions and Budgets

The above Roof Observation Audit is the foundation for all our Roof Consulting Projects. It is utilized as a tool to promote healthy dialogue and promote comprehensive, educated decisions as the project progresses. We have successfully produced over 5,000 Roof Observation Audits in the past 40+ years. Our team has become extremely efficient at producing them on a timely basis.

The Patrick D. Murphy Company, Inc., Architects has a unique status in the Roof Consulting arena due to the composition of our Project Team. We have experienced in-house personnel in sloped roofing (shingles, slate, tile, wood and metal), flat roofing (2-ply modified bitumen, built-up roofing, and single ply roofing) and water management systems. Our in-house project team has hands-on, daily experience in roof design and construction of over 300 cumulative years. Daily we draw upon our personnel from two family companies with blended staff. One of these companies is Ray Nolan Roofing Co. Inc. and the other is the



Member - American Institute of Architects





# PATRICK D. MURPHY CO., INC. ARCHITECTS

4606 Illinois Avenue • Louisville, Kentucky 40213-1923 • (502) 454-5632

Patrick D. Murphy Company Inc., Architects. NOTE: Patrick D. Murphy is President of both companies, and they operate under one roof. There is no conflict of interest as Ray Nolan Roofing does not bid on Patrick D. Murphy Co., Inc. projects.

The combination of this experience channeled through the Architectural Company is very powerful in completing all projects on time and on-budget. Please consider the following strengths:

- We have 11 in-house people on staff that have years of experience in expediting the field work for our Roof Observation Audits.
- Our team has seven office personnel on staff that work together seamlessly to produce the Five Part Format for our thorough Roof Observations Report.
- Patrick D. Murphy Company Inc., Architects has four estimators on staff that compile detailed construction cost estimates in a competitive environment on a daily basis with line item calculations including all materials, labor, overhead, profit, and all tools and equipment. This is why you can take our projected construction budgets to the bank.
- In the Construction Documents phase our documents are exceptional because we are now responding to our comprehensive and detailed Roof Observations Audits.
- We provide custom details of construction for all project specific aspects of expansion/contraction, water management modalities, roof transitions, edge details, ice and water shield, wind uplift attachments, fire ratings, Energy Code compliance, masonry, EIFS and siding interface, etc. Our team is known for providing a significant amount of construction details to assist proper bidding and ultimately minimize the need for change orders.
- Our team is knowledgeable in all aspects of SBS modified bitumen, all single ply, shingle sloped roofs and metal sloped roof systems for specification coordination and communication. We utilize our proprietary in-house checklist for Quality Control and coordination between Specifications and Drawings.
- Our team is experienced and well-versed in assisting the Owner when hosting the Pre-Bid Conference. Our team utilizes a Pre-Bid Checklist that we have developed over the years.
- The Patrick D. Murphy Company Inc., Architects, assists in hosting the Pre-Construction Conference with the awarded roof contractors to establish safety, OSHA compliance, schedules, coordination, communication, emergency procedures with a time proven and thorough checklist that ties back to our Construction Documents.
- Our team is fully engaged as the roof construction project begins, however, let's define engaged... Please remember that our team goes far beyond the general knowledge of architectural construction administration of roof projects because we also provide actual project management of roof construction projects on a daily basis through the roof construction company. This knowledge, combined with our thoroughly detailed and coordinated Construction Documents, assures our clients that their roof projects will finish on-time and on-budget.
- Jean-Paul Grivas is currently on the Board of the National Roofing Contractors Association (NRCA), is a past 2-year Chairman (& current member) of the NRCA's Technical Operations Committee and also is a 15-year member of the Manual Update Committee (& Past 2-year Chairman). This gives us exceptional access to resources for design and construction of repair and roof replacement scenarios.
- We were asked to participate in rewriting both MSD's and the Commonwealth of Kentucky's Policy and Procedure Manual related to roof construction.

Patrick D. Murphy, AIA GRP IIBEC is the Principal in charge for all projects. Patrick shall be involved in the review of all site visits and compilation of field observations in Stage 1 and Stage 2 including the Five Part Format for Roof Observation Audits. Additionally, Patrick will participate in all design construction and cost estimates for the Construction Documents, Bidding Process, and Construction Administration.

Jean-Paul Grivas, AIA GRP IIBEC shall be the Project Manager of all projects and work closely with Patrick in the reviews of all Roof Observation Reports. Jean-Paul shall produce Preliminary Design options



Member - American Institute of Architects



# PATRICK D. MURPHY CO., INC. ARCHITECTS

4606 Illinois Avenue • Louisville, Kentucky 40213-1923 • (502) 454-5632

and Construction Documents. Jean-Paul will assist in conducting the Pre-Bid Conference, the Pre-Construction Conference, and coordinate site visits and host Progress Meetings.

Monica Mittel, RRO IIBEC will assist in coordinating the data in the Roof Observation Audit Reports. Further, Monica shall be involved in the construction process for quality control and timely reporting on a daily basis through the successful closeout of the Project.

Daniel Wiseman, CDT shall be creating the technical specifications for each project.

Robert Sharp, Sean Murphy, and Paola Murphy provide CAD, clerical, and office support.

Don Harpring, Quinton Finley and Tony Payne assist with on-site Technical Support and Construction Administration / Roof Observations. Greg McAuliffe provides experience from 30 years of involvement in steep sloped and metal roofing of all types. Mike Hock provides over 40 years of experience with both sloped and flat roof systems. Don Harpring lives in Versailles, KY and is a 20-minute drive away from the site.

We recognize the following addendums: #1 dated March 13, 2025, #2 dated March 20, 2025 & #3 dated March 24, 2025

In closing, we would be honored to be selected to serve Lexington-Fayette Urban County Government as their Roof Consultant for RFP 09-2025

Thank you for your consideration.

Sincerely,



Patrick D. Murphy, AIA  
President, Patrick D. Murphy Co. Inc., Architects



Member - American Institute of Architects



MAYOR LINDA GORTON



**LEXINGTON**

TODD SLATIN  
DIRECTOR  
PROCUREMENT

**ADDENDUM #1**

RFP Number: #9-2025

Date: March 13, 2025

Subject: Design Services for Circuit and District Courthouses Roof  
Replacements

Address inquiries to:  
Sondra Stone  
(859) 258-3320  
[ssone@lexingtonky.gov](mailto:ssone@lexingtonky.gov)

**TO ALL PROSPECTIVE SUBMITTERS:**

**Please be advised of the following clarifications to the above referenced RFP:**

Pre-RFP Conference is changed to March 19, 2025, 1:00 pm, 120 N Limestone St, Lexington, KY.

Todd Slatin, Director  
Division of Central Purchasing

All other terms and conditions of the RFP and specifications are unchanged. This letter should be signed, attached to and become a part of your submittal.

COMPANY NAME: Patrick D. Murphy Co., Inc., Architects

ADDRESS: 4606 Illinois Ave Louisville, KY 40213

SIGNATURE OF BIDDER: 



MAYOR LINDA GORTON



**LEXINGTON**

TODD SLATIN  
DIRECTOR  
PROCUREMENT

**ADDENDUM #2**

RFP Number: #9-2025

Date: March 20, 2025

Subject: Design Services for Circuit and District Courthouses Roof  
Replacements

Address inquiries to:  
Sondra Stone  
(859) 258-3320  
[ssone@lexingtonky.gov](mailto:ssone@lexingtonky.gov)

**TO ALL PROSPECTIVE SUBMITTERS:**

**Please be advised of the following clarifications to the above referenced RFP:**

1. See attached pre-RFP sign-in sheet.
2. See attached revised D-R1.

Todd Slatin, Director  
Division of Central Purchasing

All other terms and conditions of the RFP and specifications are unchanged. This letter should be signed, attached to and become a part of your submittal.

COMPANY NAME: Patrick D. Murphy Co., Inc., Architects

ADDRESS: 4606 Illinois Ave Louisville, KY 40213

SIGNATURE OF BIDDER: 





**Pre-Proposal Meeting #09-2025 District and Circuit Courthouse – Roof Replacement**  
**March 19, 2025 @ 1:00 pm**

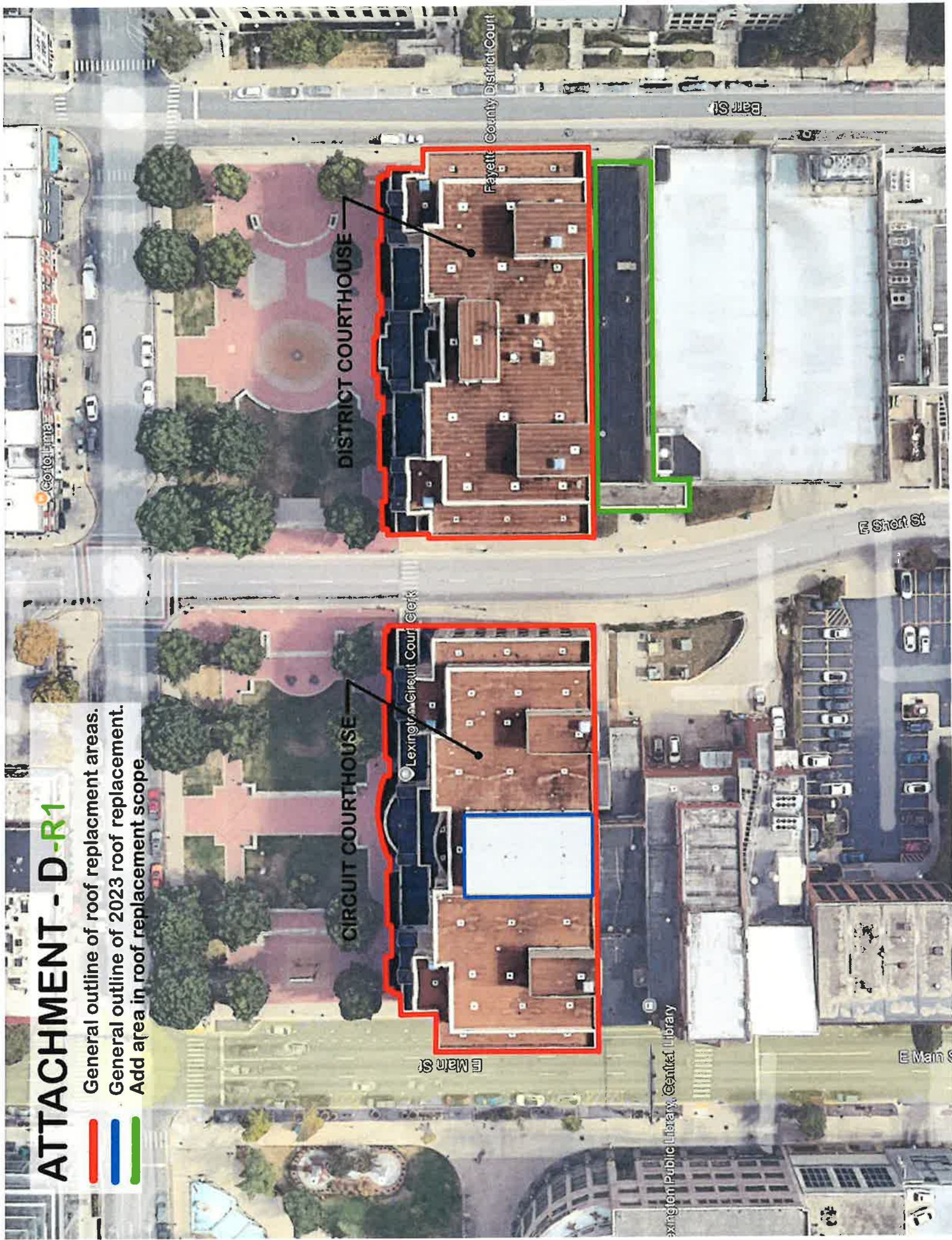
**Pre-Proposal Meeting #09-2025 District and Circuit Courthouse – Roof Replacement**  
**March 19, 2025 @ 1:00 pm**

[illegible]



# ATTACHMENT - D-R1

- General outline of roof replacement areas.
- General outline of 2023 roof replacement.
- Add area in roof replacement scope.





**ADDENDUM #3**

RFP Number: #9-2025

Date: March 24, 2025

Subject: Design Services for Circuit and District Courthouses Roof  
Replacements

Address inquiries to:  
Sondra Stone  
(859) 258-3320  
[ssone@lexingtonky.gov](mailto:ssone@lexingtonky.gov)

**TO ALL PROSPECTIVE SUBMITTERS:**

**Please be advised of the following clarifications to the above referenced RFP:**

See attached photos in reference to the drawing sets that are immediately available. These sets appear to include information pertaining to the roof structure of both courthouses and to the construction of the plaza. These hardcopy sets are available to review Monday through Friday from 9:00AM to 4:00PM in the CPM Conference Room on the 4th Floor of the Government Center. All visitors must check in with security at the front desk first and request to be escorted by someone from General Services. The documents shall not leave the conference room, but visitors may take photos. Once the professional service contract for design is awarded, the successful consultant may have access to the sets to scan at their expense.

Todd Slatin, Director  
Division of Central Purchasing

All other terms and conditions of the RFP and specifications are unchanged. This letter should be signed, attached to and become a part of your submittal.

COMPANY NAME: Patrick D. Murphy Co., Inc., Architects

ADDRESS: 4606 Illinois Ave, Louisville, KY 40213

SIGNATURE OF BIDDER: 



## **2b. Additional Company Information**



PATRICK D. MURPHY CO., INC. ARCHITECTS  
FIRM'S EXPERIENCE and EXPERTISE

The Patrick D. Murphy Co., Inc. Architects is a firm founded by a Registered Architect, Patrick D. Murphy that chose to specialize exclusively in the area of Roof Consulting. One major advantage of providing Roof Consulting as a Team of Registered Architects is that we understand the inner workings of the complete building system and how these systems relate to the roof including masonry, metal, water management and expansion and contraction.

From the beginning both Architecture and Roofing have been the primary family business. This has been a unique and unusual environment that created the Patrick D. Murphy Co., Inc. Architects success in the world of Roof Consulting.

114 years ago Thomas J. Nolan (Patrick's grandfather) started his Architectural business in 1911. Two uncles and two cousins continued the business. Patrick is the youngest grandson but not the most recent to enter the Architecture business. Jean-Paul Grivas (Patrick's favorite nephew) entered the business as the fourth generation registered Architect. We are very proud of our century plus heritage of Architecture and family business.

Concurrent with this history... Patrick's other uncle and father founded the Ray Nolan Roofing Co., Inc. in 1957. It has been a long standing and successful roof construction company.

In 1982 Patrick left Nolan & Nolan Architects and came to Ray Nolan Roofing Co., Inc. to work with his father and uncle in the roof construction industry. Patrick has been involved the day to day operations from 1982...forward to the present.

Also in 1982 Patrick founded his Architecture Company and devoted it to the field of Roof Consulting. This Company has developed a magnificent Team (see organization chart) of Roof Consultants since 1982 including Jean-Paul Grivas, AIA and Patrick's daughter, Monica Murphy, MBA, RRO and son Sean Murphy. And of course, Patrick acknowledges a great deal of their success to his wife, Paola who has been the Office Manager from the beginning.

We as an Architectural Company became a powerhouse of Roof Consulting because all Team Members of the Patrick D. Murphy Co., Inc. also work hands-on daily at Ray Nolan Roofing Company. Our Team has over 300 years of daily roof experience in both roof design and roof construction. No one in the Commonwealth of Kentucky or the Region has this depth and diversity of experience.

There is NO conflict of interest because the Ray Nolan Roofing Co., Inc. NEVER bids on the Patrick D. Murphy Company's Architectural work. However, please NOTE...this expertise is of great benefit to our clients. We know all of the "tricks of the trade" when it comes to roof construction. We do not allow short cuts and always deliver a perfect product. Patrick D. Murphy Co., Inc. Architects has no roof failures and never been involved in litigation of any type.

Our Team approaches every roof project with all of the cumulative expertise and a great deal of passion. We have enjoyed working with the Commonwealth of Kentucky and many other clients to resolve roof issues in the past.

We have also brought this energy, passion and experience to notable Roof Consulting clients such as...

- The Commonwealth of Kentucky's State Capitol
- Projects in multiple Kentucky County School Systems
  - Fayette County Schools
  - Washington County Schools
  - Anderson County Schools
  - Garrard County Schools
  - Franklin County Schools
  - Eminence County Schools
  - Logan County Schools
- The Kentucky Center for the Arts
- All the Roof Consulting for the Louisville Regional Airport Authority - Exclusive Roof Consultant 25 years
- All of the Roof Consulting for the Louisville Water Company - Exclusive Roof Consultant 16 years
- All of the Roof Consulting at CVG Airport - Exclusive Roof Consultant 4 years
- My Old Kentucky Home Visitors Center
- U of L JB Speed Scientific School
- U of L School of Law Brandeis
- Lexington Fayette Urban County Government – original 100 year old+ Court House
- Roof Consulting Projects in the Archdiocese of Cincinnati and Ohio
- Roof Consulting Projects in New York and Maryland
- Louisville Memorial Auditorium
- Kentucky Department of Parks
  - East Park Resorts – Greenbo Lake, Carter Caves, Jenny Wiley, EP Sawyer, General Butler, Kincaid Lake, Fort Boonesboro, General Burnside, Pine Mountain.
  - West Park Resorts – Lake Barkley, Dale Hollow Lake, Kenlake, Columbus-Belmont, JJ Audubon.

And these are just a few of the many projects that the Patrick D. Murphy Co., Inc. has successfully completed in the past 43 years. All in all, our staff has completed over \$800,000,000.00 million dollars of successful Roof Consulting Projects.

In addition to the above experience please consider the following:

Patrick Murphy has been the past President of the Kentucky Roofing Contractors Association (3 times) in 1987, 1988 and 1997. Patrick is the past President of the Kentucky Chapter of Roofing Consultants Institute (RCI) (Currently referred to as IIBEC). Under his leadership of 2 terms, the Chapter became the Mid South Chapter of

the RCI by merging both Kentucky and Tennessee Roof Consulting Associations together.

Jean-Paul Grivas is a past President of the Kentucky Roofing Contractors Association, current National Roofing Contractors Association (NRCA) Board Member, past Chairman for two years of the NRCA Manual Update Committee and NRCA's Technical Operations Committee. Jean-Paul also received the AIA Emerging Architect award in 2013 and is the past President for the Central Kentucky Chapter of the American Institute of Architects (AIA).

Both Jean-Paul and Patrick are certified as Green Roof Professionals through the organization of Green Roof for Healthy Cities for sustainable roof solutions.

Daniel E. Wiseman has worked in Architectural Practice for 49 years. He has worked at the Patrick D. Murphy Co., Inc. Architects and Ray Nolan Roofing Co., Inc. for 45 continuous years. Daniel does all of the Technical Specification writing and has been a member of the Construction Specifications Institute (CSI) for years where he earned his Construction Document Technology (CDT) certification.

Monica Murphy has a Masters in Business Administration and has achieved a Certificate in Accounting. Monica was the first female President of the Kentucky Roofing Contractors Association (2 terms). She is also a Certified RRO (Registered Roof Observer) through IIBEC (formerly known as the Roof Consultants Institute). Monica is a past Board Member of the National Roofing Contractors Association & currently is a Committee Member on several NRCA Committees. Monica is involved in both field operations and internal QC for operations at both companies.

Our staff gives back to the Roof Industry by providing quality education. We have assisted as speaker at BURSI (Better Understanding of Roofing Systems Institute) for the Commonwealth of Kentucky. Plus we have created and delivered Educational Programs for the Kentucky Department of Parks, the Kentucky Department of Corrections, CVG Airport and many others. We also host AIA Registered Provider Continuing Education Courses for Roofing. Our Team has hosted classes in Louisville, Lexington and Covington over the many years of giving back.

In conclusion, Patrick D. Murphy Co., Inc. Architects is extremely unique because of the cross pollination of Roof Architectural design and "hands-on" Roof Construction for all staff members on a daily basis. This has led to our overwhelming success for over three decades of successful Roof Consulting with NO roof failures and NO litigation.

Along the way our staff has been honored to serve the leadership capacity for the Kentucky Roofing Contractors Association (KRCA), the American Institute of Architects (AIA), the Roofing Consultants Institute (RCI/IIBEC) and the National Roofing Contractors Association (NRCA).

It is a continuing joy to give back to the Roof Industry by providing quality education for others to effectively identify roof problems and to be empowered to seek educated options for solutions.



Magna Engineers is a woman-owned consulting engineering company providing electrical, mechanical, and instrumentation/controls engineering services. Magna was founded in 2011, and started with a group of mechanical and electrical engineers with a history of working together toward a common goal of innovative and solid engineering practices. Magna is based in Lexington, with a branch office in Louisville.

Magna is a certified Economically Disadvantaged Woman-Owned Small Business in accordance with Small Business Administration (SBA) requirements, and is a certified Women Business Enterprise (WBE) with the Women's Business Enterprise National Council (WBENC). Magna Engineers is listed as an approved WBE with the Louisville-Jefferson County Metropolitan Sewer District.

Electrical engineering design services include low and medium voltage power distribution, interior and exterior lighting, fire alarm, communication systems (including fiber optic and wireless), power quality, security and video surveillance, lightning protection systems, and alternative energy designs. Mechanical engineering design services include geothermal heating and cooling systems, variable refrigeration systems, as well as other traditional HVAC systems, and energy management systems. We also provide plumbing and fire protection designs including fire pump systems.

While Magna Engineers' primary service offering is design for construction, we also perform power system studies, facility assessments, energy audits, life-cycle cost analysis, cost estimating, value engineering, and constructability reviews.

Our staff of professional and LEED accredited engineers and technicians have a combined experience of over 150 years, and have completed projects in a broad market range, including the following:

- |                            |                |
|----------------------------|----------------|
| ➤ Municipal                | ➤ Educational  |
| ➤ Correctional and Justice | ➤ Recreational |
| ➤ Military                 | ➤ Commercial   |
| ➤ Industrial               | ➤ Medical      |
| ➤ Water/Wastewater         | ➤ Multi-Family |

Experience with design-bid-build, design-build, and construction management projects gives us a unique perspective to various delivery methods, and flexibility with contracting arrangements.

Our goal at Magna Engineers is to provide quality service and ultimate satisfaction of our clients. While we may be a relatively new company, our track record for superior service by our staff members is long, and we intend to continue to improve and expand our mission for excellence as we move forward.





**Profile:** **Cornerstone Engineering, Inc.** (Cornerstone) is an award-winning Minority Owned Small Business. For over 20 years, we have provided quality Architectural-Engineering Consulting and Construction services. Our reach is Nationwide with offices in *Louisville (Headquarters) and Lexington KY, Indianapolis, IN, Cincinnati, OH, Nashville and Memphis, TN, and Atlanta, GA.* With these strategic office locations, we have consistently provided design services and delivered projects from coast to coast with precision and consistency. We have successfully provided our services throughout the country and currently we have ongoing projects in KY, IN, OH, GA, TN, WI, and WV.

**Origin:** Cornerstone was founded in 2003. The owner and founder of the firm, Mr. Chella Subram, P.E., is a licensed Structural Engineer in the State of Kentucky as well as in 14 other states. He has over 25 years of experience in design, assessment, management, and special inspections.

**Growth:** Since Cornerstone's inception, we have successfully completed over 2000 projects. After over 20 years in service, we have over 95% client retention, which is a testimony to our dedication to our core values and high-quality services. Cornerstone is steadily growing and expanding its footprint and services in the surrounding regions. In the past 20 years, Cornerstone has grown from one engineer, Chella Subram, P.E., to 7 offices. In addition to the offices listed above, Cornerstone has expanded its expertise and capabilities and now offers Geotechnical and Testing Services in addition to our other AE consulting and Construction Services. The Cornerstone team provides over 500 years of combined experience in design, assessment, inspection, and construction management. Currently, our staff holds Professional Engineering Licenses in 13 states.

Cornerstone Engineering's growth stems from our mission to be the best value-added partner as well as a reliable and prompt source of innovative solutions that save time and money for our clients.

