

Response to Request for Proposals

Greenbriar 2 Pump Station Replacement RFP #18-2025

Lexington-Fayette Urban County Government

July 15, 2025





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

RE: RFP #18-2025 Greenbriar 2 Pump Station Replacement

Dear Director,

Palmer Engineering is pleased to submit our Statement of Qualifications and Fee Proposal to provide professional engineering services for the Greenbriar #2 Pump Station (G2PS) Project. We are excited about the opportunity to continue our partnership with the Lexington-Fayette Urban County Government and the Division of Water Quality on another critical wastewater infrastructure project.

Palmer has a long-standing and successful history of delivering wastewater and conveyance design services for LFUCG, including extensive experience within the Remedial Measures Program. Our team has designed numerous pump stations, force mains, and gravity sewer improvements that address sanitary sewer overflows and support long-term capacity and compliance objectives throughout the State of Kentucky. This depth of experience ensures our thorough understanding of the technical, regulatory, and procedural expectations associated with LFUCG projects.

The G2PS project aligns well with Palmer's strengths. We have designed pump station systems to meet Class C standards in accordance with LFUCG's Pump Station Manual and are fully equipped to deliver a solution that reliably accommodates the required 0.75 MGD firm capacity under future condition flows. Our services extend through all project phases—from preliminary design through bidding, construction, and close-out—and we bring an integrated approach that prioritizes cost efficiency, constructability, and system longevity.

One of Palmer's most unique advantages for this project is our role as the design engineer for the KYTC road widening project along Winchester Road—the same corridor in which the proposed pump station will be located. This direct involvement positions us to provide seamless coordination between the two projects, helping to mitigate utility conflicts, minimize disruptions, and streamline construction schedules.

Palmer is committed to delivering high-quality, responsive service backed by our local presence and our deep bench of experienced professionals. We appreciate the opportunity to be considered for the G2PS Project and look forward to continuing our contribution to LFUCG's efforts to enhance public infrastructure, protect water quality, and serve growing communities. Please don't hesitate to reach out with any questions during your review.

Sincerely,

A handwritten signature in blue ink that reads 'Stephanie Blain'.

Stephanie Blain, PE, LEED AP
Project Manager





Company Profile

RFP #18-2025 Greenbriar 2 Pump Station Replacement

Palmer Engineering Company (Palmer), incorporated on February 25, 1969, is a civil/structural engineering, environmental, and surveying consulting firm. Over the past 55 years, Palmer's professional associates have earned clients' respect and trust by consistently delivering solutions-oriented, exemplary service in a responsive and financially accountable manner. As a result, Palmer has successfully completed more than 15,000 projects for approximately 1,000 clients. Departments of Transportation, Local Public Agencies, and Municipalities constitute Palmer's largest business sectors. With headquarters in Winchester, Kentucky, and ten other offices in Lexington, Louisville, and Fort Mitchell, Kentucky; Cincinnati, Columbus and Medina, Ohio; Nashville, Tennessee; Teays Valley, West Virginia; and Orlando and Jacksonville, Florida, the firm over 130 employees, including 45 registered professional engineers, 2 registered structural engineers, 8 registered land surveyors, and 15 engineers-in-training available to provide the highest quality engineering and environmental services.



Company Services

- Sanitary sewer collection systems
- Sanitary sewer treatment systems and pumping stations
- Sanitary sewer facilities planning
- Watershed management planning
- Storm water management with hydrologic and hydraulic analysis
- Public involvement
- Stakeholder engagement and coordination
- Cost estimation and project prioritization
- Environmental services--including EIS writing and coordination, USACE/KDOW
- Permitting, Phase I site assessments, aquatic ecosystems (wetlands, fisheries), highway noise, air quality analysis, socio-economic analysis, and cultural analysis
- Green infrastructure
- Feasibility and comprehensive studies
- Water supply and distribution systems
- Water storage tanks
- Water supply/treatment systems and pumping stations
- Structural inspection and rehabilitation, including fracture critical members of long-span bridges and pier stability/scour analysis
- Surveying services (land and cadastral surveys, horizontal and vertical control for photogrammetry, GIS, GPS)
- Construction layout, management, and inspection
- Corridor studies for other utility systems
- Highway design of streets, arterials, bridges, and culverts
- Site development for building construction
- Instrumentation and settlement analysis
- Pavement design, analysis, and repair/rehabilitation
- Planning reports and capacity analysis of roadways
- Residential and commercial development
- Resident project representation
- Structural design of bridges, piers, and culverts
- Traffic engineering and transportation services--including urban transportation planning and travel demand forecasting, traffic impact analysis, traffic simulations, interchange justification studies, corridor access management, context-sensitive solutions, highway capacity analysis, feasibility studies, advanced planning reports, traffic counting services, and bicycle planning services

Company Commitment and Project Team

Palmer is a multi-discipline engineering firm that offers a variety of personnel to meet the project needs. Palmer's team for this project will be led by [Stephanie Blain, PE, LEED AP](#), supported by a team of professionals who have the expertise necessary to complete the design for wastewater system improvements. Palmer has teamed with Magna Engineers, a certified DBE, and LE Gregg to assist with the project's completion. Additional details on the team members are provided on the following pages; however, all work will be completed from the Lexington or Winchester, Kentucky, office locations. All firms that are members of the Palmer Team are locally owned businesses with headquarters in the Bluegrass ADD service area. A proven track record, previous experience with similar projects for LFUCG and other municipalities, connection to the transportation project, and responsiveness make the Palmer Team the ideal candidate for this project.





