

AFFIRMATIVE ACTION PROGRAM

INTRODUCTION

The following Affirmative Action Program ("AAP") has been developed in accordance with contract compliance regulations from the Federal Government's Executive Order 11246, pertaining to Affirmative Action Programs for Minorities and Women, The Rehabilitation Act of 1973 for Individuals with Disabilities, and the Vietnam Era Veterans Readjustment Assistance Act of 1974, and the Jobs for Veterans Act, both concerning protected veterans.

The scope of this Affirmative Action Program includes all departments of URS Corporation. This document:

- Specifies our equal employment policy along with a detailed description of how that policy is implemented;
- Identifies areas of minority and/or women concentration or under-representation;
- Establishes goals for specific areas of the workforce; and,
- Outlines the efforts that will be taken to ensure that the Affirmative Action Program is implemented.

URS Corporation, Cincinnati, OH (CINCI) Facts

URS Corporation offers a range of professional planning, engineering and architectural design, environmental, construction, and program and construction management services. We also provide system integration, operations and maintenance, management and a wide range of specialized technical services. We are organized into three business lines: Infrastructure & Environment ("IE"), Federal Services ("FS"), and Energy & Construction ("EC"). With an established presence in major cities in the Americas, Europe, the Middle East, and Asia-Pacific, we serve the U.S. federal government, state and local government agencies and private-industry clients, including Fortune 500 companies worldwide.

URS Corporation, Cincinnati, OH (CINCI) has an on-going commitment to the goals of equal opportunity and affirmative action programs. This document was developed to meet the needs of personnel in implementing the affirmative action program during the current program year.

CONFIDENTIALITY

This Affirmative Action Program contains confidential information that is subject to the provisions of 18 U.S.C. S1905. Chrysler Corp. v. Brown, 441, U.S. 281, 19 FEP 475 (1979).

Copies of this Affirmative Action Program and all related appendices, documents and supporting data are made available on loan to the U.S. Government upon the request of said government on the condition that the government hold them totally confidential and not release copies to any person whatsoever. This Affirmative Action Program and its appendices and other supporting documents contain much confidential information that may reveal, directly or indirectly, the organization's plans for business or geographical expansion or contraction. The company considers this Affirmative Action Program to be exempt from disclosure, reproduction and distribution under the Freedom of Information Act upon the grounds, among others, that such materials constitute: (1) personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personnel privacy, which are exempt from disclosure under 5 U.S.C. 552(b) (6); (2) confidential, commercial or financial information, which is exempt from disclosure under 5 U.S.C. 552 (b) (4); (3) investigatory records compiled for law enforcement purposes, the reproduction of which are exempt from disclosure under 5 U.S.C. 552(b) (7) (C); and as (4) matters specifically exempt from disclosure by statute, which are exempt from disclosure under 5 U.S.C. 552(b) (3). Notice is hereby given of a request pursuant to 41 C.F.R. 60-60.4(d) that portions of this AAP be kept confidential.

Specifically, the company does not consent to the release of any information whatsoever contained in this Affirmative Action Program under the Freedom of Information Act or otherwise. If the U.S. Government, or any agency or subdivision thereof, is considering a request for release of this plan under the Freedom of Information Act, request is hereby made that the government immediately notify the Chief Executive Officer of the company of any and all Freedom of Information Act requests received by the government or any other contemplated release of this plan by the government which relates to information obtained by the government from the company.

The company further requests that everyone who has any contact with this Affirmative Action Program, or its supporting appendices, documents and other data, treat such information as totally confidential and that such information not be released to any person whatsoever.

Retention or disclosure of information relating to identifiable individuals may also violate the Privacy Act of 1974.

PROGRAM TERMINOLOGY

The terms "incumbency to availability analysis," "utilization," "problem area," and "adverse impact" or "goals," appearing in this Affirmative Action Program, are terms the company is required to use herein by government regulations. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance, although the company will use the terms in total good faith in connection with its Affirmative Action Program. Such usage does not necessarily signify that the company agrees that these terms are properly applied to any factual situation.

Whenever the term "placement goal" is used, the following two major principles should be applied: 1) Placement goals may not be rigid and inflexible quotas. Quotas are expressly forbidden. 2) In all employment decisions, the contractor must make selections in a nondiscriminatory manner. Placement goals do not provide the contractor with a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that person's race, color, religion, sex, or national origin (41 C.F.R. 60-2.16(e)).



The intranet-posted version of this guidance is the document of record.

Title	Equal Opportunity Affirmative Action		
Document Type	Policies & Procedures	Doc. No.	030.010
Department	Human Resources	Effective Dt.	7/1/2012
Division	<input checked="" type="checkbox"/> Corporate <input type="checkbox"/> Energy & Construction <input type="checkbox"/> Federal Services <input checked="" type="checkbox"/> Infrastructure & Environment <input type="checkbox"/> Oil & Gas	Revision No.	7
Audience	[PPI Audience]		
Language	English		
Authorization	Chief Executive Officer		
Responsibility	Vice President Human Resources		

POLICY

The Company provides equal employment opportunity to all qualified employees and applicants for employment without regard to race, religious creed, color, religion, creed, sex, sexual orientation or preference, national origin, citizenship status, ancestry, age, marital status, medical condition, physical or mental disability, or protected veteran's status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, termination, and all other terms and conditions of employment.

As a government contractor, the Company is committed to complying with its obligations to Affirmative Action. Affirmative Action is a policy of inclusion rather than exclusion, having as its goal to attract and retain qualified individuals of either sex and of all races and ethnicities. We assess our program towards that goal by analyzing how representation of minorities and women at all levels in the organization compares with the sex, ethnic and racial composition of the qualified available workforce in the appropriate geographical area from which employees are drawn.

The Company, in compliance with the requirements of Executive Order 11246, as amended, and Executive Order Section 3C as amended, and the Rehabilitation Act, maintains a written affirmative action program in the local Human Resources Departments, portions of which are available to employees upon request.

PURPOSE

To provide equal employment opportunity to all persons without regard to their race, religious creed, color, religion, creed, sex, sexual orientation or preference, national origin, citizenship status, ancestry, age, height, weight, marital status, medical condition, physical or mental disability, or protected veteran's status, and to promote the full realization of equal employment opportunity through a positive continuing program that complies in spirit and letter with all federal, state and local non-discrimination and fair employment laws and directives.

Any employee who believes that he/she (or others) is being subjected to a working environment that is not free from discrimination, intimidation or harassment should contact his/her Human Resources Representative.



The intranet-posted version of this guidance is the document of record.

RESPONSIBILITY

The Chief Executive Officer is responsible for ensuring that these Policies and Procedures are continuously implemented within the Company and that supervisors and others are apprised of the Company's strict prohibition against violations of these policies and procedures.

The Human Resources Representative shall report to the Vice President of Human Resources within 24 hours if the Company 1) receives an employment complaint filed by a local, state or federal agency, 2) is served with a civil suit filed on behalf of an employee or former employee, or 3) has knowledge of a serious personnel-related problem, including sexual harassment, that could lead to such a claim or suit.

