

**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: [jpgrivas@pdmarchitects.com](mailto:jpgrivas@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



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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.



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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



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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



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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



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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  
[sstone@lexingtonky.gov](mailto:sstone@lexingtonky.gov)

**TO ALL PROSPECTIVE SUBMITTERS:**

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

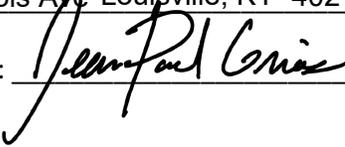
Pre-RFP Conference is changed to March 19, 2025, 1:00 pm, 120 N Limestone St, Lexington, KY.

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: 





**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  
[sstone@lexingtonky.gov](mailto:sstone@lexingtonky.gov)

**TO ALL PROSPECTIVE SUBMITTERS:**

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

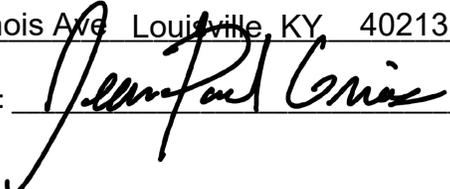
1. See attached pre-RFP sign-in sheet.
2. See attached revised D-R1.

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: 



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

| Representative           | Company Name            | DBE/MBE/WBE/<br>Veteran | Phone#              | Email Address  |
|--------------------------|-------------------------|-------------------------|---------------------|--|
| Sondra Stone             | LFUCG                   |                         | 859-258-3320        | <a href="mailto:ssone@lexingtonky.gov">ssone@lexingtonky.gov</a>     |
| Sherita Miller <i>SM</i> | LFUCG                   |                         | 859-258-3320        | <a href="mailto:smiller@lexingtonky.gov">smiller@lexingtonky.gov</a> |
| Chris Litton <i>CL</i>   | LFUCG                   |                         | 859-258-3932        | <a href="mailto:clitton@lexingtonky.gov">clitton@lexingtonky.gov</a> |
| <i>Janisvil Boulton</i>  |                         |                         | <i>859 317 3467</i> | <i>JBoulton@Lexingtonky.gov</i>                                      |
| M.ka Wiley               | LFUCG                   |                         | 859-285-6841        | <i>mwiley@Lexingtonky.gov</i>  |
| Lody Wood                | LFUCG                   |                         | 859-285-7700        | <i>wwood@lexingtonky.gov</i>   |
| <i>James Boulton</i>     | LFUCG                   |                         | <i>859-258-3285</i> | <i>jboulton@lexingtonky.gov</i>                                      |
| Ed Trammell              | Integrally Architecture |                         | 859-346-0955        | <i>ed@integrallyarch.com</i>   |
| Adam Gillett             | Integrily Architecture  |                         | 859 368 9712        | <i>adam@integrilyarch.com</i>  |
| Jean. Paul Gowas         | PDM Architects          |                         | 502-494-5965        | <i>JP.GOWAS@PDMARCHITECTS.COM</i>                                    |
| Riell melton             | Meridian mgmt           |                         | 859-699-8252        | <i>rmelton@mmcat.com</i>   |
| Buster Pryor             | Meridian mgmt           |                         | 502-352-0332        | <i>CPRYOR@mmcat.com</i>  |
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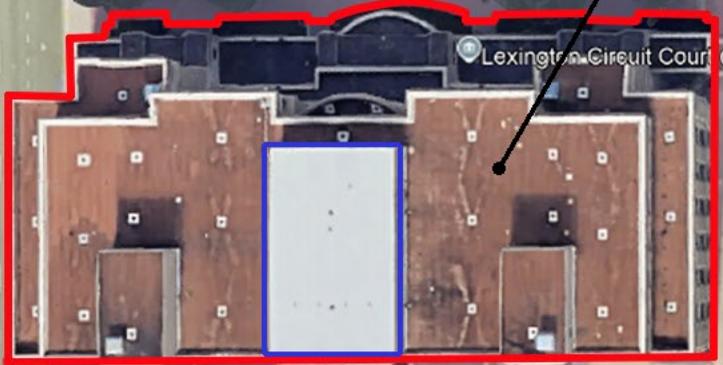
*va*

