



Proposal

RFQ #38-2016
Professional Engineering Services
Contract 1 – Roadway Corridor
and Intersection Design Planning

Lexington-Fayette Urban
County Government
Lexington, KY
November 10, 2016



engineering | architecture | geospatial



engineering | architecture | geospatial

Statement of Qualifications

Professional Engineering Services RFP #38-2016 Contract 1 – Roadway Corridor and Intersection Design/Planning Lexington-Fayette Urban County Government

Table of Contents

| | |
|-------------|---|
| Section 1.0 | Transmittal Letter |
| Section 2.0 | Firm Qualifications |
| Section 3.0 | Project Team |
| Section 4.0 | Client List Past Performance |
| Section 5.0 | Similar Projects |
| Section 6.0 | Local Office |
| Section 7.0 | Disadvantaged Business Enterprise Involvement |
| Section 8.0 | LFUCG Proposal Forms |
| | ▪ Proposal Form and Addenda Acknowledgement |
| | ▪ General Provisions Form |
| | ▪ Affidavit |
| | ▪ Equal Opportunity Agreement |
| | ▪ Workforce Analysis Form |
| | ▪ Good Faith Efforts Form |
| | ▪ GRW Affirmative Action Plan |
| | ▪ GRW Certificate of Liability Insurance |

SECTION 1.0 | Transmittal Letter



GRW | engineering | architecture | geospatial
801 Corporate Drive • Lexington, KY 40503
859.223.3999 • www.grwinc.com

November 10, 2016

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

**Re: RFP #38-2016: Request for Qualifications for Professional Engineering Services
Contract 1 – Roadway Corridor and Intersection Design Planning**

Dear Mr. Slatin and Selection Committee Members:

Working with clients like the Lexington-Fayette Urban County Government that have set important goals for maintaining their roadway corridors and intersections for those who travel them every day is exactly the kind of consulting GRW has been providing for more than 50 years. We appreciate the opportunity to respond to your Request for Qualifications to provide you with professional engineering services for upcoming projects. We are ready to begin working with LFUCG staff and stakeholders.

GRW has a long history of providing planning, design, construction administration and inspection services for municipal infrastructure projects including many for LFUCG. In addition, most our team members are long-time members of the Lexington community. The attached SOQ summarizes GRW's applicable experience for Contract 1 – Roadway Corridor and Intersection Design/Planning

We appreciate the opportunity to respond to your RFQ – and we have the experience, dedication, interest, and capacity you are looking for. Please contact me if you have any questions regarding our experience or qualifications document. GRW certainly looks forward to continuing our 40+ year working relationship with LFUCG.

Sincerely,

Harvey H. Helm, PE, LEED AP, PLS
GRW Vice President

SECTION 2.0 | Firm Qualifications

2.0 Firm Qualifications

GRW has completed large roadway and bridge construction projects and federal aid-funded Local Public Agency projects, such as multi-use trails and sidewalks. Our Kentucky Transportation Cabinet experience includes the design of hundreds of miles of streets, roads, and highways, as well as associated sidewalks, bike lanes, and drainage features, bridges and interchanges. Our clients include the Kentucky, Indiana, Ohio, Tennessee, and Minnesota Departments of Transportation.

GRW is prequalified with KYTC to perform the following services:

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> ▪ Traffic Engineering ▪ Electrical Engineering ▪ Roadway Lighting ▪ Construction Project Supervision ▪ Rural Roadway Design ▪ Urban Roadway Design ▪ Surveying | <ul style="list-style-type: none"> ▪ Pedestrian and Bicycle Facility Planning & Design ▪ Preliminary Site Assessment ▪ Road Centerline Data Collection ▪ Highway Planning ▪ Structural Design spans under 500 feet | <ul style="list-style-type: none"> ▪ EIS Writing and Coordination ▪ Highway Noise ▪ UST & HAZMAT Site Assessment ▪ Aviation Systems Planning ▪ Aviation Master Planning ▪ Airport Design ▪ Airport Project Inspection |
|--|---|--|

Multidiscipline In-House Services

Our professional staff includes engineers and technicians with specialized training and experience in the use of the latest techniques and equipment used in transportation design, and we can provide clients with finished plans and specifications in most current electronic formats including AutoCAD and MicroStation. Over the past ten years, GRW has completed over \$300 million in transportation projects. Our performance ratings from both the Indiana Department of Transportation and the Kentucky Transportation Cabinet are consistently higher than the comparable averages of other consultants' performance evaluations.



Services Offered

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> ▪ Road and Highway Geometric Design ▪ Alternative Intersection Design (Roundabouts) ▪ Simple and Complex Interchange Design (Multi-Level) ▪ Bridge Design ▪ Structural Analysis of Bridges ▪ Corridor Studies ▪ Guide Signage Design | <ul style="list-style-type: none"> ▪ Drainage and Stormwater Management ▪ Lighting Design ▪ Ground Surveys ▪ Pavement Design and Program Development ▪ Traffic Signal Design ▪ Electronic Highway and Road Inventory Programs ▪ Design-Build/Fast Track Transportation Projects | <ul style="list-style-type: none"> ▪ Engineering Reports and Estimates ▪ Intelligent Transportation Systems (ITS) Programs ▪ Warrant Studies ▪ Capacity Analysis ▪ Traffic Analysis ▪ Aerial Mapping ▪ Environmental Studies ▪ Construction Plans / Specs |
|--|--|---|



GRW's project teams have been working with communities in Indiana on alternative intersection design, primarily roundabouts. Shown here is one example from the Town of Anderson, IN.



Subconsultants

Abbie Jones Consulting (AJC) is a certified women-owned business enterprise (**WBE**) based in Lexington, Kentucky. AJC specializes in land surveying, traffic counts, and civil engineering. AJC provides boundary, topographic, aerial control, airfield, subsurface utility engineering (SUE), geodetic control, mapping, asbuilts, ALTA/ACSM, and construction staking land survey services. AJC is KYTC-prequalified in Surveying, Traffic Data Collection, Bicycle & Pedestrian Design, Rural Highway Design, and Urban Highway Design. Examples of a few *recent projects of interest* include:

- LFUCG As-Needed Survey Services Contract
- 1315 West Main St, Lexington, KY, Topographic Survey, Consolidation Minor Plat, Development Plan
- 2189 Versailles Rd, Lexington, KY, Topographic Survey for Encroachment Agreement
- Old Frankfort Pike Scenic Corridor Viewing Area, Lexington, KY, Erosion Control Plan
- Peoples Bank Relocation, Lexington, KY, Topo and Boundary of Rupp parking lot for relocated building.

Third Rock Consultants, LLC, is a certified woman-owned business enterprise (**WBE**) with offices in Lexington and Louisville, Kentucky; and Nashville and Knoxville, Tennessee. Established in 2000, Third Rock is recognized as a leading environmental firm in the region, achieving this distinction through a combination of superior technical skills and commitment to meeting clients' needs. Third Rock's services include environmental engineering design, biological and ecological analyses, environmental permitting and mitigation, and NEPA documentation, as well as construction management and landscape architecture services.