Project Team & DBE Participation Plan

RFP #18-2025 Greenbriar 2 Pump Station Replacement

The Palmer Team and Project Manager

Palmer Engineering has assembled a highly qualified and experienced team for the Greenbriar #2 Pump Station project, led by **Stephanie Blain, PE, LEED AP**, who will serve as Project Manager. Stephanie brings over 19 years of experience in municipal wastewater projects, including design, coordination, and construction oversight of pump stations, force mains, and sewer system improvements.

Stephanie has successfully managed design activities on numerous projects of similar scope and scale, including previous projects performed under LFUCG's Remedial Measures Program. Her deep familiarity with LFUCG standards, permitting processes, and stakeholder coordination requirements ensures efficient project execution and compliance throughout the entire project lifecycle, from concept to construction. She has led projects involving complex utility coordination, gravity sewer design, and force main routing, and she brings the technical expertise needed to lead this project successfully.

Stephanie is well-versed in LFUCG's Pump Station Manual and applicable design standards, including 10 State Standard protocols, KDOW considerations, and design requirements for Class C Pump Stations. Her attention to detail and methodical approach support quality control and technical precision throughout every phase of the project. She also brings the unique qualification of a KYTC-certified Utility Coordinator, which will assist with the roadway widening project considerations. Stephanie leads the water and sewer review and design section of Palmer's Statewide Utility Coordination contract with KYTC.

As a proven communicator and team leader, Stephanie is recognized for her responsive and proactive project management style. She works closely with clients, regulatory agencies, subconsultants, and contractors to ensure a clear understanding of expectations, timely resolution of issues, and consistent delivery of project milestones. Her familiarity with LFUCG's project delivery process enables her to relay critical information efficiently and maintain alignment among all stakeholders. Stephanie has managed several projects for LFUCG across multiple divisions.

Stephanie serves as a newly appointed Principal and Vice President at Palmer Engineering and leads the firm's Lexington Branch Office. She was named NSPE's National Young Engineer of the Year in 2021 and has held leadership roles in both the Bluegrass Chapter and Kentucky Society of Professional Engineers, reinforcing her dedication to professional excellence and service.

Supporting Stephanie is a multidisciplinary team of Palmer engineers with extensive experience in wastewater collection and conveyance design, construction administration, and resident observation. Our team has contributed to dozens of successful LFUCG projects and is backed by in-house structural, roadway, and utility coordination experts, many of whom are currently engaged on the Winchester Road widening project, providing invaluable insight for coordination with the proposed pump station. Palmer Engineering is currently serving as the design engineer for the KYTC roadway widening project along Winchester Road. That effort is being led by **David Lindeman, PE, PLS**, a senior transportation project manager and former President of Palmer Engineering, with extensive experience in coordinating complex infrastructure improvements within active urban corridors. Our dual involvement in both the roadway and pump station projects places us in a uniquely advantageous position to streamline coordination, avoid conflicts, and reduce construction impacts. This integrated perspective will allow Palmer to anticipate and resolve potential issues early, ensuring that both projects progress efficiently and with minimal disruption to LFUCG's schedule and budget.

Palmer's project team is committed to delivering a reliable, coordinated, and constructible pump station system that meets LFUCG's current needs and future growth objectives.





Project Team & DBE Participation Plan

RFP #18-2025 Greenbriar 2 Pump Station Replacement

The Palmer Subconsultant Team

Palmer has selected two subconsultants to assist with the completion of this project, extending the provided services, increasing expertise in wastewater infrastructure projects, and helping meet the established participation goals for Disadvantaged Business Enterprises. These team members enable the project to be completed with a single point of contact: Project Manager Stephanie Blain. Background information for the subconsultant is provided below. The Palmer Team Organizational Chart and individual resumes for key team members are presented on the following pages.

Geotechnical Subconsultant - LE Gregg Associates

L.E. Gregg Associates, headquartered in Lexington, Kentucky, was founded in 1957 to provide engineering and materials testing services. Originally, the firm's expertise primarily included highway design, construction, and testing. Since then, the firm has become well-known for its geotechnical investigations, materials testing, and special inspections for a variety of markets, including commercial, industrial, and public/municipal facilities. LE Gregg Associates provides the specialized expertise needed to complete a successful project. They pride ourselves in delivering what our clients need, whether taking a simple nuts and bolts approach or using innovative, and cutting-edge technologies to create necessary efficiencies. This has allowed them to complete over 1600 projects in Kentucky in the last five years.



Electrical and Controls Subconsultant - Magna

Magna Engineers is a woman-owned consulting engineering company providing electrical, mechanical, and instrumentation/controls engineering services. Magna was founded in 2011 by a group of mechanical and electrical engineers with a history of collaborating toward a common goal of innovative and solid engineering practices. Magna is based in Lexington and has a branch office in Louisville.