DESIGNATION OF RESPONSIBILITY

(41 CFR 60-2.17(a))

- A) **Management:** Mary Sax, RBU Human Resources Manager, has overall responsibility for our Equal Opportunity Policy and Affirmative Action Program. It is her responsibility to ensure that these policies are effectively managed and that managers at all levels of the organization take part in their implementation.
- B) **EEO Official:** The company's EEO Official, Erin Emmer, Employment Counsel has been delegated the following responsibilities:
1. Assist in implementing the company's policy on Equal Opportunity;
 2. Prepare and update annually the Affirmative Action Plan;
 3. Prepare annually and submit the company's Standard Form 100 EEO-1 report to the EEOC/OFCCP Joint Reporting Committee, and the VETS-100 Form to the Department of Labor's Office of Veterans Employment & Training;
 4. Maintain a continuing audit of and documentation on the company's activity to identify possible problem areas to measure overall effectiveness of the plan implementation. Follow up with advice and recommendations where appropriate to ensure necessary actions are taken;
 5. Assist in resolving identified problem areas;
 6. Report periodically to senior management, progress toward achieving affirmative action goals and objectives;
 7. Ensure that members of management are kept abreast of recent developments in the Equal Employment Opportunity area and applicable federal, state and local laws and regulations;
 8. Serve as liaison between the company and EEO enforcement agencies, as well as women and minorities organizations, and community based organizations;
 9. Initiate internal and external communications regarding equal opportunity activities of the company.
- C) **Management Responsibilities:** In addition to responsibility for implementation of the Affirmative Action Program, managers have certain responsibilities and may be involved with the EEO Official in the following ways:
1. Assist in the "identification of problem areas" as may exist and in the establishment of Affirmative Action goals and objectives;

Designation of Responsibility (continued)

2. Assist in auditing training programs, hiring and promotional patterns and, as necessary, remove any impediments to our goals and objectives;
3. Have regular discussions with their managers to assure our policies are being followed and that they understand their performance evaluation includes equal opportunity efforts and results, along with other criteria;
4. Review the qualifications of all employees to assure in the process that minorities and women are given full opportunities for promotion and transfer;
5. Provide job/career counseling to all employees;
6. Preview and assure that:
 - All required federal EEO posters are properly displayed;
 - The facility is desegregated and only locker rooms and restrooms are maintained separately by gender;
 - Minorities and women along with other employees may be encouraged to participate in company sponsored educational, training, recreational and social activities.
7. All managers are responsible for taking action to prevent harassment and intimidation of employees.

ACTION ORIENTED PROGRAMS TO OBTAIN GOALS AND OBJECTIVES (41 CFR 60-2.17(c))

In addition to our ongoing efforts, the company will focus on actions designed to enhance our Affirmative Action performance.

A) Internal Promotion and Transfer Systems: We rely upon an effective system for ensuring that employees have equal opportunity to advance in employment as opportunities occur. Because of the importance of these systems to our Affirmative Action Program, we have reviewed and clarified the responsibilities and methods used.

Following is a description of the system as we intend it to operate:

1. **Promotional Process:** Vacancies are filled from within whenever possible either through promotions or transfers. Human Resources may search within the company for qualified candidates to promote into open positions.

“Promotable Employees” are identified in a number of ways, which may include but are not limited to:

- Periodic review of the experience and background of employees;
- Review of education reimbursement applications;
- Discussions with employees regarding career growth and educational interests;
- Recommendations from other managers; and
- Review of wage and salary actions and performance evaluation information.

2. **Transfer System:** It is our practice to make it possible for employees to request transfers to other departments within the company and grant transfers wherever possible to fit the needs and interests of both employees and the organization.

Employees can request a transfer in the following ways:

- Directly filing for a position with Human Resources.
- Through their immediate manager, who forwards their request to Human Resources.

Action Oriented Programs (continued)

Employees requesting consideration for transfer may be contacted by Human Resources to determine the reason for the request. Particular attention may be paid to requests of minorities and women to ensure that their requests do not stem from any discriminatory problem in their current position.

B) Positions are reviewed on an on-going basis for validity of the qualification requirements. The process for review is as follows:

1. Open positions are reviewed with Human Resources, as a usual procedure;
2. Obvious corrections to job titles, duties, qualification statements, and position are made;
3. The amended position may be reviewed with the hiring manager for concurrence on position requirements.

The foregoing process is also used in establishing new positions. The validity of qualification requirements is also checked by Human Resources as requisitions are received from hiring managers.

C) Other Action Oriented Programs: The following additional action oriented programs aid in the implementation of our Affirmative Action Program. (Note: These actions are not intended to reflect that a problem exists, or is identified, nor do they correct unidentified problems.)

1. Personnel procedures and actions will be monitored by Human Resources to support equal opportunity and affirmative action.
2. Contact will be initiated and regularly reinforced with community organizations that specialize in the training, placement, and support of women, minorities, veterans and people with disabilities.
3. A primary function of managers is the periodic review of an employee's performance to ensure that they understand and can carry out the duties and requirements of their assignments; to commend employees for superior performance and to assist employees in their efforts to improve and advance in their careers.

D) Formal Performance Review Program: This process is designed to review an employee's total performance for the period since their last review. Job performance is compared to standards and discussed with the employee. A summary of the review, including the employee's accomplishments, development needs and other performance information is placed in the employee's personnel file.

Human Resources is responsible to review Performance Appraisals and provide assistance as may be needed to increase manager's effectiveness to guide, motivate and assist employees with their development.

E) Action-oriented programs are being developed and implemented in the following areas as they are related to any problem areas identified in this Affirmative Action Program:

- (1) Workforce Analyses (by organizational profile and job groups);
- (2) Employment Selection Processes (including: hires, promotions, terminations, applications for employment);
- (3) Personnel Recordkeeping Procedures and Systems;
- (4) Recruiting Efforts (for Minorities and Women); and
- (5) Compensation Analyses.

INTERNAL AUDIT AND REPORTING SYSTEM

(41 CFR 60-2.17(d))

To reach our Affirmative Action Goals and Objectives, the company will develop a systematic approach to monitoring and measuring the results of its Program. The EEO/AAP Audit and Reporting System will be implemented as follows:

A) Monitoring of Internal Reports:

The following company reports will be generated and monitored on a regular basis by our designated EEO Official:

1. Applicant Tracking, which will include:

- Name, race and sex of each applicant, where possible, as designated by the company;
- Referral source;
- Job applied for;
- Disposition of the application;
- Self-identification

2. Employment Activity Reports: Our Human Resources System records employee hires, transfers, promotions, and terminations, and these actions will be analyzed on a regular basis to ensure that our policy of nondiscrimination is carried out.

B) Additional Internal Auditing and Reporting Procedures:

1. The EEO official will present to its senior management a report of AAP Performance to Plan, including a review of placements into each AAP job group and possible problem areas.
2. AAP report results will then be reviewed with appropriate levels of management.

C) Internal Compliance Review:

We will conduct reviews, at least annually, to audit minority and women AAP progress and performance; identify any problem areas that may exist; and conduct an analysis for adverse impact.

AAP For Individuals with Disabilities

(Section 503 of The Rehabilitation Act of 1973)

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SECTION I
EQUAL EMPLOYMENT POLICY
(41 CFR 60-741.44(a))

URS Corporation, Cincinnati, OH (CINCI) undertakes affirmative action as described, to recruit, hire, train and promote, qualified individuals with disabilities and ensure that all personnel actions, including compensation, are administered without regard to a person's disability; and that employment decisions are based only on valid job requirements. In offering employment or promotions to individuals with disabilities, URS Corporation, Cincinnati, OH (CINCI) will also ensure that the compensation offered is not reduced based upon any other income related to disability-related income or benefits.

It is company policy that employees and applicants are not subjected to harassment, intimidation, threats, coercion or discrimination merely because they filed a complaint or participated in an investigation requiring equal employment opportunity for disabled individuals.

To ensure equal employment opportunity and fair treatment, URS Corporation, Cincinnati, OH (CINCI) will periodically measure the effectiveness of its overall affirmative action program efforts. Our Vice President, Human Resources, is assigned overall responsibility for the implementation of our affirmative action program.

SECTION II
REVIEW OF PERSONNEL PROCESSES
(41 CFR 60-741.44(b))

URS Corporation, Cincinnati, OH (CINCI) will ensure that its personnel processes provide a thorough and systematic consideration of the job qualifications of applicants and employees with known disabilities for job vacancies filled through hiring or promotion and for all training opportunities.

In addition, URS Corporation, Cincinnati, OH (CINCI) will ensure that its personnel processes provide for careful, thorough, and systematic consideration of the job qualifications of applicants and employees with known disabilities for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available. The company ensures that its personnel processes do not stereotype disabled persons in a manner which limits their access to all jobs for which they are qualified. The company periodically reviews such processes and makes any necessary modifications to ensure that these obligations are carried out. A description of the review and any necessary modifications to personnel processes or development of new processes shall be included in any affirmative action programs required under this part. The contractor will design procedures that facilitate a review of the implementation of this requirement by the contractor and the Government.