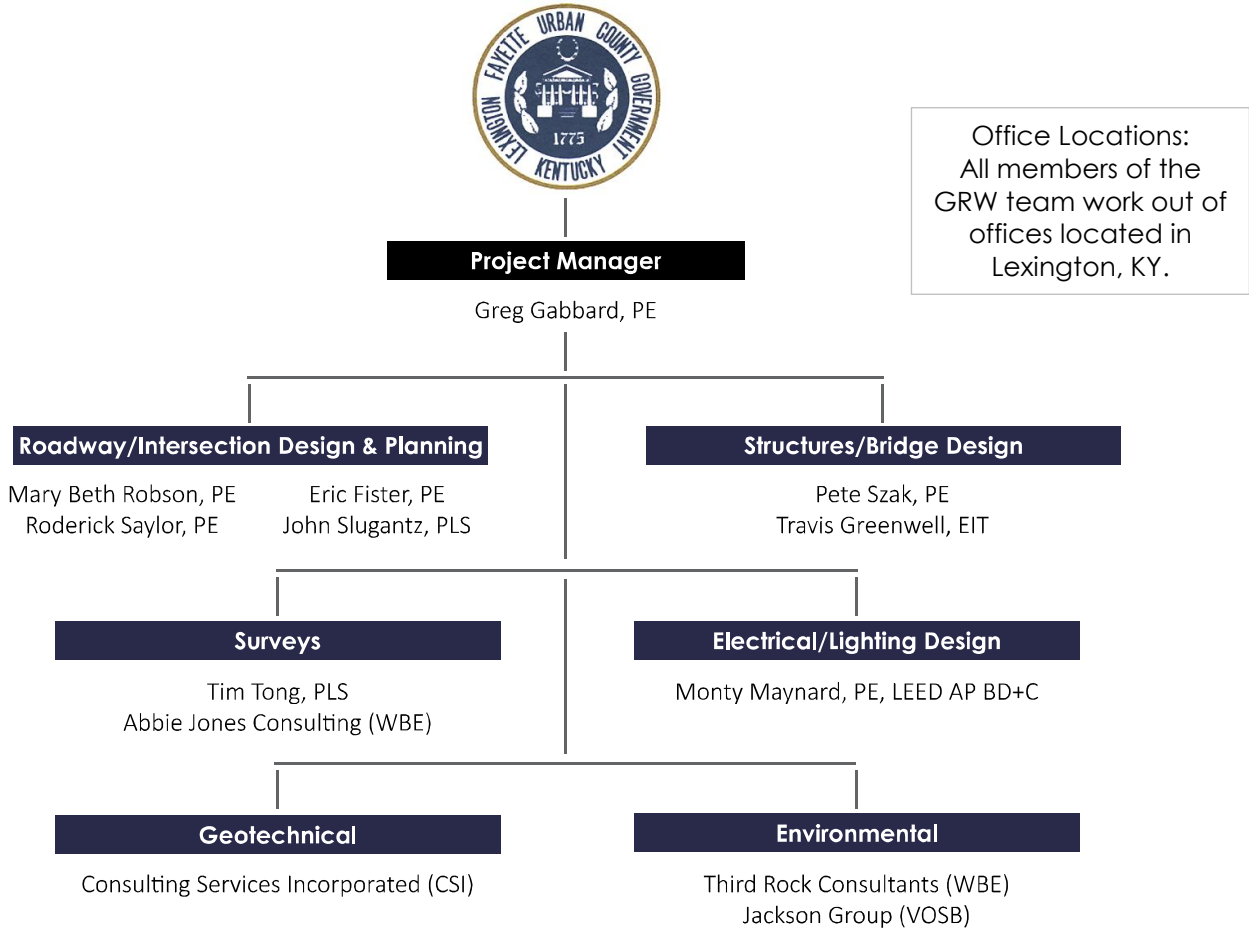
Consulting Services Incorporated, a designated Small Business by the SBA, is locally owned and headquartered in Lexington. CSI provides the following geotechnical and engineering services: geotechnical exploration/soils reports; site assessments for permitting/civil design; pavement studies and design; site specific seismic studies for International Building Code (IBC); geophysical studies; and soil and rock drilling/sampling. CSI's in-house materials laboratory is AASHTO (AMRL/AAP R-18), US Army Corp of Engineers and Kentucky Transportation Cabinet certified to provide testing for concrete, soils, aggregates, masonry, asphalt and steel.

Jackson Group is a certified service-disabled Veteran-owned small business (**VSOB**) with headquarters in Richmond, KY. A full-service, environmental sciences and engineering consulting firm, their professionals provide services to private and public sector clients including energy companies, commercial and pipeline developers, government agencies and contractors, design and construction firms, and utility companies.

SECTION 3.0 | Project Team

3.0 Project Team

For this contract, we have selected GRW staff members based on their related experience in the services required. Below is our organizational chart illustrating GRW team members, as well as DBE subconsultants.



The remaining pages of this section include key project team member resumes. The year of project completion is listed at the end of each project example provided on GRW’s resumes. The matrix below highlights their relevant experience, according to the notes in your selection criteria:

| Firm Project Team Experience | Project Manager Greg Gabbard | Mary Beth Robson | Roderick Saylor | Eric Fister | John Slugantz | Pete Szak | Tim Tong |
|---|---------------------------------|------------------|-----------------|-------------|---------------|-----------|----------|
| Man O' War Intersection Improvements | X | X | X | | | | X |
| Lane Allen Road Intersection Improvements | | X | | | | | X |
| Polo Club Boulevard Connection (Lexington) | X | X | X | | X | X | |
| Liberty/Todds Road (KY 1927) Section 2 | X | X | | X | X | X | |
| KY 146 Safety Improvements (Clay County) | X | X | | | | X | X |
| US 421 Urban/Rural Safety/Service Imprvts. (Clay Co.) | X | X | | X | X | X | |

Greg Gabbard, PE, LSIT

GRW Project Manager

Office Location: Lexington

Years of Experience/Years with GRW: 30/20

Education

B.S., Civil Engineering, 1986, University of Kentucky

Registration

Professional Engineer: KY, WV, GA, OH

Licensed Surveyor in Training: KY

Qualifications and Similar Project Experience

Greg is a Senior Highway Engineer and Project Manager at GRW. His responsibilities include all highway design elements, survey coordination and client communication. He leads the design team and makes the critical decisions for geometrics, drainage, right of way, traffic control, pavement design, utilities, and other features.

Lexington Liberty/Todds Road (KY 1927)

Section 2, Lexington, KY - Project Manager. Final design services for widening to three lanes of a 1.6-mile section 2 of KY 1927 Liberty/Todds Road in Fayette County from I-75 to Andover Forest Drive. Closely coordinated with LFUCG Division of Engineering and KY Department of Highways, the project reduces congestion and improves safety and includes a typical three-lane urban roadway section with bicycle lanes, sidewalks and handicap ramps; center two-way left turn lane and additional travel lanes and right turn lanes; curb and gutters, and roadway drainage primarily via storm sewers. (2016)

Lexington Polo Club Boulevard Connection, Lexington, KY - Project Manager. Survey and final design services for connection of two pieces of Polo Club Boulevard in Fayette County from Deer Haven Lane to Todds Road. Project, including 200'-long, double 8' x 4' box culvert, new curb/gutter and landscaping will complete critical section of boulevard roadway system. (2014)

Kentucky Transportation Cabinet KY 2335

(Ware Road) - Fayette County, Lexington, KY - Project Manager. Improve roadway typical section and pavement on KY 2335 (Ware Road) from KY 57 (Briar Hill Road) to northern entrance to Lexington Bluegrass Army Depot (Under Design).

Kentucky Transportation Cabinet KY 146 - Henry County, Louisville, KY - Project Manager. Design for 8-mile corridor to improve safety. Completed accident analysis and multiple alternatives. Selected typical includes 12-foot travel lanes and 8-foot paved shoulders. (2018)

Kentucky Transportation Cabinet US 421 (KY 80 to

KY 11), Clay County, KY - Project Engineer. Design of critically needed improvements to improve safety along 4-mile-long section of heavily traveled, three- and two-lane roadway. Final design provided five-lane urban section and a three-lane rural section of highway, increasing safety and level of service. (Design Complete)

Versailles Crossfield Drive Extension, Versailles, KY -

Project Manager. Corridor planning and design for an approximately 0.5-mile connector road between Lexington Street and US 60 Bypass in Versailles to relieve nearby congestion and create opportunities for infill development. Documents included typical sections and details, right-of-way plans and acquisition, plans and profiles, hydraulics, cross sections, cost estimates, surveying, specifications and bidding documents. (2012)

Kentucky Transportation Cabinet The Ohio River Bridges Project East End Kentucky Approach, Louisville, KY -

Project Engineer. Work included: geometric layout of Wolf Pen Branch Road Bridge over proposed corridor (included a temporary diversion and offset structure designed to allow construction of permanent bridge on existing centerline); TSIS-CORSIM traffic model depicting traffic flow patterns along KY 841 at the US 42 partial interchange; grade drain and surfacing plans for Springdale and Wolf Pen Branch Roads. (2016)

Mary Beth Robson, PE

GRW Environmental Engineer

Office Location: Lexington

Years of Experience/Years with GRW: 28/11

Education

B.S., Chemical Engineering, 1988, University of Cincinnati

M.S., Environmental Engineering, 1990, University of Notre Dame

Registration

Professional Engineer: KY

Qualifications and Similar Project Experience

Mary Beth has managed numerous projects from small, quick-turn around projects to large, complex Environmental Impact Statements with multiple subcontractors. She has served clients in the public sector, such as the Army Corps of Engineers and Kentucky Transportation Cabinet, as well as private sector clients and other engineering firms. She is prequalified by the Kentucky Transportation Cabinet in the area of noise analysis. She also has extensive expertise with federal and state stormwater regulations including FEMA floodplain regulations, and Clean Water Act Section A 401 and 404 permits.

Lexington Man O' War Boulevard Intersection Improvements, Lexington, KY - Civil Engineer.