Magna specializes in the design of electrical, instrumentation, and mechanical systems for municipal water and wastewater systems. They are well-versed in the latest industry-specific technologies. Their staff members have completed hundreds of projects for pump stations, treatment plants, and related facilities. They pride themselves with matching the complexity of the systems we design with the needs of the Owner and their staff, and the overall facility needs. While they continue to build on the learning experiences from our past projects, they approach each design as a unique, customized endeavor, with individual challenges and goals.

DBE Participation Plan

DBE participation is important to Palmer for several key reasons:

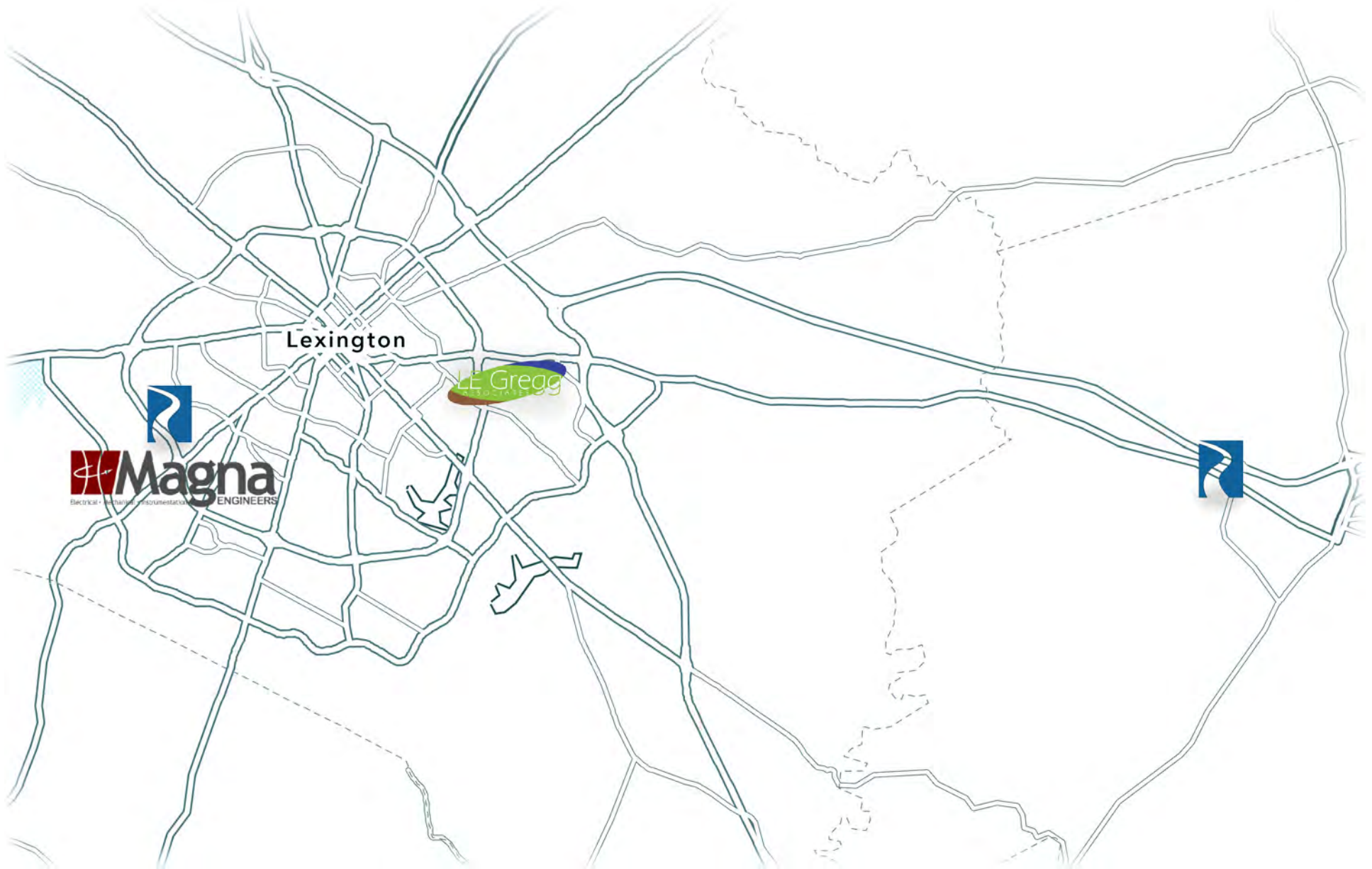
- 1. Promotes Diversity and Inclusion:** DBE participation fosters a diverse and inclusive business environment, allowing Palmer to collaborate with a broader range of businesses, reflecting the communities they serve.
- 2. Strengthens Partnerships:** By partnering with DBE-certified firms, Palmer can build valuable relationships that enhance innovation, provide unique perspectives, and expand their expertise across different projects.
- 3. Meets Regulatory and Contract Goals**
- 4. Supports Economic Growth:** Engaging DBE firms helps drive economic growth for small, minority, and women-owned businesses, contributing to a more robust, equitable business ecosystem.