SECTION III
PHYSICAL AND MENTAL QUALIFICATIONS
(41 CFR 60-741.44(c))

URS Corporation, Cincinnati, OH (CINCI) will ensure that to the extent qualifications may screen out qualified individuals with disabilities, they are job-related for the position in question and consistent with business necessity.

Whenever physical or mental job qualifications are applied to the selection of an applicant or employee, to the extent that qualification standards may screen out qualified individuals with disabilities, the standards will be related to the specific job or jobs for which the individual is being considered, consistent with business necessity.

The company may determine that an individual poses a direct threat to the health or safety of themselves or others in the workplace and use this information as a defense to allegations of discrimination.

In the event a medical examination is required to qualify for a job, the results of such an examination will be used only in accordance with the provisions of this Plan. We will inquire into an individual's physical or mental condition or conduct a medical examination only when it is necessary to evaluate the individual for his or her present job or one for which the individual is being considered. In any event, all information obtained will be kept confidential except as may be expressly waived in writing by the employee or under the following conditions:

- Supervisors and managers may be informed regarding work or duty restrictions of the individual and regarding needed reasonable accommodations;
- First Aid and Safety personnel may be informed, to the extent appropriate, if the condition requires emergency treatment; and,
- Government officials engaged in enforcing the Rehabilitation Act, VEVRAA, or the Americans with Disabilities Act (ADA) may be informed.

SECTION IV

REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS OF EMPLOYEES (41 CFR 60-741.44(d))

URS Corporation, Cincinnati, OH (CINCI) will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability unless it can be shown that the accommodation would impose an undue hardship on the operation of the business. In determining the extent of the accommodation to be made, business necessity and financial costs may be considered.

When appropriate, if an employee with a known disability is having significant difficulty performing his or her job and discussion relates the performance problem to a known disability, the company may confidentially discuss whether the employee is in need of a reasonable accommodation to address the problem.

Information on individuals with disabilities will be kept confidential except in the following situations:

- Supervisors and managers may be informed regarding restrictions to the work or duties of the individual and regarding needed reasonable accommodations;
- First Aid and Safety personnel may be informed where and to the extent appropriate, if the condition might require emergency treatment; and
- Government Officials engaged in enforcing the Rehabilitation Act, VEVRAA, and the ADA may be informed.

SECTION V
HARASSMENT
(41 CFR 60-741.44(e))

URS Corporation, Cincinnati, OH (CINCI) will ensure that people with disabilities are not harassed because of known physical or mental limitations.

SECTION VI
EXTERNAL DISSEMINATION OF POLICY, OUTREACH
AND POSITIVE RECRUITMENT
(41 CFR 60-741.44(f))

We have reviewed our employment practices to determine whether our personnel programs provide effective affirmative action for employment and advancement of qualified individuals with disabilities. As appropriate, we will undertake to do one or more of the following:

- a) Enlist the assistance and support of recruiting sources (including State Employment Agencies, State vocational rehabilitation agencies or facilities, sheltered workshops, college placement offices, State education agencies, and organizations of and for individuals with disabilities) to provide meaningful employment opportunities for qualified individuals with disabilities.
- b) Establish contact with appropriate social service agencies, organizations of and for individuals with disabilities and vocational rehabilitation agencies or facilities, for such purposes as advice, technical assistance, and referral of potential employees.
- c) Include individuals with disabilities when employees are featured in consumer, promotion, or employment advertising. Individuals with disabilities can participate in career days, youth motivation programs and related activities in the community.
- d) Send written notification of our EEO policy to subcontractors, vendors and suppliers, requesting appropriate action on their part.
- e) Consider applicants with known disabilities for other available positions for which they may be qualified when the position(s) applied for is unavailable.
- f) Take positive steps to consider qualified individuals with disabilities not currently in the workforce who have the requisite skills and can be recruited through affirmative action efforts.

SECTION VII

INTERNAL DISSEMINATION OF POLICY (41 CFR 60-741.44(g))

To ensure greater employee participation in our affirmative action program, URS Corporation, Cincinnati, OH (CINCI) has developed internal procedures to engage in efforts to employ and advance in employment, qualified individuals with disabilities. We may undertake the following activities in an effort to foster understanding, acceptance and support among managers and employees:

- a) Include the company policy on equal employment opportunity in our Employee Handbook;
- b) Discuss the EEO policy in employee orientation and management training programs.
- c) Communicate our company policy regarding non-harassment of individuals with disabilities.

SECTION VIII

AUDIT AND REPORTING SYSTEM (41 CFR 60-741.44(h))

URS Corporation, Cincinnati, OH (CINCI) will develop an audit and reporting system that measures the effectiveness of the affirmative action program. The system, when fully implemented, will include the following elements:

- (a) The degree to which affirmative action objectives have been attained.
- (b) Whether individuals with known disabilities have had the opportunity to participate in company sponsored educational, training, recreational and social activities.
- (c) Measures the company's compliance with specific affirmative action program obligations.
- (d) Where an affirmative action program element is found to be deficient, the company will undertake necessary actions to bring the program into compliance.

SECTION IX
RECORDKEEPING
(41 CFR 60-741.80))

Generally speaking, personnel or employment records made or kept will be preserved for a period of at least two years from the date of the record or the personnel action involved, whichever occurs later. Records include, but are not limited to:

- Records relating to reasonable accommodations;
- The results of physical examinations;
- Job advertisements and postings; applications and resumes;
- Tests and test results; interview notes; and other records having to do with hiring, assignment, promotion, demotion, transfer, lay-off, or termination, rates of pay or other terms of compensation, and selection for training programs;
- In the case of involuntary terminations, personnel records shall be kept for a period of two years from the date of the terminations;
- Where a complaint of discrimination has been filed, a compliance review initiated, or an enforcement action has commenced, all personnel records relevant to the situation shall be preserved until final disposition of the action.

Recordkeeping requirements apply only to records made or kept on or after August 29, 1996.

SECTION X
RESPONSIBILITY FOR IMPLEMENTING THE AAP
(41 CFR 60-741.44(i))

URS Corporation, Cincinnati, OH (CINCI) has assigned responsibility for implementation of the affirmative action program and its activities to an officer of the company. Our RBU Human Resources Manager's identity will appear on all internal and external communications regarding the company's affirmative action program. She will be given the necessary management support, staff and other resources to manage and implement the program.

SECTION XI
TRAINING
(41 CFR 70-741.44(j))

All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes will be trained to ensure that the commitments in the company's affirmative action program are implemented.

SECTION XII
AVAILABILITY OF THE AFFIRMATIVE ACTION PROGRAM
(41 CFR 60-741.41)

A copy of this Affirmative Action Program is available to employees or applicants for employment, upon request to any member of Human Resources or management. The location and hours during which copies of the AAP may be obtained are posted at each site, as appropriate.

SECTION XIII
INVITATION TO SELF-IDENTIFY
(41 CFR 60-741.42)

As required, URS Corporation, Cincinnati, OH (CINCI) will, after making an offer of employment to an applicant and before the applicant begins his or her employment, notify each applicant that he or she may self-identify his or her disability and request an accommodation.

The notice states that the information being requested is voluntary and will be kept confidential and that refusal to provide it will not subject the applicant to any adverse treatment and that the information will only be used in accordance with obligations in the regulations.

A separate file will be kept on individuals who self-identify. This information will be provided to Government representatives upon request.

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URS processes personal data that you voluntarily submit via our Career Center for recruitment purposes only. Your profile will not be considered for positions after one (1) year. URS has entrusted a third party with the hosting of the database where all applications are stored. The third party has access to that data only if necessary to perform its services. The third party is contractually obliged to ensure the privacy, confidentiality and security of your data. To review our privacy policy in its entirety, click on 'Contact Us', then click the privacy policy link.