**Cornerstone's Core Capabilities:** Cornerstone serves multiple industries including government, commercial, industrial, healthcare, religious, educational, and water and wastewater utilities. Within each of these fields, our services have included detailed Structural Design, Geotechnical Engineering and Materials Testing, Construction Administration, Feasibility Studies, Facility Evaluations, Assessments, Restorations, and Special Inspections. We perform our services for new facilities/buildings, rehabilitations, restorations, and additions. Within the water/wastewater sector, we have performed our services for tanks, substations, floodwalls, retaining walls, flood levees, dams, digesters, SSO and CSO basins, above/below grade pump stations, headwork facilities, chemical buildings, clarifiers, water quality treatment centers, and waste-water treatment plants. Our analysis and design expertise cover the spectrum of traditional building materials, including steel, reinforced concrete, masonry, and timber. We also specialize in FRP strengthening, an innovative, sustainable way of repairing and strengthening structures including buildings, transportation structures, tanks, waterworks, slabs, pipelines, and more. It is a cost-effective, time-saving, lightweight, and long-lasting strengthening solution. We have successfully completed over 100 projects utilizing FRP strengthening.

Our Geotechnical Engineering and Materials Testing team conducts comprehensive geotechnical exploration across the United States and creates optimal designs for a variety of structures including airports, railways, dams, roads, machinery foundations, and skyscrapers. Our core geotechnical services include, but are not limited to: Soil Investigations, Slope Stability Studies, Forensic Investigations, Pavement Studies, Vibration Studies, Feasibility Studies, and on-site and in-lab testing. We also provide Drilling and Well Installation. We pride ourselves on going beyond the obvious, delivering solutions that form the bedrock of structures and foundations.

**Certifications:** We are certified as a Small Business Enterprise (SBE), a Minority Business Enterprise (MBE), and a Disadvantaged Minority Enterprise (DBE). We are currently certified with the KYTC as a DBE.

## Core Values

### Commitment to Staff and Clients

- Treat others with respect
- Set and work toward common goals
- Communicate clearly and effectively

### Excellence in Performance & Production

- Provide value-added benefits
- Exceed client expectations
- Deliver services and products on time and within budget

### Integrity in Behavior

- Deal with all associates fairly
- Practice honesty in all endeavors
- Focus on a servant attitude

Every project is managed with **Commitment, Excellence, and Integrity**, our core values. We strive and commit to upholding the highest level of excellence in our service.

Awards:



## **2c. Customer Satisfaction Tracking**

## **CUSTOMER SATISFACTION**

Patrick D. Murphy Co., Inc., Architects tracks Customer Satisfaction through

1. Post-Construction Project in-person meetings with our client, where we review the Design & Construction Process with our client and ask for feedback on our performance.
2. Post-Construction Surveys that measure Overall Satisfaction (Overall quality of services, perceived quality of services, client experience, were client's needs fulfilled) & likelihood of engaging our services in the future.
3. A 3-6 month follow-up call or contact to ensure that the design items are still functioning properly.
4. Scheduling 1 & 2-year warranty reviews prior to contractor's warranty expiring.



## **2d. Continuing Education**



## Continuing Education Transcript

AIA National Transcript

Transcript for **Jean-Paul G. Grivas 30141264**  
Date Range **From 01/01/2022 To 12/31/2024**

Total LUs **55.25**  
Total HSWs **52.75**

Completion Date	Course #	Course Name	Provider Name	Learning Units
12/29/2024	NGC07C	Advantages of Using Cover Boards in Low-slope Roofing Assemblies	Ron Blank & Associates, Inc	1.00 - HSW
12/29/2024	PLL05D	Disappearing, Standard, and Ship Stairs: Specifying for Safety and Efficiency	Ron Blank & Associates, Inc	1.00 - HSW
12/28/2024	NCARB032-03	Mold and Moisture Prevention Part 4: Final Design, Construction, Postconstruction, and Assessment	National Council of Architectural Registration Boards (NCARB)	1.75 - HSW
12/28/2024	NCARB031-03	Mold and Moisture Prevention Part 3: Design Development	National Council of Architectural Registration Boards (NCARB)	1.75 - HSW
12/28/2024	NCARB027-03	Mold and Moisture Prevention Part 2: Schematic Design	National Council of Architectural Registration Boards (NCARB)	1.50 - HSW
12/28/2024	AST08D	Fire-Rated Rolling Doors	Ron Blank & Associates, Inc	1.00 - HSW
12/28/2024	NCARB123	Client Pressure and the Duty of the Architect	National Council of Architectural Registration Boards (NCARB)	1.00 - HSW
12/28/2024	NCARB025-03	Mold and Moisture Prevention Part 1: Key Issues Related to Mold and Moisture Intrusion	National Council of Architectural Registration Boards (NCARB)	1.75 - HSW
02/27/2024	24CKCGI	Artificial Intelligence in Architecture: Generative Imagery in Practice and Design	AIA Central Kentucky	1.50 - Elective
02/27/2024	24CKCEIS	Everything is Software: Pasts, Presents, and Futures of Architectural Computing	AIA Central Kentucky	1.00 - Elective
01/23/2024	Symp 5.5	Air Barrier Symposium 5.5	Air Barrier Association Of America	5.50 - HSW
12/30/2023	OMG07D	Properly Supporting Small Rooftop Pipes and Conduit	Ron Blank & Associates, Inc	1.00 - HSW
12/30/2023	OMG07C	Roof Drainage Design: The Case for Re-Roofing Applications	Ron Blank & Associates, Inc	1.00 - HSW
12/30/2023	APR07B	Commercial Flat Roof Fasteners	Ron Blank & Associates, Inc	1.00 - HSW
12/30/2023	NGC07B	Advantages of Using Cover Boards in Low-slope Roofing Assemblies	Ron Blank & Associates, Inc	1.00 - HSW

AIA Members must complete at least 18 LUs (of which at least 12 are HSW) each calendar year. While most jurisdictions accept the AIA transcript as an official record, AIA cannot guarantee that state and territory licensing boards will accept any individual course for credit toward requirements for architectural registration or renewal. Please consult with the relevant licensing board for their requirements. If you have questions about your AIA transcript, contact AIA/CES at 800-242-3837, option 3, or e-mail [CESsupport@aia.org](mailto:CESsupport@aia.org).

Page 1 of 3



## Continuing Education Transcript

AIA National Transcript

Transcript for **Jean-Paul G. Grivas 30141264**  
Date Range **From 01/01/2022 To 12/31/2024**

Total LUs **55.25**  
Total HSWs **52.75**

Completion Date	Course #	Course Name	Provider Name	Learning Units
12/30/2023	APR07C	Snow Retention for Low Slope Roofs	Ron Blank & Associates, Inc	1.00 - HSW
12/30/2023	VIA06D	All Treated Wood is Not the Same	Ron Blank & Associates, Inc	1.00 - HSW
12/30/2023	PLL05C	Disappearing, Standard, and Ship Stairs: Specifying for Safety and Efficiency	Ron Blank & Associates, Inc	1.00 - HSW
12/26/2023	OMG07E	Using Electromagnetic Induction Welding to Secure Roofs	Ron Blank & Associates, Inc	1.00 - HSW
12/26/2023	APR07D	Rooftop Equipment Securement: Codes and Solutions	Ron Blank & Associates, Inc	1.00 - HSW
12/26/2023	APR10D	Commercial Roofing Strategic Financial Solutions	Ron Blank & Associates, Inc	1.00 - HSW
12/26/2023	BCD07E	Life Safety with Rooftop Accessories	Ron Blank & Associates, Inc	1.00 - HSW
12/26/2023	JHS07F	Advanced Rainscreen Design for Moisture Management	Ron Blank & Associates, Inc	1.00 - HSW
12/26/2023	LAPI0B	Alternating Tread Stairs and Other Devices for Space Limited Applications	Ron Blank & Associates, Inc	1.00 - HSW
12/26/2023	RUS07D	We've Got You Covered: Fluid-Applied Roofing Systems	Ron Blank & Associates, Inc	1.00 - HSW
12/26/2023	TRA07C	Let It Snow: Modern Snow Retention Systems	Ron Blank & Associates, Inc	1.00 - HSW
05/17/2023	23CKBCA	Building Cost Analysis	AIA Central Kentucky	3.00 - HSW
12/31/2022	ODVESARMA1221	Building Better with Thermal Breaks	Hanley Wood, LLC	1.00 - HSW
10/06/2022	SIPPTCS2022	Interactive Case Studies	Siplast	1.00 - HSW
10/06/2022	SIPPTTER2022	PMMA Waterproofing for Vehicular Traffic	Siplast	1.00 - HSW

AIA Members must complete at least 18 LUs (of which at least 12 are HSW) each calendar year. While most jurisdictions accept the AIA transcript as an official record, AIA cannot guarantee that state and territory licensing boards will accept any individual course for credit toward requirements for architectural registration or renewal. Please consult with the relevant licensing board for their requirements. If you have questions about your AIA transcript, contact AIA/CES at 800-242-3837, option 3, or e-mail [CESsupport@aia.org](mailto:CESsupport@aia.org).

Page 2 of 3



## Continuing Education Transcript

AIA National Transcript

Transcript for **Jean-Paul G. Grivas 30141264**  
Date Range **From 01/01/2022 To 12/31/2024**

Total LUs **55.25**  
Total HSWs **52.75**

Completion Date	Course #	Course Name	Provider Name	Learning Units
10/06/2022	SIPPTLWIC2022	Reusable Insulation System Design & Demonstration	Siplast	1.50 - HSW
10/06/2022	SIPPTLIQ2022	PMMA Technology & Demonstration	Siplast	3.00 - HSW
10/05/2022	SIPPTPVC2022	PVC KEE Membrane, Systems & Demonstration	Siplast	1.50 - HSW
10/05/2022	SIPPTSBS2022	SBS-Modified Bitumen Membrane Composition & Demonstration	Siplast	1.50 - HSW
09/07/2022	20220907	CAN ARCHITECTS CHANGE PEOPLE'S LIVES? The Muhammad Ali Center - A Case Study	EOP Architects	1.00 - HSW
04/19/2022	22CKCCCD	COVID & Clinic Design Lecture & Tour	AIA Central Kentucky	1.00 - HSW
04/14/2022	K2002KE	Why Use Cover Boards in North America?	BNP Media	1.00 - HSW
04/12/2022	vegsysrfg	Designers Guide to Vegetative Roof Systems	Firestone Building Products	1.00 - HSW
04/12/2022	RFGtpopvc	Understanding Thermoplastics - Why TPO and PVC are Winning on the Rooftop	Firestone Building Products	1.00 - HSW
03/01/2022	22CKCDES	Driving Energy Savings With Building Data	AIA Central Kentucky	1.00 - HSW
03/01/2022	22CKCDR	Disaster Relief SEER Program	AIA Central Kentucky	1.00 - HSW
02/28/2022	SIPLW2021	Reusable Insulation Systems for Roofing & Waterproofing Applications	Siplast	1.00 - HSW

AIA Members must complete at least 18 LUs (of which at least 12 are HSW) each calendar year. While most jurisdictions accept the AIA transcript as an official record, AIA cannot guarantee that state and territory licensing boards will accept any individual course for credit toward requirements for architectural registration or renewal. Please consult with the relevant licensing board for their requirements. If you have questions about your AIA transcript, contact AIA/CES at 800-242-3837, option 3, or e-mail [CESsupport@aia.org](mailto:CESsupport@aia.org).

Page 3 of 3





## Continuing Education Transcript

AIA National Transcript

Transcript for **Patrick D. Murphy 30018838**  
Date Range **From 01/01/2022 To 12/31/2024**

Total LUs **63.75**  
Total HSWs **45.00**

Completion Date	Course #	Course Name	Provider Name	Learning Units
09/10/2024	HWUPERCPoolSpa	Propane Heaters for Pools and Spas	Hanley Wood Media, Inc. dba Zonda Media	1.00 - Elective
09/10/2024	ODVESKEY12212	Putting the Puzzle Pieces Together: The Design Challenges of Multifamily Residential	Hanley Wood Media, Inc. dba Zonda Media	1.00 - HSW
09/10/2024	ODPERC1223	Propane and Building Design for Commercial Businesses	Hanley Wood Media, Inc. dba Zonda Media	1.00 - Elective
09/10/2024	ODBQE61124	The Architect's Guide to Client Onboarding: Crafting Winning Proposals & Contracts	Hanley Wood Media, Inc. dba Zonda Media	1.00 - Elective
09/10/2024	ODBQE0824	Atomic Habits for Architects: Secrets that Boost Productivity & Profits	Hanley Wood Media, Inc. dba Zonda Media	1.00 - Elective
09/10/2024	ODBQE0324	Profit by Design: A Financial Bootcamp for AE Leaders	Hanley Wood Media, Inc. dba Zonda Media	1.00 - Elective
09/07/2024	HSHWUODATI121	Designing with Metal Wall Panels	Hanley Wood Media, Inc. dba Zonda Media	1.00 - HSW
09/07/2024	TWMOD12222	Susan Jones: Disruptive Ecologies	Hanley Wood Media, Inc. dba Zonda Media	1.00 - HSW
09/07/2024	ODVitro22	Vacuum Insulating Glass (VIG) Benefits and Advantages in a Sustainable World	Hanley Wood Media, Inc. dba Zonda Media	1.25 - HSW
09/07/2024	ODThink1223	Designing Beneficial Spaces for Living, Working and Well-Being	Hanley Wood Media, Inc. dba Zonda Media	1.00 - HSW
09/07/2024	ODFiber22	Sustainability and Design Benefits of Composite Cladding	Hanley Wood Media, Inc. dba Zonda Media	1.00 - HSW
09/07/2024	ARI2221	Compliance Testing for Face Brick	Hanley Wood Media, Inc. dba Zonda Media	1.00 - HSW
09/06/2024	ODVESARMAI221	Building Better with Thermal Breaks	Hanley Wood Media, Inc. dba Zonda Media	1.00 - HSW
09/06/2024	ODVESHBR1221	Code Compliant Exterior Systems for Wood Framed Building Envelopes	Hanley Wood Media, Inc. dba Zonda Media	1.00 - HSW
09/06/2024	MOHOD0522	Deep Connections: Planet + People	Hanley Wood Media, Inc. dba Zonda Media	1.00 - HSW

AIA Members must complete at least 18 LUs (of which at least 12 are HSW) each calendar year. While most jurisdictions accept the AIA transcript as an official record, AIA cannot guarantee that state and territory licensing boards will accept any individual course for credit toward requirements for architectural registration or renewal. Please consult with the relevant licensing board for their requirements. If you have questions about your AIA transcript, contact AIA/CES at 800-242-3837, option 3, or e-mail [CESsupport@aia.org](mailto:CESsupport@aia.org).

Page 1 of 5



## Continuing Education Transcript

AIA National Transcript

Transcript for **Patrick D. Murphy 30018838**  
Date Range **From 01/01/2022 To 12/31/2024**

Total LUs **63.75**  
Total HSWs **45.00**

Completion Date	Course #	Course Name	Provider Name	Learning Units
09/04/2024	ODNRMCA0524	Setting GWP Budgets for Concrete Buildings with LCA Based Carbon Accounting Tools	Hanley Wood, LLC	1.00 - HSW
09/04/2024	ODSAVARIA0724	ADA and ANSI A117.1 Design Standards for Vertical Platform Lifts and Limited Use/Limited Application Elevators	Hanley Wood, LLC	1.00 - HSW
09/04/2024	ODHH0724	The Hearth and The Human Connection to Fire	Hanley Wood, LLC	1.00 - HSW
11/19/2023	HWGUARIO21	Glazing for Schools	Hanley Wood, LLC	1.00 - HSW
11/19/2023	ACC2021	Chemistry in Context: Materials Science in Building and Construction	Hanley Wood, LLC	1.00 - HSW
11/19/2023	ARIO211	In Pursuit of Acoustical Equity	Hanley Wood, LLC	1.00 - HSW
11/19/2023	ARI2224	Extruded Aluminum Trim: Innovative Solutions for Interior Applications	Hanley Wood, LLC	1.00 - HSW
11/19/2023	AR6217	Insulated Roof Deck System Provides an Innovative, Streamlined Alternative to Traditional Low-Slope Roofing Materials	Hanley Wood, LLC	1.00 - HSW
11/19/2023	ARBilco723	Best Practices and Code Considerations for Specifying Fire Rated Floor Doors	Hanley Wood, LLC	1.00 - HSW
11/19/2023	ARPERC723	Propane-Powered Amenities in Multifamily and Hospitality Developments	Hanley Wood, LLC	1.00 - Elective
11/19/2023	HSHWUODBS1121	Guide for Successful Installation of Thin (Gauged) Porcelain Tile Panels on Interior Walls and Floors	Hanley Wood, LLC	1.00 - HSW
11/19/2023	ODAZEK923	The Sustainability of Synthetic Material - Used for Decking, Trim, and Patio Projects	Hanley Wood, LLC	1.00 - HSW
11/19/2023	ODBQE0523	10 KPIs Your Architecture Firm Needs to Track for Maximum Project Profitability	Hanley Wood, LLC	1.00 - Elective
11/19/2023	ODOwens923	Surviving & Thriving: What is Resiliency and How Do We Design for It?	Hanley Wood, LLC	1.00 - HSW
11/19/2023	ODSanuvxl023	Optimize Indoor Air Quality with Ultraviolet Air Purification	Hanley Wood, LLC	1.00 - HSW

AIA Members must complete at least 18 LUs (of which at least 12 are HSW) each calendar year. While most jurisdictions accept the AIA transcript as an official record, AIA cannot guarantee that state and territory licensing boards will accept any individual course for credit toward requirements for architectural registration or renewal. Please consult with the relevant licensing board for their requirements. If you have questions about your AIA transcript, contact AIA/CES at 800-242-3837, option 3, or e-mail [CESsupport@aia.org](mailto:CESsupport@aia.org).

Page 2 of 5



## Continuing Education Transcript

AIA National Transcript

Transcript for **Patrick D. Murphy 30018838**  
Date Range **From 01/01/2022 To 12/31/2024**

Total LUs **63.75**  
Total HSWs **45.00**

Completion Date	Course #	Course Name	Provider Name	Learning Units
11/19/2023	ODSUBZ523I	Globally Inspired, Forward-Thinking Kitchen Design That Impacts Sustainability, Safety, and Accessibility	Hanley Wood, LLC	1.00 - HSW
10/13/2023	10I32023A	Emerging Technical Issues Posing Liability Risks to Roofing Contractors	National Roofing Contractors Association	1.00 - HSW
10/13/2023	10I32023C	Tips for Roofing Contractors Gleaned From 40 Years of Representing Roofing Contractors	National Roofing Contractors Association	1.25 - Elective
10/13/2023	10I32023B	Mastering the Art of Selling Your Business: Strategies, Tips and Legal Considerations	National Roofing Contractors Association	1.50 - Elective
10/12/2023	10I22023A	Risk Management Strategies: A Proactive Approach to Safety and Performance Improvement	National Roofing Contractors Association	1.00 - Elective
10/12/2023	10I22023D	Lessons Learned from the Supply Chain Crisis	National Roofing Contractors Association	1.25 - Elective
10/12/2023	10I22023C	Employee Overtime: Navigating the Landmines of Overtime Without Losing Any Limbs	National Roofing Contractors Association	1.00 - Elective
10/12/2023	10I22023B	Sustainability in Roofing	National Roofing Contractors Association	1.00 - HSW
10/11/2023	10I12023B	There's a New Sheriff in Town! The Latest from OSHA and the Effect on Roofing Contractors	National Roofing Contractors Association	1.00 - HSW
10/11/2023	10I12023D	What Do We Do Next? An Update from the National Labor Relations Board under the Biden Administration	National Roofing Contractors Association	1.25 - Elective
10/11/2023	10I12023C	Until You Have Robots, You Need Employees: Top Five Employment Issues in the Roofing Industry	National Roofing Contractors Association	1.25 - Elective
10/11/2023	10I12023A	Legal Issues with Subcontractors	National Roofing Contractors Association	1.25 - Elective
10/10/2022	CPOD42020-3	Network for Change: The Embodied Carbon Movement	Hanley Wood, LLC	0.25 - HSW
10/10/2022	JW22022	Comparing the Performance of Wood Polymer Composite Windows and Patio Doors to Alternative Materials	Hanley Wood, LLC	1.00 - HSW
10/10/2022	FIBOD622	Moisture Management & Sustainable Rainscreen Wall Systems	Hanley Wood, LLC	1.00 - HSW

AIA Members must complete at least 18 LUs (of which at least 12 are HSW) each calendar year. While most jurisdictions accept the AIA transcript as an official record, AIA cannot guarantee that state and territory licensing boards will accept any individual course for credit toward requirements for architectural registration or renewal. Please consult with the relevant licensing board for their requirements. If you have questions about your AIA transcript, contact AIA/CES at 800-242-3837, option 3, or e-mail [CESsupport@aia.org](mailto:CESsupport@aia.org).

Page 3 of 5



## Continuing Education Transcript

AIA National Transcript

Transcript for **Patrick D. Murphy 30018838**  
Date Range **From 01/01/2022 To 12/31/2024**

Total LUs **63.75**  
Total HSWs **45.00**

Completion Date	Course #	Course Name	Provider Name	Learning Units
10/10/2022	ARI0221	The WELL Building Standard and Electric Fireplaces	Hanley Wood, LLC	1.00 - HSW
10/10/2022	ODPetersen522	Design Inspiration for Architectural Metal Roof and Wall Panel Systems	Hanley Wood, LLC	1.00 - Elective
06/07/2022	ODNRMCA422	Life Cycle Assessment of Concrete Buildings	Hanley Wood, LLC	1.00 - HSW
06/07/2022	HWODHUB1120	Managing Condensation and Thermal Performance with Continuous Insulation	Huber Engineered Woods	1.00 - HSW
06/07/2022	PERC1422	Designing to the Edges – Exploring Community-Led Architecture	Hanley Wood, LLC	1.00 - HSW
06/07/2022	ODSZ3224	Designing Minimalist Kitchens that Maximize Style	Hanley Wood, LLC	1.00 - HSW
06/07/2022	BSOD12022	Elevating Design with Architectural Stone Veneer	Hanley Wood, LLC	1.00 - HSW
06/07/2022	CPRESOD2020	Residency: Urban Land Use and Growth	Hanley Wood, LLC	1.00 - HSW
06/07/2022	Jac322	The Wellness Experience – Hydrotherapy with Jetted Freestanding Bathtubs	Hanley Wood, LLC	1.00 - HSW
06/07/2022	MITEK12022	Fully Integrated Collaboration in the Construction Process	Hanley Wood, LLC	1.00 - Elective
06/07/2022	ONLBN322	Adaptability and Space Division with Modular Shelving	Hanley Wood, LLC	1.00 - HSW
06/05/2022	ODThinkWood522	Innovations in Wood: Understanding the Latest Advances in Wood Research and Design	Hanley Wood, LLC	1.50 - HSW
06/05/2022	AR6223	Meeting the Energy Needs of Warehouse Facilities with Propane	Hanley Wood, LLC	1.00 - HSW
06/05/2022	ODgrasstex422	Innovations in Turf Technology and Applications for the Hospitality Industry	Hanley Wood, LLC	1.00 - HSW
06/05/2022	ODInnotech322	Design Options for Aluminum Balconies and Awnings	Hanley Wood, LLC	1.00 - HSW

AIA Members must complete at least 18 LUs (of which at least 12 are HSW) each calendar year. While most jurisdictions accept the AIA transcript as an official record, AIA cannot guarantee that state and territory licensing boards will accept any individual course for credit toward requirements for architectural registration or renewal. Please consult with the relevant licensing board for their requirements. If you have questions about your AIA transcript, contact AIA/CES at 800-242-3837, option 3, or e-mail [CESsupport@aia.org](mailto:CESsupport@aia.org).