LEXINGTON

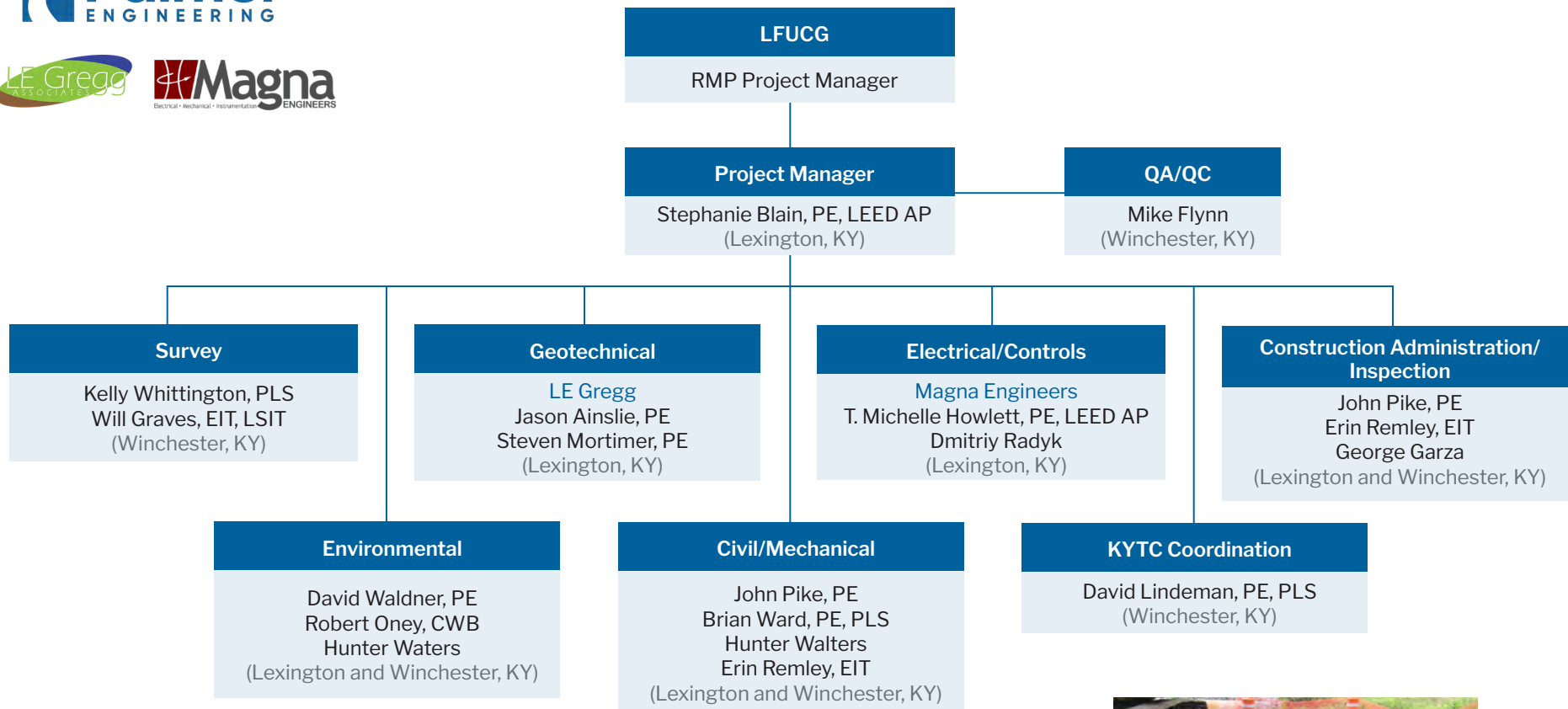
Palmer Team Office Location Map RFP #18-2025 Greenbriar 2 Pump Station Replacement





Project Team Organizational Chart

RFP #18-2025 Greenbriar 2 Pump Station Replacement



All work is proposed to be performed from Lexington or Winchester, Kentucky office locations by the Palmer Team, including work from subconsultants.





Stephanie Blain, PE, LEED AP Project Manager



Experience
19 years

Education
University of Kentucky
BS, Civil Engineering, 2007

Office
Lexington, KY

Registrations
PE--KY-28304-2011; NC-059024-2024;
OH-91305-2024
LEED AP--2009

Stephanie was named the 2021 NSPE National Young Engineer of the Year after being selected as the Kentucky winner.

Stephanie joined **Palmer Engineering** in 2006 and was named a principal in 2025. As Branch Manager of the Palmer office in Lexington, she serves as Project Manager on various roadway, site development, and municipal design projects. Stephanie is involved in projects from the preliminary planning aspects through construction completion, performing all aspects of design, permitting, coordination, and acquisition. She was named the 2021 National Young Engineer of the Year. Project experience includes:

Silverlake/Lakecrest Pump Station Replacement, Frankfort, KY for FSD - Project Manager for the replacement of the Silverlake Pump Station on the Lakecrest Golf Course. Project includes new pump station, 950 LF of 15-inch gravity sewer from the existing Silverlake Pump Station to the proposed pump station location, and 2,400 LF of 12-inch force main replacement to the discharge manhole. Project is currently in the design phase.

US 60--Western Clark County Sanitary Sewer Project, Clark County, KY for Clark County Sanitation District - Project Manager for developing a Preliminary Engineering Report and assisting in securing funding to extend sanitary sewer service into western Clark County. The aim of the project is to remove two aging package plants and provide opportunities for growth and development in the community. Assisted in securing project funding from multiple sources--a combination of Clark County ARPA funds, Cleaner Water Program Grants, Community Development Block Grant, CWSRF Fund A Loan, and HB 1 Line Item. The project is currently in design and includes design of a 250 GPM and 800 GPM pump stations..