# ATTACHMENT - D-R1

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

CIRCUIT COURTHOUSE

DISTRICT COURTHOUSE



E Main St

E Main St

E Short St

Barr St



**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  
[sstone@lexingtonky.gov](mailto:sstone@lexingtonky.gov)

**TO ALL PROSPECTIVE SUBMITTERS:**

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

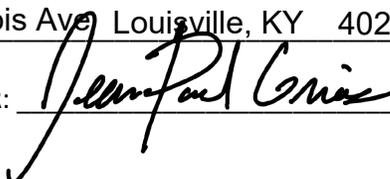
See attached photos in reference to the drawing sets that are immediately available. These sets appear to include information pertaining to the roof structure of both courthouses and to the construction of the plaza. These hardcopy sets are available to review Monday through Friday from 9:00AM to 4:00PM 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 know 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 has 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 lead to our over-whelming 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
- Correctional and Justice
- Military
- Industrial
- Water/Wastewater
- Educational
- Recreational
- Commercial
- Medical
- 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:

**LOUISVILLE BUSINESS FIRST**  
2022 LBF Partners in Philanthropy Award Winner

**LOUISVILLE BUSINESS FIRST**  
2022 LBF Fast 50 Award Winner Rank: #18

**MINORITY BUSINESS DEVELOPMENT AGENCY**  
U.S. DEPARTMENT OF COMMERCE  
2021 Minority Construction Firm of the year

**TMSDC**  
2021 TMSDC Supplier of the Year Awards Winner 2011, 2012 & 2013 Finalist

**FAST 100 Asian American Business**  
USPAACC  
2017 & 2018 USPAACC Fast 100 Asian American Business Award Winner

**Inc. 5000**  
AMERICA'S FASTEST-GROWING PRIVATE COMPANIES  
2017 & 2018 Inc. 5000 Company Rank: #2661 Nationally KY#14

**Society of SAME**  
American Military Engineers  
2020 SAME - Excellence In Construction Award

**Society of SAME**  
American Military Engineers  
2015 SAME - Excellence In A/E Design Award

**[GLI] GREATER LOUISVILLE INC.**  
The Metro Chamber of Commerce  
2014 GLI Incredible Award Winner

**Commitment. Excellence. Integrity.**

**CORNERSTONE**  
ENGINEERING INC

## **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      | NCARBO32-03 | 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      | NCARBO31-03 | Mold and Moisture Prevention Part 3: Design Development   | National Council of Architectural Registration Boards (NCARB) | 1.75 - HSW      |
| 12/28/2024      | NCARBO27-03 | 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      | NCARBI23    | Client Pressure and the Duty of the Architect   | National Council of Architectural Registration Boards (NCARB) | 1.00 - HSW      |
| 12/28/2024      | NCARBO25-03 | 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      |

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# Continuing Education Transcript

AIA National Transcript

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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      | APRI0D        | 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      | 23CKCBCA      | 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     |

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| 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     |