Page 4 of 5





## Continuing Education Transcript

AIA National Transcript

Transcript for **Patrick D. Murphy 30018838**  
Date Range **From 01/01/2022 To 12/31/2024**

Total LUs **63.75**  
Total HSWs **45.00**

Completion Date	Course #	Course Name	Provider Name	Learning Units
06/05/2022	ODNucor0422	Where Your Steel Comes From, and Why it Matters	Hanley Wood, LLC	1.00 - HSW
02/28/2022	SIPLW2021	Reusable Insulation Systems for Roofing & Waterproofing Applications	Siplast	1.00 - HSW

AIA Members must complete at least 18 LUs (of which at least 12 are HSW) each calendar year. While most jurisdictions accept the AIA transcript as an official record, AIA cannot guarantee that state and territory licensing boards will accept any individual course for credit toward requirements for architectural registration or renewal. Please consult with the relevant licensing board for their requirements. If you have questions about your AIA transcript, contact AIA/CES at 800-242-3837, option 3, or e-mail [CESsupport@aia.org](mailto:CESsupport@aia.org).

Page 5 of 5

See QA / QC plan in Part 5: Work Plan

## **2e. Current Number of Employees & Employee Types**

**PATRICK D. MURPHY CO., INC. ARCHITECTS**  
**Current Number of Employees and Employee Types**

- 1 - Administrator (Full-Time)**
- 2 - Professionals (Full-Time)**
- 3 - Technician (Full-Time)**
- 2 - Office/Clerical (Full-Time)**
- 3 - Skilled Craft (Full-Time)**

**11 Employees Total**



## **2f. Statement of General Firm Qualifications**

PATRICK D. MURPHY CO., INC. ARCHITECTS  
Statement of General Firm Qualifications & Capacity

We have the availability to begin this and/or any project immediately upon written contractual notice. We are prepared to meet and exceed any established parameters.

Schedules can be compressed, as the need requires accommodating the constraints of any project.

The analysis of the roof and all of the drawings, specifications and budgets shall be expedited by Patrick Murphy AIA, Jean-Paul Grivas AIA, and Monica Murphy RRO.

We do have the availability of alternative and additional in-house staff if required. Our Company has backup for each position to reach the goal of being on time, on budget, and completed with impeccable quality.

The address of the office where the principal amount of Work of this Project will be performed:

Patrick D. Murphy Co., Inc., Architects  
4606 Illinois Ave.  
Louisville, KY 40213

All of the Field Observations, Roof Observations Reports, Details of Construction, Specifications and Construction Cost estimates related to the roof shall be done by in-house staff. The Patrick D. Murphy Co., Inc., Architects staff will handle lead on this project with any mechanical work being performed by Magna Engineers & structural assessments by Cornerstone Engineers.

Patrick D. Murphy Co., Inc., has seven (11) direct Patrick D. Murphy Co., Inc. staff members that are highly educated in the area of Roof audit, Construction Estimating, Construction Documents, Bidding Assistance and Construction Administration. We have an additional seven (7) Ray Nolan Roofing support staff members available. This group comprises over 300 years of day-to-day "hands-on" experience for expediting multiple projects without compromising Quality Control.

Our current listing of workload is as follows:

- **Current contracts**
  - West KY Department of Parks-Roof Replacements
    - Scope: Multiple building roof replacements (SBS Modified Bitumen & Asphalt Shingles)
    - Status:
      - Lake Barkley Fitness Center – Construction Documents
  - East KY Department of Parks-Roof Replacements
    - Scope: Multiple building roof replacements (SBS Modified Bitumen, Asphalt Shingles & Slate)
    - Status:

- Big Bone Shelters / General Butler Cottages – Under Construction
  - Waveland Museum: Copper Roof Assessment – In-Progress
- KCIW: Dining Hall & Main Building Connector
  - Scope: SBS Modified Bitumen Roof Replacements, Shingle Roof Replacements & EIFS Repairs.
  - Status: Ready to Advertise Documents Submitted
- Gateway Community & Technical College: Multi-Campus Roof Replacements and Repairs
  - Scope: SBS Modified Bitumen Roof Replacements & Roof Repairs.
  - Status: Substantially Complete
- Kentucky History Center
  - Scope: Infrared Roof Scan and SBS Modified Bitumen Roof Overlay
  - Status: In Close-out Phase
- Kentucky Veterans Center: Exterior Repairs
  - Scope: Metal Roof and Fiber Cement Siding Replacements
  - Status: Substantially Complete
- Kentucky State University: Roof Repairs & Replacements
  - Scope: Multi-Building SBS Roof Replacements
  - Status:
    - ASB Roof Repairs and Clerestory Window Replacements – Construction Documents
    - Bradford Hall: Partial Roof Repairs – Ready to Advertise Documents
- University of Louisville: 3 Building Roof Replacements
  - Scope: SBS Modified Bitumen Roof Replacements
  - Status: Schematic Documents
- Bowman Field: Hanger #3
  - Scope: SBS Modified Bitumen Roof Replacements
  - Status: Substantially Complete
- Louisville Water Company: Crescent Hill N. & S. Coagulation Buildings
  - Scope: Slate Roof Replacements, SBS Modified Bitumen Roof Replacements, Masonry Repairs, Interior Stair Repairs/ Replacements and Paint
  - Status: Schematic Documents
- Louisville Metropolitan Sewer District (MSD): Roof Observer
  - Scope: Multi-Building Roof Observations
  - Status: Under Construction
- Louisville Metro: Hall of Justice – Roof Replacement
  - Scope: Roof Assessment & Replacement Assessment
  - Status: In-Progress
- Centralized Laboratories: Flex Center
  - Scope: Infrared Roof Scan and SBS Modified Bitumen Roof Overlay
  - Status: Assessment
- Western State Hospital: Roof Replacements

- Scope: Shingle Roof Replacements, SBS Modified Bitumen Roof Replacements & Masonry Repairs
  - Status: Construction Documents
- Madisonville State Office Building
  - Scope: SBS Modified Bitumen Roof Replacements & Masonry Repairs
  - Status: Construction Documents
- Kentucky Horse Park: Multi-Building Roof Replacements
  - Scope: Infrared Roof Scans, Premium Shingle Roof Replacements, Fiber Cement Shake Siding Replacements, Fascia and Frieze Board Replacements & Metal Soffit Replacements
  - Status: Under Construction



## **2g. Project Team**

## **Staff Assignments**

In the Roof Assessment Phase- Patrick D. Murphy, AIA, Jean-Paul Grivas, AIA, Monica Murphy, RRO, Danny Wiseman, CDT, Technical Field Staff and our estimating Department all collaborate for the production of the FIVE PART ROOF ASSESSMENT REPORT.

In the above-mentioned REPORT, if the Field Assessment identifies any Structural issues we also engage Cornerstone Engineering, Inc. The same is true for the Electrical and/or Mechanical as it impacts the roof project to engage Magna Engineers, PLLC.

As we move through remaining Phases Patrick D. Murphy, AIA and Jean-Paul, Grivas, AIA communicate and coordinate all of the above staff members and consultants. These Phases include Programming, Roof Assessment, Preliminary Roof Concepts and Design, Budgeting, Construction Documents, Technical Specifications and Warranty review. Jean-Paul Grivas, AIA and Monica Murphy, RRO typically will handle the Pre-Bid Conference, Bidding Assistance, Pre-Construction Conference, Construction Administration, Progress Meetings and Construction Project Closeout with Patrick D. Murphy, AIA as a backup resource. In conclusion, please consider the following.

1. Our Team has focused exclusively on Roof Consulting and Building Envelope Moisture Management for over 43 continuous and successful years.
2. We have provided Roof Consulting and Building Envelope Moisture Management for the Louisville Regional Airport Authority, Commonwealth of Kentucky facilities, Hospitals, other Municipalities, Colleges, Schools and Private Owners as their competitively selected and exclusive Roof Consultant for over 43 continuous years.
3. Our Team comprises, collectively, over 300 years of roof related experience.
4. Our breadth and depth of experience is extremely enhanced by our day-to-day operations of a Roofing Contracting Company.
5. We have developed and administered hands on Roof Management Programs for over three successful decades, through which we have helped our clients achieve longer useful lifecycles from their roof systems and cut back on roof related expenditures due to the proactive approach of the program.
6. Because we are actively involved in the American Institute of Architects, Kentucky Roofing Contractors Association, and the International Institute of Building Enclosure Consultants, we have access to resources that are beyond any Architectural or Roofing Consulting firm in the region.
7. Our Team supersedes periodic and/or full-time (added cost) Construction Administration because of the following:
  - a. We are the only architectural firm in the region to have a full-time Registered Roof Observer on our staff.
  - b. Our staff is very experienced in Project Management during construction because we manage roofing contracting construction projects on a daily basis. This experience is well beyond that of a standard architectural firm.
8. Our Team has the necessary equipment and experience in-house to perform roof core cuts, perform Infrared Roof Surveys, provide pull test data for wind uplift

calculations and we have various methods of moisture detection testing.

We utilize all of the enclosed tools, experience, education, and resources to provide our clients with the BEST Roof Assessment, Lifecycle Projections, Recommended Solutions & Budgets, and Roof Consulting in the industry. Patrick D. Murphy Co., Inc. Architects would be honored to be retained as the Roof Consultant for the Lexington-Fayette County Urban Government to perform the projects listed in RFP# 09-2025 in Lexington, KY.



**PRINCIPAL IN CHARGE**

**PATRICK D. MURPHY, AIA, GRP**

**PRESIDENT**

Patrick D. Murphy Co., Inc. Architects  
Ray Nolan Roofing Co.

---

**EMPLOYMENT**

---

**1980 TO PRESENT**

**PATRICK D. MURPHY COMPANY, INC. ARCHITECTS**

**DUTIES:**

**President**

**1982 TO PRESENT**

**RAY NOLAN ROOFING COMPANY, INC.**

**DUTIES:**

**President**

**1976 TO 1982**

**NOLAN AND NOLAN INC. ARCHITECTS**

**DUTIES:**

**Project Architect**

**DUTIES AS PRESIDENT OF PATRICK D. MURPHY CO., INC., ARCHITECTS**

---

1. Administrator of Company/Principal in Charge
2. Field Observation Coordinator
3. Production Coordinator/Technical Assistance
4. Legal/Financial Management
5. Quality Control
6. Client Contact

**EDUCATION/ ACCREDITATIONS/ LICENSES**

---

Bachelor of Architecture: 1977, University of Kentucky - College of Architecture

Professional Architecture License: 1980, State of Kentucky, License #2497

NCARB - National Council of Architecture Registration Board: 1980, File #24768

Broker's License in Real Estate: 1980, Commonwealth of Kentucky

Manville Corporation - Built-Up Roofing Systems Institute: 1982, 2002, and 2005

CARE, Ltd. - Center for the Advancement of Roofing Excellence: 2002

National Roofing Contractors Association - Vegetative Roof Systems for Roofing Contractors: 2009

National Roofing Contractors Association - Advanced Roofing Technology: 2009

Green Roof Professional Accreditation: 2009, Green Roofs for Healthy Cities



## TEACHING POSITION

---

Bellarmino University: Professor – Built-up Roof System Seminar 1983-1989

Bursi Program

AIA Registered Provider CEU Credits, BUR 101 and Roof Management Courses

## PROFESSIONAL ORGANIZATIONS

---

American Institute of Architects – National: (AIA)

American Institute of Architects – Kentucky: (AIA-KY)

American Institute of Architects – Louisville

Green Roofs for Healthy Cities: Green Roof Professional

National Roofing Contractors Association and Kentucky Roofing Contractors Association

- KRCA past President (1987, 1988 and 1997)

Builders Exchange of Kentucky:

- Past President (2014)
- Current Board Member

IIBEC (Formally RCI) – Mid South Chapter (2014, 2015)

- Past 2-Term President (2014, 2015)
- Past Board Member
- Founding Member

National Board of Realtors/Louisville Board of Realtors

Kentucky Real Estate Commission:

- Licensed Real Estate Broker



**PROJECT ARCHITECT / MANAGER**

**JEAN-PAUL G. GRIVAS AIA, GRP**

**VICE PRESIDENT**

Patrick D. Murphy Co., Inc. Architects

## EMPLOYMENT

**1996 TO PRESENT**

**PATRICK D. MURPHY  
COMPANY, INC.**

**DUTIES:**

Architectural Designer, Project Manager, CAD  
Draftsman, Infrared Thermographer

**1993 TO PRESENT**

**RAY NOLAN ROOFING  
COMPANY, INC.**

**DUTIES:**

Roofing field work 1993 - 1996; Office Work - 1996  
to Present Job Coordination, Estimating, Shop  
Drawings, Marketing, Infrared Thermographer

**1992 TO 1993**

**PATRICK D. MURPHY  
COMPANY, INC. ARCHITECTS**

**DUTIES:**

Worked co-op for Jeffersontown Vocational School

**1991 TO 1992**

**NOLAN AND NOLAN  
INC., ARCHITECTS**

**DUTIES:**

Draftsman, Maintenance

## EDUCATION/ ACCREDITATIONS/ LICENSES

Professional Architecture License:

- State of Kentucky, License #5798
- State of Ohio, License # ARC.2028213

Bachelor of Architecture: 1999, University of Kentucky

I.D.P. - Intern Development Program: 1999 - 2002

NCARB - National Council of Architecture Registration Board: Completed 2002

BURSI Program (Better Understanding of Roofing Systems Institute): 2000 & 2005

Sales Associate License in Real Estate: 2000, State of Kentucky

CARE, Ltd. - Center for the Advancement of Roofing Excellence: 2002

National Roofing Contractors Association - Vegetative Roof Systems for Roofing  
Contractors: 2009

National Roofing Contractors Association - Advanced Roofing Technology: 2009

Green Roof Professional Accreditation: 2009, Green Roofs for Healthy Cities

## PROFESSIONAL ORGANIZATIONS

---

American Institute of Architects – National: (AIA)

American Institute of Architects – Kentucky: (AIA-KY)

- State IDP Coordinator (2014-2016)
- Director (2016-2018)
- Chairman of Career Success & Professional Development Committee (2019-2024)

American Institute of Architects – Central Kentucky Chapter: (AIA-CKC)

- Immediate Past President (2018)
- Emerging Professional Award Recipient 2013
- Chairman of Intern Development Program Committee (2010-2015)

National Roofing Contractors Association: (NRCA)

- Board Director (2010- 2013)
- Chairman of The NRCA Technical Operations Committee (2021 & 2022)
- Committee Member of The NRCA Technical Operations Committee (2020-Present)
- Chairman of The NRCA Roofing Manual Update Committee (2013 & 2014)
- Committee Member of The NRCA Manual Update Committee (2010-Present)
  - Membrane Roof Systems (2011, 2015, 2019)
  - Metal Panel & SPF Roof Systems (2012, 2016, 2020)
  - Steep Slope Roof Systems (2013, 2017, 2021, 2025)
  - Architectural Metal Flashing, Condensation & Air Leakage Control & Reroofing (2014, 2018)

Kentucky Roofing Contractors Association: (KRCA)

- Chairman of the Board (2010)
- President (2009)
- Director (2006-2008)

International Institute of Building Enclosure Consultants: (IIBEC)

- Application accepted for Registered Roof Consultant (RRC) Designation (2020)

The National Center for Construction Education and Research: (NCCER)

- Subject Matter Expert (SME) for Roof Training Manuals: (2020-2022)
  - Intro to Roofing
  - Intro to Low Slope roofing
  - Drawings in Roofing
  - Substrates, Decks & Roof Insulation
  - Sheet Metal in Roofing
  - BUR
  - Asphalt Shingle Systems
  - Clay & Concrete Tile Roofing
  - Thermoplastics
  - Poly-Mod Roofing
  - Liquid Applied
  - SPF
  - Slate

## PRESENTATIONS

---

Roofing & Roof Maintenance

- Builders Exchange of KY (2012)
- CVG (2019 & 2021)
- KY Department of Education (2014)
- KY Department of Corrections (2017)
- IFMA Louisville (2018)

AIA-CKC / KRCA Joint Roundtable Discussion on Roofing; Moderator (2017 & 2020)

NRCA Young Contractor's Emerging Technology Roundtable Discussion (2019)



**ASSISTANT PROJECT MANAGER**

**DANIEL E. WISEMAN, CSI, CDT**

**TECHNICAL SPECIFICATIONS**

Patrick D. Murphy Co., Inc. Architects  
Ray Nolan Roofing Co.

---

**EMPLOYMENT**

---

**1985 TO PRESENT**

**PATRICK D. MURPHY  
COMPANY, INC. ARCHITECTS**

**DUTIES:**

Manager, Design Documents, Construction Documents,  
Bidding Assistance, Project Supervision, Specification  
writing, Project follow up and Close out.

---

**1986 TO PRESENT**

**RAY NOLAN ROOFING  
COMPANY, INC.**

**DUTIES:**

Office Manager, Job Coordination, Estimating & Safety  
Director, Benefits Coordinator, Shop Drawings.

---

**1973 TO 1985**

**NOLAN AND NOLAN INC.  
ARCHITECTS**

**DUTIES:**

Project Captain, Project Supervision, Topography Surveys

---

**1973 TO 1985**

**LUCKETT & FARLEY, INC.  
ARCHITECTS**

**WHILE THERE:**

2 years U.S. Navy with Honorable Discharge;  
Surveyor Training

---

**EDUCATION**

---

Trinity High School - 1965

Jefferson Area Vocational School - 1967, 2-year Certificate

University of Louisville - 1-year

Continuing Education - Technical Schools, Computer Training, OSHA Course #500  
Basic Instructor Course.

BURSI Program (Better Understanding of Roofing Systems Institute) - 1998

Construction Specifications Institute - 1999, Construction Documents Technologist  
Certification



## PROFESSIONAL ORGANIZATIONS

---

National Roofing Contractors Association

Kentucky Roofing Contractors Association:

- Past President

The Construction Specifications Institute (CSI)

- Construction Documents Technologist Certification

Builders Exchange of Kentucky, Inc.

National Federation of Independent Business

Trinity High School Alumni Association

University of Louisville Alumni Association

Habitat for Humanity



#### TECHNICAL SUPPORT

## MONICA MURPHY, MBA, RRO

#### REGISTERED ROOF OBSERVER

Patrick D. Murphy Co., Inc. Architects  
Ray Nolan Roofing Co.

---

### EMPLOYMENT

---

2010 TO PRESENT

**PATRICK D. MURPHY  
COMPANY, INC. ARCHITECTS**

#### DUTIES:

Project Coordination and Technical Support, Conduct Roof and Wall Assessments, Perform Field Testing, Estimate Jobs, Sales and Marketing

2010 TO PRESENT

**RAY NOLAN ROOFING  
COMPANY, INC.**

#### DUTIES:

Project Manager, Project Coordination and Technical Support, Conduct Roof Assessments, Roof Observation Team Leader, Estimate Jobs, Sales and Marketing

### EDUCATION

---

University of Louisville, B.S. – 2006

Bellarmino University, M.B.A. – 2008

Bellarmino University, Certificate of Professional Accountancy – Spring 2017

A-Pass Weikel Real Estate Institute – 2007

BURSI Program (Better Understanding of Roofing Systems Institute) – 2011

Building Products University – 2011

### PROFESSIONAL ORGANIZATIONS

---

Roof Consultants Institute, Inc. – National:

- Registered Roof Observer (RRO)

Roof Consultants Institute, Inc. – Kentucky Chapter:

- Founding Member
- 2-Term Past Treasurer (2014, 2015)

Builders Exchange of Kentucky, Inc.

National Roofing Contractors Association

- Board Member (2019-2022)

Kentucky Roofing Contractors Association:

- 2-Term President of the Board (2017 & 2018)

Kentucky Real Estate Commission:

- Licensed Sales Associate

National Board of Realtors

Louisville Board of Realtors



## SEAN MURPHY

### ASSOCIATE PROJECT MANAGER / SALES & MARKETING

Patrick D. Murphy Co., Inc. Architects  
Ray Nolan Roofing Co.

---

## SUMMARY

---

I have spent more than 15 years in processing, telephone communications, sales and marketing with a focus in construction, roofing and architecture.

## SKILLS AND EXPERTISE

---

- Marketing and Communications Execution
- Social Media Processes
- Brand Development, Positioning and Management
- Retail Management
- Project Management

## EMPLOYMENT

---

### 2018 TO PRESENT

**PATRICK D. MURPHY  
COMPANY, INC.  
ARCHITECTS**

### DUTIES:

Project Management

- Assist with creating and processing documents related to on-going projects

### 2018 TO PRESENT

**RAY NOLAN ROOFING  
COMPANY, INC.**

### DUTIES:

Sales Manager

- Sold roofing products to commercial industry in Kentucky
- Managed existing customers and projects

### 2003 TO 2018

**WILDCAT WEARHOUSE**  
Campus Wearhouse  
Retail Stores

### DUTIES:

Area Manager  
Merchandising & Purchasing Manager  
E-Commerce Manager  
Sales & Production Manager



## PERSONAL & ACADEMIC

---

- Lived and worked in Louisville for professional working life
- Bachelor's Degree in Marketing, University of Louisville
- Played Division I soccer for the University of Louisville

## COMMUNITY ACTIVITIES

---

- Board Chairperson, Ascension High School, Louisville, KY
- Council Member, Ascension Parish, Louisville, KY
- Youth Soccer & Basketball Coach





# ROBERT B. SHARP II

## ASSISTANT PROJECT MANAGER

Patrick D. Murphy Co., Inc. Architects

## SUMMARY

- 4 years of architectural design & drafting education
- 9 years trade experience in the cabinetry & millwork field
- 21 years of experience in architectural drafting & design
- Professionally proficient with AutoCAD (2000 through 2019), Trimble Sketchup Pro, MS Office (Word, Excel, Outlook), MicroVellum, the Windows operating system
- Resume & portfolio examples posted on LinkedIn.com

## EDUCATION

- Fall 1996 – Spring 2000 at Three Rivers Com. Tech. College, Norwich CT
- Fall 1995 – Spring 1996 at Western New Mexico University, Silver City NM
- Fall 1994 – Spring 1995 at University of Connecticut – Avery Point, Groton CT

## EMPLOYMENT

MAY 2020 TO PRESENT

**PATRICK D. MURPHY  
COMPANY, INC.  
ARCHITECTS**

Louisville, KY

DUTIES:

Assistant Project Manager

- Architectural Design and Drafting

MAY TO AUG 2016

JUNE 2018 TO MAY 2020

**FOUR STONE  
CUSTOM MILL &  
CASEWORK**

Louisville, KY  
(502) 451-1528

DUTIES:

Draftsman/Project Engineer/Project Manager

- Drafting & design on custom commercial & residential cabinetry & millwork
- Generation of production drawings for C.N.C. equipment using Microvellum
- Site measurement & photography
- Project management

NOV 2014 TO PRESENT

**ARCHITECTURAL  
DRAFTING & DESIGN**

Louisville, KY

DUTIES:

Architectural Draftsman, Owner/Operator

- Architectural, millwork, & civil drafting
- Generation of drawings for commercial & residential projects
- Generation of presentation renderings in SketchUp Pro

## EMPLOYMENT

---

**OCT 2016 TO FEB 2018**

**IDEA SOURCE**

Louisville, KY  
(502) 552-5159

DUTIES:

**Draftsman/Project Manager**

- Generation of commercial architectural & interior design drawings
- Project scheduling & permitting management

**SEPT 2015 TO MAY 2016**

**SENLER, CAMPBELL,  
& ASSOCIATES**

Louisville, KY  
Contact: Joe Lenzi  
(502) 636-3568

DUTIES:

**Structural Draftsman**

- Generation of structural steel & concrete construction drawings for institutional, municipal, commercial & multi-unit residential projects

**SEPT 2014 TO APR 2015**

**LOUISVILLE WATER  
COMPANY**

Louisville, KY  
Contact: Todd Lopp  
(502) 569-3600

DUTIES:

**Draftsman/Survey Technician**

- Temporary assignment through Snelling Staffing (502) 814-9800
- Extensive professional interaction with engineering staff and field personnel
- Collection of deed and/or plat information from public records
- Drafting of project survey maps & easement plats from public record & field survey information
- Drafting of construction documents for water distribution systems
- Field survey work including, but not limited to, property boundary determination; pipeline route profile determination; water distribution & service facility location/inspection

**JULY 2012 TO JUNE 2014**

**METAL SALES INC.**

Louisville, KY

DUTIES:

**Product Technician**

- The design and detailing of architectural flashings, metal roof/wall panel systems, & retro-fit roof framing systems
- The drafting of shop drawings for product installation & architectural record
- The generation of bills of material for architectural flashings, metal roof/wall panel systems, & retro-fit roof framing systems
- Extensive professional interaction with both in-house & outsourced product sales representatives, & manufacturing & product installation professionals

**SEPT 2008 TO AUG 2009**

**WATROUS ASSOC.  
ARCHITECTS /  
SUN-EARTH DESIGNS**

Louisville, KY

DUTIES:

**CAD Draftsman/Designer (Contractor)**

- Generation & preparation of design & construction drawings with AutoCAD
- 3D modeling & rendering of structures & sites for presentation/design with Google/Trimble SketchUp

## EMPLOYMENT

---

**AUG 2006 TO SEPT 2008**  
**SCOTT-KLAUSING &**  
**CO.: ARCHITECTS &**  
**PLANNERS**

La Grange, KY

**DUTIES:**

**CAD Draftsman/Designer**

- Generation & preparation of design & construction drawings with AutoCAD
- Site measurement & photographic survey of existing structures for renovation & new construction
- 3D modeling & rendering of structures & sites for presentation/design in Google/Trimble SketchUp
- Coordination and integration of subcontractor drawings & specifications into project documents
- Project presentations to private & municipal clients
- Assistance with site inspection & management of ongoing projects

**OCT 1999 TO SEPT 2005**  
**HANFORD CABINET &**  
**WOODWORKING**

Old Saybrook, CT  
Contact: Stephen Hanford  
(860) 388-5055

**DUTIES:**

**Assistant Designer & Project Manager**

- Architectural cabinetry & millwork design & installation
- Production of CAD & board-drafted drawings & details
- The specification of kitchen & bathroom appliances & fixtures
- Project management & minor general contracting, including site measurement
- Generation of proposals, contracts, & cabinetry orders
- Design, budget, & contract presentations to clients



## DON HARPRING

### **ROOF CONSULTANT - TECHNICAL LEAD**

Patrick D. Murphy Co., Inc. Architects  
Ray Nolan Roofing Co.