Fort Boone Pump Station, Frankfort, KY for Frankfort Sewer Department - Project Engineer for a pump station relocation and upgrade project due to a recurring Sanitary Sewer Overflow occurring at the existing pump station; project consisted of approximately 1,200 LF of gravity sewer and a new 660 GPM pump station; responsibilities included easement exhibit and legal description preparation.

Plainview Trunk Sewer Phase 1, Lexington Kentucky for LFUCG - Palmer Project Manager for a Remedial Measures Project that includes design and construction of nearly 830 linear feet of new gravity sanitary sewer, composed of both 12-inch and 8-inch diameter PVC and ductile iron pipe, along with the installation of eight new precast concrete manholes. Responsible for leading a feasibility evaluation of multiple alternatives and ultimately determined that an aerial sewer crossing over a concrete-lined stormwater channel would be the most constructible and feasible alternative. Responsibilities also included review and compilation of existing record data, full engineering design and plan development, utility coordination, permitting assistance, support for acquisition of easements, and construction administration. The project is currently under construction.

Walnut Hall and Peach Drive Sanitary Sewer Project, Independence, KY for Sanitation District 1 (SD1) - Project Manager for the proposed gravity sewer and low pressure force main in Independence, KY. The failure of onsite sanitary waste systems in the Walnut Hall and Peach Drive area led to the direct discharge of sewage into local waterways. This project will allow for connection of 41 residential properties to the public wastewater collection system. The proposed gravity line expansion is 8-inch diameter pipe and totals almost 4,000 linear feet. Due to the elevations, the properties along Peach Drive must primarily be served using a low-pressure force main. Responsible for overseeing design and construction, including project permitting.



Mike Flynn

QA/QC



Experience
31 years

Education
DeVry Institute of Technology
BS, Electronic Engineering

Registrations
None

Office
Winchester, KY



Mike served as City Manager for the City of Winchester from June 2020 until June 2024 before joining **Palmer Engineering** in 2025. As City Manager, Mike managed all operations that included Fire, Police, Public Works, Engineering (including Planning and Zoning), Finance and office staff (total approximately 150 personnel). Responsibilities included management of the operation and capital budgets and oversight of all staff. Mike reported to the Winchester City Commission on a bi-weekly basis (Public Meetings) and provided guidance/recommendations for the Commission to make informed decisions on personnel, policies, capital projects and other pertinent issues impacting City government. He was responsible for preparation, management and oversight of the operation and capital budgets totaling approximately (\$24M-\$25M).

Notable Infrastructure City of Winchester Projects:

Oversaw planning, design, construction and financing of the Town Branch Stormwater Improvements Project. Project costs totaling approximately \$4M.

Managed planning, design, construction including financing for the Main Street High Side Improvements. Project costs total approximately \$5M.

Winchester Municipal Utilities (WMU) – General Manager - Mike served as General Manager of Winchester Municipal Utilities (WMU) from November 2010 until April 2019. As General Manager, Mike oversaw all water/sewer/solid waste operations including personnel (80-85 personnel). He was responsible for managing the operation and capital budgets and administering all policies established by the Commission. Mike ensured regulatory compliance with all local, state and federal regulatory agencies including compliance with an Environmental Protection Agency (EPA) Consent Decree. Mike planned for and directed implementation of all capital needs on an annual, five- and ten-year basis.

Brian Ward, PE, PLS

Civil Engineer



Experience
29 years

Education
University of Kentucky
BS, Civil Engineering, 1997

Registrations
PE--KY-22627-2002 and two other states
PLS--KY-3899-2009

Office
Winchester, KY



Brian joined **Palmer Engineering** in 1998 and was named a principal and vice president in 2016; Brian specializes in pump station hydraulics and will lead that portion of the project. Project experience includes:

Fort Boone Pump Station and Force Main, Frankfort, KY for Frankfort Sewer Department - Project Manager / Engineer in Charge for the design, hydraulic modeling/calculations, bidding, construction administration, inspection, record drawings, and project closeout of the relocated 700 GPM pump station. The project included approximately 1,200 LF of new 8-inch sanitary force main within existing streets, multiple utility conflict mitigation, and decommissioning/demolition of existing pump station. The project was complicated by the initial contractor failing to complete the work, an unknown gas line, changes in anticipated flows to the proposed pump station and a historic flood in spring 2025. Currently leading redesign efforts to raise pump station above new historic flood water elevations from the recent event.

Silverlake/Lakecrest Pump Station Replacement, Frankfort, KY for FSD - Principal-in-Charge for the replacement of the Silverlake Pump Station on the Lakecrest Golf Course. Project includes new pump station, 950 LF of 15-inch gravity sewer from the existing Silverlake Pump Station to the proposed pump station location, and 2,400 LF of 12-inch force main replacement to the discharge manhole. Project is currently in the design phase.