Preliminary and final design, survey, contract documents, and cost estimates for improvements at three intersections: Pink Pigeon Parkway, Richmond Road, and Alumni Drive. Project adds turn lanes from and onto Man 'O War. Includes sidewalks, striping, erosion control, and maintenance of traffic. (2016/2017)

Lexington Intersection Improvements at Lane Allen Road, Lexington, KY - Project Manager. Intersection improvements at Lane Allen and Harrodsburg Roads, and Lane Allen Road and Alexandria Drive to meet current ADA regulations regarding handicap ramps and related pedestrian signalization. (2017)

Lexington Polo Club Boulevard Connection, Lexington, KY - Project Engineer. Survey and final design services for connection of two pieces of Polo Club Boulevard. includes 200-long, double 8' x 4' box culvert, curb/gutter and landscaping enhancements, will complete critical section of boulevard roadway system. (Design Complete)

Versailles Crossfield Drive Extension, Versailles, KY - Environmental Engineer. Corridor planning and design for an approximately 0.5-mile connector road to relieve nearby congestion and create opportunities for infill development. (2012)

Keeneland Old Clubhouse Lane Improvements,

Lexington, KY - Project Engineer. Upgrade of one of Keeneland's main access roads through property providing access to barn area. (2013)

Lexington Liberty/Todds Road (KY 1927) Section 2,

Lexington, KY - Environmental Engineer. Final design services for the widening to three lanes of a 1.6-mile section 2 of KY 1927 Liberty/Todds Road. Project reduces congestion and improves safety and includes a typical three-lane urban roadway section with bicycle lanes, sidewalks and handicap ramps; center two-way left turn lane and additional travel lanes and right turn lanes; curb and gutters, and roadway drainage primarily via storm sewers. (2016)

Kentucky Transportation Cabinet KY 146 - Henry County, Louisville, KY - Environmental Engineer.

Design for 8-mile corridor to improve safety. Completed accident analysis and multiple alternatives. Selected typical includes 12-foot travel lanes and 8-foot paved shoulders. (2018)

Kentucky Transportation Cabinet US 421 (KY 80 to KY 11), Clay County, KY - Project Engineer.

Design of critically needed improvements to improve safety along 4-mile-long section of heavily traveled, three- and two-lane roadway. Final design provided five-lane urban section and a three-lane rural section of highway, increasing safety and level of service. (Design Complete)

Roderick Saylor, PE

GRW Civil Engineer

Office Location: Lexington

Experience Total/ GRW: 11/11

Education: B.S., Civil Eng., University of Kentucky

Professional Engineer: KY, FL

Qualifications and Similar Project Experience

Roderick's services regularly encompass all facets of site development, zoning and permitting assistance, construction plans, stormwater drainage, utilities, access roads, and grading.

Lexington Man O' War Boulevard Intersection Improvements, Lexington, KY - Civil Engineer.

Improvements at three intersections: Pink Pigeon Parkway, Richmond Road, and Alumni Drive. Project adds turn lanes from and onto Man 'O War. Includes sidewalks, striping, erosion control, and maintenance of traffic. (2016/2017)

Lexington Polo Club Boulevard Connection, Lexington, KY - Civil Engineer. Includes new 200-long, double 8' x 4' box culvert, curb/gutter and landscaping enhancements, will complete critical section of boulevard roadway system. (Design Complete)

Blue Grass Army Depot Main Entry Control Facility and Battlefield Memorial Highway Revisions, Richmond, KY - Project Manager/Project Engineer. Design and construction administration services for design-build project at main entry control facility (ECF). Revisions at main ECF involve removing, closing, and relocating it to current parking lot entrance, as well as widening and providing KYTC-required improvements, such as new traffic signals, warning signals, and revised signage to U.S. 421 at new entrance. ECF structures, signage, fencing, utilities, pavement, and pedestrian facilities improvements are also included. (2017 estimate)

Asbury Theological Seminary Student Housing Complex, Wilmore, KY - Civil Engineer. Site design services for Asbury Theological Seminary's new multi-phase North Campus Housing Project located on a 31-acre site. Included design charrette and design of the roadway alignments, water mains, and storm and sanitary sewers. (2012)

Eric Fister, PE

GRW Transportation Engineer

Office Location: Lexington

Experience Total/GRW: 15/15

Education: B.S., Civil Eng., University of Kentucky

Professional Engineer: KY

Qualifications and Similar Project Experience

Eric's experience in civil engineering and highway design projects involving designing horizontal and vertical alignments, drainage, entrances, erosion control, and pavement, working closely with highway engineers and other lead designers.

Lexington Liberty/Todds Road (KY 1927) Section 2, Lexington, KY - Project Engineer. Final design services for the widening to three lanes of a 1.6-mile section 2 of KY 1927 Liberty/Todds Road in Fayette County from I-75 to Andover Forest Drive. Closely coordinated with the LFUCG Division of Engineering and the Kentucky Department of Highways. (2016)

Kentucky Transportation Cabinet KY 2335 (Ware Road) - Fayette County, Lexington, KY - Project Engineer. Improve roadway typical section and pavement on KY 2335 (Ware Road) from KY 57 (Briar Hill Road) to northern entrance to Lexington Bluegrass Army Depot (Under Design).

Kentucky Transportation Cabinet US 421 (KY 80 to KY 11), Clay County, KY - Project Engineer. Design of improvements to safety along 4-mile-long section of heavily traveled, three- and two-lane roadway. Final design provided three-lane rural section and five-lane urban section. (Design Complete).

Kentucky Transportation Cabinet The Ohio River Bridges Project East End Kentucky Approach, Louisville, KY - Project Engineer. Work included geometric layout of Wolf Pen Branch Road Bridge over proposed corridor; TSIS-CORSIM traffic model depicting traffic flow patterns along KY 841 at the US 42 partial interchange; grade drain and surfacing plans for Springdale and Wolf Pen Branch Roads; and numerous other services (2016)

Versailles Crossfield Drive Extension, Versailles, KY - Project Engineer. Corridor planning and design for an approximately 0.5-mile connector road to relieve nearby congestion and create opportunities for infill development. (2012)

John Slugantz, PLS

GRW Sr. Highway Designer

Office Location: Lexington

Experience Total/GRW: 33/30

Education: A.S., Civil Eng. Tech., Lexington Community College

Professional Surveyor: KY

Qualifications and Similar Project Experience

John has extensive knowledge of the Kentucky Department of Highways Design and Drainage Manuals and Memorandums, the Standard Drawings, AASHTO guidelines, KYCOGO, and KTDID. He has been instrumental in the development of GRW's standard procedures regarding the setup and management of each highway project's KYCOGO and CADD files.

Lexington Liberty/Todds Road (KY 1927) Section 2, Lexington, KY - Sr. Highway Designer. Final design services for the widening to three lanes of a 1.6-mile section 2 of KY 1927 Liberty/Todds Road in Fayette County from I-75 to Andover Forest Drive. Included field data collection and survey work. (2016)

Lexington Polo Club Boulevard Connection, Lexington, KY - Sr. Highway Designer. Survey and final design services for connection of two pieces of Polo Club Boulevard in Fayette County completes critical section of boulevard roadway system. (Design Complete)

Kentucky Transportation Cabinet US 421 (KY 80 to KY 11), Clay County, KY - Sr. Highway Designer. Design of improvements to safety along 4-mile-long section of heavily traveled, three- and two-lane roadway. Final design provided three-lane rural section and five-lane urban section. (Design Complete).

Kentucky Transportation Cabinet KY 69 Relocation, Hawesville, KY - Sr. Highway Designer. Phase 1 design for new 0.8-mile route for heavy truck traffic and congestion out of downtown Hawesville. Proposed improvements consist of a new rural / urban route developed with design speed of 45 / 35 mph, respectively. (2008)

Kentucky Transportation Cabinet U.S. 27, Garrard County, KY - Sr. Highway Designer. Design for Phase I of 6 alternate alignments for improvement of 5.2 miles of the US 27 corridor, involving over 300 parcels researched for right of way assessment for four lanes with a 40' depressed median. (2012)

Pete Szak, PE, SE

GRW Structural Engineer

Office Location: Lexington

Experience Total/GRW: 31/2

Education: M.S., Structural Eng., University of KY; B.S., Eng., University of Illinois

Professional Engineer: KY (and 11 other states)

NBIS Licensed Bridge Inspector: KY

Qualifications and Similar Project Experience

Pete responsible for the design and management of bridge and roadway projects starting with initial alignment studies and possible bridge types and locations, to production of final plans. Pete is thoroughly familiar with AASHTO LRFD Bridge Design, ACI 318, AISC Manual of Steel Construction, ASCE/SEI 7-10, IBC 2012, and numerous state building codes.

Lexington Polo Club Boulevard Connection, Lexington, KY - Structural Engineer. Survey and final design services for connection of two pieces of Polo Club Boulevard, including new 200-long, double 8' x 4' box culvert, curb/gutter and landscaping enhancements to complete critical section of boulevard roadway system. (Design Complete)

Lexington Liberty/Todds Road (KY 1927) Section 2, Lexington, KY - Structural Engineer. Final design services for the widening to three lanes of a 1.6-mile section 2 of KY 1927 Liberty/Todds Road. Project reduces congestion and improves safety and includes a typical three-lane urban roadway section with bicycle lanes, sidewalks and handicap ramps; center two-way left turn lane and additional travel lanes and right turn lanes; curb and gutters, and roadway drainage primarily via storm sewers. (2016)

Kentucky Transportation Cabinet KY 146 - Henry County, Louisville, KY - Structural Engineer. Design for 8-mile corridor to improve safety. Completed accident analysis and multiple alternatives. Selected typical includes 12-foot travel lanes and 8-foot paved shoulders. (2018)

Kentucky Transportation Cabinet US 421 (KY 80 to KY 11), Clay County, KY - Structural Engineer. Design of improvements to safety along 4-mile-long section of heavily traveled, three- and two-lane roadway. Final design provided three-lane rural section and five-lane urban section. (Design Complete).