---

Graduate University of Louisville Bachelor of Science Commerce

Architectural Sales Representative Owens Corning Fiberglas Corp. 1978 to 1981:

I was responsible for the commercial built up asphaltic roofing and insulation products for the state of Kentucky. I received both in house technical training as well as a 1 week NRCA Roofing Industry Educational Institute low slope roofing training course. I assisted architects with the development of roofing specifications and details. I did technical training with contractors.

President Tri-State Roofing and Sheet Metal Company Lexington, KY: Project Mgr. 1981 to 1984, President 1984 to 2008:

I oversaw the entire administration and operations of a commercial roofing and sheet metal contracting business. When I left in 2008 we were a 7 million dollar business with about 60 employees performing new, reroofing, and repair and maintenance for commercial industrial public and private concerns. We performed both low and steep slope work with all materials except sprayed urethane foam. We performed work from architectural specifications as well as develop our own specifications. We did both reroofing and repair work on a long term basis for many clients in Kentucky including the following. The Lexington Airport, UPS at Standiford Field in Louisville, Toyota, Lexmark, The University of Kentucky, Bluegrass Army Depot, St Joseph Hospital, and The Fayette Mall. I received yearly technical training both in house and through the National Roofing Contractors Association and Roofing Consultants institute.

I helped form and was a past president of the Central Kentucky Roofing Contractors Association. I was on the steering committee for and am a board member of the Kentucky Roofing Contractors Association.

I am a past independent rep for: Soprema Inc (modified asphaltic roofing, pvc roofing, air barriers, and below grade waterproofing). Hunter Panels (polyisocyanurate foam insulation). Berridge Metals (metal roofing, siding, and soffits), Green Link (roofing supports for conduit, gas lines, solar and paver supports. I have also in the past represented Siplast (Modified Asphalt roofing products), Carlisle Syntec (epdm, tpo, and pvc roofing materials), USG Securerock (gypsum based cover boards).

I have a total of 44 years experience in the commercial industrial roofing and sheetmetal business.



**T. Michelle Howlett, P.E., LEED AP**  
**President/Chief Electrical Engineer**

**Education**

University of Kentucky, 1990  
Bachelor of Science,  
Electrical Engineering

**Registration & Professional Affiliations**

Professional Engineer - Electrical, KY #19856  
Professional Engineer - Electrical, IN #19900067  
Professional Engineer - Electrical, OH #63761  
NFPA Member #2543563  
LEED Accredited Professional

**Experience and Qualifications**

Ms. Howlett has over 33 years of experience as project manager and electrical engineer for a broad array of projects up to \$150M in scope. Ms. Howlett has experience with projects using design-bid-build, design-build, and construction management delivery methods. Ms. Howlett's technical areas of expertise include low and medium voltage power distribution, communications systems including fiber optic systems and wireless, fire alarm systems, power quality, security systems, closed circuit video, and indoor and outdoor lighting systems.

**Relevant Project Experience**

- **Fred M. Vinson Visitors Center, Louisa, KY** - Project manager for mechanical, electrical, plumbing and fire protection disciplines for the renovation of this historic property, funded through a grant from the Kentucky Heritage Council. The project included complete mechanical and electrical renovations.
- **Harrison-Hite Building Renovation, Russellville, KY** - Project Engineer for this project which involved the complete renovation of a two-story historical structure. Work includes multiple phases of construction, ultimately utilizing the entire building and incorporating new offices and meeting rooms, an auditorium and an elevator.
- **Miracle League Fields, Fairfield, OH** - Project Manager for electrical, HVAC, and plumbing design for new baseball fields designed for kids with physical handicaps. The project includes two new fields with sportslighting and state-of-the-art LED scoreboards. A new concession building includes kitchen, ADA restrooms, and mechanical spaces, as well as handicap accessible parking areas and ramping.
- **Allen County Extension Office, Scottsville, KY** - Project manager for mechanical, electrical, plumbing and fire protection disciplines for this renovation of an existing downtown storefront for use as the County Extension offices. The design included new HVAC, plumbing, lighting, power distribution, and communication systems for a large meeting room with demonstration kitchen, offices, and supporting spaces.
- **Athletics Recording Studio, University of Louisville, KY** - Electrical engineer for the renovation of approximately 7800 SF of existing space for use as the recording studio for the University of Louisville Athletics department. The design included new electrical service, lighting, power distribution, and communications systems design. The design was closely coordinated with the requirements for network servers, recording equipment, and studio lighting systems.

## **Allen Tucker, P.E., CDT** **Chief Mechanical Engineer**

### **Education**

Clemson University, 1984  
Bachelor of Science,  
Mechanical Engineering

### **Registration & Professional Affiliations**

Professional Engineer - Mechanical, KY #20828

### **Experience and Qualifications**

Mr. Tucker has over 35 years' experience as a mechanical engineer on a broad array of projects including municipal, educational, and commercial facilities. Mr. Tucker is proficient in the design of HVAC, plumbing and fire protection systems, through all phases of the project from planning through construction. Mr. Tucker has had extensive professional training in his areas of technical expertise, and is a Certified Documents Technologist.

### **Relevant Project Experience**

- **Front Office Expansion, Corning Glass, Harrodsburg, KY**- Lead mechanical design engineer for a new office addition at an approximate construction cost of \$4 million. The design included tying into the existing chilled water system and employing VAV air handling units with CHW coils and DDC. Life cycle cost analysis (LCCA) was performed in the selection of the most appropriate equipment to serve the facility. Fire protection and plumbing were also included in the design.
- **Comprehend Medical Office Building, Maysville, KY** - Mechanical Engineer of record for the design of the new Comprehend Medical Office Building with an approximate construction cost of \$7 million. The design consisted of air cooled rooftop air conditioning, variable air volume terminals with reheat, and dedicated air conditioning for the computer room. Ductless split system air conditioning along with a dedicated outside air system were designed for the bottom below grade floor. Plumbing and fire suppression system design were also provided.
- **Frankfort Plant Board Administration Facility, Frankfort, KY** - Mechanical Engineer of record for the design of the new Administration Facility with an approximate construction cost of \$16 million. The design consisted of air cooled chilled water, gas fired heating hot water, air handling units, energy recovery unit, variable air volume terminals with hot water reheat, and dedicated air conditioning for the data room. Plumbing and fire suppression system design were also provided.
- **Facility Maintenance Building and Auxiliary Maintenance Buildings, Berea College, Berea, KY** - Mechanical Engineer of record for the design of the new Facility Maintenance and Auxiliary Maintenance Buildings with an approximate construction cost of \$6.5 million. The design consisted of air-cooled rooftop air conditioning with natural gas fired heat and variable air volume terminals with reheat. Ductless split system air conditioning was provided for the computer room and small offices. Exhaust fan ventilation and gas fired unit heaters were provided in the Auxiliary Maintenance bays. Plumbing and fire suppression system design were also provided.

## **Dmitriy Radyk** **Electrical Engineer**

### **Education**

University of Kentucky, 2010  
Bachelor of Science,  
Electrical Engineering

### **Experience and Qualifications**

Mr. Radyk has over 13 years' experience designing electrical systems for various types of projects including wastewater treatment and collection facilities. Mr. Radyk has technical expertise in the following areas: low voltage power distribution, electrical service sizing, power analysis, indoor and outdoor lighting systems, lighting point-by-point photometric calculations, lightning protection systems, control systems, variable frequency drive systems, fire alarm systems, security systems, closed circuit video, standby/emergency power systems, and cost estimating.

### **Relevant Project Experience**

- **New Family Life Center, Asbury Theological Seminary, Wilmore, KY** - Electrical engineer for electrical design for a new 10,000 SF facility which includes a multipurpose room, kitchen, offices, chapel, art room, and supporting spaces. The multipurpose room includes a stage with lighting and sound systems.
- **Windsor Memory Care Center, Mt. Sterling, KY** - Electrical engineer for a new 30 bed, 15,870 SF primary care facility. The design included lighting, power system including standby generator, nurse call, communications, and fire alarm systems.
- **Lake Cumberland State Park Lodge Renovation** - Electrical engineer for the renovation of the existing lodge including improvements to the dining, kitchen, and sleeping rooms.
- **Boone National Guard Center Fitness Center Renovation, Frankfort, KY** - Electrical engineer for the conversion of an existing hangar to a fully equipped fitness center. Electrical design includes LED lighting with daylight harvesting, new electrical service, fire alarm, and communication systems.
- **Miracle League Fields Park, Fairfield, OH** - Electrical Engineer for lighting and power design. Project included parking and sports lighting for two baseball fields, as well as power design and indoor lighting for public restrooms and kitchen and concessions.
- **Bluegrass Station Warehouse, Lexington, KY** - Electrical engineer for new electrical design and emergency generator for 220,000 SF facility. Building is divided into office and warehouse sections. Electrical design includes 1200A service and 800 kW diesel emergency generator with subbase fuel tank.
- **LFUCG HHW Facility** - Electrical engineer for reconversion of an existing truck wash facility into hazardous waste material storage facility classified as Class 1 Division 2 Group D hazardous location. Electrical design includes lighting, power, telephone, and fire alarm systems, leakage detection system, visitor notification system, provisions for CCTV system, and addition of standby generator.





## Chella Subram, PE

### Principal-in-Charge

#### EDUCATION

M.S., Civil and Environmental Engineering (Structures),  
University of Wisconsin-Madison | 1994

B.S. (Honors), Civil Engineering,  
Madurai University, India | 1987

#### YRS OF EXPERIENCE

30+

#### P.E. LICENSES

TN #113307  
OH #73430  
KY #22313  
GA #035350  
IN #10303065  
MI #6201058311  
(15 states)

#### PROFESSIONAL AFFILIATIONS

SEAOK | ACE | NSPE | ACI |  
ASCE | ICRI | SAME

Since establishing Cornerstone Engineering, Inc. in 2003, as Principal Structural Engineer, Mr. Subram has successfully led the design for Commercial, Industrial, Institutional, and Government (city, state, and federal) projects in a multi-state area and has completed over 600 projects. Chella has extensive experience in design of building facilities, water/wastewater treatment plant facilities, additions to existing structures, value engineering, structural condition assessments, and special inspections. He has served as Structural Engineer of Record for design and retrofit projects throughout the country.

Mr. Subram has designed over 300 Water and Wastewater projects for MSD Louisville (LMSD), KY, MSD Greater Cincinnati and City of Dayton, OH; Citizens Energy Group, IN, Nashville Metro Water Services, TN, and many other smaller Utilities over the last 30 years. For over a decade, he has successfully served as Lead Engineer on multiple Louisville Water Company (LWC) projects involving new facilities, additions and assessments of existing facilities, and retrofitting. He was the Lead Structural Engineer for the two-phase Facility Condition Assessment for 29 facilities at the LWC, Zorn Ave. Pump Station, and Crescent Hill Water Treatment Plant. Also, he evaluated the site structural conditions and designed structural strengthening for the Zorn Ave. Electrical Building. He was the Lead Structural Engineer for the new Sodium Hypochlorite building at the Crescent Hill Water Treatment Plant and at the Payne Treatment Plant. He was involved in the design of a new electrical switchgear mezzanine in the Zorn Ave. Electrical Building and the design of the Minor Lane Pump Station & I-64 Pump Station.

As Principal-in-Charge, Mr. Subram oversees client expectations and delivery of services. He provides oversight for fee schedules, contract review, and personnel workload. He is a well-known expert in FRP strengthening of aging infrastructure and designed and managed over 100 FRP strengthening projects and did technical presentations in Regional and National conferences.

#### Specializations

Structural Design | Quality Control | Program Management for D/B MATOC ID/IQ, A/E IDIQ |  
Project Management | Value Engineering

**Civil Design:** Slope Stability | Earthen Levee | Flood Wall | Flood mitigation | Flood Gate | Flood Wall | Retaining Wall

**Structural Design:** Steel, Concrete, Timber, and FRP | Structural Inspection | Special Inspection | Buildings | Structural Restoration | Water / Wastewater Treatment Plant Design | CFRP Composite Design

#### Relevant Project Experience:

**University of Michigan Football Stadium:** Led analysis and design for the addition of the Jumbotron to the existing stadium and alternate standalone truss support system including foundation.

**Norton Audubon Cardiovascular Center:** Served as Lead Project Manager and Structural Engineer, overseeing design and project execution. Project Cost 107M.

**KFC Yum! Center:** Led structural special inspections as SIR starting from the pile foundation to final completion for the \$238M University of Louisville Basketball arena.

**Kansas City Speedway, KC, Kansas:** Led analysis and design of tower truss and connections for elevated Jumbotrons including deep foundation system. The truss measures approximately 170 feet tall, with 70 feet x 50 feet horizontal truss system.





## J. Todd Halsey, P.E.

Sr. Structural Lead

As Project Manager and Senior Structural Engineer, Mr. Halsey has over 25 years of experience. He is proficient in structural design, project management, facility evaluations, and structural inspections, assessment, and analysis. Mr. Halsey currently serves as the Engineering Manager for the Louisville, KY office.

Mr. Halsey has performed structural analysis, design, and detailing for commercial, industrial, institutional, and residential buildings. Throughout his 25 years in the industry, he has developed a keen sense of detail and excellent problem-solving skills. He excels at identifying discrepancies and rectifying them. He prepares and submits thorough reports that clearly outline his observations efficiently and on time.

His project experience includes new construction, renovations, and additions to existing structures as well as new building facilities, tanks, pump stations, WQTC, WWTF, Tunnels, and basins. His design capabilities include structures of steel, concrete, masonry, wood, and light gauge steel. He has vast experience in Construction Administration as well.

### EDUCATION

**Master of Science, Civil Engineering, emphasis in Structures,** University of Cincinnati | 1996

**Bachelor of Science, Civil and Environmental Engineering, emphasis in Structures,** University of Cincinnati | 1994

### YRS OF EXPERIENCE

25+

### P.E. LICENSES

OH # 63965  
KY # 33657

### SOFTWARE

RAM | RISA-3D | EnerCalc,  
Bluebeam | Word | Excel

### PROFESSIONAL AFFILIATIONS

ICRI – International Concrete Repair Institute

### Specialization:

*Project Management | Facility Assessments & Evaluations | Structural Special Inspections | Structural Analysis | Structural Design & Review | Steel | Concrete | Masonry | Wood | Light gauge steel | Structural Assessment*

### Project Experience:

- **Simmons Stadium, Memphis, TN**– Role: *Senior Structural – QC reviews and design directives. Coordinate with*
- **Norton Health Care, Cardiovascular Building Complex** – Role: *Sr. Project Manager. Design lead, CA phase services, Responses to RFIs, and Address Cos, Site resolutions for this \$107 Million expansion involving 5 story building including 2 story garage with Heliport and a Penthouse on top.*

### Additional Projects – Countywide Engineering:

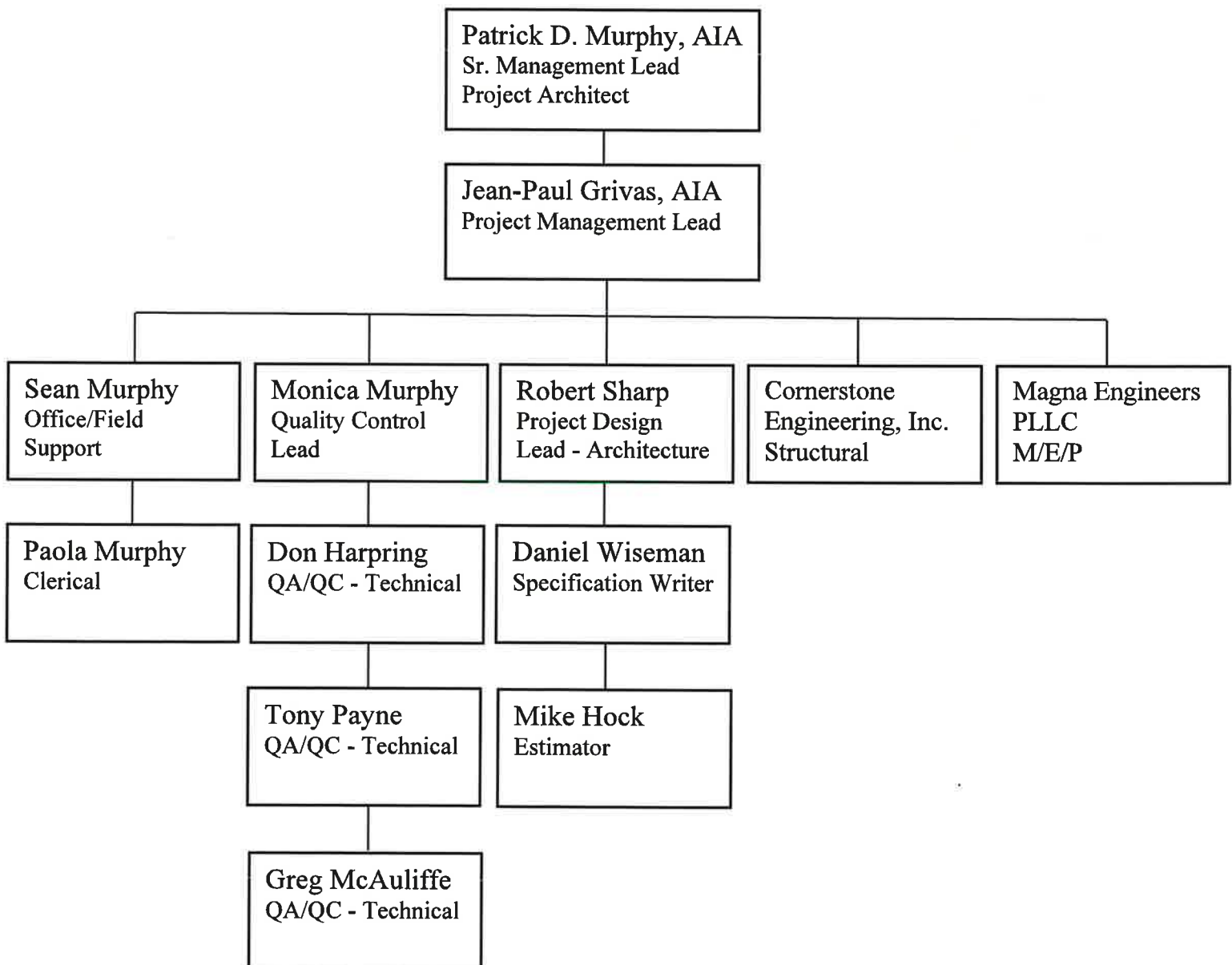
- LWC BEPWWTP Lime Unloading & Dust Collection Bldg. – Assessment and Design
- LWC Coagulation Basin 6 – Assessment and Design
- LWC Allmond Ave. Bldg. – Wall Repair – Assessment and Design
- LWC Crescent Hill Gate Actuator Support – Assessment and Design
- LWC Historic Zorn Water Tower – Assessment and Design
- LWC CHFP Softening Basin 2 – Pier Crack Repair Design – Assessment and Design
- Cincinnati MSD Mill Creek Diversion Chamber – Structural Design
- MillerCoors Brewery Wastewater Treatment Plant Improvements – Structural Design
- Louisville Metro Sewer District (LMSD) Ohio River Tunnel – Structural Design of drop shaft, interceptors, and Pump Station
- Louisville MSD Morris Forman WQTC Headworks Building Modifications - Assessment and Design

### Publication:

- J. Todd Halsey and Richard Miller, "Destructive Testing of Two Forty-Year-Old Prestressed Concrete Bridge Beams," PCI Journal, (September-October 1996): 84-93.



## PATRICK D. MURPHY COMPANY INC. ARCHITECTS ORGANIZATIONAL CHART





hereby grants

## to

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE). This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.



**WBECORV**  
WOMEN'S BUSINESS ENTERPRISE COUNCIL  
OHIO RIVER VALLEY

NAICS: 541330, 236210, 237110, 238210, 541310  
UNSPSC: 81100000, 81101600, 81101700, 81101701





**Andy Beshear**  
GOVERNOR

**FINANCE AND ADMINISTRATION CABINET  
OFFICE OF EEO & CONTRACT COMPLIANCE**

200 Mero Street, 5th Floor  
Frankfort, Kentucky 40622  
Phone: (502) 564-2874  
Fax: (502) 564-1055

**Holly M. Johnson**  
SECRETARY

**Singer Buchanan**  
EXECUTIVE DIRECTOR

August 18, 2023

Chella Subram, President  
Cornerstone Engineering, Inc.  
2302 Hurstbourne Village Drive, Suite 1000  
Louisville, Kentucky 40299

Subject: Minority Business Enterprise Certification

Dear Mr. Subram:

This letter acknowledges that **Cornerstone Engineering, Inc.** has been recertified as a **Minority Business Enterprise** by the Commonwealth of Kentucky. This certification will expire **August 30, 2026**.

In order to legally conduct business in Kentucky most businesses are required to register with the Kentucky Secretary of State and the Department of Revenue. The Kentucky One Stop Business Portal contains valuable information about business registration, licenses and permits, insurance requirements, etc. To access the portal go to the following link: <http://onestop.ky.gov/start>. For help with business registration go to: <http://onestop.ky.gov/resources/Pages/help.aspx>.