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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.<br>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.<br>dba Zonda Media | 1.00 - HSW      |
| 09/10/2024      | ODPERCI223     | Propane and Building Design for Commercial Businesses                                | Hanley Wood Media, Inc.<br>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.<br>dba Zonda Media | 1.00 - Elective |
| 09/10/2024      | ODBQE0824      | Atomic Habits for Architects: Secrets that Boost Productivity & Profits              | Hanley Wood Media, Inc.<br>dba Zonda Media | 1.00 - Elective |
| 09/10/2024      | ODBQE0324      | Profit by Design: A Financial Bootcamp for AE Leaders                                | Hanley Wood Media, Inc.<br>dba Zonda Media | 1.00 - Elective |
| 09/07/2024      | HSHWUODATI121  | Designing with Metal Wall Panels   | Hanley Wood Media, Inc.<br>dba Zonda Media | 1.00 - HSW      |
| 09/07/2024      | TWMOD12222     | Susan Jones: Disruptive Ecologies  | Hanley Wood Media, Inc.<br>dba Zonda Media | 1.00 - HSW      |
| 09/07/2024      | ODVtro22       | Vacuum Insulating Glass (VIG) Benefits and Advantages in a Sustainable World         | Hanley Wood Media, Inc.<br>dba Zonda Media | 1.25 - HSW      |
| 09/07/2024      | ODThink1223    | Designing Beneficial Spaces for Living, Working and Well-Being                       | Hanley Wood Media, Inc.<br>dba Zonda Media | 1.00 - HSW      |
| 09/07/2024      | ODFiber22      | Sustainability and Design Benefits of Composite Cladding                             | Hanley Wood Media, Inc.<br>dba Zonda Media | 1.00 - HSW      |
| 09/07/2024      | ARI2221        | Compliance Testing for Face Brick  | Hanley Wood Media, Inc.<br>dba Zonda Media | 1.00 - HSW      |
| 09/06/2024      | ODVESARMAI221  | Building Better with Thermal Breaks  | Hanley Wood Media, Inc.<br>dba Zonda Media | 1.00 - HSW      |
| 09/06/2024      | ODVESHBR1221   | Code Compliant Exterior Systems for Wood Framed Building Envelopes                   | Hanley Wood Media, Inc.<br>dba Zonda Media | 1.00 - HSW      |
| 09/06/2024      | MOHOD0522      | Deep Connections: Planet + People  | Hanley Wood Media, Inc.<br>dba Zonda Media | 1.00 - HSW      |

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|-----------------|---------------|---|------------------|-----------------|
| 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      | HWGUAR1021    | 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      | ARI0211       | 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      | ODSanuvox1023 | Optimize Indoor Air Quality with Ultraviolet Air Purification   | Hanley Wood, LLC | 1.00 - HSW      |

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|-----------------|-------------|---|--|-----------------|
| 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      |

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|-----------------|----------------|---|------------------------|-----------------|
| 10/10/2022      | ARI0221        | The WELL Building Standard and Electric Fireplaces                                    | Hanley Wood, LLC       | 1.00 - HSW      |
| 10/10/2022      | ODPetersen522  | Design Inspiration<br>for Architectural Metal<br>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      | HWODHUB120     | Managing Condensation and Thermal Performance with<br>Continuous Insulation           | Huber Engineered Woods | 1.00 - HSW      |
| 06/07/2022      | PERC1422       | Designing to the Edges – Exploring Community-Led<br>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<br>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<br>Wood Research and Design | Hanley Wood, LLC       | 1.50 - HSW      |
| 06/05/2022      | AR6223         | Meeting the Energy Needs of Warehouse Facilities with<br>Propane                      | Hanley Wood, LLC       | 1.00 - HSW      |
| 06/05/2022      | ODgrasstex422  | Innovations in Turf Technology and Applications for the<br>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).



# 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.

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**EMPLOYMENT**

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|   |                                     |
|---|-------------------------------------|
| <b>1980 TO PRESENT</b><br><b>PATRICK D. MURPHY COMPANY, INC. ARCHITECTS</b> | <b>DUTIES:</b><br>President         |
| <b>1982 TO PRESENT</b><br><b>RAY NOLAN ROOFING COMPANY, INC.</b>            | <b>DUTIES:</b><br>President         |
| <b>1976 TO 1982</b><br><b>NOLAN AND NOLAN INC. ARCHITECTS</b>               | <b>DUTIES:</b><br>Project Architect |

**DUTIES AS PRESIDENT OF PATRICK D. MURPHY CO., INC., ARCHITECTS**

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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**

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**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

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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

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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

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## EMPLOYMENT

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**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

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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

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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

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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.