Ihre im URS Bewerbungs-Center hinterlegten persönlichen Daten sind freiwillig und werden von URS ausschließlich zum Zwecke der Personalarwerbung verwendet. Nach Ablauf eines (1) Jahres nach Bewerbungseingang werden Ihre Daten automatisch gelöscht und nicht weiter für Stellenausschreibungen in Betracht gezogen. URS hat einen externen Partner mit der Pflege der Datenbank, in der alle Bewerbungen verwaltet werden, beauftragt. Dieser Vertragspartner hat nur in soweit Zugang zu den Daten wie es zur Erbringung der mit URS vereinbarten Serviceleistung erforderlich ist. Der Vertragspartner ist vertraglich dazu verpflichtet den Datenschutz, Vertraulichkeit und Sicherheit der eingesandten Daten zu gewährleisten. Um einen Überblick über unsere gesamte Datenschutzrichtlinie (Privacy Policy) zu erhalten, klicken Sie bitte auf 'Contact Us' und dann auf den 'Privacy Policy' – Link.

URS tratta i dati personali volontariamente inseriti nel nostro 'Career Center' unicamente a scopo di selezione. Il profilo del candidato rimarrà attivo per ricerche di lavoro solo per un anno. URS ha affidato a terzi la gestione della banca dati contenente le domande di lavoro. I terzi possono accedere ai dati solo se necessario per l'espletamento di tale servizio. Essi sono inoltre obbligati contrattualmente a garantire la privacy, la riservatezza e sicurezza dei dati. Per visionare la nostra informativa sulla privacy nella sua completezza, cliccare su 'contattaci', e successivamente sul link 'informativa sulla privacy'.

URS procesa los datos que Ud. ha remitido voluntariamente a través de nuestro 'Career Center', sólo para fines de contratación. Su perfil no se tendrá en cuenta si hubiese transcurrido más de un año desde su recepción. URS confía el almacenamiento de la base de datos y todas sus aplicaciones a un tercero, el cual sólo podrá acceder a los datos para el mantenimiento de dicho servicio, estando obligado contractualmente a asegurar la privacidad, confidencialidad y seguridad de sus datos. Si desea acceder a nuestra política de privacidad en su totalidad, seleccione 'Contact US' y seguidamente, 'Privacy policy'.

OK

Cancel

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Address https://www.urs.apply2jobs.com/index.cfm?fuseaction=mExternal.show/EditEMSPProfile&RID=23132&PTS=346CFC22-15C5-5F9E-0E0413BF5B8A8507

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Note: All fields in RED are required. * multi-select fields have an asterisk (*) For multiple selections, hold down the CTRL key (PC) or the Command key (Mac) while making a selection.

Self-Disclosure

Please Read :

** Your submittal is not yet complete. Please continue below to complete your submittal.**

This section is used for U.S. federal compliance only. If you are submitting your resume for a non-U.S. position, please disregard this section.

URS is an Affirmative Action Employer. It is our policy to offer employment opportunity, in all phases of employment, to all persons without regard to race, color, religion, pregnancy, gender, age, marital or veteran status, medical condition or disability, sexual orientation or national origin.

The following information is being gathered for use in complying with government record keeping and other legal requirements. Completion of this form is voluntary and your responses will assist us in developing and monitoring our affirmative action program. This information will be kept confidential and separate from your resume/employment application and will not be used to make an employment related decision. If you choose not to "self-identify", you will not be subject to any adverse treatment.

Race:

Gender:

Cancel Submit

Done

DEFINITIONS **(41 CFR 60-741.2)**

Government Contract - means any agreement or modification between any contracting agency and any person for the purchase, sale or use of personal property or non-personal services (including construction). The term *government contract* does not include agreements in which the parties stand in the relationship of employer and employee, and federally assisted contracts.

Contracting Agency - means any department, agency, establishment or instrumentality of the United States, including any wholly owned government corporation, which enters into contracts.

Contractor - means a prime contractor or subcontractor holding a contract in excess of \$10,000.

Individual with a disability - means any person who:

- (a) has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- (b) has a record of such an impairment; or
- (c) is regarded as having such an impairment.

“Substantially limits” - means (a) unable to perform a major life activity that the average person in the general population can perform, or (b) significantly restricted as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the condition, manner, or duration under which the average person can perform that same major life activity. The following factors should be considered in determining whether an individual is substantially limited in a major life activity:

- (1) The nature and severity of the impairment;
- (2) The duration or expected duration of the impairment; and
- (3) The permanent or long-term impact or the expected impact of or resulting from an impairment.

Qualified individual with a disability - means an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation can perform the essential functions of such position.

Essential functions - means fundamental job duties of the employment position the individual with a disability holds or desires. The term *essential functions* does not include the marginal functions of the position.

Reasonable accommodation - means (a) modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such applicant desires, or, (b) modifications or adjustments to the work environment or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of the position, or (c) modifications or adjustments that enable the employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by the company's other similarly situated employees without disabilities.

Definitions (continued)

Undue hardship - means, with respect to the provision of an accommodation, significant difficulty or expense incurred by the company, when considered in light of the following factors: (a) the nature and net cost of the accommodation needed; (b) the overall financial resources of the facility involved in the provision of the reasonable accommodation; (c) the overall financial resources of the company, the size of the business and the number, type and location of its facilities; (d) the type of operation of the company; (e) the impact of the accommodation upon the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facilities ability to conduct business.

Direct threat - means a significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation. The determination that an individual with a disability poses a "direct threat" shall be based on an individualized assessment of the individual's present ability to perform safely the essential functions of the job. This assessment shall be based upon reasonable medical judgment that relies on the most current medical knowledge and/or on the best available objective evidence. In determining whether an individual would pose a 'direct threat' the factors to be considered include: (a) the duration of the risk; (b) the nature and severity of the potential harm; (c) the likelihood that the potential harm will occur; and (d) the imminence of the potential harm.

EQUAL OPPORTUNITY CLAUSE (41 CFR 60-741.5)

Equal Opportunity for Workers with Disabilities

1. URS Corporation, Cincinnati, OH (CINCI) will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities without discrimination based on their physical or mental disability in all employment practices, including the following:
 - i. Recruitment, advertising, and job application procedures;
 - ii. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff and rehiring;
 - iii. Rates of pay or any other form of compensation and changes in compensation;
 - iv. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
 - v. Leaves of absence, sick leave, or any other leave;
 - vi. Fringe benefits available by virtue of employment, whether or not administered by the contractor;
 - vii. Selection and financial support for training including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
 - viii. Activities sponsored by the contractor including social or recreational programs; and
 - ix. Any other term, condition, or privilege of employment.
2. The contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.
3. In the event of the contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to Section 503 of the Rehabilitation Act of 1973.
4. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities.

The contractor must ensure that applicants and employees with disabilities are informed of the contents of the notice (e.g., the contractor may have the notice read to a visually disabled individual, or may lower the posted notice so that it might be read by a person in a wheelchair).
5. The contractor will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding that the contractor is bound by the terms of section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment individuals with physical or mental disabilities.
6. The contractor will include the provisions of this clause in every subcontract or purchase order in excess of \$10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to section 503 of the Rehabilitation Act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Deputy Assistant Secretary for Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

AAP for Protected Veterans

(Vietnam Era Veterans' Readjustment Assistance Act of 1974 (41 CFR PART 60-250),
and Jobs for Veterans Act (41 CFR Part 60-300))

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SECTION I

INTRODUCTION

The following Affirmative Action Program has been prepared by URS Corporation, Cincinnati, OH (CINCI) to implement the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and the Jobs for Veterans Act. These Acts require Government contractors and subcontractors to take affirmative action to employ and advance in employment the following categories of "protected veterans"; qualified special disabled veterans, veterans of the Vietnam era, recently separated veterans, other protected veterans, disabled veterans, and Armed Forces service medal veterans.

The most recent revisions of the regulations implementing the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) were effective January 3, 2006. The regulations implementing the Jobs for Veterans Act (JVA) were effective September 7, 2007.

SECTION II

STATEMENT OF POLICY (60-250.44(a)); (60-300.44(a))

URS Corporation, Cincinnati, OH (CINCI) takes affirmative action as described in this Program to recruit, hire, train, and promote protected veterans under the Veterans' Acts. The company will ensure that its personnel actions are administered without regard to an individual's veteran status or disability and that employment decisions are based on valid job requirements.