Flanagan-Madison Outfall Sewer Project, Winchester, KY for Winchester Municipal Utilities - Project Manager for the Ft. Estill Pump Station force main realignment and Flanagan-Madison Outfall gravity sanitary sewer alignment. Work was completed under a sub-contract to Bell Engineering. Provided oversight for all design services for the force main realignment that included force main layout and profiling; hydraulic analysis of pump station operation before and after relocation of force main; and technical memorandum.



Jason Ainslie, PE Geotechnical Engineer



Experience
25 years

Education
University of Missouri
BS, Geological Engineering, 1999

Registrations
PE--KY-23677 and 21 other states

Office
Lexington, KY



James Ainslie currently serves as President and Principal Engineer at **L.E. Gregg Associates**, where he has led the firm's geotechnical engineering services and overall operations since 2011. Prior to this role, he worked as a Project Engineer with Patriot Engineering and Environmental from 2005 to 2011, providing geotechnical and environmental engineering support on a variety of development projects. He began his career as a Project Engineer at American Engineers, Inc. from 2000 to 2005, performing geotechnical investigations and analyses for transportation and site development projects.

Central Kentucky Regional Business Park, Scott County, KY - Directed geotechnical investigations and Phase I Environmental Site Assessments for a 504-acre industrial park. Identified and addressed subsurface hazards including sinkholes, expansive soils, and shallow bedrock. Provided detailed recommendations to support efficient site grading, foundation design, and long-term performance of industrial facilities.

Richmond Sportsplex, Madison County, KY - Led geotechnical design and grading support for a 280-acre athletic complex. Conducted settlement analysis and developed mitigation strategies for problematic soils. Oversaw recommendations for the removal of over 45,000 cubic yards of rock and coordinated solutions to ensure stable subgrades for sports fields, parking, and supporting infrastructure. Extensive grading, 45,000 CY of rock removal, and settlement challenges.

Homes Inc. Disaster Resilience Housing, Letcher County, KY - Performed site selection evaluations and geotechnical design services for flood-relief housing developments. Evaluated multiple candidate sites, identifying stable, buildable areas, and provided recommendations to mitigate flood and slope stability risks for long-term residential use.

Skyview Estates, Perry County, KY - Managed geotechnical investigations for a 204-lot residential subdivision on challenging former mining land. Evaluated uncontrolled fill conditions, settlement risks, and slope stability concerns. Delivered practical design solutions to allow safe development and construction of homes and infrastructure.

Michelle Howlett, PE, LEED AP Electrical Engineer



Experience
34 years

Education
University of Kentucky
BS, Electrical Engineering, 1990

Registrations
PE--KY-19856 and 3 other states
LEED AP

Office
Lexington, KY



Ms. Howlett has 34 years of experience as project manager and electrical engineer for a broad array of projects up to \$270M in scope. Ms. Howlett has experience with projects using design-bid-build, design-build, and construction management delivery methods. Ms. Howlett's technical areas of expertise include low and medium voltage power distribution, communications systems including fiber optic systems and wireless, fire alarm systems, power quality, security systems, closed circuit video, lighting systems, supervisory control and data acquisition systems, control systems, and instrumentation.

Rowan Pump Station, Louisville, KY - Instrumentation engineer for a 50 MGD pump station which provides dewatering for the Ohio River Tunnel. The tunnel provides storage and conveyance for combined sewer wet weather events. The pump station includes a 200 ft. deep wetwell, with 10 variable speed submersible dewatering pumps and two grit pumps. PLC based controls are used for flow and level control and monitoring.

Southwestern Parkway CSO Storage Basin, Louisville, KY - Electrical and instrumentation engineer for a new 30M gallon wet weather holding facility with 20 MGD pump station for Louisville MSD. The project includes multiple diversion structures, storage basin, pump station with five variable speed dewatering pumps and two sump pumps, and washdown systems. The design includes various instrumentation and controls including multiple PLC panels, flow and level monitoring, and standby power system. The project was constructed using a progressive design build delivery method.

Influent Pump Station Improvements, Cedar Creek Water Quality Treatment Center, Louisville, KY - Electrical and instrumentation engineer for upgrades to the existing influent pump station, including new variable frequency drives for 6-130 hp submersible pumps.

Deep Springs Wastewater Pump Station, Lexington KY - Electrical and instrumentation for a new wastewater pump station which replaces an existing pump station in a residential area. The project includes variable frequency drives, level control system, standby power, and telemetry.



John Pike Civil Engineer



Experience
4 years

Education
University of Kentucky
MS, Civil Engineering – Water Resources, 2021
BS, Civil Engineering, 2019

Registrations
KY-40237-2024

Office
Lexington, KY



John joined **Palmer Engineering** in 2021 after graduation from University of Kentucky. His graduate studies included the successful defense of his thesis “Investigation of Nitrate Transfer in Karst Basins during Storm Events Using Submersible Underwater Nutrient Analyzers.” John immediately followed his passion for water resources at Palmer with quick mastery of stormwater drainage design with Autodesk Storm and Sanitary Analysis and PCSWMM software. John has broad experience in site development projects from the preliminary planning aspects through construction completion, performing all aspects of design and permitting. Project experience includes:

Walnut Hall and Peach Drive Sanitary Sewer Project, Kenton County, Independence, KY for Sanitation District 1 (SD1) - Project Engineer for the proposed gravity sewer and low pressure force main in Independence, KY. The failure of onsite sanitary waste systems in the Walnut Hall and Peach Drive area led to the direct discharge of sewage into local waterways. This project will allow for connection of 41 residential properties to the public wastewater collection system. The proposed gravity line expansion is 8-inch diameter pipe and totals almost 4,000 linear feet. Due to the elevations, the properties along Peach Drive must primarily be served using a low-pressure force main. Served as primary designer on the project.