Monty Maynard PE, LEED AP BD+C GRW Electrical Engineer

Office Location: Lexington

Experience Total/ GRW: 39/20

Education: B.S., Electrical Eng., University of KY

Professional Engineer: KY (and 12 other states)

Qualifications and Similar Project Experience

Monty's areas of technical expertise include electrical power distribution, substation design, alarm systems, communications, lighting, lightning protection, instrumentation/controls/telemetry, power quality, energy efficiency and code compliance.

Kentucky Transportation Cabinet Ohio River Bridges Project Downtown Crossing, Louisville, KY - Lead Electrical Engineer. Part of engineering team for design-build of cable stayed bridge spanning Ohio River to link Louisville, KY, and Jeffersonville, IN. GRW's responsibilities included all electrical engineering on Downtown Bridge and Kentucky side of project; communication facility services; and oversight of electrical engineers working on other parts of project. Bridge features LED lighting in most areas. (2016)

Hamburg Pavilion Village Shoppes Electrical System Conditions Assessment, Lexington, KY - Principal. Involved four retail buildings, gazebo, and a long landscape island separating parking areas. Areas of study focused on exterior buildings and ground-mounted lighting elements. (2012)

Lexington Phoenix Building and Police Headquarters Elevator System Repair and Upgrade, Lexington, KY - Electrical Engineer. (2013)

Murray State University Highway 121 Street Lighting, Murray, KY - Principal. Highway lighting (LED style luminaire with frangible couplings at the base of each pole) to meet AASHTO requirement for KYTC's KY 121 widening project adjacent to campus. (2013)

Indiana DOT State Route 32 Reconstruction and Streetscape Project, Yorktown, IN - Electrical Engineer. Survey, planning, design, utility coordination and construction phase services for downtown revitalization. Involved traffic signal and overhead signage system, streetlights with break away pole bases and power distribution sufficient for holiday lighting, and other services. (2008)

Tim Tong, PLS GRW Survey Manager

Office Location: Lexington

Experience Total/GRW: 17/3

Education: Undergraduate Studies, Land Surveying/Geomatics, Austin Community College and University of Southern Indiana

Professional Land Surveyor: KY

Qualifications and Similar Project Experience

Tim provides project management and crew coordination for GRW's Survey Division. His survey expertise includes transportation and right of way, planimetric, topographic, boundary, geodetic, monumentation, construction, and others.

Lexington Man O' War Boulevard Intersection Improvements, Lexington, KY – Survey Manager. Improvements at three intersections: Pink Pigeon Parkway, Richmond Road, and Alumni Drive. Project adds turn lanes from and onto Man 'O War. Includes sidewalks, striping, erosion control, and maintenance of traffic. (2016/2017)

Lexington Intersection Improvements at Lane Allen Road, Lexington, KY – Survey Manager. Intersection improvements at Lane Allen and Harrodsburg Roads, and Lane Allen Road and Alexandria Drive to meet current ADA regulations regarding handicap ramps and related pedestrian signalization. (2017)

Kentucky Transportation Cabinet KY 146 - Henry County, Louisville, KY - Environmental Engineer. Design for 8-mile corridor to improve safety. Completed accident analysis and multiple alternatives. (2018)

Kentucky Transportation Cabinet, KY 864 (Beulah Church Road), Jefferson County, KY. Survey Manager. Reconstruction/relocation narrow 2-lane urban collector with numerous access points and carries traffic from growing residential suburbs to I-265 (Gene Snyder Freeway) and downtown. Existing rural roadway replaced with curb and gutter section including turning lanes and sidewalks. (Under Design)

Kentucky Transportation Cabinet Hurstbourne and Breckinridge Sidewalk Improvements, Louisville, KY - Survey Manager. Planning and design for 4,000 LF of sidewalk along busy commercial area in Louisville, KY.. Funding associated with the Kentucky Transportation Cabinet's LPA program. (2016)

SECTION 4.0

**Client List |
Past Performance**

4.0 Client List | Past Performance

These references may be contacted to verify the quality of our work and their satisfaction with our performance. With repeat clients, such as the Lexington-Fayette Urban County Government, the Kentucky Transportation Cabinet and others, providing more than 90 percent of GRW's current workload, we believe this is a testament to our business philosophy of providing high-quality, close, personal service.

Lexington-Fayette Urban County Government

- Liberty/Todds Road (KY 1927) Section 2
- Polo Club Boulevard Connection
- Man O' War Boulevard Intersection Improvements
- Intersection Improvements at Lane Allen Road

Keith Lovan

(859) 258-3478 | klovan@lexingtonky.gov

Robert Bayert

(859) 258-3410 | bbayert@lexingtonky.gov

Mark Feibes

(859) 258-3410 | mfeibes@lexingtonky.gov

Boone County Fiscal Court / Department of Public Works

- KY 18-Burlington Elementary Safe Routes to School Sidewalks, Burlington, KY
- Cayton Road Extension, Boone County, KY

Jeff Earlywine, County Administrator

(859) 334-2242, jearlywine@boonecountky.org

Scott Pennington, County Eng./Dir. of Public Works

(859) 334-3600, SPennington@boonecountky.org

City of Versailles, KY

- Crossfield Drive Extension

Bart Miller, Public Works Director

(859) 873-2245, bmiller@versaillesky.com

Paul Simmons, Assistant Public Works Director

(859) 873-2245, psimmons@versaillesky.com

City of Hodgenville, KY

- Downtown Revitalization/Roundabout (ACEC Engineering Excellence Honor Award)
- College Street Drainage Basin Stormwater Improvements

Kenny DeVore, Mayor, (270) 358-3832,

hodgenvillemayor@windstream.net

City of Jeffersontown, KY

- Bluegrass Parkway Bicycle and Pedestrian Trail Phases I & II
- Bluegrass Commerce Park Infrastructure Improvements

Matt Meunier, Assistant to the Mayor

(502) 267-8333 | mmeunier@jeffersontownky.com

Kentucky Transportation Cabinet

- Bypass Extension, Flemingsburg, KY
- Hurstbourne and Breckinridge Sidewalk Improvements, Louisville, KY
- US 421 (KY 80 to KY 11), Clay County, KY
- Signalization Replacement Project, Nicholasville, KY
- KY 146, Henry County, KY

Matt Bullock, Chief District Engineer (District 5)

(502) 210-5400 | matt.bullock.ky.gov

Kim Tompkins, Office of Local Programs

(502) 782-4737 | kimj.tompkins@ky.gov

Adam Ulrich (District 5)

(502) 210-5484 | adam.ulrich2@ky.gov

Shane Tucker (District 7)

(859) 246-2355 | shane.tucker@ky.gov

SECTION 5.0 | Similar Projects

5.0 Similar Projects

This section highlights a few examples of GRW’s accomplishments with projects similar to yours.

Lexington Liberty/Todds Road (KY 1927) Section 2

GRW provided design services for the widening of Section 2 of KY 1927 Liberty/Todds Road in Fayette County from I-75 to Andover Forest Drive. The 1.6-mile section was widened to three lanes, including bicycle lanes, sidewalks and handicap ramps, to reduce congestion and improve safety. The center two-way left turn lane provides storage for left turn movements throughout the corridor and additional travel lanes and right turn lanes are provided where possible at congested areas and major intersections. The existing two-lane bridge over I-75 was replaced with a five-lane PCI-beam bridge. Curb and gutters were included and roadway drainage is primarily be accommodated in storm sewers. This project also includes a large stream crossing that discharges across the Andover Country Club golf course. Coordination with LFUCG and the KYTC Drainage Division revealed the existing structure and the preliminary design structure were severely undersized. Careful consideration of floodplain issues as well as and construction impacts and aesthetics resulted in selection structures that blend well with suburban surroundings.

Project Cost: \$9,500,000 **Completion Date:** 2015

Key Team Members: Greg Gabbard, Eric Fister, John Slugantz, Mary Beth Robson, Pete Szak



Recently constructed Andover Country Club golf cart tunnel (top) and bridge over I-75.

Lexington Polo Club Boulevard Connection

GRW is providing survey and final design services for the connection of two pieces of Polo Club Boulevard in Fayette County from Deer Haven Lane to Todds Road. The work is being done in close coordination with the LFUCG Division of Engineering and the Kentucky Department of Highways. This project includes a new 200-long, double 8' x 4' box culvert, curb/gutter and landscaping enhancements. GRW provided conventional field work alongside state-of-the-art LiDAR survey techniques to expedite the mapping delivery. The final engineering design for the two remaining sections of Polo Club Boulevard includes careful establishment of appropriate geometry to tie into the existing roadway and make the most of what has already been built. Spotty existing sidewalk construction were connected throughout with the application of current ADA standards. Existing utilities have been investigated and mapped to minimize impacts.