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## EMPLOYMENT

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### 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

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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

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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.

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## EMPLOYMENT

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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

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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

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## EDUCATION

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University of Louisville, B.S. – 2006

Bellarmine University, M.B.A. – 2008

Bellarmine 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

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## PROFESSIONAL ORGANIZATIONS

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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.

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## SUMMARY

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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

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- Marketing and Communications Execution
- Social Media Processes
- Brand Development, Positioning and Management
- Retail Management
- Project Management

## EMPLOYMENT

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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

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- 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

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- 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

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## SUMMARY

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- 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

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- 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

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**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

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**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

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**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.

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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

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.

### 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



# 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.

### 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 BEPWTP 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.

### 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

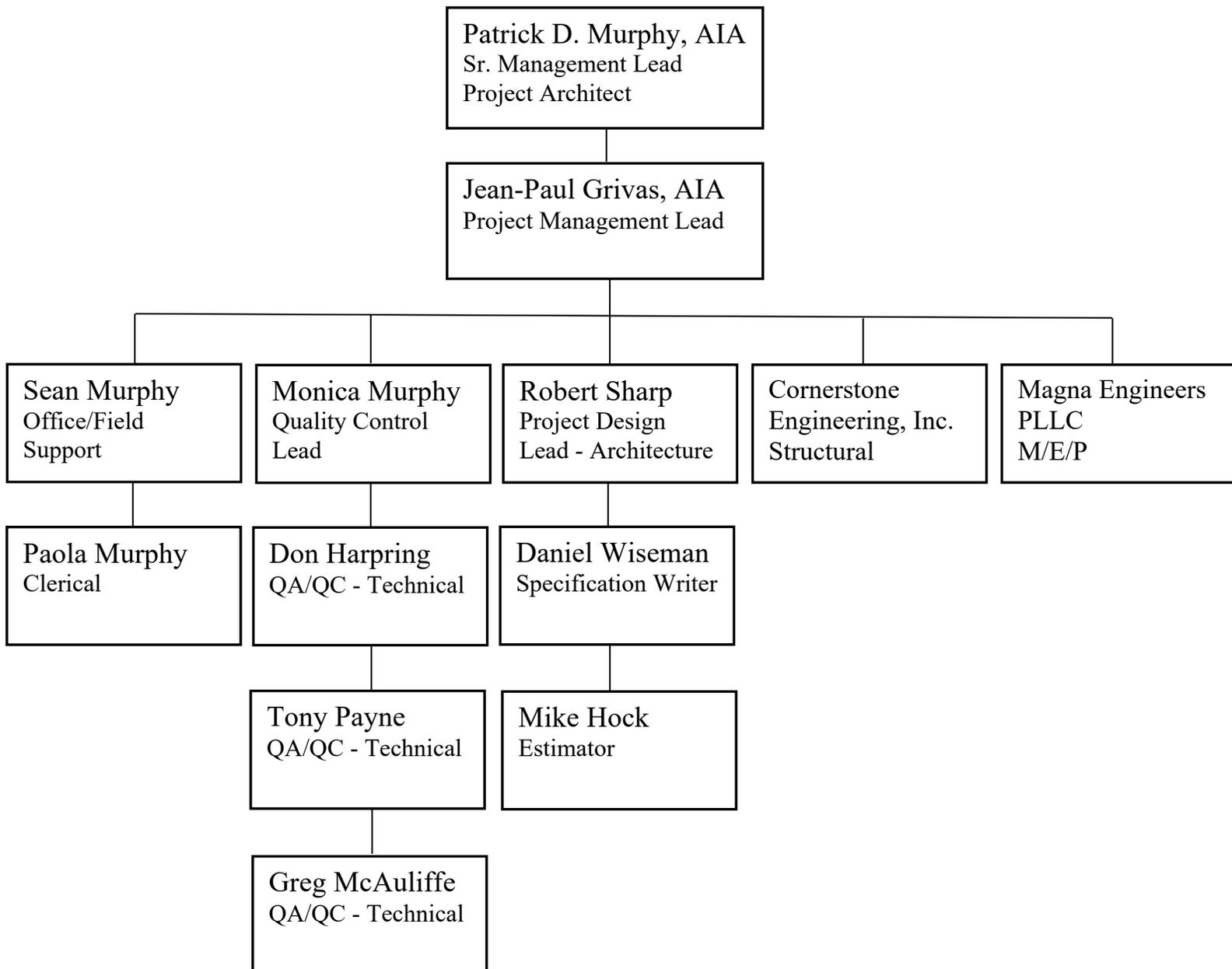
RAM | RISA-3D | EnerCalc, Bluebeam | Word | Excel