Licking River Siphon Conveyance, Campbell County, KY for SD1 - Project Engineer for the up-sizing of approximately 6,450 linear feet of pipe through a challenging corridor of steep slopes and through a conservation easement. Responsible for shop drawing review and construction modifications to design documents as required due to coordination with Northern Kentucky Water District. Reviewed multiple alternative alignments to minimize impacts and reduce stakeholder concerns.

George Garza Construction Inspection



Experience
36 years

Education
South Louisiana Vo-Tech Institute
Diploma--Drafting and Design Technology;
Computer Aided Drafting, 1989

Registrations
None

Office
Winchester, KY



George joined **Palmer Engineering** in July 2023. He is responsible for contacting and coordinating with all utility companies that affect specific projects awarded to Palmer Engineering to spearhead those duties throughout Kentucky. George develops working lines of communications with each utility company involved, establishes timelines, and highlights potential conflicts that may impact each company’s design stages prior to letting dates for beginning construction. Project experience includes:

Fort Boone Pump Station and Force Main, Frankfort, KY for Frankfort Sewer Department - Project Utility Coordinator and Construction Administrator; Performed on-site field inspection, maintain as-built records of any variations from proposed design drawings. Maintain and supply daily record logs and reports of material and contractor equipment used and submit for Client review and approval. The project included approximately 1,200 LF of new 8” sanitary force main within existing streets, multiple utility conflict mitigation, and decommissioning/demolition of existing pump station.

Wathen Lane Roadway Improvements and Utility Relocations, Henderson County, KY for City of Henderson - The project involves construction of a two-lane typical roadway section, which includes two 11-foot lanes and 8-foot-wide multi-use path on the west side from US 60 to the City limits. The roadway improvements span approximately 1.4 miles and upgrade the existing rural section to an urban facility with bicycle and pedestrian facilities. Responsible for daily construction inspection and being the point of contact between the Contractor and the City. Oversaw installation of roadway improvements, drainage infrastructure and utility relocations, including 6,500 linear feet of 8” water main replacement and 5,800 linear feet of 4” gas main replacement.





Project Manager

Stephanie Blain, PE, LEED AP

Team Members

Brian Ward, PE, PLS

John Pike, PE

Craig Palmer, PLS

Kelly Whittington, PLS

Agency / Client Contact

Clark County Sanitation District

Chris Davis, Chairman

magistratechrisdavis@gmail.com

859-437-0083

Dates

2020-Present

Anticipated Project Cost

\$11,000,000

Project Elements

Preliminary Engineering Report

Funding Coordination

Topographic Survey

Easement Documentation

Pump Station Design

Force Main Design

Western Clark County Sanitary Sewer Improvements Winchester, Clark County, Kentucky

Project Description

Palmer Engineering was initially selected to assist with this project in 2020. At that time, no funding was available, and the goal was to prepare a Preliminary Engineering report for decommissioning the two-package Wastewater Treatment Plant (WWTP) and allow for development to expand into Clark County. Over the course of the next four years, Palmer and the Blue Grass Area Development District (BGADD) assisted the Clark County Sanitation District with obtaining over \$8,500,000 in funding, with an additional \$7,000,000 pending.

The funding sources for this project include:

- American Rescue Plan Act (ARPA)
- Cleaner Water Program
- Community Development Block Grant
- Appalachian Regional Commission
- Kentucky HB1 Budget Line Item

Pending funding sources include:

- KIA Clean Water State Revolving Fund
- Federal Budget Line Item

The project includes installation of a new force main sanitary sewer to connect Yorktowne Mobile Estates Association (Yorktowne), Verna Hills Neighborhood Association (Verna Hills), and future potential commercial and residential development to the existing WMU Strodes Creek WWTP. Both Yorktowne and Verna Hills are currently utilizing aging package WWTP for sewage treatment. The proposed improvements include:

- Decommissioning of the Yorktowne package wastewater treatment plant
- Construction of a new 250 GPM pump station at Yorktowne
- Construction of a 6-inch force main (approximately 13,000 LF) from the new pump station at Yorktowne to the location of the existing WMU Rockwell Road Pump Station
- Construction of new approximately 2,300 LF of new gravity sewer from location of the existing WMU Rockwell Road Pump Station to new pump station south of RJ Corman Railroad
- Construction of new 800 GPM pump station south of RJ Corman Railroad
- Construction of approximately 12,500 LF of new force main from new pump station south of RJ Corman Railroad to the existing WMU Strodes Creek WWTP

The Preliminary Engineering Report and Preliminary Design have been completed. Palmer has assisted the Clark County Sanitation District and Winchester Municipal Utilities (WMU) in obtaining conditional approval of an inter-jurisdictional agreement for WMU to accept the system after construction completion. Palmer is currently working on detailed design with construction planned to begin at the end of 2025.