Project Cost: \$1,800,000 **Completion Date:** 2014

Key Team Members: Greg Gabbard, Mary Beth Robson, John Slugantz

Lexington Intersection Improvements | Lane Allen Road

GRW is designing intersection improvements at Lane Allen and Harrodsburg Roads, and Lane Allen Road and Alexandria Drive to meet current ADA regulations regarding handicap ramps and related pedestrian signalization. Our scope of services for these LFUCG projects includes topographic and boundary surveys, preliminary and final design, and easement description preparation. GRW’s work has included ADA compliance evaluations and upgrade, rebuilding islands as needed, relocating light poles as needed, designing new crosswalks and pedestrian signalization, evaluating and addressing poor roadway drainage, and converting asphalt median to planted

Project Cost: N/A **Completion Date:** 2017

Key Team Members: Mary Beth Robson

Lexington Man O' War Boulevard Intersection Improvements

GRW is designing improvements at three intersections of Man O' War Boulevard: Pink Pigeon Parkway, Richmond Road, and Alumni Drive. Services include preliminary and final design, survey, contract documents, and cost estimates. Improvements add turn lanes from and onto Man 'O War. Design includes sidewalks, striping, erosion control, and traffic maintenance.

Estimated Project Cost: \$1.47 million

Estimated Completion Dates: 2016/2017

Key Team Members: Greg Gabbard, Mary Beth Robson, Roderick Saylor, Tim Tong

Versailles Crossfield Drive Extension

GRW completed corridor planning and design for an approximately 0.5-mile connector road between Lexington Street and US 60 Bypass in Versailles to relieve congestion at the nearby intersection and create opportunities for infill development at this gateway to the City. The project included coordination with existing and proposed adjacent land uses, the City of Versailles, the land owners, and the Kentucky Transportation Cabinet. The project affects major intersections of the two main arterials south of Versailles and includes a stream crossing and associated environmental permitting. Documents developed include typical sections and details, right-of-way plans and acquisition, plans and profiles, hydraulics, cross sections, cost estimates, surveying, specifications and bidding documents, construction administration and inspection.

Project Cost: \$2,000,000 **Completion Date:** 2012

Key Team Members: Eric Fister, Greg Gabbard, Mary Beth Robson

Kentucky Transportation Cabinet US 421 (KY 80 to KY 11)

This 4-mile-long project is a heavily traveled, mostly two-lane, urban/rural arterial has a starting point in a heavily commercial area of Manchester as a three-lane roadway that meandered south as a two-lane rural arterial crossing twice over bridges in poor condition. The lack of turning lanes caused numerous rear-end collisions. GRW has worked closely with District 11, the public, and KYTC central offices to deliver an environmentally successful Phase 1 Design. The final design provided a five-lane urban section and a three-lane rural section of highway, greatly increasing safety and level of service. Special consideration was given to the maintenance of traffic in order to not aggravate the existing dangerous driving environment.

Estimated Project Cost: \$21.6 million

Completion Date: Design Complete

Key Team Members: Greg Gabbard, Mary Beth Robson, Eric Fister, John Sluganz, Pete Szak

Kentucky Transportation Cabinet KY 146 - Henry County

This eight-mile safety improvement project begins at the intersection of KY 153 in Pendleton. The existing corridor includes numerous farm and residential properties as it continues east towards New Castle. The vertical geometry approaching the city, where more dense development exists, is substandard. GRW completed an accident analysis that showed crash rates well above the statewide averages. The proposed typical roadway sections, selected at the first stakeholder meeting, include 12-foot travel lanes and 8-foot paved shoulders. In town, two lanes with on-street parking were preferred over a three-lane section with a center two-way turn lane. Three alternates were developed and presented to the public; all are within the existing corridor and use as much of the existing right of way as possible.

Estimate Project Cost: \$24 million

Estimated Completion Date: 2018

Key Team Members: Greg Gabbard, Mary Beth Robson, Eric Fister, John Sluganz, Pete Szak

SECTION 6.0 | Local Office

6.0 Local Office

As shown in Attachment 1, below, GRW and three of our proposed subconsultants have headquarters in Lexington, KY, and all are local. For your projects, 100 percent of our team’s work will be performed by local staff.

Attachment 1

Project Team Location(s)

GRW

| Prime Consultant | Location (City, State) | Date Office Established | Total Number of Employees | No. of Employees expected to work on DOE projects |
|-----------------------|---------------------------|-------------------------|---------------------------|---|
| Headquarters | Lexington, KY | 1964 | 221 (corporate wide) | 9 |
| Local Office | Lexington, KY | 1964 | 120 (Lexington) | 9 |
| PM Location | Lexington, KY | | | |
| | | | | |
| SubConsultants | | | | |
| Name: | Abbie Jones Consulting | 2011 | 6 | 4 |
| Service Provided | Surveys | | | |
| Headquarters | Lexington, KY | 2011 | 6 | 4 |
| Local Office | Lexington, KY | 2011 | 6 | 4 |
| | | | | |
| Name: | Third Rock Consultants | 2000 | 17 | 7 |
| Service Provided | Environmental | | | |
| Headquarters | Lexington, KY | 2000 | 17 | 7 |
| Local Office | Lexington, KY | 2000 | 17 | 7 |
| | | | | |
| Name: | Consulting Services, Inc. | 2009 | 63 | 9 |
| Service Provided | Geotechnical | | | |
| Headquarters | Lexington, KY | 2009 | 34 | 9 |
| Local Office | Lexington, KY | 2009 | 34 | 9 |
| | | | | |

See below for Jackson Group

Notes:

1. “Headquarters” refers to the corporate office that provides project support to the local office, if applicable. If support comes from multiple locations, use the blank spaces in the form to provide relevant information.
2. Listing of sub-consultants is optional and should only be provided if the prime consultant considers the sub-consultant(s) services to be essential to meeting the required qualifications. In this event, documentation from the subconsultant(s) shall be submitted in the SOQ that provides a commitment to be a part of the prime consultant’s team in providing the stated services. In such cases, for the purpose of evaluating the proposals, committed sub-consultants will be considered to be part of the prime consultant’s workforce. Prime consultants face potential disqualification from future work if DOE finds that the identified sub-consultants are not being utilized to deliver assigned work products.

Jackson Group

Services Provided | Assistance with environmental surveys and permitting

Headquarters | Richmond, KY | Date Office Established: 2006 | Total Employees: 10 | Work with DOE: 6

Local Office | Richmond, KY | Date Office Established: 2006 | Total Employees: 10 | Work with DOE: 6

SECTION 7.0 | Disadvantaged Business Enterprise Involvement

7.0 Disadvantaged Business Enterprise (DBE) Involvement

GRW understands and agrees with LFUCG’s 10% MWDBE and 3% VOSB goals. For this contract, we propose to use Abbie Jones Consulting and Third Rock Consultants (WBEs), and Jackson Group (VOSB), to meet your goals.



LFUCG MWDBE PARTICIPATION FORM

Bid/RFP/Quote Reference # 38-2016 Engineering Services / Contract 1
Roadway Corridor & Intersections

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

| MWDBE Company, Name, Address, Phone, Email | MBE WBE or DBE | Work to be Performed | Total Dollar Value of the Work | % Value of Total Contract |
|---|---------------------|--|--------------------------------|---|
| 1. Abbie Jones Consulting Abbie Jones, PE, PLS, CFM 1022 Fontaine Road Lexington, KY 40502 859-559-3443 abbie@abbie-jones.com | WBE (also a DBE) | Surveys | TBD | TBD (GRW intends to allocate percentage that allows LFUCG to meet 10% goal) |
| 2. Third Rock Consultants Molly Foree, JD 2526 Regency Rd, Ste 180 Lexington, KY, 40503 859-977-2000 mforee@thirdrockconsultants.com | WBE (also a DBE) | Environmental Services | TBD | TBD (GRW intends to allocate percentage that allows LFUCG to meet 10% goal) |
| 3. Jackson Group Jeremy L. Jackson 3945 Simpson Lane Richmond, KY 40475 859-623-0499 info@jacksongroupco.com | VOSB | Assistance with environmental surveys and permitting | TBD | TBD (GRW intends to allocate percentage that assists LFUCG in meeting 3% goal) |
| 4. | | | | |

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

GRW

 Company
 11/9/2016

 Date

Harvey Helm, PE

 Company Representative
 GRW Vice President

 Title

SECTION 8.0 | LFUCG Proposal Forms

8.0 LFUCG Proposal Forms

This section contains the required LFUCG forms as follows:

- Proposal Form
- Affidavit
- General Provisions Form
- Good Faith Efforts Form
- MWDBE Participation Form
- Equal Opportunity Agreement
- Workforce Analysis Form
- GRW Affirmative Action Plan
- GRW Certificate of Liability Insurance

Firm Submitting Proposal: GRW

Complete Address: 801 Corporate Drive, Lexington, KY 40503
Street City Zip

Contact Name: Greg Gabbard, PE Title: Project Manager / Transportation Engineer

Telephone Number: 859-223-3999 Fax Number: 859-223-8917
extension 221

Email address: ggabbard@grwinc.com

AFFIDAVIT

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

1. His/her name is Brad Montgomery and he/she is the individual submitting the proposal or is the authorized representative of GRW, 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.