### PROFESSIONAL AFFILIATIONS

ICRI – International Concrete Repair Institute



## PATRICK D. MURPHY COMPANY INC. ARCHITECTS ORGANIZATIONAL CHART



# WBENC

WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

# National Women's Business Enterprise Certification

to

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.

Certification Granted: August 31, 2011

Expiration Date: August 31, 2025

WBENC National Certification Number: 2005118816

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council Ohio River Valley, a WBENC Regional Partner Organization.



Authorized by Lynnise Smith, Executive Director  
Women's Business Enterprise Council Ohio River  
Valley

**WBECORV**  
WOMEN'S BUSINESS ENTERPRISE COUNCIL  
OHIO RIVER VALLEY

JOIN FORCES. SUCCEED TOGETHER.

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*

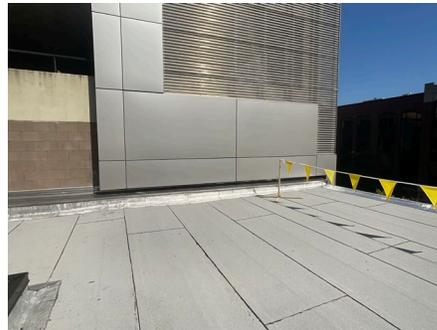
Singer Buchanan  
Executive Director

## **2h. Summary of Firms Recent Projects**

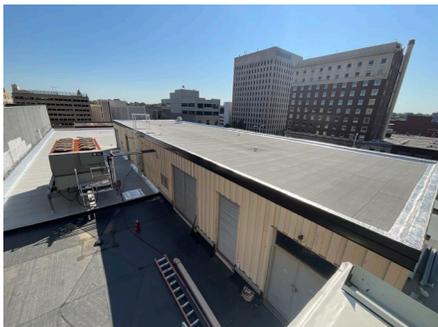
- A. PROJECT NAME & LOCATION:  
***GOVERNMENT CENTER ANNEX & POLICE HEADQUARTERS  
LEXINGTON, KENTUCKY***
  
- B. BRIEF DESCRIPTION OF BUILDING  
Government Center Annex & Police Headquarters
  
- C. EXTENT OF SERVICE PROVIDED  
Roof Replacements  
Roof System: SBS Modified Bitumen  
Roof Size: 20,025 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