To ensure equal opportunity, our RBU Human Resources Manager has overall responsibility for this Affirmative Action Program. She has delegated responsibility for program implementation and will monitor program performance and report to senior management on a regular basis.

It is also company policy that employees and applicants will not be subjected to harassment of any kind because they participated in an investigation requiring equal employment opportunity, or filed a complaint alleging unfair treatment.

SECTION III

REVIEW OF PERSONNEL PROCESSES (60-250.44(b)); (60-300.44(b))

URS Corporation, Cincinnati, OH (CINCI) will review personnel processes on a regular basis to determine whether they assure careful, thorough and systematic consideration of the job qualifications of Protected veterans, applicants and employees for vacancies filled through hiring or promotion, and for training opportunities offered or available.

In determining the qualifications of Protected veterans, the company considers only those portions of military records, including discharge papers, relevant to specific qualifications for the job for which veterans are being considered. URS Corporation, Cincinnati, OH (CINCI) will also ensure that its selection processes are not designed to stereotype protected veterans in a manner that may limit access to jobs for which they are qualified. In offering employment or promotions to Protected veterans, we will not reduce the amount of compensation offered because of any disability income, pension, or other benefit he or she received from another source.

SECTION IV

PHYSICAL AND MENTAL QUALIFICATIONS (60-250.44(c)); (60-300.44(c))

URS Corporation, Cincinnati, OH (CINCI) will develop a schedule and maintain a regular review of physical and mental job qualifications to ensure that, to the extent qualification standards screen out qualified disabled veterans, they are job-related for the position in question and consistent with business necessity.

In addition:

- (1) When physical or mental qualifications are applied to the employment, promotion, demotion or training process and the standards do screen out qualified disabled veterans, the standards must then be related to the specific job (or jobs) for which the individual was considered, consistent with business necessity. URS Corporation, Cincinnati, OH (CINCI) understands that it will have the responsibility to demonstrate, through documentation or other non-discriminatory means, that it has met this requirement.
- (2) URS Corporation, Cincinnati, OH (CINCI) may use as a defense that the individual poses a direct threat to the health or safety of themselves or others in the workplace.

SECTION V

REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS (60-250.44(d)); (60-300.44(d))

As a matter of non-discrimination, URS Corporation, Cincinnati, OH (CINCI) will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled veteran unless we can show that the accommodation(s) would impose an undue hardship on the operation of our business

As a matter of affirmative action, when an employee who is a disabled veteran has significant difficulty performing his or her job, and it can reasonably be concluded that a performance problem is related to their disability, the company *may* inquire whether the problem is, in fact, related to the individual's disability. If the individual responds in the affirmative, URS Corporation, Cincinnati, OH (CINCI) may then move to confidentially inquire whether the individual is in need of a reasonable accommodation.

SECTION VI

HARASSMENT (60-250.44(e)); (60-300.44(e))

URS Corporation, Cincinnati, OH (CINCI) has developed and implemented procedures to ensure that its employees are not harassed because of their status as Protected veterans.

SECTION VII

EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT (60-250.44(f)); (60-300.44(f))

URS Corporation, Cincinnati, OH (CINCI) will undertake appropriate outreach and positive recruitment activities to recruit Protected veterans, consistent with our employment needs and resources. The scope of URS Corporation's efforts may include, but is not limited to, the following:

1. Listing employment openings with the state workforce agency job bank or with the local employment service delivery system where the opening occurs;
2. In making hiring decisions, the company may consider applicants who are known Protected veterans for all available positions when a position applied for is unavailable.

SECTION VIII

INTERNAL DISSEMINATION OF POLICY (60-250.44(g)); (60-300.44(g))

To ensure greater employee cooperation and participation, URS Corporation, Cincinnati, OH (CINCI) will develop internal communication procedures for our affirmative action efforts to employ and advance in employment Protected veterans. These procedures will be designed to promote understanding, acceptance and support among our managers and other employees to take actions necessary to aid in meeting our obligations. The scope of our efforts will depend upon many circumstances, such as the size of the company, our resources, and the extent to which our existing practices have been effective. The following are some actions contemplated:

- Include the EEO policy in our Employee Handbook;
- Discuss the company's EEO policy in employee orientation and management training sessions;

SECTION IX

AUDIT AND REPORTING SYSTEM (60-250.44(h)); (60-300.44(h))

URS Corporation, Cincinnati, OH (CINCI) will design and develop an audit and reporting system to measure the effectiveness of our affirmative action efforts, including any need for remedial action. When fully implemented, the system will:

- (1) Determine the degree to which company objectives have been met;
- (2) Determine whether Protected veterans, have had the opportunity to participate in company-sponsored educational, training, recreational and social activities;
- (3) Measure company compliance with affirmative action obligations; and,
- (4) Where Affirmative Action Program efforts and results have been ineffective, develop necessary actions to bring the program into compliance.

SECTION X

RESPONSIBILITY FOR IMPLEMENTATION (60-250.44(i)); (60-300.44(i))

Our RBU Human Resources Manager is responsible for implementation of this Affirmative Action Program. She will be given all the necessary management support, staff, and other resources to manage and implement the Affirmative Action Program for Protected veterans.

SECTION XI

TRAINING (60-250.44(j)); (60-300.44(j))

All personnel involved in the recruitment, screening, selection, promotion, disciplinary and other related processes, will be trained in their affirmative action responsibilities and URS Corporation's obligations, to ensure that the commitments stated in this Program are implemented.

SECTION XII

RECORDKEEPING AND ACCESS TO RECORDS (60-250.80 & 60-250.81); (60-300.80 & 60-300.81)

- (a) **Recordkeeping – General Requirements.** All personnel or employment records made or kept by URS Corporation, Cincinnati, OH (CINCI) will be preserved for a period of two years from the date of the making of the record or the personnel action involved, whichever occurs later. Such records include, but are not limited to: records relating to requests for reasonable accommodation; the results of any physical examination; job advertisements and postings; applications and resumes; tests and test results; interview notes; records having to do with hiring assignment, promotion, demotion, transfer, layoff or termination, rates of pay or other terms of compensation; and selection for training or apprenticeship.

- (b) **Access to Records.** URS Corporation, Cincinnati, OH (CINCI) will permit access, during normal business hours, to our places of business for the purpose of conducting on-site compliance evaluations and complaint investigations and inspecting and copying such documents as may be relevant to the matter under investigation.

SECTION XIII

AVAILABILITY OF THE AFFIRMATIVE ACTION PLAN (60-250.41); (60-300.41)

This Affirmative Action Program is available for inspection to URS Corporation, Cincinnati, OH (CINCI) employees or applicants for employment upon request. The location and hours during which the Program may be viewed shall be posted at each office.

SECTION XIV

INVITATION TO SELF-IDENTIFY (41 CFR 60-250.42)

As required, URS Corporation, Cincinnati, OH (CINCI) will, after making an offer of employment to an applicant and before the applicant begins his or her employment, invite them to inform the company whether the applicant believes that he or she may be covered under the affirmative action program for Protected Veterans.

The invitation to self-identify will state that a request to benefit under the affirmative action program may be made immediately, or any time in the future. The invitation will summarize relevant portions of the affirmative action program and state that the information being requested is voluntary and will be kept confidential and that refusal to provide it will not subject the applicant to any adverse treatment and that the information will only be used in accordance with obligations in the regulations.

A separate file will be kept on individuals who self-identify. This information will be provided to Government representatives upon request.