Brad Montgomery

STATE OF Kentucky

COUNTY OF Shelby

The foregoing instrument was subscribed, sworn to and acknowledged before me
by Brad Montgomery on this the 9th day
of November, 2016.

My Commission expires: July 6, 2018

Duane Marshall

NOTARY PUBLIC, STATE AT LARGE



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, 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.



Signature

11/9/2016

Date

LFUCG STATEMENT OF GOOD FAITH EFFORTS

Bid/RFP/Quote # 38-2016 Engineering Services/Contract 1/ Roadway Corridor & Intersections

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

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

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

Attended LFUCG Central Purchasing Economic Inclusion Outreach event

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

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

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

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

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

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

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

Selected portions of the work to be performed by MWDBE firms and/or Veteran-Owned businesses in order to increase the likelihood of meeting the

contract goals. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MWDBE and Veteran participation, even when the prime contractor may otherwise perform these work items with its own workforce

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

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

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

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

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

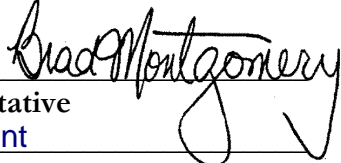
_____ Other--any other evidence that the bidder submits which may show that the bidder has made reasonable good faith efforts to include MWDBE **and Veteran participation.**

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

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

GRW
Company

11/9/2016
Date

Brad Montgomery 
Company Representative

President
Title



LFUCG MWDBE PARTICIPATION FORM

Bid/RFP/Quote Reference # 38-2016 Engineering Services / Contract 1
Roadway Corridor & Intersections

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

| MWDBE Company, Name, Address, Phone, Email | MBE WBE or DBE | Work to be Performed | Total Dollar Value of the Work | % Value of Total Contract |
|---|---------------------|--|--------------------------------|---|
| 1. Abbie Jones Consulting Abbie Jones, PE, PLS, CFM 1022 Fontaine Road Lexington, KY 40502 859-559-3443 abbie@abbie-jones.com | WBE (also a DBE) | Surveys | TBD | TBD (GRW intends to allocate percentage that allows LFUCG to meet 10% goal) |
| 2. Third Rock Consultants Molly Foree, JD 2526 Regency Rd, Ste 180 Lexington, KY, 40503 859-977-2000 mforee@thirdrockconsultants.com | WBE (also a DBE) | Environmental Services | TBD | TBD (GRW intends to allocate percentage that allows LFUCG to meet 10% goal) |
| 3. Jackson Group Jeremy L. Jackson 3945 Simpson Lane Richmond, KY 40475 859-623-0499 info@jacksongroupco.com | VOSB | Assistance with environmental surveys and permitting | TBD | TBD (GRW intends to allocate percentage that assists LFUCG in meeting 3% goal) |
| 4. | | | | |

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

GRW

Company

11/9/2016

Date

Harvey Helm, PE

Company Representative

GRW Vice President

Title

EQUAL OPPORTUNITY AGREEMENT

The Law

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

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

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

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

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

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

Bidders

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



Signature

GRW

Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: GRW

| Categories | Total | White (Not Hispanic or Latino) | | Hispanic or Latino | | Black or African-American (Not Hispanic or Latino) | | Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino) | | Asian (Not Hispanic or Latino) | | American Indian or Alaskan Native (not Hispanic or Latino) | | Two or more races (Not Hispanic or Latino) | | Total | |
|---------------------|------------------------------|-----------------------------------|-----------|--------------------|----------|---|----------|--|-----------|-----------------------------------|----------|---|-----------|---|-----------|------------|-----------|
| | | M | F | M | F | M | F | M | F | M | F | M | F | M | F | M | F |
| Administrators | 18 | 2 | 13 | -- | 1 | -- | 1 | -- | -- | -- | -- | -- | -- | 1 | -- | 3 | 15 |
| Professionals | 132 | 118 | 12 | -- | 1 | -- | -- | -- | -- | -- | 1 | -- | -- | -- | -- | 118 | 14 |
| Superintendents | N/A | | | | | | | | | | | | | | | | |
| Supervisors | N/A | | | | | | | | | | | | | | | | |
| Foremen | N/A | | | | | | | | | | | | | | | | |
| Technicians | 40 | 31 | 8 | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1 | -- | 32 | 8 |
| Protective Service | N/A | | | | | | | | | | | | | | | | |
| Para-Professionals | N/A | | | | | | | | | | | | | | | | |
| Office/Clerical | Counted under Administrators | | | | | | | | | | | | | | | | |
| Skilled Craft | 31 | 30 | 1 | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 30 | 1 |
| Service/Maintenance | N/A | | | | | | | | | | | | | | | | |
| Total: | 221 | 181 | 34 | -- | 2 | -- | 1 | -- | -- | -- | 1 | -- | -- | 2 | -- | 183 | 38 |

Prepared by: Gayla Szak, PHR, SHRM-CP
 Human Resources Manager
(Name and Title)

Date: 11 / 9 / 2016

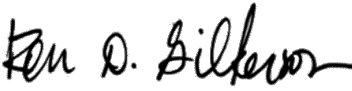
Revised 2015-Dec-15

AFFIRMATIVE ACTION PLAN
INDIVIDUALS WITH DISABILITIES
AND
COVERED VETERANS & DISABLED VETERANS

GRW ENGINEERS, INC.
801 CORPORATE DRIVE
LEXINGTON, KY 40503

Revised and Updated Annually

February 1, 2016 – January 31, 2017

Approved by: 
Ron Gilkerson
President

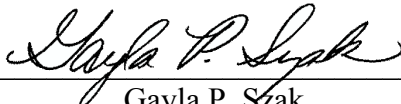
Approved by: 
Gayla P. Szak
Human Resources
Equal Employment Opportunity Officer
Phone Number: 859-223-3999

TABLE OF CONTENTS

SECTION I

INDIVIDUALS WITH DISABILITIES

Confidentiality Statement

Statement of Purpose

Affirmative Action Policy

Affirmative Action Plan Coverage

Communication of Policy

Recruitment

Compensation

Policy of Nondiscrimination

Proper Consideration of Qualifications

Accommodation of Physical and Mental Limitations of Employees

Development and Execution of Affirmative Action Programs

Confidentiality Statement

This Affirmative Action Plan contains confidential information subject to the provisions of Title 18 U.S.C. §1905.

GRW Engineers, Inc. does not consent to the release of any confidential information whatsoever contained in the Affirmative Action Plan under the Freedom of Information Act or otherwise. If the Government, or any agency or division thereof, is considering a request for release of this Program under the Freedom of Information Act, we hereby request that the Government immediately notify GRW Engineers, Inc. of any and all Freedom of Information Act requests and any contemplated release of this Plan by the Government.

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

Statement of Purpose

This plan is written with the intention of meeting the requirements of a contractor's obligations with Section 503 of the Rehabilitation Act of 1973, as amended.

This plan is presented in recognition of the rights of employees and applicants for employment to be treated on a nondiscriminatory basis. The Organization recognizes its obligation to take affirmative action to employ and advance qualified disabled individuals. The Organization's purpose in adopting this Affirmative Action Plan is to utilize persons with disabilities to their full potential in all levels of the organization.

Affirmative Action Policy

It is the policy of GRW Engineers, Inc. not to discriminate against any employee or applicant for employment because he or she has a physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Organization agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified individuals without discrimination based upon their physical or mental disability in all employment practices including the following: employment, promotion, termination, compensation, demotion or transfer, recruiting, advertising, layoff or termination, and selection for training. In carrying out this Affirmative Action Program, the Organization will make a good faith effort to reasonably accommodate the physical or mental limitations of any employee or applicant for employment unless such accommodation would impose undue hardship on the conduct of the business.

An "individual with disabilities" is defined to be a person who:

- Has a physical or mental impairment which substantially limits one or more of his or her major life activities,

- Has a record of such impairment, or
- Is regarded as having such impairment.

For purposes of this definition, an individual with disabilities is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing employment because of a disability.

The terms "handicapped" and "disabled" are intended to have the same meaning within this Plan.

The Equal Employment Opportunity Officer has the ultimate responsibility for ensuring that equal employment opportunity and affirmative action receive the high level of priority due this activity.