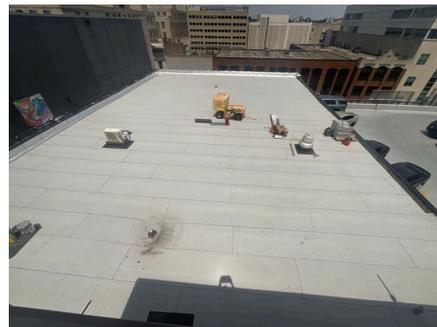
Government Center Annex



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

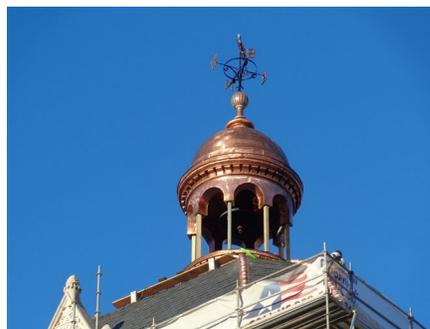


Police Tech Services

- 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***

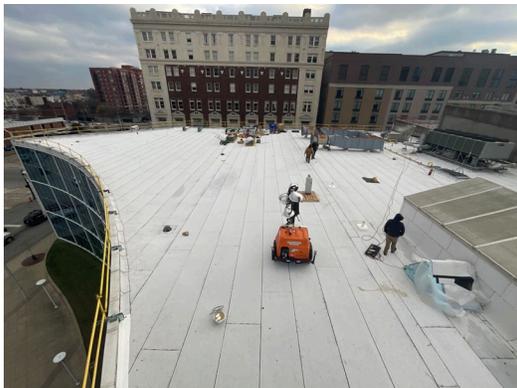
B. BRIEF DESCRIPTION OF BUILDING  
John L. Huber Building (LWC HQ)

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

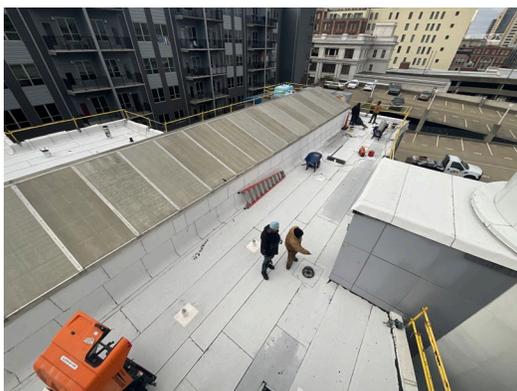
F. Design Consultants Estimate .....\$800,000.00  
Original Construction Contract.....\$844,000.00  
Final Contract amount.....\$844,000.00