DEFINITIONS

(60-250.2); (60-300.2)

- (a) *Equal Opportunity Clause* means the contract provisions set forth in 41 CFR PART 60-250.5, and 41 CFR PART 60-300.5, Equal Opportunity Clause.
- (b) *Contract* means any Government contract or subcontract.
- (c) *Government Contract* means any agreement or modification thereof between any contracting agency and any person for the purchase, sale or use of personal property or non-personal services.
- (d) *Contracting Agency* means any department, agency; establishment or instrumentality of the United States, including any wholly owned Government corporation, which enters into contracts.
- (e) *Contractor* means a prime contractor or subcontractor holding a contract of \$25,000 or more under VEVRAA, and \$100,000 or more under JVA.
- (f) *Prime contractor* means any person holding a contract of \$25,000 or more subject to VEVRAA, and \$100,000 or more subject to JVA.
- (g) *Subcontractor* means any person holding a subcontract of \$25,000 or more subject to VEVRAA, and \$100,000 or more subject to JVA.
- (h) *Disabled Veteran* means a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or a person who was discharged or released from active duty because of a service-connected disability.
- (i) *Special Disabled Veteran* means a veteran who is entitled to compensation under laws administered by the Department of Veterans Affairs for a disability: (A) rated at 30 percent or more; or (B) rated at 10 to 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or (ii) a person who was discharged or released from active duty because of a service-connected disability.
- (j) *Qualified Special Disabled Veteran* means a special disabled veteran who satisfies the requisite skills, experience, education and other job-related requirements of the employment position such veteran holds or desires and who, with or without reasonable accommodation, can perform the essential functions of such position.
- (k) *Veteran of the Vietnam era* means a person who: (1) served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (ii) Between August 5, 1964 and May 7, 1975, in all other cases; or (2) was discharged from active duty for a service-connected disability if any part of such active duty was performed: (i) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (ii) Between August 5, 1964 and May 7, 1975, in all other cases.
- (l) *Other Protected Veteran* means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
- (m) *Recently Separated Veteran* means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

Definitions (continued)

- (n) *Armed Forces Service Medal Veteran* means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).
- (o) *Essential Functions* means fundamental job duties of the employment position the disabled veteran holds or desires. Essential functions do not include the marginal functions of the position.
- (p) *Reasonable accommodation* means (i) modifications or adjustments to a job application process that enable a qualified applicant who is a disabled veteran to be considered for the position the applicant desires; or (ii) modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified disabled veteran to perform the essential functions of that position..
- (q) *Undue hardship* means with respect to the provision of an 'accommodation,' significant difficulty or expense incurred by a Contractor, when considered in light of the factors such as: the nature and net cost of the accommodation needed, the overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility and the effect on expenses and resources; the overall financial resources of the contractor, the type of operation or operations of the contractor, or the impact of the accommodation upon the operation of the facility.

EQUAL OPPORTUNITY CLAUSE
(60-250.5); (60-300.5)

Each contracting agency and each contractor shall include the Equal Opportunity Clause in each of its covered Government contracts or subcontracts (and modifications, renewals, or extensions, if not included in the original contract).

It is not necessary that the Equal Opportunity Clause be quoted verbatim in the contract. The Clause may be made a part of the contract by citation to 41 CFR 60-250.5(a), and 41 CFR 60-300.5(a).

Exhibit C – Fee

URS Fee Estimate form for LAMPO ITS Architecture Update

Tasks	PAUL (Project Manager)	VANESSA (Traffic Engineer)	MING (Senior Traffic Eng)	D NELSON (Traffic Engineer)	D SHAMO (Senior Traffic Eng)	Total Hours	Raw Average Rate	Raw Billable Labor	Loaded Average Rate	Loaded Billable Labor	Est to Comp (hrs)	Est to Comp \$
1 Task 1. Research	2	1				3	\$ 57.00	\$ 171.00	\$ 143.94	\$ 431.00		\$ -
2 Description of Region						20	\$ 41.85	\$ 837.00	\$ 105.46	\$ 2,109.00		\$ -
3 Changes in relevant ITS Architectures	2	16				18	\$ 37.28	\$ 671.00	\$ 93.84	\$ 1,681.00		\$ -
4 Existing ITS Infrastructure Inventory (DBE Assisting)	2	2				4	\$ 47.50	\$ 190.00	\$ 119.70	\$ 458.00		\$ -
5 Changes in regional needs	2	2				4	\$ 47.50	\$ 190.00	\$ 119.70	\$ 458.00		\$ -
6 Changes in scope of service	2	2				4	\$ 47.50	\$ 190.00	\$ 119.70	\$ 458.00		\$ -
7 Changes in ITS elements	2	2				4	\$ 47.50	\$ 190.00	\$ 119.70	\$ 458.00		\$ -
8 QA/QC Review						8	\$ 54.50	\$ 436.00	\$ 137.34	\$ 1,099.00		\$ -
9						0						\$ -
10 Task 2. Stakeholder Involvement						0						\$ -
11 IG participating agencies & stakeholders	4	6				16	\$ 42.19	\$ 675.00	\$ 106.31	\$ 1,701.00		\$ -
12 First round stakeholder meeting	12	20				40	\$ 58.83	\$ 2,353.00	\$ 148.24	\$ 5,930.00		\$ -
13 Second round stakeholder meeting	12	20				40	\$ 58.83	\$ 2,353.00	\$ 148.24	\$ 5,930.00		\$ -
14 Task 3. Regional Architecture Update						0						\$ -
15 Needs assessment	2					2	\$ 48.90	\$ 97.80	\$ 73.23	\$ 1,232.00		\$ -
16 Lines of communication	2					2	\$ 48.90	\$ 97.80	\$ 73.23	\$ 1,232.00		\$ -
17 Agreements	2					2	\$ 48.90	\$ 97.80	\$ 73.23	\$ 1,232.00		\$ -
18 System Functional Requirements	2					2	\$ 48.90	\$ 97.80	\$ 73.23	\$ 1,232.00		\$ -
19 Finance Requirements	2					2	\$ 48.90	\$ 97.80	\$ 73.23	\$ 1,232.00		\$ -
20 Identify Standards	2					2	\$ 48.90	\$ 97.80	\$ 73.23	\$ 1,232.00		\$ -
21 Sequence of Projects	4	16				20	\$ 39.83	\$ 796.60	\$ 101.86	\$ 3,004.00		\$ -
22 TURBO Setup	4	16				20	\$ 39.83	\$ 796.60	\$ 101.86	\$ 3,004.00		\$ -
23 QA/QC Review						16	\$ 54.56	\$ 873.00	\$ 137.50	\$ 2,200.00		\$ -
24						0						\$ -
25 Task 4. Maintenance Plan	4					4	\$ 44.84	\$ 179.36	\$ 113.01	\$ 7,232.00		\$ -
26						0						\$ -
27 Task 5. Management Presentations	18					18	\$ 61.66	\$ 1,109.88	\$ 155.37	\$ 4,972.00		\$ -
28						0						\$ -
29 Task 6. Project Management (10% of Project Hrs)	50					50	\$ 68.76	\$ 3,438.00	\$ 173.33	\$ 8,666.00		\$ -
30						0						\$ -
31						0						\$ -
32						0						\$ -
###						519	\$ 49.25	\$ 25,559.00	\$ 124.10	\$ 84,409.00		\$ -
BILLING RATES (2013 KYTC rates Escalated)	\$ 8.77	\$ 33.34	\$ 54.56	\$ 33.34	\$ 54.56							
TOTAL HOURS						519						
Other Direct Costs	Miles	Rate	Total									
Meetings (12 x 176 miles roundtrip) From CINN	2112	0.56	\$ 1,183									
Meetings (3 x 380 miles roundtrip) from INDY	1140	0.36	\$ 636									
LOADED TOTAL \$			64,409.00									
ODC Used												
ODC Remain												\$ 4,441.00
SUBS			\$ 8,400.00									
ODC			4,441.00									
TOTAL Budget Remaining												\$ 4,441.00

TOTAL FEE ESTIMATE \$ 77,250.00

Budgeted Multiplier based upon FAR & KYTC audited 121.12% overhead rate and 15% profit margin.

TOTAL MILEAGE \$ 1,821

Travel Expenses (\$100/day MEALS & LODGING)
 Airfare (\$600 x 2 Trips) \$1,200
 Hotels (4 nights x 2 persons) \$1,040
 Meals (\$30 / day x 2 persons x 4 days) 240
 Lunches (\$8 x 2 persons x 10 days) 160

Travel Expenses \$2,620

Sub Costs
 Integrated Engineering (DBE)

Exhibit D – Scope of Services

Scope of Services

LAMPO ITS Regional Architecture

This scope of services was developed from the URS Corporation / Integrated Engineering (consultant team) response to RFP #27-2014 submitted on July 28, 2014. The scope is to develop a new Regional ITS Architecture (Architecture) for the Lexington Area Metropolitan Planning Organization's (LFUCG/LAMPO) two-county area (Fayette and Jessamine Counties). This project is to update and replace that previous Bluegrass ITS Regional Architecture plans completed in 2004.