Sincerely,

*Singer Buchanan*

Singer Buchanan  
Executive Director



## **2h. Summary of Firms Recent Projects**

- A. PROJECT NAME & LOCATION:  
***GOVERNMENT CENTER ANNEX & POLICE HEADQUARTERS  
LEXINGTON, KENTUCKY***
- B. BRIEF DESCRIPTION OF BUILDING  
Government Center Annex & Police Headquarters
- C. EXTENT OF SERVICE PROVIDED  
Roof Replacements  
Roof System: SBS Modified Bitumen  
Roof Size: 20,025 SF
- D. OWNERS AND CONTACT PERSON  
LEXINGTON FAYETTE URBAN COUNTY GOVERNMENT  
Mr. Chris Litton, Capital Program Manager  
200 East Main Street (4<sup>th</sup> Floor)  
Lexington, Kentucky 40507
- E. START AND COMPLETION DATES  
Start date February 2024  
Completion Date August 2024
- F. Design Consultants Estimate..... \$ 1,000,000.00  
Original Construction Contract..... \$ 1,139,640.00  
Total all change orders..... \$ 38,111.00  
Final contract amount..... \$ 1,177,751.00



Government Center Annex



Government Center Annex



Police HQ



Police HQ

- A. PROJECT NAME & LOCATION:  
***GOVERNMENT CENTER ANNEX & POLICE HEADQUARTERS  
LEXINGTON, KENTUCKY***
- B. BRIEF DESCRIPTION OF BUILDING  
Government Center Annex & Police Headquarters
- C. EXTENT OF SERVICE PROVIDED  
Roof Replacements  
Roof System: SBS Modified Bitumen  
Roof Size: 21,620 SF
- D. OWNERS AND CONTACT PERSON  
LEXINGTON FAYETTE URBAN COUNTY GOVERNMENT  
Mr. Chris Litton, Capital Program Manager  
200 East Main Street (4<sup>th</sup> Floor)  
Lexington, Kentucky 40507
- E. START AND COMPLETION DATES  
Start date September 2024  
Completion Date February 2025
- F. Design Consultants Estimate..... \$ 535,000.00  
Original Construction Contract..... \$ 397,980.00  
Total all change orders..... \$ 0,000.00  
Final contract amount..... \$ 397,980.00



Police Tech Services



Police Tech Services



Police Tech Services



Police Tech Services

- A. PROJECT NAME & LOCATION:  
***OLD FAYETTE COUNTY COURTHOUSE***  
***LEXINGTON, KENTUCKY***
- B. BRIEF DESCRIPTION OF BUILDING  
 Courthouse
- C. EXTENT OF SERVICE PROVIDED  
 Type of Roof: Copper Dome Replacement, Slate Roof Replacement  
 Assessment Provided: Comprehensive Analysis, Bidding Documents
- D. OWNERS AND CONTACT PERSON  
 Lexington-Fayette Urban County Government  
 Mr. Jamshid Baradaran  
 200 E. Main St.  
 Lexington, KY 40507  
 Phone: (859) 258-3905
- E. START AND COMPLETION DATES  
 Start Date: February 2016  
 Completion Date: January 2017
- F. Design Consultants Estimate..... \$ 2,551,000.00  
 Original Construction Contract..... \$ 2,456,333.00  
 Total all Change Orders.....\$ 0.00  
 Final Contract Amount..... \$ 2,456,333.00



Courthouse



Courthouse



Courthouse



Courthouse



- A. PROJECT NAME & LOCATION:  
***LOUISVILLE WATER COMPANY HQ***  
***LOUISVILLE, KENTUCKY***
- B. BRIEF DESCRIPTION OF BUILDING  
John L. Huber Building (LWC HQ)
- C. EXTENT OF SERVICE PROVIDED  
Complete Re roofing, skylight restoration and partial masonry restoration  
Roof System: 2-ply SBS / Wall System: Masonry Veneer & Curtain Walls  
Roof Size (Total): 36,000 SF
- D. OWNERS AND CONTACT PERSON  
LOUISVILLE WATER COMPANY  
Mr. Larry Archer  
550 South Third Street  
Louisville, KY 40202  
Phone: (502) 759-5774  
E-Mail: [larcher@lwcky.com](mailto:larcher@lwcky.com)
- E. START AND COMPLETION DATES  
Start Date: June 2022  
Completion Date: December 2022
- F. Design Consultants Estimate .....\$800,000.00  
Original Construction Contract.....\$844,000.00  
Final Contract amount.....\$844,000.00



SBS Roof Assembly



SBS Roof Assembly



Skylight Restoration



Staging

- A. PROJECT NAME & LOCATION:  
***KENTUCKY CENTER FOR THE ARTS***  
***LOUISVILLE, KENTUCKY***
- B. BRIEF DESCRIPTION OF BUILDING  
Kentucky Center for the Arts
- C. EXTENT OF SERVICE PROVIDED  
Roof Replacement  
Roof System: Modified Bitumen  
Roof Size: 74,100 SF
- D. OWNERS AND CONTACT PERSON  
COMMONWEALTH OF KENTUCKY  
Mrs. Anne Muller  
403 Wapping Street  
Lexington, KY 40601
- E. START AND COMPLETION DATES  
Start Date: April 2016  
Projected Completion Date: May 2017
- F. Design Consultants Estimate .....\$1,632,300.00  
Original Construction Contract.....\$1,543,924.00  
Final Contract Amount.....\$1,582,535.00



Center for the Arts



Center for the Arts



Center for the Arts



Center for the Arts

- A. PROJECT NAME & LOCATION:  
***GATEWAY COMMUNITY AND TECHNICAL COLLEGE***  
***COVINGTON, KENTUCKY***
- B. BRIEF DESCRIPTION OF BUILDING  
 Urban Campus, Edgewood Campus & Boone Campus & Fort Wright Campus  
 Roof Replacements and Repairs
- C. EXTENT OF SERVICE PROVIDED  
 Roof Replacements, Misc. Roof Repairs & Masonry Repairs  
 Roof Systems: 2-Ply SBS- Modified Roofing & PVC Overlay  
 Roof Size: 34,400 sf
- D. OWNERS AND CONTACT PERSON  
 COMMONWEALTH OF KENTUCKY  
 Mr. Philip Hurt  
 403 Wapping St.  
 Frankfort, KY  
 Phone: (502) 330-4777  
 E-mail: philip.hurt@ky.gov
- E. START AND COMPLETION DATES  
 Start Date: March 2024  
 Completion Date: March 2025
- F. Design Consultants Estimate ..... \$ 1,350,000.00  
 Original Construction Contract..... \$ 1,288,750.00  
 Total All Change Orders..... \$ 55,779.07  
 Final Contract amount..... \$ 1,344,529.07



Urban: TIE Bldg



Edgewood: Career Center – Skylight removal & new interior lighting



Edgewood: Carer Center



Ft. Wright – Transportation Tech

- A. PROJECT NAME & LOCATION:  
***JCTC: TECH BUILDING 'A' & 'B'***  
***LOUISVILLE, KENTUCKY***
- B. BRIEF DESCRIPTION OF BUILDING  
Technology Building 'A' and 'B'
- C. EXTENT OF SERVICE PROVIDED  
Roof Replacement and Masonry Repairs  
Roof System: Modified Bitumen  
Roof Size: 75,685 SF
- D. OWNERS AND CONTACT PERSON  
COMMONWEALTH OF KENTUCKY  
Ms. Anne Saint-Aignan.  
403 Wapping Street  
Lexington, KY 40601
- E. START AND COMPLETION DATES  
Start Date: November 2018  
Completion Date: November 2019
- F. Design Consultants Estimate ..... \$ 1,060,000.00  
Original Construction Contract..... \$ 983,877.00  
Total all change orders..... \$ 52,776.00  
Final Contract Amount..... \$ 1,036,653.00



Tech 'A' - Roof



Tech 'B' - Roof



Tech 'A' - Masonry



Tech 'B' - Roof



- A. PROJECT NAME & LOCATION:  
***CICINNATI/NORTHERN KENTUCKY  
INTERNATIONAL AIRPORT  
HEBRON, KENTUCKY***
- B. BRIEF DESCRIPTION OF BUILDING  
Police Department, Facilities, High Voltage, North/South Pump Houses
- C. EXTENT OF SERVICE PROVIDED  
Type of Roof: Complete Re-roofing, Modified Bituminous Membrane Roofing and Masonry Repairs  
Assessment Provided: Comprehensive Analysis, Bidding Documents, Complete Re-roofing and Skylight Repairs, Coordination of Lightning Protection, Construction Administration.
- D. OWNERS AND CONTACT PERSON  
KENTON COUNTY AIRPORT BOARD  
Ms. Corine Reynolds  
P.O. Box 75200  
Cincinnati, OH 45275  
Phone: (859) 767-1663
- E. START AND COMPLETION DATES  
Start Date: October 2017  
Projected Completion Date: July 2018
- F. Design Consultants Estimate.....\$ 339,000.00  
Original Construction Contract.....\$ 286,755.00  
Total all Change Orders..... -\$ 98,258.00 (High Voltage Postponed)  
Final Contract Amount..... \$ 188,497.00



Facilities



Police Department

- A. PROJECT NAME & LOCATION:  
***KEC: WEST WING, WEST HALL & PAVILION***  
***LOUISVILLE, KENTUCKY***
- B. BRIEF DESCRIPTION OF BUILDING  
West Wing, West Hall and Pavilion
- C. EXTENT OF SERVICE PROVIDED  
Roof Overlay, Metal Roof Replacement, Metal Wall Replacement  
Roof System: Modified Bitumen  
Roof Size: 227,600 SF
- D. OWNERS AND CONTACT PERSON  
COMMONWEALTH OF KENTUCKY  
Mrs. Anne Muller  
403 Wapping Street  
Lexington, KY 40601
- E. START AND COMPLETION DATES  
Start Date: April 2018  
Projected Completion Date: June 2020
- F. Design Consultants Estimate .....\$3,121,500.00  
Original Construction Contract.....\$2,593,000.00  
Final Contract Amount.....\$2,768,945.00



West Hall



West Wing



West Hall

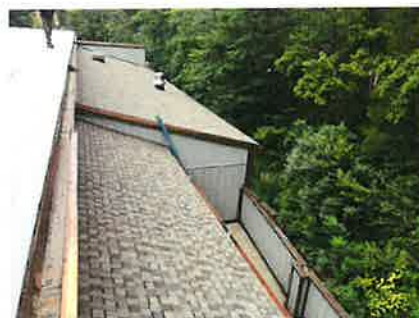


West Wing & Pavilion

- A. PROJECT NAME & LOCATION:  
**KENTUCKY DEPARTMENT OF PARKS (EAST)**  
**MULTIPLE ROOF REPAIRS**  
**VARIOUS LOCATIONS, KY**
- B. BRIEF DESCRIPTION OF BUILDING  
 Building Roof Analysis & Roof Replacements
  - Phase I (5 Facility Roof Replacements): Greenbo Lodge, Carter Caves Lodge, Jenny Wiley Conference Center , EP Sawyer Activities Building, General Butler Conference Center.
  - Phase II (7 Facility. Roof Replacements): Jenny Wiley Pines Building, Kincaid Lake Multipurpose Bldg., Ft. Boonesboro Flat Roofs, Burnside Bath House, Pine Mountain Meeting Facility, Ft. Boonesboro Multi-Buildings, Ft. Harod Multi-Buildings, General Butler Turpin House, General Butler Cottages, Big Bone Shelters
- C. EXTENT OF SERVICE PROVIDED  
 Complete architectural services for re-roofing of buildings with SBS Modified Bitumen, Asphalt Shingles, Slate & Cedar Shake. The Project included total removal and replacement of low sloped and steep sloped roofs.  
 Roof Sizes (Total): 101,350 sf (Phase I) / 81,349 sf (Phase II)
- D. OWNERS AND CONTACT PERSON  
 Commonwealth of Kentucky  
 Mr. Carl Kratzer  
 403 Wapping St.  
 Frankfort, KY  
 Phone: (502) 330-7180  
 E-mail: carl.kratzer@ky.gov
- E. START AND COMPLETION DATES  
 Start Date: Varies [1<sup>st</sup> contract began August 2019]  
 Completion Date: Varies (All Phase I projects complete; General Butler & Big Bone projects are under construction)
- F. Design Consultants Estimate ..... \$1,908,000.00 (Phase I) / \$ 1,306,500.00 (Phase II)  
 Original Construction Contract..... \$1,393,712.60 (Phase I) / \$ 1,098,380.09 (Phase II)  
 Total all Change Orders..... \$ 341,605.44 (Phase I) / \$ 57,5052.25 (Phase II)  
 Final Contract amount..... \$1,735,318.04 (Phase I) / \$ 1,155,432.34 (Phase II)



Greenbo Lodge



Jenny Wiley - Conf Ctr

- A. PROJECT NAME & LOCATION:  
**KENTUCKY DEPARTMENT OF PARKS (WEST)**  
**MULTIPLE ROOF REPAIRS**  
**VARIOUS LOCATIONS, KY**
- B. BRIEF DESCRIPTION OF BUILDING  
 Building Roof Analysis & Roof Replacements
  - Phase I (5 Bldg Roof Replacements) : Lake Barkley Lodge, Lake Barkley Guestrooms, Dale Hollow Lodge Complex, Kenlake Lodge
  - Phase II (4 Bldg Roof Replacements): Columbus-Belmont Conference Center, JJ Audubon Nature Museum, Lake Barkley Indoor Pool, Lake Barkley Little River Lodge
- C. EXTENT OF SERVICE PROVIDED  
 Complete architectural services for re-roofing of buildings with SBS Modified Bitumen & Asphalt Shingles. The Project included total removal and replacement of low sloped and steep sloped roofs.  
 Roof Sizes (Total): 233,960 sf (Phase I) / 21,380 sf (Phase II)
- D. OWNERS AND CONTACT PERSON  
 Commonwealth of Kentucky  
 Mr. Dwayne Brown  
 403 Wapping St.  
 Frankfort, KY  
 Phone: (270) 210-0253  
 E-mail: dwayne.brown@ky.gov
- E. START AND COMPLETION DATES  
 Start Date: Varies [1<sup>st</sup> Contract Began August 2019]  
 Completion Date: Varies (All Phase I projects complete, exceptions are Lake Barkley Lodge & Guestrooms which have been placed on hold.) [Phase II projects contingent on financing, Phase 'A's submitted] [Estimates do not include L.B. Lodge and Guestrooms: Lodge Estimate = \$2,184,000.00/ Guest Rooms = \$ 1,511,000.00]
- F. Design Consultants Estimate ..... \$1,176,000.00 (Phase I) / \$ 836,250.00 (Phase II)  
 Original Construction Contract..... \$ 880,590.00 (Phase I) / Not Applicable  
 Total all Change Orders..... \$ 7,386.45 (Phase I) / Not Applicable  
 Final Contract amount..... \$ 887,976.45 (Phase I) / Not Applicable



Kenlake Lodge



Dale Hollow Lodge



## Asbury Family Life Center Wilmore, Kentucky

### Owner

Asbury Theological Seminary  
Kalas Village  
Wilmore, KY 40390

### Project Scope

\$1,000,000

### Project Status

Completed 2014

### Project Description

Magna provided electrical and mechanical design services for this new 10,000 square foot facility for Asbury Seminary. The facility includes a multipurpose room with stage, designed to seat approximately 150 people, kitchen facilities, art room, childrens' play area, chapel, and supporting spaces. Outdoor areas include a covered patio, pavillion, and play area with grade-mounted fountain heads.



The facility includes a geothermal heating and cooling system. Plumbing is designed to accommodate the kitchen, restrooms, outdoor play area, and limited area sprinkler system. The lighting system includes architectural recessed indoor fixtures, cove lighting, stage lighting with manual controls, and decorative lighting for the chapel. Exterior lighting is LED.

Magna also provided design services to accommodate the site utilities, including water, sanitary, electrical, and communication services, which are underground to the building.



## **Boone National Guard Center Fitness Center Frankfort, Kentucky**

### **Owner**

Department of Facilities and Contract Administration  
403 Wapping Street  
Frankfort, KY 40601  
(502) 564-3155  
POC: Mr. Bernard Engelman

### **Project Scope**

\$1,100,000

### **Project Status**

Under Construction

### **Project Description**

Magna is providing mechanical, electrical, and plumbing design services for this renovation project. The existing pre-engineered metal building is 10,560 square feet and is used as an aircraft hangar. The building will be converted to a fully functioning gym with cardio and selectorized equipment areas, free weights, open gym area, and locker rooms.

The plumbing design includes replacement and addition of plumbing fixtures to accommodate the design occupancy. Water and sanitary piping will be extended as required, and new gas water heater added.

The HVAC design includes a 30 ton split system with gas fired furnace and outdoor condensing unit. Outside air is provided as required, and an economizer is specified to introduce up to 100% fresh air to the air handler using differential enthalpy sensor controls.



The electrical design includes replacement of interior lighting with high bay LED fixtures in large open areas and lensed troffers in areas with dropped ceilings. Occupancy and daylight sensors will be used for automatic control. Exterior lighting will be replaced with LED, cutoff type, controlled by photocell. The electrical service will be upgraded as required for new loads, and receptacles throughout will be replaced and added to accommodate equipment. An existing photovoltaic system will remain, and be reconnected to the new power system.

Communications infrastructure will be added to include communications outlets for equipment and for convenience. The cabling will be terminated at a patch panel, and a service conduit installed to existing campus communications infrastructure outside the building. An existing closed circuit video system will be re-arranged to accommodate the new building layout. The existing fire alarm system will be expanded to meet current code requirements.

## Asbury Family Life Center Wilmore, Kentucky

### Owner

Asbury Theological Seminary  
Kalas Village  
Wilmore, KY 40390

### Project Scope

\$1,000,000

### Project Status

Completed 2014

### Project Description

Magna provided electrical and mechanical design services for this new 10,000 square foot facility for Asbury Seminary. The facility includes a multipurpose room with stage, designed to seat approximately 150 people, kitchen facilities, art room, childrens' play area, chapel, and supporting spaces. Outdoor areas include a covered patio, pavillion, and play area with grade-mounted fountain heads.



The facility includes a geothermal heating and cooling system. Plumbing is designed to accommodate the kitchen, restrooms, outdoor play area, and limited area sprinkler system. The lighting system includes architectural recessed indoor fixtures, cove lighting, stage lighting with manual controls, and decorative lighting for the chapel. Exterior lighting is LED.

Magna also provided design services to accommodate the site utilities, including water, sanitary, electrical, and communication services, which are underground to the building.





## **Boone National Guard Center Fitness Center Frankfort, Kentucky**

### **Owner**

Department of Facilities and Contract Administration  
403 Wapping Street  
Frankfort, KY 40601  
(502) 564-3155  
POC: Mr. Bernard Engelman

### **Project Scope**

\$1,100,000

### **Project Status**

Under Construction

### **Project Description**

Magna is providing mechanical, electrical, and plumbing design services for this renovation project. The existing pre-engineered metal building is 10,560 square feet and is used as an aircraft hangar. The building will be converted to a fully functioning gym with cardio and selectorized equipment areas, free weights, open gym area, and locker rooms.

The plumbing design includes replacement and addition of plumbing fixtures to accommodate the design occupancy. Water and sanitary piping will be extended as required, and new gas water heater added.

The HVAC design includes a 30 ton split system with gas fired furnace and outdoor condensing unit. Outside air is provided as required, and an economizer is specified to introduce up to 100% fresh air to the air handler using differential enthalpy sensor controls.



The electrical design includes replacement of interior lighting with high bay LED fixtures in large open areas and lensed troffers in areas with dropped ceilings. Occupancy and daylight sensors will be used for automatic control. Exterior lighting will be replaced with LED, cutoff type, controlled by photocell. The electrical service will be upgraded as required for new loads, and receptacles throughout will be replaced and added to accommodate equipment. An existing photovoltaic system will remain, and be reconnected to the new power system.

Communications infrastructure will be added to include communications outlets for equipment and for convenience. The cabling will be terminated at a patch panel, and a service conduit installed to existing campus communications infrastructure outside the building. An existing closed circuit video system will be re-arranged to accommodate the new building layout. The existing fire alarm system will be expanded to meet current code requirements.



## Miracle League Fields Fairfield, Ohio

### Owner

Joe Nuxhall Miracle League Fields  
c/o Fairfield Community Foundation  
5350 Pleasant Avenue  
Fairfield, Ohio 45014  
Betsy Hope, Director  
(513) 829-6355

### Project Scope

\$2,500,000

### Project Status

Completed 2012

### Project Description

Magna Engineers served as the mechanical and electrical engineer for the Joe Nuxhall Miracle League Fields, a two-field complex suitable for tournament play. The facility is designed specifically for disabled children. Plans are also underway to allow use from other groups such as local disabled veterans and seniors' groups. The site will accommodate future expansion, including both a fully handicapped-accessible playground for younger children and additional Miracle League fields.



### The complex includes:

- Two rubberized softball fields. These fields are made of a durable, spongy, painted rubber surface that will allow wheelchair-bound individuals or individuals with trouble walking to play safely.
- State-of-the-art handicapped-accessible restrooms
- Level parking lot with an abundance of handicapped-accessible parking and level sidewalks and ramps connecting each of the ball fields
- Ground-level, covered dugouts
- Electronic scoreboards
- A pavilion that housing a concession stand, equipment storage and a press box
- Stadium-style seating for spectators
- Sportslighting for the fields
- LED parking lot and flagpole lighting

## **2i. Conflict of Interest Statement**

## **CONFLICT OF INTEREST STATEMENT**

We have no conflicts of interest to disclose.

All project team members declare that they have no conflicts of interest.

## **2j. Design Approach**



# PROJECT APPROACH

## ROOF ASSESSMENT

Before our team can begin proposing roof solutions, we must first determine the PROBLEMS through our comprehensive Roof Assessment. Our Team schedules a series of site visits to document the conditions of the existing roofs including, but not limited to, the following NOTE: We have compiled a comprehensive checklist of 47 items that are included in our assessments...the following are some of the major items.

- Water management and roof drainage system
- Roof deck type and material
- Core samples of roof to determine roof makeup and slope
- Moisture content testing (Note: We have in-house infrared and moisture testing equipment)
- Asbestos tests
- Roof plan dimension verification
- Details of construction
- Existing condition photography
- Membrane condition including ridges, blisters, pitch pockets, etc.
- Wall and curb flashing condition
- Parapet conditions
- Rooftop mounted equipment
- Plumbing stack, heat stack, and electrical conduit penetrations
- Lightning protection attachment
- Historical review
- Thermal insulation value
- Wind uplift observations and ratings

## ROOF ASSESSMENT REPORT FORMAT

### Part 1: Executive Summary

- This summary clearly identifies from a “10,000 ft.” elevation what was assessed, what major items were found, and what recommended solutions and budgets are being proposed.

### Part 2: Existing Facility Roof Plans

- Drawn to scale with equipment, roof projections, lightning protection, drainage, and all other rooftop items located.
- Our Team field measures and verifies every detail.

### Part 3: Condition Reports

- Ranking and rating of each roof area and every aspect of the roof system.
- The Condition Report goes into great detail on the findings from the field observations and as broken down by each roof area on the building.

### Part 4: Existing Condition Photographs

- Itemized and captioned by each roof area on the building and a condition report ranking of each roof area to easily identify where the photo is taken and what the photo is showing.

## **Part 5: Recommended Solutions & Budgets**

- Based on our findings and the needs/constraints of the Owner, our Team compiles detailed work scopes, life cycle projections, Return on Investment calculations, and line-item estimates for recommended solutions that include:
  - Short Range Solutions: Immediate roof repair items.
  - Mid Range Solutions: Solutions to increase the remaining useful life of your current roof system included but not limited to roof recovery, coatings, and Roof Management Programs.
    - Roof Management Program consists of Periodic Roof Inspections, Preventative Maintenance, and Emergency Repair.
  - Long Range Solutions: Long-term and cost effective roof solutions.

## **ROOF CONSULTING**

Once the Roof Assessment Report has been submitted and a course of action has been determined by the owner, our Team will begin working on the final design and Construction Documents. Our field investigation, drawings, construction details, and specifications are unmatched in the arena of roof consulting. An overview of our methodology is as follows:

- **Programming:** We work closely with the Owner to uncover all data and conditions. We work closely with the Owner to understand their goals, needs, and any additional useful information.
- **Roof Assessment:** As outlined in detail above, our Team coordinates an in-depth onsite field analysis of existing roof conditions and construction details and creates a proven Five Part Report.
- **Preliminary Roof Concepts & Design:** Our Team will review with the Owners multiple long-term, cost effective solutions. We review construction budgeting and return on investment (including initial cost, life cycle costs, and maintenance costs).
- **Budgeting:** We compile line-item construction cost budgeting (including materials, labor, overhead, markup, equipment, and OSHA safety).
- **Construction Documents:** Based on the above gathered information, our Team develops detailed roof plans and construction details drawn to scale. We show each of the various roof area designations and height differences. We also show the determined set-up areas, contractor parking, and storage areas on the Overall Site Plan. The scrupulous amount of detail contained in our Construction Documents helps to mitigate the request for Change Orders and time delays.
- **Technical Specifications:** Our Team goes into great detail to research technical performance specifications, include thorough bidding requirements, clearly coordinated contract terms and conditions, and integration of all specification items with the drawings.
- **Warranty Review:** Our Team researches each manufacturer's warranty program and schedules a conference with the Owner for full review.
- **Pre-Bid Conference:** Our Team will coordinate this meeting to review with all prospective contractors the site conditions and restrictions, set-up and staging areas, material storage, and Owner's criteria. We will thoroughly review the

project scope of work, site limitations, and determine a deadline in which questions must be submitted.