To carry out the letter as well as the spirit of our Equal Employment Opportunity / Affirmative Action Program, the Organization has appointed Gayla P. Szak as the Equal Employment Opportunity Officer. She will spearhead the commitment to maximize equal employment opportunity and affirmative action at GRW Engineers, Inc. The EEO Officer has the full support of the President in carrying out these duties.

Specifically, the EEO Officer is responsible for ensuring that the following activities are carried out:

- Keeping management up-to-date concerning new developments in the EEO field.
- Providing technical assistance in response to questions and concerns of employees and supervisors, and, as needed, acting as liaison with appropriate agencies.
- Coordinating investigations and making recommendations concerning any allegations of discrimination both internally and in connection with enforcement agencies.
- Conducting periodic audits and holding regular discussions with supervisors and managers to ensure that organization policy is implemented.
- Encouraging involvement with organizations and community action groups.
- Assisting in the identification of problem areas through review of policies and procedures and conducting periodic utilization studies.
- Reporting periodically to the Senior Official on the affirmative action effort.
- Developing education programs to provide managers and supervisors with pertinent equal employment opportunity information to assist them in their compliance efforts.

It is further the policy of the Organization that employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in, or may engage, in any of the following activities:

- Filing a complaint;
- Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) or any other Federal, State or local law requiring equal opportunity for disabled persons;
- Opposing any act or practice made unlawful by Section 503 or its implementing regulations in this part or any other Federal, State or local law requiring equal opportunity for disabled persons; or
- Exercising any other right protected by Section 503 or its implementing regulations in this part.

Consistent with GRW Engineers, Inc.'s non-discrimination policy, harassment in the workplace in any form is not tolerated. Harassment of any kind, including sexual harassment, whether physical, verbal, visual or written, is strictly prohibited. Improper interference with the ability of GRW Engineers, Inc.'s employees to perform their expected job duties is not tolerated. Examples of unlawful employee harassment include jokes, slurs, sexually explicit or racially derogatory material, in addition to commentary that would offend others on the basis of race, color, religion, sex, national origin, disability, age, marital status, citizen status, sexual orientation, genetics, status as a disabled veteran or veteran of the wars, including Vietnam, or any other non-job-related protected characteristic or feature. Furthermore, the use of the Organization's internet or e-mail system for the purposes of displaying or transmitting offensive material is strictly prohibited.

Sexual harassment may also include unwelcome sexual advances, offensive touching, requests for sexual favors, showing sexually suggestive or explicit photos or objects, and all other conduct of a sexual or otherwise offensive nature, especially when:

- Submission to or rejection of such conduct is used as a factor in employment decisions (e.g. hiring, evaluation, promotion) affecting such individual; or
- Such conduct has the purpose or effect of interfering unreasonably with an individual's employment or creating an intimidating, hostile, or offensive working environment.

Employees who violate this policy are subject to disciplinary action up to and including immediate termination from employment with GRW Engineers, Inc.

Employees who believe that they are being harassed or discriminated against in any manner prohibited by this policy are encouraged to bring the matter directly to the attention of a member of management or the Human Resources Department. Management must immediately report any discrimination/harassment complaint or observation to the Human Resources Department.

The Organization will conduct an investigation of any complaint of inappropriate discrimination or harassment, and will take prompt remedial action where necessary. Confidentiality will be maintained throughout the investigation to the extent practical and appropriate under the circumstances.

The Organization will not retaliate against employees who make complaints or participate in investigations about workplace harassment or other discrimination. Retaliation is a form of discrimination and is strictly prohibited.

Affirmative Action Plan Coverage

Applicants and employees who believe themselves covered under this Affirmative Action Program for disabled individuals may advise the Organization at any time that they wish to benefit under this program.

This information will be used solely for the purpose of affirmative action and proper job placement. This information will not be used to exclude or otherwise limit the employment opportunities of qualified disabled individuals.

The Equal Employment Opportunity Officer is responsible for implementation of the EEO policy within the Organization. Gayla P. Szak has been assigned the day-to-day responsibility for implementing the policy regarding individuals with disabilities. She has management's support to carry out the following responsibilities:

- Developing policy statements, Affirmative Action Programs, and internal and external communication techniques.
- Discussing with managers, supervisors, and employees the policy regarding individuals with disabilities to make certain that it is being followed.
- Advising managers and supervisors that they are obligated to prevent harassment of employees placed through affirmative action efforts and that their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as on other criteria.

- Assisting in the identification of problem areas in the implementation of Affirmative Action Programs for individuals with disabilities and in the development of solutions, paying particular attention to the accommodation requirements.
- Designing and implementing an audit and reporting system that will measure the effectiveness of the Organization's program, determining the degree to which objectives have been accomplished, and indicating the need for remedial action.
- Determining whether employees with a known disability have had an opportunity to participate in Organization-sponsored activities.
- Serving as a liaison between GRW Engineers, Inc. and responsible organizations concerned with employment opportunities for individuals with disabilities.
- Serving as a liaison between GRW Engineers, Inc. and enforcement agencies.

Communication of Policy

The Organization takes the following steps to disseminate information on the Organization's policy on employment of disabled individuals to recruiting sources, applicants, supervisory and management personnel, and other employees:

- The Organization's policy is contained in the Policy & Procedure Manual and distributed to all employees.
- The EEO Officer holds periodic meetings with management and supervisory personnel to discuss the Organization's policy.
- Prospective employees are informed of the Organization's commitment to increase employment opportunities for qualified individuals with disabilities.
- Employees are made aware of the Organization's policy through a written policy statement posted throughout the Organization's facilities.
- The Organization has informed recruiting sources of this policy.
- Written notification of the Organization's policy of affirmative action to increase employment opportunities for qualified individuals with disabilities is sent to subcontractors, vendors, and suppliers, requesting appropriate action on their part.

Recruitment

The State Employment Service will be informed of the Organization's policy of nondiscrimination and affirmative action.

Personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related employment processes are aware of the Organization's commitment to affirmative action.

GRW Engineers, Inc. recruits applicants for employment on the basis of their demonstrated abilities and competence.

This policy is discussed in employee orientation and management meetings.

Compensation

When offering employment or promotions to an individual with disabilities, the Organization will not consider disability income, pension income, or other benefits received by the applicant or employee as relevant to determination of his/her salary. No deductions from Organization pay will be made for any other income of that nature.

Policy of Nondiscrimination

The Organization does not discriminate against any applicant or employee because of physical or mental disability provided that the applicant or employee is qualified for the position. The Organization's commitment to equal employment opportunity includes, but is not limited to the following areas: hiring, upgrading, transfer, recruitment or recruitment advertising, layoff or termination, all forms of compensation, selection for training, education or tuition assistance, seniority, and leaves of absence.

The Organization will ensure that the physical and mental job qualification requirements are related to the specific job or jobs for which the person is being considered and are consistent with business necessity and safe performance of the job.

Proper Consideration of Qualifications

All applicants applying for employment with the organization are invited to voluntarily identify themselves as disabled and indicate any reasonable accommodation that can be made to enable them to perform a job that they would not otherwise be able to do.

If a disabled applicant or employee is not selected for employment, promotion, or training, the reason for the non-selection is documented and maintained in the personnel file or with the application.

Whenever an accommodation is made for the hire, promotion, or training of a disabled individual, a description of the accommodation is documented and kept with the personnel file or with the application.

Accommodation of Physical and Mental Limitations of Employees

GRW Engineers, Inc. will try to reasonably accommodate the physical and mental limitations of qualified, disabled applicants or employees so as to ensure that each one is afforded equal opportunity for employment and advancement. In determining the degree of accommodations that may be reasonably undertaken, business necessity and expenses will be considered with such other related factors as: efficiency, health and safety, the essential functions of each specific job, etc. Each decision regarding accommodations will be determined on an individual basis.

The Organization will consider the following types of accommodation:

- Architectural Modifications: curb accessibility, entrance door accessibility, ramps, distance from parking lot to building entrance, restroom facilities which accommodate wheelchairs.
- Work Environment Modifications: lowered or raised work surfaces, special lighting, rearranged shelves, and hand-free phones.
- Job Task Modifications: sequencing changes, functional arrangements.
- Equipment Modifications: telephone equipped with amplifiers, altered controls to accommodate left or right hand or foot operation.

Development and Execution of Affirmative Action Programs

The Organization is committed to developing, executing, and maintaining an effective Affirmative Action Plan. In order to ensure this result, the Organization will use the following procedures:

- The Affirmative Action Plan for individuals with disabilities is made available to current and prospective employees.
- The total selection process including training and promotion is reviewed on an on-going basis to ensure freedom from bias regarding individuals with disabilities that limit their access to all jobs for which they are qualified.
- Review of applicable personnel processes to ensure they provide for a thorough consideration of the job qualifications of applicants and employees for job vacancies. Perform periodic evaluations and reviews of all physical and mental job qualification standards and ensure that those standards are job-related for the position in question and consistent with business necessity.