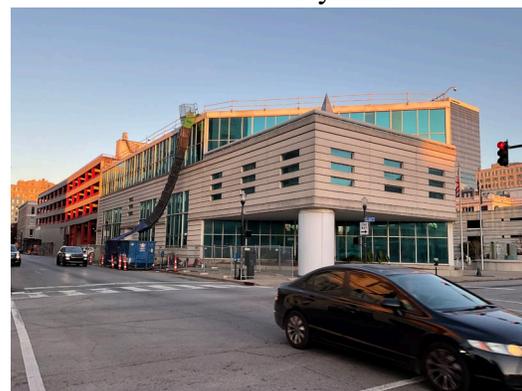
SBS Roof Assembly



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

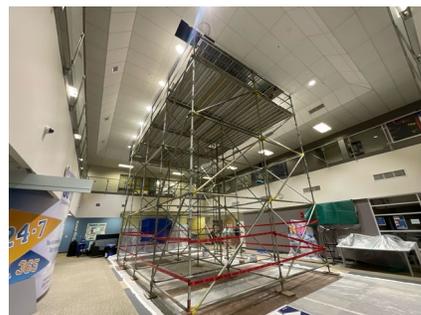


Center for the Arts

- 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

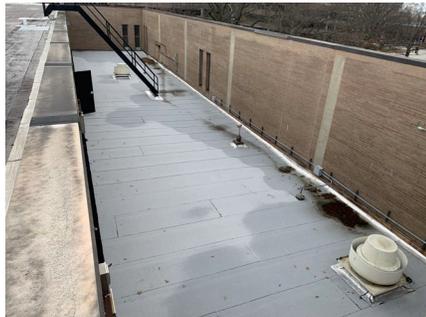


Edgewood: Carer Center



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



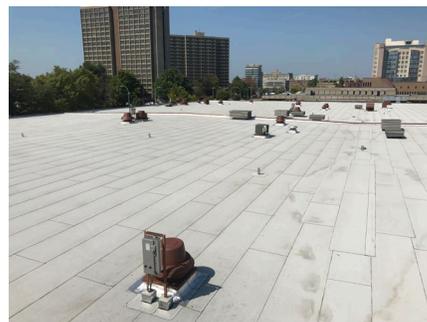
Tech 'A' - Roof



Tech 'B' - Roof



Tech 'A' - Masonry

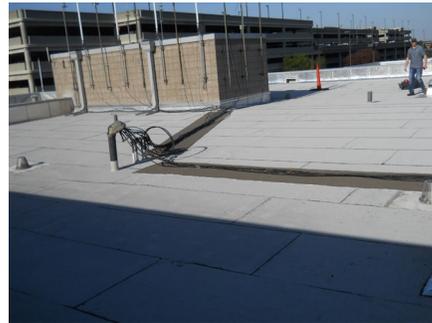


Tech 'B' - Roof

- 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

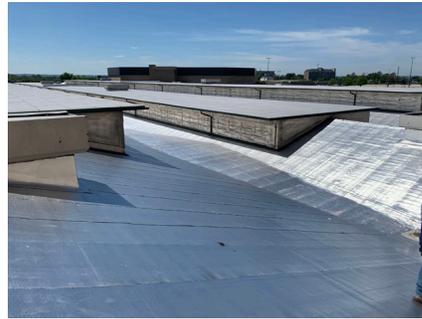


Police Department

- 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

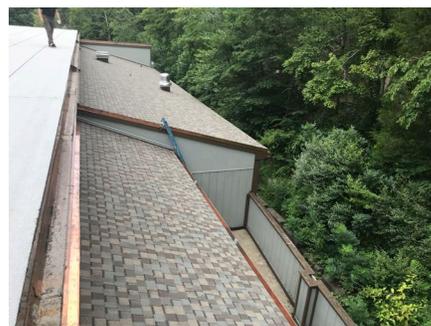


West Wing & Pavilion

- 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.



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## 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.



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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
- Sportlighting 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 |                |   |        |                     |              |        |               |
|                       |               | <b>SUMMARY</b> |   |        |                     |              |        |               |
|                       |               | 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           |              |        |               |
|                       |               | <b>Total</b>   | <b>\$ 1,699,247.96</b>                            |        |                     |              |        |               |
|                       |               | \$ 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**

**Materials:**

|                          | 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       |

**Labor:**

|                       | Hours         | Metal Fab.: | 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             |             |         |        |              |              |        |               |
| RD                    | 228           |             |         |        |              |              |        |               |
| VTR                   | 18            |             |         |        |              |              |        |               |
| Roof Hangers          | 152           |             |         |        |              |              |        |               |
| Walk Pads             | 24            |             |         |        |              |              |        |               |
| Clean-Up              | 262           |             |         |        |              |              |        |               |
|                       | 5435          |             |         |        |              |              |        |               |
|                       | \$ 60.00 Rate |             |         |        |              |              |        |               |
|                       | \$ 326,100.00 |             |         |        |              |              |        |               |

**SUMMARY**

|              |                        |                     |
|--------------|------------------------|---------------------|
| FAB          | \$ 18,225.00           |                     |
| OH (40%)     | \$ 7,290.00            |                     |
| Labor        | \$ 326,100.00          |                     |
| Mats + Tax   | \$ 533,093.63          |                     |
| OH (40%)     | \$ 343,677.45          |                     |
| Trucks       | \$ 22,600.00           | 226 \$ 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<br>Verification<br>Meeting | Existing<br>Roof<br>Observation<br>Report | 50% Plan<br>Review<br>Meeting | 95% Plan<br>Review<br>Meeting | Omissions<br>and Errors<br>Check<br>Meeting | Final<br>Package<br>Submittal |
|----------------------------------|---|-------------------------------|-------------------------------|---|-------------------------------|