- **Bidding Assistance:** We will work with the Owner to coordinate an Invitation to Bid and Bid Forms, and we will assist in any written addenda during the bid process to clarify any questions. Once the bids have been submitted, we work closely with the Owner to review and evaluate. As both Architects and Roofing Contractors, we are in a unique position to be able to work closely with numerous contractors around the region and can make confident recommendations as to their quality and construction expertise.
- **Pre-Construction Conference:** Once the contractor has been awarded a contract, we will assist and help coordinate the initial meeting with all parties, trades, and manufacturers representatives involved in the project. This meeting will review all on-site requirements, safety, communication, storage, and material submittals. We have developed a thorough checklist of items to be covered during the Pre-Construction Meeting based on years of roof experience.
- **Construction Administration:** Our office specifies that daily reports and photographs are to be submitted by the contractor of all work being performed during the workday. Our office can perform periodic site visits or full-time (added cost) construction observation to verify conformity with the contract documents and will submit a detailed report with photographs to all parties. We will evaluate requests for payment, and review and resolve any issues found in the field.
- **Progress Meetings:** These meetings will be coordinated by our office with all involved parties and shall be scheduled regularly throughout construction to address and resolve any issues, review the progress schedule, and trade coordination. We have a format that we have developed over the years to organize, record, and distribute reviews of each meeting in a timely fashion.
- **Construction Project Closeout:** Upon Substantial Completion, we will come onsite to perform our comprehensive review of items to be repaired (punch list), as well as have the contractor coordinate for the Manufacturer's Technical Inspector to come on-site and perform their own, independent punch review. Upon Final Completion, our office will come back on-site to closeout all open punch list items once we have verified their repair. Our Office will compile and deliver to the Owner at the closeout of the job a binder containing all reports and documents including meeting reviews, progressive photographs, maintenance manuals, and warranty programs.

# EXAMPLE OF BUDGETING CAPABILITIES:

## District Court Roof

Materials:	Quantity	Pricing	Totals
2.2" Isocyanurate	634 Sq	\$ 106.55	\$ 67,552.70
Tapered Insulation	195 Sq	\$ 110.86	\$ 21,617.70
2-part urethane adhesive	90 kits	\$ 1,495.00	\$ 134,550.00
1/2" DensDeck	317 Sq	\$ 91.10	\$ 28,878.70
Sopralene 180 Sanded	944 Rolls	\$ 117.00	\$ 110,448.00
Sopralene 180 FR GR	358 Rolls	\$ 151.10	\$ 54,093.80
Colply	411 Pails	\$ 94.55	\$ 38,860.05
Sopralene 180 FR GR	130 Rolls	\$ 151.10	\$ 19,643.00
Flashing Cement	200 Pails	\$ 91.50	\$ 18,300.00
Cant Strip	3450 LF	\$ 0.35	\$ 1,207.50
Term Bar	1760 LF	\$ 1.50	\$ 2,640.00
Term Bar Fasteners	3520 Ea	\$ 0.50	\$ 1,760.00
Kynar Metal	133 Ea	\$ 85.00	\$ 11,305.00
Stainless Steel	55 Ea	\$ 150.00	\$ 8,250.00
Lead Skirts	57 Ea	\$ 100.00	\$ 5,700.00
Lead Boots	5 Ea	\$ 75.00	\$ 375.00
Alsan Flashing	15 Pails	\$ 340.00	\$ 5,100.00
Catalyst	120 Bag	\$ 11.70	\$ 1,404.00
Scrim	10 Rolls	\$ 75.00	\$ 750.00
Walkpads	25 Ea	\$ 50.00	\$ 1,250.00
2x6 Lumber	1770 LF	\$ 1.50	\$ 2,655.00
1/2" CDX	9 Ea	\$ 35.00	\$ 315.00
Screws	3000 Ea	\$ 0.50	\$ 1,500.00
Sub-Total			\$ 538,155.45
Misc.	10%		\$ 53,815.55
			\$ 591,971.00
			\$ 35,518.26 Tax 6%
			\$ 627,489.25

Labor:	Hours	Metal Fab.:	LF + 5%	Pieces	Labor	Labor Total	Pieces	Sheets Needed
Set-Up	622	Coping		1610	161 \$ 50.00	\$ 8,050.00	/20	80.5
Tear-Off	1244	Cleat		1610	161 \$ 25.00	\$ 4,025.00	/60	26 5/6
Lay-Up	1866	Counter 1		1640	164 \$ 25.00	\$ 4,100.00	/60	27 1/3
Tapered Insul	311	Counter 2		1640	164 \$ 25.00	\$ 4,100.00	/60	27 1/3
Wall Flash	805	Gravel Stop		590	59 \$ 25.00	\$ 1,475.00	/50	9 5/6
Coping	256	Cleat		590	59 \$ 25.00	\$ 1,475.00	/60	9 5/6
MCF	261	Curb MCF		170	17 \$ 25.00	\$ 425.00	/60	2 5/6
Edge Metal	94					\$ 23,650.00		
Wood Blocking at edge	224							
Curb Flashing	26							
Curb Counter	20							
RD	228							
VTR	10							
Roof Hangers	142							
Walk Pads	8							
Clean-Up	311							
	6428							
	\$ 60.00 Rate							
	\$ 385,680.00							

### SUMMARY

FAB	\$ 23,650.00
OH (40%)	\$ 9,460.00
Labor	\$ 385,680.00
Mats + Tax	\$ 627,489.25
OH (40%)	\$ 405,267.70

Trucks	\$ 26,800.00	268 \$ 100.00
Dump	\$ 39,200.00	112 \$ 350.00
Crane	\$ 106,000.00	See break-out sheet
Warranty	\$ 4,665.00	311 \$ 15.00
Port-o-let	\$ 500.00	
Travel	\$ 48,240.00	804 \$ 60.00
OH (40%)	\$ 19,296.00	
Freight	\$ 3,000.00	5 \$ 600.00
Total	\$ 1,699,247.96	

\$ 95,157.89	Design Cost	5.60%
\$ 169,924.80	Contingency	10%
	Soft Costs:	
\$ -	* Owner (10%)	
\$ 84,962.40	* Temp Fencing/ Signage/ Permits & Fees/ Etc (5%)	
\$ 2,049,293.04		



# Circuit Court Roof

<u>Materials:</u>	Quantity	Pricing	Totals
2.2" Isocyanurate	534 Sq	\$ 106.55	\$ 56,897.70
Tapered Insulation	200 Sq	\$ 110.86	\$ 22,172.00
2-part urethane adhesive	77 kits	\$ 1,495.00	\$ 115,115.00
1/2" DensDeck	267 Sq	\$ 91.10	\$ 24,323.70
Sopralene 180 Sanded	814 Rolls	\$ 117.00	\$ 95,238.00
Sopralene 180 FR GR	301 Rolls	\$ 151.10	\$ 45,481.10
Colply	231 Pails	\$ 94.55	\$ 21,841.05
Sopralene 180 FR GR	106 Rolls	\$ 151.10	\$ 16,016.60
Flashing Cement	190 Pails	\$ 91.50	\$ 17,385.00
Cant Strip	2570 LF	\$ 0.35	\$ 899.50
Term Bar	1100 LF	\$ 1.50	\$ 1,650.00
Term Bar Fasteners	2200 Ea	\$ 0.50	\$ 1,100.00
Kynar Metal	110 Ea	\$ 85.00	\$ 9,350.00
Stainless Steel	36 Ea	\$ 150.00	\$ 5,400.00
Lead Skirts	57 Ea	\$ 100.00	\$ 5,700.00
Lead Boots	9 Ea	\$ 75.00	\$ 675.00
Alsan Flashing	15 Pails	\$ 340.00	\$ 5,100.00
Catalyst	120 Bag	\$ 11.70	\$ 1,404.00
Scrim	10 Rolls	\$ 75.00	\$ 750.00
Walkpads	120 Ea	\$ 50.00	\$ 6,000.00
2x6 Lumber	1900 LF	\$ 1.50	\$ 2,850.00
1/2" CDX	10 Ea	\$ 35.00	\$ 350.00
Screws	3000 Ea	\$ 0.50	\$ 1,500.00
Sub-Total			\$ 457,198.65
Misc.	10%		\$ 45,719.87
			\$ 502,918.52
			\$ 30,175.11 Tax 6%
			\$ 533,093.63

<u>Labor:</u>	Hours	<u>Metal Fab.:</u>	LF + 5%	Pieces	Labor	Labor Total	Pieces	Sheets Needed
Set-Up	524	Coping		1280	128 \$ 50.00	\$ 6,400.00	/20	64
Tear-Off	1048	Cleat		1280	128 \$ 25.00	\$ 3,200.00	/60	21 1/3
Lay-Up	1572	Counter 1		1060	106 \$ 25.00	\$ 2,650.00	/60	17 2/3
Tapered Insul	262	Counter 2		1060	106 \$ 25.00	\$ 2,650.00	/60	17 2/3
Wall Flash	614	Gravel Stop		630	63 \$ 25.00	\$ 1,575.00	/50	10 1/2
Coping	203	Cleat		630	63 \$ 25.00	\$ 1,575.00	/60	10 1/2
MCF	169	Curb MCF		70	7 \$ 25.00	\$ 175.00	/60	1 1/6
Edge Metal	100					\$ 18,225.00		
Wood Blocking at edge	240							
Curb Flashing	11							
Curb Counter	8	<u>SUMMARY</u>						
RD	228	FAB	\$ 18,225.00					
VTR	18	OH (40%)	\$ 7,290.00					
Roof Hangers	152	Labor	\$ 326,100.00					
Walk Pads	24	Mats + Tax	\$ 533,093.63					
Clean-Up	262	OH (40%)	\$ 343,677.45					
	5435							
\$ 60.00 Rate		Trucks	\$ 22,600.00	226	\$ 100.00			
\$ 326,100.00		Dump	\$ 27,300.00	78	\$ 350.00			
		Crane	\$ 100,000.00	See break-out sheet				
		Warranty	\$ 3,930.00	262	\$ 15.00			
		Port-o-let	\$ 500.00					
		Travel	\$ 40,740.00	679	\$ 60.00			
		OH (40%)	\$ 16,296.00					
		Freight	\$ 3,000.00	5	\$ 600.00			
		<b>Total</b>	<b>\$ 1,442,752.08</b>					

\$ 82,236.87	Design Cost	5.70%
\$ 144,275.21	Contingency	10%
Soft Costs:		
\$ -	* Owner (10%)	
\$ 72,137.60	* Temp Fencing/ Signage/ Permits & Fees/ Etc (5%)	
<b>\$ 1,741,401.76</b>		

## **2k. Firm Workload**

**PATRICK D. MURPHY CO., INC. ARCHITECTS**  
**Ability to Meet Schedule**

The majority of Patrick D. Murphy Co., Inc. Architects projects are in the bidding or construction Phase. The remaining projects that are under design are 30 days from being completed and sent out to bid. We currently have personnel availability to begin work on this project immediately.

We have previously been awarded multi-building projects for LFUCG – Government Annex/ Police HQ, State of KY Parks, Kentucky School for the Deaf & School for the Blind & Kentucky State University that had strict design and construction deadlines due to funding restrictions. We were able to meet, and in some instances, exceed the Design Phase parameters to get projects out to bid on-time and within budget.

We have an impeccable track record when it comes to design phase & construction administration performance.

## 21. References



## References from Similar Projects

**Name of Project:** Government Center Annex & Police HQ

**Address of Project:** Government Center Annex & Police HQ

150 E. Main St.

Lexington, KY 40507

**Project Dates:** February 2024 – August 2024

**Construction Amount:** \$1,177,751.00

**Current Contact Person and Phone Number:** Mr. Chris Litton (859) 258-3932

**Name of Project:** Louisville Water Co. Headquarters

**Address of Project:** John L Huber Bldg.

550 S. 3<sup>rd</sup> St.

Louisville, KY 40223

**Project Dates:** June 2022 – December 2022

**Construction Amount:** \$844,000.00

**Current Contact Person and Phone Number:** Mr. Larry Archer (502) 759-5774

**Name of Project:** Central State Hospital: Psychiatric Dorm

**Address of Project:** Central State Hospital

10510 La Grange Rd.

Louisville, KY 40223

**Project Dates:** May 2024 – In-Progress

**Construction Amount:** \$1,861,541.00

**Current Contact Person and Phone Number:** Mr. Greg Schenck (502) 234-0519

**Name of Project:** Kentucky Department of Parks (East)

**Address of Project:** Various Locations

Eastern KY

**Date Project Completed:** Varies / In-Progress

**Construction Amount:** \$2,890,750.38

**Current Contact Person and Phone Number:** Carl Kratzer (502) 330-7180

**Name of Project:** Kentucky Department of Parks (West)

**Address of Project:** Various Locations

Western KY

**Date Project Completed:** Varies / In-Progress

**Construction Amount:** \$887,976.45

**Current Contact Person and Phone Number:** Dwayne Brown (502) 782-0315

**Name of Project:** Kentucky State University: Exum Ctr / Carver Hall / Blazer Library/

McCullin Hall/ Jordan Maintenance Bldg.

**Address of Project:** Kentucky State University

400 E. Main Street

Frankfort, KY

**Date Project Completed:** In-Progress

**Construction Amount:** Exum - \$2,048,000.00 / Carver - \$777,000.00 / Blazer - \$480,300.00/

McCullin Hall - \$78,975.00 / Jordan – \$246,110.00

**Current Contact Person and Phone Number:** Mr. Mitchel Alonso (502) 500-2678

## **5. Work Plan**

## **WORK PLAN**

Patrick D. Murphy Co., Inc., Architects will complete the work described in this RFP as follows:

1. Checklist of Deliverables:

a. **Schematic Design**

i. Architect's Services (Jean-Paul Grivas)

1. Client-supplied Data Coordination
2. Program and Budget Evaluation
3. Review of Alternative Design Approaches
4. Architectural Schematic Design
5. Schematic Design Drawings and Documents
6. Statement of Probable Construction Costs
7. Client Consultation
8. Project Management
9. Agency Consultation

ii. Consultants' Services (structural)

1. Client-supplied utility plan review
2. Utility location
3. Confirmation of site set-up areas

b. **Design Development**

i. Architect's Services (Jean-Paul Grivas)

1. Client-supplied Data Coordination
2. Design Coordination
3. Architectural Design Development
4. Design Development Drawings and Documents
5. Statement of Probable Construction Costs
6. Client Consultation
7. Project Management
8. Agency Consultation

c. **Construction Documents**

i. Architect's Services (Jean-Paul Grivas)

1. Client-supplied Data Coordination
2. Project Coordination
3. Architectural Construction Documents (Working Drawings, Form of Construction Contract and Specifications)
4. Document Checking and Coordination
5. Statement of Probable Construction Costs
6. Client Consultation
7. Alternative Bid Details and Special Bid Documents
8. Project Management
9. Agency Consultation

2. Budget & Schedule

a. **Design Stage**

- i. Schematic Design Phase \$ 21,000.00 (14%) [May 19, 2025]
- ii. Design Development Phase \$ 45,000.00 (30%) [May 19, 2025]
- iii. Construction Documents Phase \$ 31,500.00 (21%) [July 2, 2025]
- iv. Bid Phase \$ 7,500.00 (5%) [July 17 & August 11, 2025]

b. **Construction Administration Stage**

- i. Construction Administration \$ 45,000.00 (30%) [Sept. 2, 2025 – July 29, 2026]

c. **TOTAL A/E Services** **\$ 150,000.00 (100%)**

3. Communication/ Documentation & Collaboration Plan

- a. Patrick D. Murphy Co., Inc., Architects (PDMA) will work in a team approach with Magna Engineers & Cornerstone Engineers. Project team leaders from PDMA, Magna & Cornerstone will collaborate on a weekly basis, minimum, throughout the design and construction phases to ensure a comprehensive and through set of Construction Documents and Probable Cost Estimates.
- b. Communication will be via e-mail, phone & shared cloud storage files.

4. QA/ QC Program between Disciplines:

- a. We utilize our proprietary in-house checklist for Quality Control and Coordination between Consultants, Specifications and Drawings.
- b. Quality Control reviews of Consultant's project documents occurs prior to each design milestone. This is performed by the lead designer in our office.
- c. Quality Assurance occurs between PDMA and our consultants throughout the course of the project during design and at each design milestone.

5. QA/ QC Program during Design and through Construction Administration: (See Attachment)

- a. We utilize our proprietary in-house checklist for Quality Control and Coordination between Consultants, Specifications and Drawings.
- b. Quality Control reviews of project documents occurs prior to each design milestone. This is performed by a review of the documents by a separate designer/ contractor in our office.
- c. Quality Assurance occurs throughout the course of the project by the design professional and support staff that has been assigned to the project
- d. Periodic site visits will occur to confirm construction details, and design intent, are being followed by the awarded contractor. Construction Progress is documented and any deviations from the Construction Documents are noted and called out.



## **QUALITY ASSURANCE/QUALITY CONTROL**

Scope Verification Meeting	Existing Roof Observation Report	50% Plan Review Meeting	95% Plan Review Meeting	Omissions and Errors Check Meeting	Final Package Submittal
----------------------------------	---	-------------------------------	-------------------------------	---	-------------------------------

## **BID/CONSTRUCTION QA/QC**

Pre-Bid Meeting	Bid Review	Pre- Construction Meeting	Construction Meetings	Project Close-Out
--------------------	---------------	---------------------------------	--------------------------	----------------------

## DESIGN PRE-CONSTRUCTION QA/QC LIST

YES	NO	N/A	<b>SCOPE VERIFICATION MEETING</b>
			All drawings are correct size.
			All drawings have been prepared with the required CAD software.
			Project tiles are correct and consistent for all documents.
			Prescribed title blocks have been used.
			Line weights are correct.
			Text size and font style are correct
			Graphic scales are shown.
			Drawing numbering system is correct format.
			Specifications are in the correct format.
			Drawing sealed by Engineer of Record

YES	NO	N/A	<b>EXISTING SITE OBSERVATIONS REPORT</b>
			Proposed systems and processes meet the stated performance objectives.
			Design reflects the most effective solution to meeting the design criteria.
			Owner directions from previous meetings & reviews were incorporated.
			Design has been analyzed for problematic secondary effects.
			Level of complexity of the design is appropriate
			Operating staffing level is appropriate.
			Lessons learned are incorporated.
			All existing conditions are shown and field-verified for accuracy.
			Design is appropriate for chosen equipment methodology.

YES	NO	N/A	<b>50% AND 95% PLAN REVIEW MEETINGS</b>
			Physical drawings agree with diagrammatic drawings.
			General arrangement drawings are consistent across disciplines.
			Plan views are consistent within disciplines & consistently oriented.
			Plan drawings are to a consistent scale.
			Sectional views are oriented consistently & sectional references are clear.
			Drawn elements are consistent across match lines.
			Technical specifications are complete & accordance with standards.
			Specification requirements are explicit where required.
			Functional and performance-based specifications are used as appropriate.
			Preferred vendors are listed appropriately to optimize competition.

YES	NO	N/A	<b>OMISSIONS AND ERRORS CHECK MEETINGS</b>
			Verify the plan/proposal (construction documents) are 100% complete.
			Review cost/schedule of project; compare to approved programming document
			Proposed site affords sufficient access for equipment.
			Conventional equipment may be used for lifting and placement operations.
			Site is Amendable for Multiple Contractor Access if Applicable.
			Proposed construction sequence is described & all disciplines understood.
			Ensure all recommendations are incorporated into plan/proposal.

YES	NO	N/A	<b>BID REVIEW</b>
			Unit cost review.
			Addendum(s) recognized.
			Bid bond.
			Payment and performance bond.
			Insurance.
			Manufacturers' approval letter.
			Review references.
			Submit contractor approval letter

YES	NO	N/A	<b>PRE-CONSTRUCTION MEETING</b>
			Review owner/site requirements.
			Emergency call list.
			Hours of operation.
			Final setup areas. (staging and material storage)
			Schedule of values.
			Construction schedule
			Submittals (materials & shop drawings)
			Pre-construction photos.
			Testing of existing drainage.

YES	NO	N/A	<b>CONSTRUCTION ADMINISTRATION</b>
			Progress meetings. (Minimum of one per month)
			Periodic construction observations. (Minimum of two per month)
			Schedule monitoring.
			Pay application review.
			Weather data.
			Daily construction photographs & reports.
			Change orders.
			RFI's.
			Substantial completion punch review & report.

YES	NO	N/A	<b>PROJECT CLOSE OUT</b>
			Final pay request review.
			Release of retainage.
			Punch list completion verification.
			Final lien release/affidavit.
			Warranty delivery. (20-Yr. manufacturer & 2-Yr. contractor).
			Release of payment and performance bond (consent of surety).
			Record drawings.



## **A. Affidavit**

### AFFIDAVIT

Comes the Affiant, Jean-Paul Grivas, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Jean-Paul Grivas and he/she is the individual submitting the proposal or is the authorized representative of Patrick D. Murphy Co., Inc., Architects, 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.

                    Jean-Paul Grivas                    V.P.                      
STATE OF           Kentucky                    

COUNTY OF           Jefferson                    

The foregoing instrument was subscribed, sworn to and acknowledged before me  
by           JEAN-PAUL GRIVAS                     on this the           21<sup>st</sup>                     day  
of           March                    , 20          25                    

My Commission expires:           11-21-2027                    

          Debra M. Chaeen                      
NOTARY PUBLIC, STATE AT LARGE



## **B. Equal Opportunity Agreement**



## 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.*

 V.P.  
Signature

Patrick D. Murphy Co., Inc.  
Name of Business

## **C. Form of Proposal**

---

**ATTACHMENT: A**  
**FORM OF PROPOSAL**

---

**Design Services for:**  
**Robert F. Stephens**  
**District and Circuit Courthouses**  
**Roof Replacement**  
**Request for Proposal # 09-2025**  
**Form of Proposal**

**Consultant:** Patrick D. Murphy Co., Inc., Architects

**Address:** 4606 Illinois Ave., Louisville, KY 40213

---

---

**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 LFUCG 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 LFUCG 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 LFUCG (see Sample Contract **Attachment B**). 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 that 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
    - i. Physical project size
    - ii. Estimated and Actual Cost of the resulting construction and/or renovation work
    - iii. Identification of any involved sub-consultants and/or joint-venture partners
  - 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, preliminary design concepts, approach to project inclusive of proposed work scope, and related considerations.
  - k. Ability to meet required deadlines (See Project Schedule **Attachment C**). Demonstrate integration of this project into the firm's present workload through 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. **Proposal Format:** Proposals are limited to 20 single-sided pages not including the required LFUCG documents as outlined in the RFP. Proposals in excess of these requirements may not be considered. The twenty (20) page limitation includes any written, photographic or graphic material contained in the body of the statement and any appendices. The limitation does not include:
  - i. The cover (although narrative on the reverse side of the front cover or front of the back cover will be counted)
  - ii. A title page
  - iii. A table of contents and/or index; or blank tab pages
4. Respondents are responsible for all costs associated with the preparation of materials in response to this RFP. The LFUCG assumes no responsibility for such costs. The LFUCG 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 submittal limit. Included in work plan shall be:
  - a. A checklist of what specific deliverables will be provided at each design phase and/or milestone and the team member that will provide the deliverable.
  - b. A specific budget and schedule (See Project Schedule **Attachment C**) to complete services described herein.
  - c. An explanation of the communication/documentation and collaboration plan.
  - d. An explanation of the approach that will be used to assure quality and well coordinated documents between all disciplines through the design process.
  - e. An explanation of the team Quality Control Program throughout all phases of design, and 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 Firm Lump Sum Cost for providing the LFUCG with services as noted in these specifications.