- Approved position specifications are made available to all members of management involved in the recruiting, screening, selection, and promotion process. Pertinent information is also distributed to all recruiting sources.
- All employees significantly involved in recruitment, selection, promotion, disciplinary and related personnel practices are carefully selected and trained to ensure that the commitments in the Affirmative Action Plan are implemented.
- State Employment Services and other recruiting sources are encouraged to refer qualified individuals with disabilities.
- Include the affirmative action clause in covered government contracts and subcontracts.

TABLE OF CONTENTS

SECTION II

COVERED VETERANS & DISABLED VETERANS

Confidentiality Statement

Statement of Purpose

Affirmative Action Policy

Affirmative Action Plan Coverage

Communication of Policy

Recruitment

Compensation

Policy of Nondiscrimination

Proper Consideration of Qualifications

Accommodation of Physical and Mental Limitations of Employees

Development and Execution of Affirmative Action Programs

Confidentiality Statement

This Affirmative Action Plan contains confidential information that is subject to the provisions of Title 18 U.S.C. §1905.

GRW Engineers, Inc. does not consent to the release of any confidential information whatsoever contained in the Affirmative Action Plan under the Freedom of Information Act or otherwise. If the Government, or any agency or division thereof, is considering a request for release of this Program under the Freedom of Information Act, we hereby request that the Government immediately notify GRW Engineers, Inc. of any and all Freedom of Information Act requests and any contemplated release of this Plan by the Government.

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

Statement of Purpose

This plan is written with the intention of meeting the requirements of a contractor's obligations with Section 402, Vietnam Era Veterans Readjustment Act of 1974, as amended.

The plan is presented in recognition of the rights of employees and applicants for employment to be treated on a nondiscriminatory basis. The Organization recognizes its obligation to take affirmative action to employ and advance qualified Covered Veterans and Disabled Veterans. The purpose in adopting this Affirmative Action Plan is to utilize Covered Veterans and Disabled Veterans to their full potential in all levels of the organization.

Affirmative Action Policy

It is the policy of the Organization not to discriminate against any employee or applicant for employment because he or she is a Covered Veterans and Disabled Veterans in regard to any position for which the employee or applicant for employment is qualified. The Organization agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified individuals without discrimination based upon their disability or veteran's status in all employment practices including the following: employment, promotion, termination, compensation, demotion or transfer, recruiting, advertising, layoff or termination, and selection for training. In carrying out this Affirmative Action Program, GRW Engineers, Inc. will make a good faith effort to reasonably accommodate the physical or mental limitations of any employee or applicant for employment unless such accommodation would impose undue hardship on the conduct of the business.

Affirmative Action Plan Coverage

Applicants and employees who believe themselves covered under this Affirmative Action Program for Covered Veterans and Disabled Veterans may advise the Organization at any time that they wish to benefit under this program.

This information will be used solely for the purpose of affirmative action and proper job placement. This information will not be used to exclude or otherwise limit the employment opportunities of qualified Covered Veterans and Disabled Veterans.

The Equal Employment Opportunity Officer is responsible for implementation of the EEO policy within the Organization. Gayla P. Szak has been assigned the day-to-day responsibility for implementing the policy regarding Covered Veterans and Disabled Veterans. She has management's support to carry out the following responsibilities:

- Developing policy statements, Affirmative Action Programs, and internal and external communications regarding affirmative action for these protected classes.
- Discussing with managers, supervisors, and employees the policy regarding Covered Veterans and Disabled Veterans to make certain that it is being followed.
- Advising managers and supervisors that they are obligated to prevent harassment of employees placed through affirmative action efforts and that their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as on other criteria.
- Assisting in the identification of problem areas in the implementation of Affirmative Action Programs for Covered Veterans and Disabled Veterans, and the development of solutions, paying particular attention to the accommodation requirements.
- Designing and implementing an audit and reporting system that will:
 - Measure the effectiveness of the Organization's program and determine the degree to which objectives have been accomplished.
 - Indicate the need for remedial action.
- Determining whether known Covered Veterans and Disabled Veterans have had an opportunity to participate in the Organization-sponsored activities.
- Serving as liaison between GRW Engineers, Inc. and responsible organizations concerned with employment opportunities for Covered Veterans and Disabled Veterans.
- Serving as liaison between GRW Engineers, Inc. and enforcement agencies.

Communication of Policy

The Organization takes the following steps to disseminate information on the Organization's policy on employment of Covered Veterans and Disabled Veterans to recruiting sources, vendors, subcontractors, applicants, supervisory and management personnel, and other employees:

- The Organization's policy is contained in the Policy & Procedure Manual and is distributed to all employees.
- The EEO Officer holds periodic meetings with all management and supervisory personnel to discuss the Organization's policy.
- Employees are made aware of the Organization's policy through a written policy statement posted throughout the Organization's facilities.
- Bulletin boards bear the appropriate federal and state EEO posters.
- Recruitment sources are informed of the Organization's Equal Employment Opportunity Policy and are requested to recruit and refer in a manner that represents the Organization's policy.
- An Equal Employment Opportunity clause is included in all purchase orders.

Recruitment

When hiring opportunities occur, GRW Engineers, Inc. requests that employment agencies and other sources refer qualified Covered Veterans and Disabled Veterans for consideration.

Recruiting sources have been informed of the Organization's policy of nondiscrimination and affirmative action.

Personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related employment processes are aware of the Organization's commitment to affirmative action.

The Organization recruits applicants for employment on the basis of demonstrated ability and competence.

Sources likely to yield qualified Covered Veterans and Disabled Veterans as applicants are identified and included in our recruiting efforts. All open positions are posted with the local State Employment Services office except executive and top management positions, positions that will be filled from within the Organization, and positions lasting three (3) days or less.

The policy is discussed in employee orientation and management meetings.

Compensation

When offering employment or promotions to Covered Veterans and Disabled Veterans, the Organization will not consider disability income, pension income, or other benefits received by the applicant or employee as relevant to determination of his/her salary. No deduction from Organization pay will be made for any other income of that nature.

Policy of Nondiscrimination

The Organization does not discriminate against any applicant or employee because of disability or veteran status, provided the applicant or employee is qualified for the position. The Organization's commitment to equal employment opportunity includes, but is not limited to, the following areas: hiring, upgrading, transfer, recruitment or recruitment advertising, layoff or termination, all forms of compensation, selection for training, education or tuition assistance, seniority, and leaves of absence.

GRW Engineers, Inc. will ensure the physical and mental job qualification requirements are related to the specific job or jobs for which the person is being considered and are consistent with business necessity and safe performance of the job.

Proper Consideration of Qualifications

All applicants applying for employment with the Organization will be invited to voluntarily identify themselves as Covered Veterans and Disabled Veterans and to indicate any reasonable accommodation that can be made to enable them to perform a job that they would not otherwise be able to do.

Whenever Covered Veterans and Disabled Veterans are considered for employment, the employment applications are annotated to identify positions for which they are considered.

If a Covered Veterans and Disabled Veterans is not selected for employment, promotion, or training, the reason for the non-selection is documented and maintained in the personnel file or with the application.

Whenever an accommodation is made for the hire, promotion, or training of a disabled individual, a description of the accommodation is documented and kept with the personnel file or with the application.

Accommodation of Physical and Mental Limitations of Employees

GRW Engineers, Inc. is prepared to make reasonable accommodations to the physical and mental limitations of a disabled veteran unless such accommodation would impose an undue hardship on the conduct of our business. The extent to which accommodations will be made will be a function of several factors including business necessity and cost.

Development and Execution of Affirmative Action Programs

The Organization is committed to developing, executing, and maintaining an effective Affirmative Action Plan. To ensure this result, the Organization uses the following procedures:

- The Affirmative Action Plan for Covered Veterans and Disabled Veterans is made available to current and prospective employees. They are invited to declare their veteran's status and their desire to be covered under the provisions of the plan.
- The total selection process is reviewed on an on-going basis to ensure freedom from bias regarding Covered Veterans and Disabled Veterans which might otherwise limit their access to all jobs for which they are qualified.
- Review of applicable personnel processes to ensure they provide for a thorough consideration of the job qualifications of applicants and employees for job vacancies. Perform periodic evaluations and reviews of all physical and mental job qualification standards and ensure that those standards are job-related for the position in question and consistent with business necessity.
- Approved position specifications are made available to all members of management involved in the recruiting, screening, selection, and promotion process. Pertinent information is also distributed to all recruiting sources.
- All employees significantly involved in recruitment, selection, promotion, disciplinary, and related personnel practices will be carefully selected and trained to ensure that the commitments in the Affirmative Action Plan are implemented.
- State Employment Services and other recruiting sources are encouraged to refer qualified Covered Veterans and Disabled Veterans.
- The affirmative action clause is included in covered government contracts and sub-contracts.

GRW Engineers, Inc. will meet its annual obligation to file a VETS-100A reporting form showing the number of veterans in our workforce.