## **BID/CONSTRUCTION QA/QC**

|                    |               |                                 |                          |                      |
|--------------------|---------------|---------------------------------|--------------------------|----------------------|
| Pre-Bid<br>Meeting | Bid<br>Review | Pre-<br>Construction<br>Meeting | Construction<br>Meetings | Project<br>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, 2025

My Commission expires: 11-21-2027

Debra M. Chafren  
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**

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**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

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**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:<br>(percentage of total services) | <u>\$ 66,000.00</u><br><u>44 %</u> |
| Construction Documents Phase:<br>(percentage of total services)                           | <u>\$31,500.00</u><br><u>21 %</u>  |
| Bid Phase:<br>(percentage of total services)  | <u>\$ 7,500.00</u><br><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>        |

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 \$/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> |

- 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.

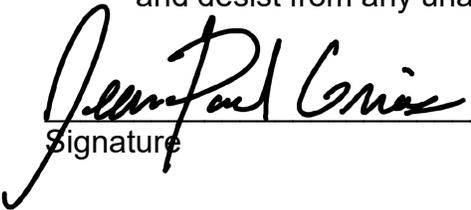
#### B. At Will Termination

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<br>861 Corporate Dr.,<br>Suite 210<br>Lexington, KY 40503                   | WBE                     | Mechanical RTU<br>Disconnect/<br>Reconnect   | \$3,500.00                     | 0.02%                     |
| 2. Cornerstone Eng. Inc.<br>2302 Hurstbourne Village Dr.,<br>Suite 100<br>Louisville, KY 40299 | MBE                     | Structural<br>Assessment<br>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**



**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

|                       |   |                        |                     |
|-----------------------|---|------------------------|---------------------|
| <b>Proposer Name:</b> | <u>Patrick D. Murphy Co., Inc.</u>  | <b>Date:</b>           | <u>3/21/2025</u>    |
| <b>Project Name:</b>  | <u>Design Services for District and Circuit Courthouses Roof Replacements (RFP 09-2025)</u> | <b>Project Number:</b> | <u>09-2025</u>      |
| <b>Contact Name:</b>  | <u>Jean-Paul Grivas, V.P.</u>   | <b>Telephone:</b>      | <u>502-494-5965</u> |
| <b>Email:</b>         | <u>jpgrivas@pdmarchitects.com</u>   |                        |                     |

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

**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.**

See attached e-mails to 1. RAI 2. MAGNA  
& 3. Cornerstone Engineers

 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.

Patrick D. Murphy Co., Inc., Architects

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**Company**

03/21/2025

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**Date**

Jean-Paul Grivas

---

**Company Representative**

V.P.

---

**Title**

# WBENC

WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

# National Women's Business Enterprise Certification

to

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.

Certification Granted: August 31, 2011

Expiration Date: August 31, 2025

WBENC National Certification Number: 2005118816

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council Ohio River Valley, a WBENC Regional Partner Organization.



Authorized by Lynnise Smith, Executive Director  
Women's Business Enterprise Council Ohio River  
Valley

**WBECORV**  
WOMEN'S BUSINESS ENTERPRISE COUNCIL  
OHIO RIVER VALLEY

JOIN FORCES. SUCCEED TOGETHER.

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

---

**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 companies.

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 (NWMBOC)  
National Minority Supplier Development Council (NMSDC)  
Tri-State Minority Supplier Development Council (TSMSSDC)

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

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**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.raengineering.com](http://www.raengineering.com)

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**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

## RFP #1-2023 Design Services for Government Center Annex & Police Headquarters Roof Replacement

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**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)

**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)

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**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)

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**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 .....   | <b>Error! Bookmark not defined.</b> |
| 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<br>(Not Hispanic or Latino) |   | Hispanic or Latino |   | Black or African-American<br>(Not Hispanic or Latino) |   | Native Hawaiian and Other Pacific Islander<br>(Not Hispanic or Latino) |   | Asian<br>(Not Hispanic or Latino) |   | American Indian or Alaskan Native<br>(not Hispanic or Latino) |   | Two or more races<br>(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