Task 1. Getting Started

- ❖ Project Kickoff;

The Consultant Team will hold a kick-off meeting to discuss the following agenda.

- ❖ Project goals, objectives, and expectations
- ❖ Setting initial meetings for project research;
- ❖ Identification of the participating agencies and stakeholders;

The current list of stakeholders will be updated. During the project kickoff meeting with the LFUCG/LAMPO, the project team will review the previously identified ITS Architecture stakeholders and attempt to include other transportation related groups, agencies, and individuals who might provide useful information for the development of a new Architecture.

- ❖ Identification of Project Champions

Project champions, those to assist in moving the Architecture and ITS projects forward, will emerge from the stakeholder list. The key will be to identify these leaders and garner their acceptance as a vital piece as a project champion.

Task 2. Gather Data: Identification of Existing ITS infrastructure and Updated Stakeholder Information

- ❖ Description of the region;

The consultant team will develop a description of the region to be mutually agreed upon with the LFUCG/LAMPO for inclusion in the Architecture. The study area will be limited to the two-county MPO area and will include the KYTC interstate ITS facilities on I-64 and I-75 just outside of the Fayette County line in Franklin, Scott, Clark and Madison Counties. There are dynamic message boards, cameras, and/or ARWIS outside the periphery of Fayette County on the interstate system that would have value when integrated into this plan.

- ❖ Changes in relevant ITS architectures (e.g., National and Statewide)

The consultant team will review the current editions of the statewide and national ITS architectures to provide compatibility between the new Architecture and these higher level ITS architecture documents.

❖ Existing ITS Infrastructure Inventory

The consultant team will work with the LFUCG/LAMPO and regional stakeholders to review the current ITS inventory. This task will include the creation of a GIS shape file with locations and identifiers for existing and planned ITS elements and projects in the region. The GIS layers will include:

- Traffic Management Systems (Centracs & TransPhat)
- Traffic Signal locations the with following information
 - Traditional and advanced
 - Isolated, closed loop or adaptive systems
- Communications Mediums with the following information
 - Fiber optic routes
 - ◆ Number of fibers
 - ◆ Users (agencies)
 - ◆ Termination points
 - wireless devices
 - ◆ Local wireless devices (local point of communication)
 - ◆ Wireless bridges (trunk line)
 - copper lines
- Surveillance Cameras (Freeway and arterial)
- Other Data Capture Devices (Bluetooth, Sidefire RADAR, RWIS, etc)

Existing standalone databases will be requested to begin the compilation of this data into GIS.

❖ Changes in regional needs

In order to continually optimize the regional transportation network, the local ITS needs have grown. The Consultant Team through our interviews and assessments with stakeholders and ITS operators will identify and document recent regional needs as well as project short-term future needs.

❖ Changes in the range and scope of ITS services considered

Both the KYTC and LAMPO/LFUCG have future plans for enhancing their respective ITS networks. These changes range from typical upgrades to the integration of new technologies and the expanded uses of the Traffic Management and Traffic Operations Centers.

❖ Changes in ITS element names;

The consultant team will also update/add new ITS elements that have evolved since 2004. Some examples of these elements include the updated Centrac's signal system, TransPhat, the KYTC's internally developed traffic signal management software, Bluetoad and InSync.

Task 3. Stakeholder Involvement

❖ Stakeholder Meetings

The consultant team will work closely with LFUCG/LAMPO to organize the stakeholder meetings and perform the following:

- Recommending a schedule of meetings
- Coordinating with LFUCG/LAMPO District Public Affairs Managers for stakeholder outreach to encourage participation in the meetings
- Planning and coordinating stakeholder meetings
- Preparing agendas, handouts, presentations, and other materials necessary to support the meetings
- Attending and facilitating all meetings
- Preparing minutes of each ITS meeting and distributing them to all meeting participants

Two rounds of stakeholder meetings. The focus of the first meeting will be to provide a policy-level overview of the project, summarize the purpose and objectives of the local level stakeholder meetings, and promote support for ITS projects. The stakeholder meeting will focus on education of stakeholders and identification of champions, as well as gathering additional information necessary for the development/refinement of the regional architecture. This meeting will occur early in the project.

The second stakeholder meeting will present the final draft of the Architecture, answer questions, and obtain feedback for the final version.

❖ Task 4. Regional Architecture Plan

The Consultant Team will develop a regional architecture based on the latest version of the Kentucky Statewide and National ITS Architectures using the latest version of the Turbo Architecture (Version 7.0). The Architecture will include the following components to satisfy the minimum FHWA criteria. These criteria are:

- Identifying existing and planned ITS systems discovered in Task 2.
- Identifying user needs and services.
- Defining an operational concept that describes the roles and responsibilities of participating agencies and stakeholders who are responsible with the operation and implementation of the ITS systems.
- Identifying market packages needed to provide the required services for existing and planned ITS systems.

- Identifying subsystems, equipment packages, and functional requirements that describe the required functionality for the systems.
- Identifying interface requirements and information exchanged.
- Identifying ITS standards that are applicable to systems and architecture flows included in the statewide architecture.
- Defining a sequence for project implementation based on the specific needs of the area and the readiness of each project, as well as taking into account funding, project interdependency, planning level costs and benefits, and specific technology maturity.
- Identifying existing and new agreements required for implementation and operations of the ITS systems.
- Creating a systems engineering checklist.

An initial draft architecture plan and turbo database shall be submitted to LFUCG/LAMPO for internal review prior to the second stakeholder meetings. The Consultant Team shall make revisions based on the feedback and provide a final draft plan prior to the second stakeholder meetings. Upon receipt of additional feedback from the stakeholder meetings, The Consultant Team will make appropriate revisions and submit the final plan and turbo database to LFUCG/LAMPO for approval.

- ❖ Needs Assessment: Identify transportation issues, needs and challenges in the region; prioritize needs with the stakeholders. This information along with the information gathered in Task 1 will be used to identify and develop future ITS strategies and projects for the region.
- ❖ Production of an operational concept that identifies the roles and responsibilities of stakeholders;

Based on information gathered from stakeholders, the consultant team will define and document stakeholders' roles and responsibilities in planning, design, implementation, management, operations, and maintenance of ITS elements and systems in the region.

The Operational Roles and Responsibilities document will identify the part each stakeholder plays in the region. The identification of operational roles and responsibilities is especially important where ITS crosses institutional and jurisdictional boundaries. This document will be produced as bullet point lists kept at a relatively high level that identify "who does what" with regard to the operation of ITS in the region. The roles and responsibilities may include, but not be limited to the following subject areas:

- Procurement of the System(s)
- Design and Implementation of the System(s)
- Day-to-Day Operation of the System(s)
- Day-to-Day Maintenance of the System(s)
- Long-Term Maintenance of the System(s)
- Funding Strategies for the System(s)
- Periodic Upgrades to the System(s)
- Replacement and Disposal of the System(s)

These operational roles and responsibilities will be reviewed with the regional stakeholders for accuracy and "buy-in." Operational roles and responsibilities will not be identified and assigned to any particular regional stakeholder without their understanding and consent.

❖ Identification of lines of communication and information sharing;

The communications between agencies is essential to the successful operation of a regional ITS program because the public needs to experience seamless borders, particularly in the area of traveler information. Weather and incidents can dramatically influence motorists' immediate travel needs as they move from one jurisdiction to a neighboring sub-region. Emergency response agencies also need to have an integrated system that operates as a single entity. This cannot happen without fully integrated, robust, high through-put communication systems..

❖ Recorded agreements required for operations;

The consultant team will identify existing and explore additional interagency agreements that may be required, i.e. Memorandums of Understanding that will be required or enhance the use of the Architecture. The Consultant Team will investigate and report on potential avenues for agreements between the various stakeholder agencies in the development of the plan.