<b><u>Design Stage (Total Services Below)</u></b>	<b><u>\$ 105,000.00</u></b>
Combined Schematic Design and Design Development Phase: (percentage of total services)	<u>\$ 66,000.00</u> 44 %
Construction Documents Phase: (percentage of total services)	<u>\$31,500.00</u> 21 %
Bid Phase: (percentage of total services)	<u>\$ 7,500.00</u> 5 %
<b><u>Construction Administration Stage</u></b>	<b><u>\$ 45,000.00</u></b>
(percentage of total services)	30 %
<b><u>Total Architectural/ Engineering Services</u></b>	<b><u>\$ 150,000.00</u></b>

7. **Payment for Additional Services:** Additional Services, as permitted under Section 2 of the Contract, shall be compensated at the unit rates listed below. The LFUCG reserves the right to increase or decrease frequencies of unit cost. If Additional Services are requested, the base contract may be increased or decreased on the basis of the unit rates. No price adjustments will be made unless mutually agreed to in advance through the Change Order process to the contract. 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.

<u>Title/Skill Level</u>	<u>Hourly Rate</u>
<u>Principal of Firm</u>	<u>\$190.00</u> \$/HR
<u>Sr. Profesional / Project Manager</u>	<u>\$150.00</u> \$/HR
<u>Registered Architect (Other Than Principal)</u>	<u>\$125.00</u> \$/HR
<u>Roof Observer</u>	<u>\$85.00</u> \$/HR
<u>CAD Draftsman</u>	<u>\$80.00</u> \$/HR
<u>ENG. Principal</u>	<u>\$160.00</u> \$/HR
<u>Sr. Engineer</u>	<u>\$150.00</u> \$/HR
<u>Grad Engineer</u>	<u>\$120.00</u> \$/HR

- a. 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 zero percent (0%).
- b. Approved reimbursables will be based on actual costs and shall be mutually agreed to in advance through the Change Order process to the contract.

---



Signature

Jean-Paul Grivas

Name

V.P.

03/31/2025

Title

Date

## **D. General Provisions**

## **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.

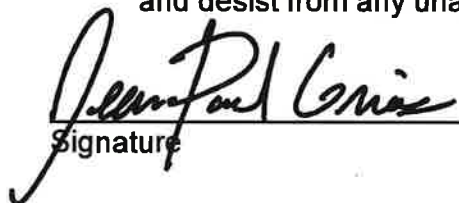
#### B. At Will Termination

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.

  
Signature \_\_\_\_\_ V.P.

03/21/2025  
Date \_\_\_\_\_

## **E. MWDBE Forms**



# LEXINGTON

## LFUCG MWDBE PARTICIPATION FORM

Bid/RFP/Quote Reference # 09-2025

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 the Division of Procurement for approval immediately. **Failure to submit a completed form may cause rejection of the bid.**

MWBE Company, Name, Address, Phone, Email	DBE/MBE WBE/VOSB/SDVOSB	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1. Magna Engineers 861 Corporate Dr., Suite 210 Lexington, KY 40503	WBE	Mechanical RTU Disconnect/ Reconnect	\$3,500.00	0.02%
2. Cornerstone Eng. Inc. 2302 Hurstbourne Village Dr., Suite 100 Louisville, KY 40299	MBE	Structural Assessment on Staging Areas	\$5,000.00	0.03%
3.				
4.				

The undersigned company representative submits the above list of MDWBE and veteran 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.

Patrick D. Murphy Co., Inc., Architects

**Company**

3/21/2025

**Date**

Jean-Paul Grivas

**Company Representative**

V.P.

**Title**



## **DOCUMENTATION REQUIRED FOR GOOD FAITH EFFORTS AND OUTREACH PLANS**

As affirmed in Resolution Number 272-2024, the Urban County Council has adopted an annual aspirational goal of utilizing at least seventeen percent (17%) of public funds spend from certain discretionary agreements with certified Minority Business Enterprises (MBEs) and certified Woman Business Enterprises (WBEs); utilizing at least three percent (3%) of public funds from certain discretionary agreements with Certified Veteran-Owned Small Business and Certified Service-Disabled Veteran-Owned Small Businesses (VOSBs); and utilizing Disadvantaged Business Enterprises (DBEs) where applicable. Bidders should make every effort to achieve these goals.

Therefore, as an element of the responsiveness of the bid, all Bidders are required to submit documentation of their good faith and outreach efforts to ensure all businesses, including small and disadvantaged businesses such as minority-, woman-, and veteran-owned businesses, have an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement. Examples of good faith and outreach efforts that satisfy this requirement to encourage the participation of, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs include:

1. 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, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to participate.
2. Attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year to meet new small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to partner with on LFUCG contracts and procurements.
3. Attended pre-bid/pre-proposal meetings that were scheduled by LFUCG to inform small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs of subcontracting opportunities.
4. Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs.
5. Requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG and showed evidence of contacting the companies on the list(s).
6. Contacted organizations that work with small, DBE, MBE, WBE, and VOSB companies for assistance in finding certified DBEs, MBEs, WBEs, VOSB and/or SDVOSBs to work



on this project. Those contacted and their responses must be a part of the bidder's outreach efforts documentation.

7. Sent written notices, by certified mail, email, or facsimile, to qualified, certified small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs 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.
8. Followed up initial solicitations by contacting small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs via tailored communications to determine their level of interest.
9. Provided the interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs with adequate and timely information about the plans, specifications, and requirements of the contract.
10. Selected portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs in order to increase the likelihood of subcontracting participation. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate small, DBE, MBE, WBE, VOSB and/or SDVOSB participation, even when the prime contractor may otherwise perform these work items with its own workforce.
11. Negotiated in good faith with interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection must be so noted in writing with a description as to why an agreement could not be reached.
12. Included documentation of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs that 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.
  - a. 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 small business', DBE's MBE's, WBE's, VOSB's and/or SDVOSB's quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy the participation goals.
13. Made an effort to offer assistance to or refer interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal.

14. Made efforts to expand the search for small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
15. Other – any other evidence that the bidder submits that may demonstrate that the bidder has made reasonable efforts to include small, DBE, MBE, WBE, VOSB and/or SDVOSB participation.

Bidder must document, with specificity, each of the efforts it made to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs as subcontractors in the procurement, including the date on which each effort was made, the medium through which each effort was made, and the outcome of each effort.

**Note: Failure to submit 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 review by the MBE Liaison. Documentation of Good Faith and Outreach Efforts must be submitted with the Bid, regardless of the proposed level of small, DBE, MBE, WBE, VOSB and/or SDVOSB participation in the procurement. If the Good Faith and Outreach Effort documentation is not submitted with the bid response, the bid may be rejected.**

#### OUTREACH EFFORTS EVALUATION

Outreach efforts demonstrated by the bidder or respondent will be evaluated on a pass/fail basis.

## ATTACHMENT A – SMALL AND DISADVANTAGED, MINORITY-, WOMEN-, AND VETERAN-OWNED BUSINESS OUTREACH PLAN

<b>Proposer Name:</b>	Patrick D. Murphy Co., Inc.	<b>Date:</b>	3/21/2025
<b>Project Name:</b>	Design Services for District and Circuit Courthouses Roof Replacements (RFP 09-2025)	<b>Project Number:</b>	09-2025
<b>Contact Name:</b>	Jean-Paul Grivas, V.P.	<b>Telephone:</b>	502-494-5965
<b>Email:</b>	jpgrivas@pdmarchitects.com		

The mission of the Minority Business Enterprise Program is to facilitate the full participation of disadvantaged businesses, minority-, women-, veteran-, and service-disabled veteran-owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long -term economic viability of Lexington-Fayette Urban County Government.

To that end, small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, must have an equal opportunity to be utilized in the performance of contracts with public funds spent from certain discretionary agreements. By submitting its offer, Bidder/Proposer certifies that it has taken, and if there are further opportunities will take, reasonable steps to ensure that small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, are provided an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement.

The information submitted in response to this clause will not be considered in any scored evaluation. Failure to submit this form may cause the bid or proposal to be rejected.

**Is the Bidder/ Proposer a certified firm?** Yes ☐ No ☒

If yes, indicate all certification type(s):

DBE ☐

MBE ☐

WBE ☐

SBE ☐

VOSB/SDVOSB ☐

and supply a copy of the certificate and/or certification letter if not currently listed on the city's Minority Business Enterprise Program's (MBEP) certified list.



**1. Include a list of firms that Bidder/ Proposer has had a contractual relationship with within the last two years that are minority-owned, woman-owned, veteran-owned or small businesses, regardless of their certification status.**

1. Magna Engineers
2. RAI Structural Engineers
3. Cornerstone Engineers

 Click or tap here to enter text. 

**2. Does Bidder/Proposer foresee any subcontracting opportunities for this procurement?**

Yes ☒ No ☐

If no, please explain why in the field below. Do not complete the rest of this form and submit this first page with your bid and/or proposal.  Click or tap here to enter text. 

If yes, please complete the following pages and submit all pages with your bid and/or proposal.

**Describe the steps Bidder/Proposer took to solicit small and disadvantaged businesses, including MBEs, WBEs, VOSBs, and SDVOSBs, for subcontracting opportunities for this procurement.**

**3. Check the good faith and outreach efforts the Bidder/Proposer used to encourage the participation of small and disadvantaged businesses including, MBEs, WBEs, VOSBs and SDVOSBs:**

- ☐ Bidder placed advertisements in search of prospective small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs for the solicitation.
- ☐ Bidder attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year.
- ☒ Bidder attended pre-bid and/or pre-proposal meetings for this solicitation.
- ☐ Bidder sponsored an Economic Inclusion Outreach event.
- ☒ Bidder requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG.
- ☐ Bidder contacted organizations that work with small, DBE, MBE, WBE, VOSB and/or SDVOSB companies.
- ☐ Bidder sent written notices to certified small, DBE, MBE, WBE, VOSB and SDVOSB businesses.
- ☐ Bidder followed up to initial solicitations with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB.
- ☒ Bidder provided small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses interested in performing the solicited work with prompt access to the plans, specifications, scope of work, and requirements of the solicitation.
- ☐ Bidder made efforts to segment portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, including dividing sub-bid/partnership opportunities into economically feasible units/parcels, to facilitate participation.

- ☒ Bidder negotiated in good faith with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses.
- ☐ Bidder provided adequate rationale for rejecting any small business', DBEs, MBEs, WBEs, VOSBs or SDVOSBs for lack of qualifications.
- ☐ Bidder offered assistance in obtaining bonding, insurance, financial, equipment, or other resources to small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, in an effort to assist them in meeting project requirements.
- ☒ Bidder made efforts to expand the search for small businesses, DBEs MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
- ☒ Bidder made other reasonable efforts to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation.

**4. Bidder/Proposer must include documentation, including the date each effort was made, the medium through which each effort was made, and the outcome of each effort with this form, regardless of the level of small, DBE, MBE, WBE, VOSB and/or SDVOSB participation. Examples of required documentation include copies of email communications, copies of newspaper advertisements, or copies of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs or SDVOSBs.**

 Click or tap here to enter text. 

See attached e-mails to 1. RAI 2. MAGNA  
& 3. Cornerstone Engineers

**For detailed information regarding outreach efforts that satisfy the MBE Program's requirements, please see "Documentation Required for Good Faith Efforts and Outreach Plans" page.**

**Note: The Bidder/Proposer must be willing to report the identity of each subcontractor and the value of each subcontract to MBEP if awarded a contract from this procurement.**

**Failure to submit the documentation requested may be cause for rejection of the bid. Bidders may include any other documentation deemed relevant to this requirement, which is subject to review by the MBE Liaison. Documentation of Good Faith and Outreach Efforts must be submitted with the bid, regardless of the proposed level of SBEs, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation in the procurement. If the Good Faith and Outreach Effort Form and associated documentation is not submitted with the bid response, the bid may be rejected.**



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.

Patrick D. Murphy Co., Inc., Architects  
\_\_\_\_\_  
**Company**  
03/21/2025  
\_\_\_\_\_  
**Date**

Jean-Paul Grivas  
\_\_\_\_\_  
**Company Representative**  
V.P.  
\_\_\_\_\_  
**Title**



**National Women's Business Enterprise Certification**

Magna Engineers, PLLC DBA Magna Engineers

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).

This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council Ohio River Valley, a WBENC Regional Partner Organization.

Certification Granted: August 31, 2011  
Expiration Date: August 31, 2025  
WBENC National Certification Number: 2005118816

**WBECORV**  
WOMEN'S BUSINESS ENTERPRISE COUNCIL  
OHIO RIVER VALLEY

© 2000 Blackwell Science Ltd, *Journal of Internal Medicine* 247: 399–405



Authorized by Lynnise Smith, Executive Director  
Women's Business Enterprise Council Ohio River  
Valley

NAICS: 541330, 236210, 237110, 238210, 541310  
UNSPSC: 81100000, 81101600, 81101700, 81101701





**Andy Beshear**  
GOVERNOR

**FINANCE AND ADMINISTRATION CABINET  
OFFICE OF EEO & CONTRACT COMPLIANCE**

200 Mero Street, 5th Floor  
Frankfort, Kentucky 40622  
Phone: (502) 564-2874  
Fax: (502) 564-1055

**Holly M. Johnson**  
SECRETARY

**Singer Buchanan**  
EXECUTIVE DIRECTOR

August 18, 2023

Chella Subram, President  
Cornerstone Engineering, Inc.  
2302 Hurstbourne Village Drive, Suite 1000  
Louisville, Kentucky 40299

Subject: Minority Business Enterprise Certification

Dear Mr. Subram:

This letter acknowledges that **Cornerstone Engineering, Inc.** has been recertified as a **Minority Business Enterprise** by the Commonwealth of Kentucky. This certification will expire **August 30, 2026**.

In order to legally conduct business in Kentucky most businesses are required to register with the Kentucky Secretary of State and the Department of Revenue. The Kentucky One Stop Business Portal contains valuable information about business registration, licenses and permits, insurance requirements, etc. To access the portal go to the following link: <http://onestop.ky.gov/start>. For help with business registration go to: <http://onestop.ky.gov/resources/Pages/help.aspx>.

Sincerely,

*Singer Buchanan*

Singer Buchanan  
Executive Director



Outlook

---

**Re: Pre-proposal Meeting: RFP 9-2025 Design Services for Courthouses Roof Replacements**

---

**From** Jean-Paul Grivas <jpgrivas@pdmarchitects.com>

**Date** Fri 3/21/2025 10:09 AM

**To** Sherita Miller <smiller@lexingtonky.gov>

Sherita,

OK, thanks for your quick review. They said that this is the only certificate that they have. I'll look at other compamies.

Sincerely,

Jean-Paul Grivas, AIA, GRP  
Vice President  
Patrick D. Murphy Co., Inc., Architects  
Office: 502-454-5632 (x. 23)  
[www.pdmarchitects.com](http://www.pdmarchitects.com)

---

**From:** Sherita Miller <smiller@lexingtonky.gov>

**Sent:** Friday, March 21, 2025 9:52 AM

**To:** Jean-Paul Grivas <jpgrivas@pdmarchitects.com>

**Subject:** RE: Pre-proposal Meeting: RFP 9-2025 Design Services for Courthouses Roof Replacements

Hi Jean -Paul,

The Louisville Metro Government's certification isn't accepted by the city's enterprise program. Below is the list of certifications accepted by the enterprise program.

Kentucky Transportation Cabinet (KYTC), Disadvantaged Business Enterprise (DBE)  
Kentucky Minority and Women Business Enterprise (MWBE)  
Women's Business Enterprise National Council (WBENC)  
National Women Business Owners Corporation (NWBOC)  
National Minority Supplier Development Council (NMSDC)  
Tri-State Minority Supplier Development Council (TSMSC)

U.S. Small Business Administration VetCert (*formerly US Department of Veterans Affairs CVE*)  
Kentucky Service- Disabled Veteran Owned Small Business (SDVOSB)

You may want to ask the company if they have any of the WBE certifications mentioned above.

Thanks, Sherita

**Sherita Miller, MPA, CPSD**  
*Minority Business Enterprise Liaison*  
Division of Procurement

859.258.3323 office  
[lexingtonky.gov](http://lexingtonky.gov)



1775 – 2025

---

**From:** Jean-Paul Grivas <[jpgrivas@pdmarchitects.com](mailto:jpgrivas@pdmarchitects.com)>  
**Sent:** Friday, March 21, 2025 9:42 AM  
**To:** Sherita Miller <[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)>  
**Subject:** Fw: Pre-proposal Meeting: RFP 9-2025 Design Services for Courthouses Roof Replacements

[EXTERNAL] Use caution before clicking links and/or opening attachments.  
Sherita,

As per our conversation earlier this morning, please see attached WBE Certificate from Louisville Metro for RAI Engineers.

Please review and let me know if this is an acceptable certificate for this project.

After your review, please advise.

Sincerely,

Jean-Paul Grivas, AIA, GRP  
Vice President  
Patrick D. Murphy Co., Inc., Architects  
Office: 502-454-5632 (x. 23)  
[www.pdmarchitects.com](http://www.pdmarchitects.com)

---

**From:** Anthony Ehlers <[anthony@raiengineering.com](mailto:anthony@raiengineering.com)>  
**Sent:** Friday, March 21, 2025 9:36 AM  
**To:** Jean-Paul Grivas <[jpgrivas@pdmarchitects.com](mailto:jpgrivas@pdmarchitects.com)>  
**Subject:** RE: Pre-proposal Meeting: RFP 9-2025 Design Services for Courthouses Roof Replacements

Jean-Paul,  
Attached is our WBE certificate through Louisville Metro Human Relations Commission. I assume this is a similar entity as that in Lexington. This certificate meets all the qualifications we've needed to work in Louisville for UofL, LMPD, The Louisville Zoo, Louisville Water Company, etc.

Thanks,

*Anthony P Ehlers Jr., PE*  
Vice President/Principal





101 North 7th Street  
Louisville, Kentucky 40202  
Office: (502) 589-2212 ext. 102  
Direct: (502) 771-2086  
Cell: (812) 989-7654  
[www.raiengineering.com](http://www.raiengineering.com)

---

**From:** Jean-Paul Grivas <[jpgrivas@pdmarchitects.com](mailto:jpgrivas@pdmarchitects.com)>  
**Sent:** Friday, March 21, 2025 8:09 AM  
**To:** Anthony Ehlers <[anthony@raiengineering.com](mailto:anthony@raiengineering.com)>  
**Subject:** Fw: Pre-proposal Meeting: RFP 9-2025 Design Services for Courthouses Roof Replacements

Sincerely,

Jean-Paul Grivas, AIA, GRP  
Vice President  
Patrick D. Murphy Co., Inc., Architects  
Office: 502-454-5632 (x. 23)  
[www.pdmarchitects.com](http://www.pdmarchitects.com)

---

**From:** Sherita Miller <[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)>  
**Sent:** Thursday, March 20, 2025 9:09 AM  
**Subject:** Pre-proposal Meeting: RFP 9-2025 Design Services for Courthouses Roof Replacements

Good morning,

As discussed at the pre-proposal meeting, the city of Lexington has a 17% overall spend goal with a separate 5% goal for MBEs and a separate 12% goal for WBEs in addition to the 3% veteran participation goal that all contractors must make a Good Faith Effort to meet. The MWDBE participation and Good Faith Effort (GFE) outreach plan forms must be completed and submitted with the bid response. Subcontractors utilized on contracts must be certified. Attached is a copy of LFUCG's certified list.

In addition, the awarded contractor for this project will be required to report contract compliance audits in the Diverse Business Management system, <https://lexingtonky.diversitycompliance.com/>.

If you have any questions, please submit via lonwave or contact me.

Thanks, Sherita

**Sherita Miller, MPA, CPSD**  
*Minority Business Enterprise Liaison*  
Division of Procurement

859.258.3323 office  
[lexingtonky.gov](http://lexingtonky.gov)



1775 – 2025



Outlook

---

**RFP #1-2023 Design Services for Government Center Annex & Police Headquarters Roof Replacement**

---

**From** Jean-Paul Grivas <jpgrivas@pdmarchitects.com>

**Date** Fri 3/21/2025 11:45 AM

**To** Michelle Howlett <mhowlett@magnaengineers.com>

 1 attachment (2 MB)

LFUCG Courthouses RFP (Photos).pdf;

Michelle,

We are submitting for the above referenced RFP and would like to work with you all, if you are available and have the capacity.

There are some perimeter lighting on parapet walls that will need to be disconnected and reconnected and there also may be some RTU disconnect/ reconnect work. (See attached photos)

Please advise on your interest. If interested please provide your certificate and fee for this work.

After your review, let me know if you have any questions.

Sincerely,

Jean-Paul Grivas, AIA, GRP  
Vice President  
Patrick D. Murphy Co., Inc., Architects  
Office: 502-454-5632 (x. 23)  
[www.pdmarchitects.com](http://www.pdmarchitects.com)



Outlook

---

**Re: LFUCG: Fayette Co District Court Re-Roof**

---

**From** Jean-Paul Grivas <jpgrivas@pdmarchitects.com>  
**Date** Fri 3/28/2025 1:48 PM  
**To** Chella Subram <chella@cei-engineering.com>  
**Cc** Charleston DeVaughan <charleston.d@cei-engineering.com>

Thanks.

Sincerely,

Jean-Paul Grivas, AIA, GRP  
Vice President  
Patrick D. Murphy Co., Inc., Architects  
Office: 502-454-5632 (x. 23)  
[www.pdmarchitects.com](http://www.pdmarchitects.com)

---

**From:** Chella Subram <chella@cei-engineering.com>  
**Sent:** Friday, March 28, 2025 1:04 PM  
**To:** Jean-Paul Grivas <jpgrivas@pdmarchitects.com>  
**Cc:** Charleston DeVaughan <charleston.d@cei-engineering.com>  
**Subject:** RE: LFUCG: Fayette Co District Court Re-Roof

Jean-Paul  
Please see attached the requested quals.  
Also, per our conversation, for the providing the live load information for the tunnel, you can allocate \$5000 fee. This does not include any design new or repair, as we do not know what the scope of work at this time.

All the best to win it!

Best,



Chella Subram, PE, SECB  
President  
**CORNERSTONE ENGINEERING, INC.**  
HQ: [502.493.2717](tel:502.493.2717) | [www.cei-engineering.com](http://www.cei-engineering.com)

**Inc.5000 | USPAAC Fast 100 | Business First Fast 50**

**From:** Jean-Paul Grivas <jpgrivas@pdmarchitects.com>  
**Sent:** Wednesday, March 26, 2025 2:57 PM  
**To:** Chella Subram <chella@cei-engineering.com>  
**Subject:** LFUCG: Fayette Co District Court Re-Roof

Chella,

Thanks for speaking with me earlier today about this project.

As we discussed, we would like to work with you all on any structural/ loading issues that may arise related to potential staging / modulization areas around these facilities.

Please provide us with the following information:

- Firm overview sheet (if you have one)
- Resume(s)
- MBE Certificate
- Proposed cost for you work.

It does not look like we need your firm engineering number and I'd assume that you will have your engineering license numbers on your resume(s).

We'd like to have all of your information back by Friday.

Let me know if you have any questions.

Sincerely,

Jean-Paul Grivas, AIA, GRP  
Vice President  
Patrick D. Murphy Co., Inc., Architects  
Office: 502-454-5632 (x. 23)  
[www.pdmarchitects.com](http://www.pdmarchitects.com)



## **F.PDMA – Affirmative Action Plan**

# **PATRICK D. MURPHY CO., INC. ARCHITECTS**

## **AFFIRMATIVE ACTION PROGRAMS**

**For People of Color, Women and Individuals  
with Disabilities**

**May 1, 2024 – April 31, 2025**

TABLE OF CONTENTS

SECTION NAME .....	Page
CREATE an AFFIRMATIVE ACTION PLAN .....	Error! Bookmark not defined.
Description of Organization.....	3
Definitions Used in this AAP .....	3
Assignment of Responsibility for Affirmative Action Program .....	6
INTERNAL AND EXTERNAL Dissemination of Affirmative Action Policy and Plan .....	7
Internal Audit and Reporting Systems.....	8
Workforce Analysis .....	9
Goals and Timetables .....	9
Problem Area Identification .....	9
Action-Oriented Programs .....	10
Anti-Harassment Policy.....	13
Problem Resolution Policy .....	14

## DESCRIPTION OF ORGANIZATION

Patrick D. Murphy Co., Inc. Architects  
Architectural Services, Envelope Consulting, Roof Consulting  
4606 Illinois Ave.  
Louisville, Kentucky 40213

Patrick D. Murphy, President  
e-mail: [pdmurphy@pdmarchitects.com](mailto:pdmurphy@pdmarchitects.com)  
Office: 502-454-5632

Jean-Paul Grivas, Vice-President  
e-mail: [jpgrivas@pdmarchitects.com](mailto:jpgrivas@pdmarchitects.com)  
Office: 502-454-5632

## DEFINITIONS USED IN THIS AAP

**Individual with a Disability:** any person who has a physical, sensory, or mental impairment which "materially" (Kentucky) or "substantially" (federal) limits one or more major life activities, or has a record of or is regarded as having such an impairment. "Individual with a Disability" does not include an alcohol or drug abuser whose current use of alcohol or drugs renders that individual a direct threat to property or the safety of others.

**American Indian or Alaska Native** - a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American** - A person having origins in any of the black racial groups of Africa.

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Minority** – Any person who identifies as being American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, or in any combination of these identifiers, or someone who identifies as White and as any of the other identifiers.

**Job Groups:** Although companies are not limited to using these broad job groups as the only means of analyzing their workforce, we use the following as guidelines:

**Managers and Administrators:** Administrative personnel set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of an organization's operations. This category includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents, and buyers. Unless specifically listed under officials and managers or craft (skilled), first line supervisors, who engage in the same activities as the employees they supervise, should not be reported under this category.

**Professionals and Technicians:** Professionals are considered to be persons working in occupations requiring either college graduation or comparable work experience. Technicians are those whose work requires a combination of basic scientific knowledge and manual skills such as can be attained through two-year technical or community college degrees or equivalent on-the-job training.

**Sales Workers:** Occupations engaged wholly or primarily in direct selling. This includes: advertising agents and sales agents, insurance agents and brokers, real estate agents and brokers, sales agents and sales clerks, grocery clerks, cashiers/checkers.

**Office and Clerical:** All clerical work regardless of the level of difficulty in which activities are predominantly non-manual (though some manual work not directly involved with altering or transporting the products is included). This includes: bookkeepers, collectors, messengers, and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, secretaries, and telephone operators.

**Skilled Crafts:** Manual workers of a relatively high skill level who have a thorough and comprehensive knowledge of the process involved in their work. They exercise considerable independent judgment and usually receive an extensive period of training. This includes: building trades, hourly paid foremen and lead-workers who are not members of management, mechanics and repairmen, skilled machinery occupations, electricians. Exclude learners and helpers of craft workers (apprentices).

**Operatives: (Semi-skilled):** Workers who operate machines or processing equipment or perform other factory-type duties of an intermediate skill level which can be mastered in a few weeks and requires only limited training. This includes: apprentices, operatives, attendants, delivery and route drivers, truck and tractor drivers, dressmakers, weavers, welders. Include craft apprentices in such fields as auto mechanics, printing, metalwork, carpentry, plumbing and other building trades.

**Laborers: (Unskilled):** Workers in manual occupations which generally require no special training. They perform elementary duties which may be learned in a few days and which require the application of little or no independent judgment. This includes: garage laborers, car washers, gardeners, and lumber workers, laborers performing lifting, digging, mixing and loading.

**Service Workers:** Workers in both protective and no protective service occupations. This includes: attendants, clean-up workers, janitors, guards, police, fire fighters, waiters and waitresses.

**Underutilization:** If the number of women or people of color in a job group are less than what is expected based on the availability percentage data adopted for the analysis.



## Equal Employment Opportunity (EEO) Policy

<b>Business Name</b>	Patrick D. Murphy Co., Inc.	<b>Date</b>	5/1/2024
<b>EEO Official, Name</b>	Monica Mittle	<b>EEO Official, Title</b>	Project Manager
<b>EEO Official Phone Number</b>	502-454-5632	<b>EEO Official Email Address</b>	<a href="mailto:mmurphy@pdmarchitects.com">mmurphy@pdmarchitects.com</a>

This is to affirm our policy of providing equal employment opportunities to all employees and applicants for employment in accordance with all applicable laws, directives, and regulations of federal, state, and local governing bodies or agencies.

Our organization will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status regarding public assistance. We will take affirmative steps to ensure that all our employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities whenever possible.

We will evaluate the performance of management and supervisory personnel based on their involvement in achieving these Affirmative Action objectives as well as other established criteria. In addition, all employees are expected to perform their job responsibilities in a manner that supports equal employment opportunities.

I have appointed the above-named EEO Official to manage the Equal Employment Opportunity (EEO) program. This person's responsibilities include monitoring all EEO activities and reporting the effectiveness of the business' Affirmative Action program as required by law. I will receive and review reports on the progress of the program. Any employee or applicant may inspect our Affirmative Action Plan and information related to our EEO program during normal business hours. Please contact the EEO Official for further information.

Any employee or applicant for employment who believes they have been treated in a way that violates this policy should contact either the EEO Official or any other management representative, including me. We will take immediate action to investigate and address allegations of discrimination or harassment confidentially and promptly.

  
 \_\_\_\_\_  
 Signature of CEO/President or Board Chairperson

President

Title

Patrick D. Murphy

First and Last Name (Please print)

5/1/2024

Date

## **ASSIGNMENT OF RESPONSIBILITY FOR AFFIRMATIVE ACTION PROGRAM**

Monica Mittle, Project Manager, is designated as the company's EEO manager and is tasked with monitoring all employment activity to ensure that our EEO/AA policies are being carried out. The EEO/AA manager has been given the necessary staffing and support from senior management to fulfill the duties of the position. These duties include, but are not limited to, the following:

1. Develop an EEO policy statement and Affirmative Action Plan ("AAP") that are consistent with the company's EEO policies and establish our affirmative action goals and objectives.
2. Develop and implement internal and external strategies for disseminating the company's AAP and EEO policies.
3. Conduct and/or coordinate EEO/AA training and orientation.
4. Ensure that our managers and supervisors understand it is their responsibility to take action to prevent the harassment of employees and applicants for employment.
5. Ensure that all minority, female, and disabled employees are provided equal opportunity as it relates to organization-sponsored training programs, recreational/social activities, benefit plans, pay and other working conditions.
6. Implement and maintain EEO audit, reporting, and record-keeping systems in order to measure the effectiveness of our Affirmative Action Plan/Program and to determine whether our goals and objectives have been attained.
7. Coordinate the implementation of necessary affirmative action to meet compliance requirements and goals.
8. Serve as liaison between our organization and relevant governmental enforcement agencies.
9. Coordinate the recruitment and employment of women, people of color, and individuals with disabilities, and coordinate the recruitment and utilization of businesses owned by women, people of color, and individuals with disabilities.
10. Coordinate employee and company support of community action programs that may lead to the full employment of women, people of color, and individuals with disabilities.
11. Keep management informed of the latest developments in the area of EEO.

# **INTERNAL AND EXTERNAL DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN**

## **A. Internal Dissemination**

1. Our EEO policy statement is included in our employee handbooks.
2. We will publicize our EEO policy in any newsletters, magazines, annual reports, or other media the company utilizes.
3. Schedule special meetings all other employees to discuss the policy and explain individual employee responsibilities;
4. We will discuss the policy thoroughly during both employee orientation and management training programs;
5. If applicable we will meet with union officials to provide notice of our EEO policy and ask for their cooperation in implementing the policy.
6. If applicable we will include non-discrimination clauses in all of our union agreements and review all contractual provisions to ensure they are non-discriminatory.
7. We will publish articles in any company publications covering our EEO programs, progress reports, and the accomplishments of disabled and female employees and employees of color.
8. Our EEO policy statement and non-discrimination posters will be permanently posted and conspicuously displayed in areas available to employees and applicants for employment.
9. When employees are featured in product or consumer advertising, employee handbooks, or similar publications, we will include images of male and female employees, employees of color, and disabled employees.
10. Communicate at least annually to employees the existence of our affirmative action program and make available the elements of its program as well as enable prospective employees to know and avail themselves of all of our program's benefits.
11. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes are carefully selected and trained to ensure that the goals and commitments in the company's affirmative action program are implemented.

## **B. External Dissemination**

1. We will notify all recruiting sources of the company's EEO policy, stipulating that these sources actively recruit and refer women and people of color for all positions listed.
2. We will hold formal briefing sessions with representatives from recruiting sources. As an integral part of these briefings, we will include facility tours; clear and concise explanations of current and future job openings; position descriptions; worker specifications; explanations of the company's

selection process; and, recruiting literature. We will make formal arrangements regarding applicant referrals, and follow-up with referral sources regarding the disposition of applicants.

3. Any disabled employees who wish to participate in career days, youth motivation programs, and related community activities will be given opportunity to do so.
4. Any recruiting efforts at schools will include specific outreach to disabled students.
5. We will make an effort to participate in work study programs with rehabilitation facilities and schools that specialize in the training or educating disabled individuals.
6. We will use all available resources to continue or establish on-the-job training programs.
7. We will incorporate the equal opportunity clause into all purchase orders, leases, and contracts.
8. We will send written notification of the company's EEO policy to all sub-contractors, vendors, and suppliers, and request cooperative action from them.
9. We will notify community agencies, community leaders, secondary schools, colleges, and organizations that promote women, people of color, and disabled individuals regarding the company's EEO policy.
10. When employees are featured in consumer or help wanted advertising, we will include images of male and female employees, employees of color, and disabled employees.
11. We will communicate the existence of our EEO policy to prospective employees and provide sufficient information to enable prospective employees to avail themselves of the policy's benefits.

## **INTERNAL AUDIT AND REPORTING SYSTEMS**

Our EEO manager has responsibility for implementing and monitoring our affirmative action programs. Department heads, managers, and supervisors are responsible for providing the EEO manager with information and/or statistical data as necessary to measure our good faith efforts to implement our programs. In addition, they are also responsible for submitting formal reports to the EEO Manager on a scheduled basis regarding the degree to which corporate or unit goals are attained and timetables are met.

At least annually, internal audit reports will be prepared in table format and dated. Data collected for these reports will include applicant flow, new hires, promotions, transfers, and terminations (voluntary and involuntary) by job group. Figures for each personnel process must show a breakdown by sex, minority classification, and disability status. Reports will be disseminated to appropriate levels of management, and any problem areas will be addressed as promptly as possible.

## **WORKFORCE ANALYSIS**

### **Availability/Utilization/Underutilization Analysis**

The affirmative action plan must include a workforce analysis based on data that is no more than one year old, including a listing of each job title as it appears in your payroll records ranked from the lowest to the highest paid in each department. If there are separate work units or lines of progression within a department, a separate list must be provided for each work unit, or line, including unit supervisors.

## **GOALS AND TIMETABLES**

*OPTION 1.* During this plan year, it is our goal to make a good faith effort to meet or exceed the availability percentage for women or people of color in all job groups, within our availability/utilization/underutilization analysis. We will continue good faith efforts to recruit and retain individuals with disabilities in all levels of our workforce.

## **PROBLEM AREA IDENTIFICATION**

Patrick D. Murphy Co., Inc. periodically conducts an in-depth analysis of its total employment process to determine whether and where impediments to equal employment opportunity may exist. We evaluated:

1. We have identified no underutilization of women or people of color in our current workforce. We will continue to monitor our workforce composition to ensure that no problems arise.
2. Personnel activity: We will routinely conduct adverse impact analyses using the "Eighty Percent Test" or other statistical methods to analyze our personnel activities, including applicant flow, hires, promotions, terminations and other personnel actions, to determine if there are selection disparities between men and women, people of color, nonminority (and within specific racial groups, if appropriate), or disabled and nondisabled applicants or employees. For tests are used as a part of our selection process, we confirm these tests are job-related and are validated. We have taken corrective action to remove any barriers to hiring or retaining women, people of color, or individuals with disabilities.
3. Compensation system: We will routinely review our compensation system, including rates of pay and bonuses, to determine whether there is any gender, race, ethnicity, or disability-based disparities. If any disparities are identified, we take prompt action to resolve the disparity. In offering employment to individuals with disabilities, we will not reduce the amount of compensation offered because of any disability income, pension, or other benefit the applicant or employee receives from another source.
4. Personnel procedures: We will routinely review all of our personnel procedures and processes, including selection, recruitment, referral, transfers and promotions, seniority provisions, apprenticeship programs and company-sponsored training programs and other company activities to determine if all employees or applicants are fairly considered.



5. Any other areas that might impact the success of our Affirmative Action Program: We continually analyze any other areas that may impact our success, such as accessibility of our facility to the available workforce, the attitude of our current workforce towards EEO, proper posting of our EEO policy and required governmental posters, proper notification of our subcontractors or vendors, and retention of records in accordance with applicable law. We take prompt action to remedy any problems in these areas through training of staff or other methods.

## **ACTION-ORIENTED PROGRAMS**

### **Selection Process**

We will evaluate our selection process using an adverse impact analysis to determine if our requirements screen out a disproportionate number of people of color, women, or individuals with disabilities. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes will be carefully selected and trained to ensure that there is a commitment to the affirmative action program and its implementation.

***Schedule for Review of Job Requirements:*** We will annually review all physical and mental job requirements to ensure that these requirements do not tend to screen out qualified individuals with disabilities. We will determine whether these requirements are job-related and are consistent with business necessity and the safe performance of the job, and we will remove any physical or mental requirements that do not meet these criteria. Any job descriptions or requirements changed after review will be distributed to all relevant employees, particularly those involved in the selection process and supervision of employees.

***Pre-Employment Medical Examination:*** If we require medical examinations or inquiries as a part of our selection process, all exams or inquiries will be conducted after a conditional offer of employment. Only job-related medical examinations and inquiries will be conducted, and the results of these examinations or inquiries will not be used to screen out qualified individuals with disabilities. Information obtained in response to such inquiries or examinations will be kept confidential except that (a) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and regarding accommodations, (b) first aid and safety personnel may be informed, where and to the extent appropriate, if the condition might require emergency treatment, and (c) officials, employees, representatives, or agents of the Kentucky Commission of Human Rights or local human rights agencies investigating compliance with the act or local human rights ordinances will be informed if they request such information.

### **Accommodations to Physical and Mental Limitations of Employees**

We will make reasonable accommodations to the physical and mental limitations of an employee or applicant unless such an accommodation would impose an undue hardship on the conduct of the business.

## Recruitment of Employees

1. All solicitation or advertisements for employees will state that applicants will receive consideration for employment regardless of their race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance. When needed, to help address underutilization, help wanted advertising will also be placed in news media oriented towards women or people of color. Copies of advertisements for employees will be kept on file for review by enforcement agencies.
2. When we place help-wanted advertisements, we will not indicate a preference, limitation, or specification based on sex, age, national origin, or other protected characteristic, unless that characteristic is a bona fide occupational qualification for a particular job. We will not allow any employment agency with which we work to express any such limitation on our behalf, and we will require that these agencies share our commitment to Equal Employment Opportunity.
3. All positions for which we post or advertise externally will be listed with Kentucky Career Centers, America's Job Bank, or similar governmental agencies.
4. As necessary to ensure that potential candidates are aware of job openings, we will contact community organizations focused on the employment of women, people of color, and individuals with disabilities (including state vocational rehabilitation agencies or facilities, sheltered workshops, college placement offices, education agencies, or labor organizations).
5. We will keep documentation of all contacts made and responses received, in connection with paragraph 4 above, whether formal or informal. We will make every effort to give these agencies a reasonable amount of time to locate and refer applicants.
6. We will carry out active recruiting programs at relevant technical schools and colleges, where applicable.
7. We will encourage existing people of color, female and disabled employees to recruit additional candidates for employment opportunities.
8. Consideration of people of color and women not currently in the workforce: We will take additional steps to encourage the employment of women, people of color and individuals with disabilities who are not currently in the workforce, such as providing part-time employment, internships, or summer employment programs.

## Training Programs

People of color, female and employees with disabilities will be afforded full opportunity and will be encouraged to participate in all organization sponsored educational and training programs.

We will seek the inclusion of qualified people of color, female and disabled employees in any apprenticeship program in which we participate.

## **Promotion Process**

Our promotion process has been developed and documented and only legitimate qualifications are considered in our promotion decisions. We will conduct adverse impact analyses to ensure that women, people of color, and employees with disabilities are promoted at rates substantially similar to men, non-people of color, and individuals without disabilities.

## **Termination Process**

We use progressive discipline before terminating employees, where appropriate. All employees are made aware of our discipline process. We will conduct adverse impact analyses to ensure that women, people of color, and employees with disabilities do not leave our company at rates substantially dissimilar to those of men, non-people of color, and employees without disabilities.

## **Religion and National Origin Discrimination and Accommodation for Religious Observance and Practice**

As a part of our commitment to Equal Employment Opportunity for all, we have made a specific effort to ensure that national origin and religion are not factors in recruitment, selection, promotion, transfer, termination, or participation in training. The following activities are undertaken to ensure religion and national origin are not used as a basis for employment decisions:

1. Recruitment resources are informed of our commitment to provide equal employment opportunity without regard to national origin or religion.
2. Our employees are informed of our policy and their duty to provide equal opportunity without regard to national origin or religion.
3. Employment practices exist and are reviewed to ensure that we implement equal employment opportunity without regard to national origin or religion.
4. The religious observances and practices of our employees are accommodated, except where the requested accommodation would cause undue hardship on the conduct of our business.
5. We do not discriminate against any qualified applicant or employee because of race, color, creed, disability, age, sex, sexual orientation, marital status, or status with regard to public assistance in implementing the policy concerning non-discrimination based on national origin or religion.

## **Sex Discrimination Guidelines**

We incorporate the following commitments into this AAP to ensure that all laws related to the prohibition of discrimination based on sex are followed:

1. Employment opportunities and conditions of employment are not related to the sex of any applicant or employee. Salaries are not related to or based upon sex.
2. Women are encouraged to attend all training or development programs to facilitate their opportunities for promotion, and to apply for all positions for which they are qualified.

3. We do not deny employment to women or men with young children and do not penalize, in conditions of employment, women or men who require time away from work for parental leave.
4. Appropriate physical facilities are provided to both sexes.

### **Prevention of Harassment and Discrimination**

Our company has developed policies prohibiting the harassment of or discrimination against any employee because of any characteristic protected under civil rights laws. Senior management will distribute these policies routinely to current employees and incorporate these policies as a part of new employee orientation. Employees are made aware of contact persons to report any violation of these policies.

## **ANTI-HARASSMENT POLICY**

As a part of our commitment to equal opportunity, Patrick D. Murphy Co., Inc. Architects has adopted an anti-harassment policy. Any employee who engages in harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, age, or other legally protected characteristics; any employee who permits employees under his/her supervision to engage in such harassment; or any employee who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct and shall be subject to remedial action which may include the imposition of discipline or termination of employment.

Examples of harassment may include derogatory comments regarding a person's race, color, religion, or other protected characteristics, sexually explicit or other offensive images (whether printed or displayed on a computer), and jokes that are based on stereotypes of particular races, sexual orientations, ages, religions, or other protected characteristics.

*Sexual Harassment* is prohibited and includes any unwelcome sexual advance, request for sexual favor and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment;
- Submission to or rejection of such conduct is used as a factor in any employment decision affecting any individual; or
- Such conduct has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the perception of the conduct by the recipient that is relevant to whether the conduct is harassment. Given the difficulty of judging whether the conduct is welcome or unwelcome in particular situations, the company prohibits all employees from engaging in any conduct of a sexual nature or amounting to harassment based on any protected category in the work setting.

This policy applies to everyone in the organization as well as senior management. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated.

If you believe you have been a victim of harassment, take the following steps:

- Discuss the matter with your supervisor or manager.
- If, for any reason, you would prefer not to speak to your supervisor (for example, if you believe your supervisor to be the source of or a party to the harassment), you may talk to any other member of management or the EEO manager.

The company will investigate and attempt to resolve your complaint promptly. If, for any reason, you believe this has not occurred within a reasonable period of time, refer the matter to a member of senior management up to and including the CEO of Patrick D. Murphy Co., Inc., Architects.

## **PROBLEM RESOLUTION POLICY**

In any organization, dissatisfaction may arise because an employee does not know, understand, or agree with certain policy interpretations or management decisions. Such dissatisfactions are commonly referred to as grievances. At Patrick D. Murphy Co., Inc., Architects, we believe that if any employee has a grievance concerning his/her wages, hours of work, or other terms or conditions of employment, the matter should receive attention from management.

An employee who feels aggrieved is urged to take the matter up immediately with his/her supervisor. Your supervisor is required to investigate your grievance and provide you a response or decision within a reasonable period of time. This investigation may consist of, but is not limited to, gathering information from other employees involved, reviewing company policy, and any other action necessary to understand the matter completely.

If you are not satisfied with the response/decision from your immediate supervisor, you are encouraged to notify the next level of management in writing. This next level of supervision will have a reasonable period of time in which to investigate the matter and respond to you in writing.

If, after these steps are taken, you believe inadequate action has been taken to resolve your complaint, contact Monica Mittle. It is the policy of this organization to respond to any and all complaints, and to take immediate and necessary actions to resolve the issue.

There will be no adverse action taken against a complaining employee as a result of making the complaint, regardless of the outcome of the investigation.

If you have a problem which is more specifically addressed by the Anti-Harassment Policy, please follow the procedure described in the Anti-Harassment Policy section.



## **G. Proposal Form – Company Information**

Firm Submitting Proposal: Patrick D. Murphy Co., Inc., Architects

Complete Address: 4606 Illinois Ave., Louisville, KY 40213  
Street City Zip

Contact Name: Jean-Paul Grivas Title: Vice-President

Telephone Number: 502-494-5965 Fax Number: 502-454-4650

Email address: JPGrivas@pdmarchitects.com

## **H. Workforce Analysis Form**

# **WORKFORCE ANALYSIS FORM**

**Name of Organization:** Patrick D. Murphy Co., Inc., Architects

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	2	2															
Superintendents																	
Supervisors																	
Foremen																	
Technicians	3	2				1											
Protective																	
Para-																	
Office/Clerical	2	1	1														
Skilled Craft	3	3															
Service/Maintena																	
<b>Total:</b>	11	8	2			1											

**Prepared by:** Jean-Paul Grivas, Vice-President

**Date:** 3 / 21 / 2025

 V.P.

**(Name and Title)**

**Revised 2015-Dec-15**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/7/2025

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

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

<b>PRODUCER</b> Sterling Thompson Co. 401 W. Main St Suite 1200 Louisville KY 40202	<b>CONTACT NAME:</b> <b>PHONE</b> (A/C, No, Ext): 502-585-3277 <b>FAX</b> (A/C, No): 502-585-3306 <b>E-MAIL ADDRESS:</b> info@sterlingthompson.com
<b>INSURED</b> Patrick D. Murphy Company, Inc. P. O. Box 20835 Louisville KY 40250-0835	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Liberty Mutual Ins. Group 0060009 <b>INSURER B:</b> AmWINS <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:** 557007601**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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:	Y	Y	BLO52842875	5/6/2024	5/6/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	BAS52842875	5/6/2024	5/6/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	USO52842875	5/6/2024	5/6/2025	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
A	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	XW052842875	5/6/2024	5/6/2025	PER STATUTE E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Professional Liability	Y	Y	URA1458427	7/27/2024	7/27/2025	2,000,000

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

Certificate Holder Note:

The services are to include the preparation of Schematic Design Documents through Construction Documents, Bidding, and Construction Administration for the construction of the Robert F. Stephens, District and Circuit Courthouses - Roof Replacements as contemplated in the OWNER's Request for Proposal No. #09-2025.

**CERTIFICATE HOLDER****CANCELLATION**

Lexington- Fayette Urban County Government  
200 E Main St  
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

© 1988-2014 ACORD CORPORATION. All rights reserved.