❖ System functional requirements (high level);

The team will develop the functional requirements for the LFUCG/LAMPO region. Functional Requirements are a key piece of the systems engineering process and are essential for developing systems and subsystems. Functional Requirements explain what a system is supposed to do, but not how it is done.

The consultant team will develop high level functional requirements for major categories of ITS projects. These functional requirements are form the basis for developing more detailed requirements for specific projects. The project sponsors can choose to use these requirements to advance regional goals or to supplement project-level requirements. The high-level project requirements will be grouped into major categories consistent with the Statewide and National ITS Architectures. The functional requirements will be written in easy to read, declarative statements consistent with the guidance from FHWA. They should have the following qualities:

- **Necessary** – The requirements must be important
- **Concise** – Functional requirements must be short and to the point
- **Attainable** – Functional requirements are not lofty goals that require unlimited resources to meet. They must be implementable within a reasonable amount of time and with reasonable resources
- **Complete** – The requirements should not reference other documents or parts of the plan. They should be standalone statements
- **Consistent** – The requirements cannot contradict each other or other portions of the plan
- **Unambiguous** – The requirements must be specific
- **Verifiable** – The requirements must be able to be checked or tested to determine if they are completed

❖ Interface requirements and information exchanges with planned and existing systems and subsystems;

The Consultant Team will prepare the Regional ITS Architecture consistent with Version 7 of the

National ITS Architecture, FHWA Rule 940.9, and Part V of the FTA National ITS Architecture Policy for Transit Projects. The Architecture will be inclusive of freeway, arterial and transit ITS elements.

The Consultant Team will utilize the Turbo Architecture database to develop the ITS Architecture. This database provides a structure to show service packages, user services, and data connections between systems and subsystems.

- ❖ Identification of ITS standards supporting regional and national interoperability

It is FHWA policy that ITS Architectures be developed to guide the development of ITS projects and programs and be consistent with ITS strategies and projects contained in applicable transportation plans. It is required that the National ITS Architecture be used as a resource in the development of a regional ITS architecture.

Currently, there is a document entitled the “ITS Standards Program Strategic Plan, 2011–2014” that describes the USDOT’s four year strategy and goals for interoperability, cooperative systems, and a connected transportation environment. This is a document approaching its sunset year and it is not known at this time if the current direction of the USDOT will significantly change. This will be monitored during the course of the project through contact with local FHWA officials.

- ❖ Sequence of projects required for implementation;

Through the project process, the Consultant Team will structure a prioritized list of ITS projects that is consistent with the goals and objectives of the Transportation Improvement Plan and fits within the projected funding for such projects. Interdependencies among projects such as coordination of implementation schedules with other transportation improvements will be considered to develop a strategically sound plan. An example would be to incorporate the installation of conduit banks and/or fiber optic lines as part of a roadway project

An initial draft architecture plan and turbo database shall be submitted to LFUCG/LAMPO for internal review prior to the second stakeholder meetings. The Consultant Team shall make revisions based on the feedback and provide a final draft plan prior to the second stakeholder meetings. Upon receipt of additional feedback from the stakeholder meetings, The Consultant Team will make appropriate revisions and submit the final plan and turbo database to LFUCG/LAMPO for approval.

Task 5: Maintenance Plan

This task will assure the long-term viability and usability of the Architecture. The Consultant Team shall identify the tasks, responsibilities, and approaches necessary to use and maintain the architecture.

The Consultant Team shall develop an architecture maintenance plan to guide updates to the Architecture so that it continues to accurately reflect the existing and future ITS capabilities of the region. The maintenance plan will specify the procedures and responsible parties for maintaining and updating the Architecture and provide a timeframe for periodic review. A change management process shall be established as part of the maintenance plan to track and record future changes made on the Architecture and to facilitate maintenance of the project website. The maintenance plan shall also

detail a process and identify key stakeholders who should support the maintainer in evaluating and approving changes.

Task 6: Management and Key Stakeholder Presentations

The Consultant Team shall prepare and make a round of presentations of the final LFUCG/LAMPO ITS Architecture, Implementation Strategy, and Maintenance Plan to: (1) LFUCG/LAMPO and KYTC officials and (2) key stakeholders identified by LFUCG/LAMPO.

Task 7: Project Management

This task will include the Project Management activities consisting of project oversight, schedule and budget tracking, invoicing and project meetings. The Consultant Team shall support and facilitate monthly meetings or teleconferences with LFUCG/LAMPO throughout the duration of the project. The Consultant Team shall also meet and interact with other key LFUCG/LAMPO personnel and project stakeholders as directed by LFUCG/LAMPO and will be responsible for all meeting documentation.

This project will require coordination between the client, stakeholders and consultant team resources. Additionally, this task will include administrative functions related to project accounting project documentation, i.e. meeting minutes, monthly invoicing and progress reports, and general oversight monitoring the schedule and expenditures over the course of the project.

Deliverable Products

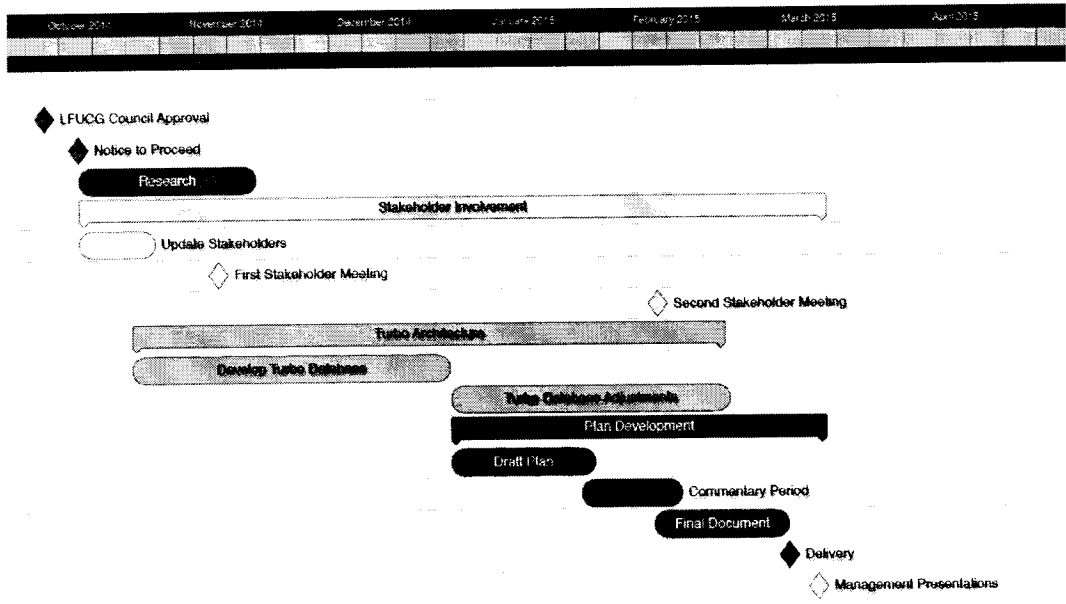
The new LFUCG/LAMPO ITS Architecture Plan will be crafted to meet the minimum FHWA requirements as previously described. The report will be produced using the latest version of the Turbo software.

The Consultant Team will check the Architecture against the FHWA's Regional ITS Architecture Assessment Checklist - Version 3.0 (5/07) to provide confidence that the FHWA will approve the Architecture or will have minimal commentary. This checklist can be found at http://ops.fhwa.dot.gov/its_arch_imp/checklist.htm

The project deliverables will include fifteen (15) hardcopy versions of the Architecture along with a reproducible PDF copy. Additional electronic files will include inventory GIS shapefiles, presentation files and presentation graphics, meeting minutes, photos, etc.

Schedule

The project schedule has been developed assuming contract approval at the October 9, 2014 LFUCG Council meeting and a notice to proceed being received within seven (7) calendar days of contract approval.



Fee

The fee for the services described within shall be for the lump sum/fixed fee amount of \$77,250. Invoices will be prepared monthly on a percentage completion basis and sent to the LAMPO/LFUCG project manager.