Plainview Trunk Sewer Phase 1 Lexington, Fayette County, Kentucky

Project Manager

Stephanie Blain PE, LEED AP

Team Members

Stephanie Blain, PE, LEED AP

Erin Remley, EIT

John Pike, PE

Hunter Walters

Agency / Client Contact

LFUCG DWQ

Robert Peterson, PE

859.425.2438

rpeterson@lexingtonky.gov

Dates

2021-Present

Anticipated Construction Cost

\$1,635,000

Project Elements

Sanitary Sewer Design

SSO Elimination

Construction Administration

Innovative Design Alternatives

Project Description

Palmer Engineering was selected as a key member of a team of engineering consultants, in partnership with PRIME AE, for the West Hickman Sewershed Basin Program. This initiative, led by the Lexington-Fayette Urban County Government (LFUCG), is a critical part of the community's response to chronic sanitary sewer overflows and is a component of the larger Remedial Measures Program mandated under the U.S. Environmental Protection Agency's (EPA) Consent Decree. Within the basin, one of the projects identified for capacity improvements was the Plainview Trunk Sewer Replacement Phase 1, a project aimed at relieving surcharge conditions and preventing future overflows.

Palmer's contract encompasses comprehensive professional engineering services as well as construction administration responsibilities. The scope of work includes the design and construction of nearly 830 linear feet of new gravity sanitary sewer, composed of both 12-inch and 8-inch diameter PVC and ductile iron pipe, along with the installation of eight new precast concrete manholes. A significant portion of the alignment lies in the rear yards of existing residential properties, requiring careful coordination to minimize disruption to property owners. Additionally, a critical segment of the project involves tunneling beneath KY-4 (New Circle Road), a major state-maintained urban corridor with heavy daily traffic volumes.

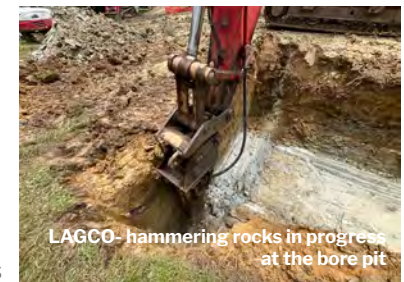
Palmer was responsible for evaluating and implementing innovative design solutions to connect the new sewer infrastructure to the existing system while avoiding conflicts with a dense network of underground utilities and minimizing environmental impacts.

One of the most complex challenges of the project involved the crossing of KY-4, where the existing sewer line was previously routed through an active stormwater culvert—a situation deemed unsustainable and undesirable by both KYTC District 7 and LFUCG. Palmer led a feasibility evaluation of multiple alternatives and ultimately determined that an aerial sewer crossing over a concrete-lined stormwater channel would be the most constructible and feasible.

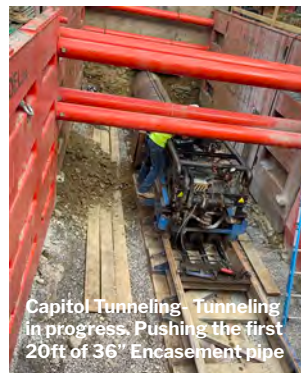
As the lead design consultant on this phase, Palmer's responsibilities included review and compilation of existing record data, full engineering design and plan development, geotechnical investigation management, hydraulic and structural analysis, utility coordination, permitting assistance, and support for the acquisition of temporary and permanent easements. Palmer also prepared the bid documents and is currently providing ongoing construction administration services. These services include submittal reviews, responses to Requests for Information (RFIs), review of contractor pay applications, and leadership of monthly construction progress meetings.



LAGCO - bore pit
Excavation progress



LAGCO - hammering rocks in progress
at the bore pit



Capitol Tunneling- Tunneling
in progress. Pushing the first
20ft of 36" Encasement pipe



Pump Station and Force Main Projects Franklin and Clark Counties, KY

Project Manager

Brian Ward, PE, PLS

Team Members

Stephanie Blain, PE, LEED AP

Brian Ward, PE, PLS

John Pike, PE

Craig Palmer, PLS

James Mayo, PLS

Agency / Client Contact

Frankfort Sewer Department (FSD)

Kenny Hogsten

502-875-2448

khogsten@frankfort.ky.gov

Winchester Municipal Utilities (WMU)

Kyle Raney, General Manager

kyle.raney@wmutilities.com

Dates

2013-Present

Anticipated Construction Cost

\$2,500,000

Project Elements

Pump Station Design

Preliminary Engineering Report

Force Main Manifold and Design

Easement Acquisition

Topographic Survey

Project Description

Silverlake/Lakecrest Pump Station Replacement

This project involves the replacement of the Silverlake Pump Station on the Lakecrest Golf Course. The existing Silverlake Pump Station is a reoccurring sanitary sewer overflow in the FSD system. Initially the project aimed to replace the pump station in place, but negotiations with the property owner were not successful. Palmer then presented FSD with an alternative evaluation analysis and the current option of replacement on the Lakecrest Golf Course was determined to be the preference due to costs and limited easement acquisition. The project includes a new pump station, 950 LF of 15-inch gravity sewer from the existing Silverlake Pump Station to the proposed pump station location, and 2,400 LF of 12-inch force main replacement to the discharge manhole.



The project required extensive coordination with Franklin County to place the new pump station on the County Golf Course. Palmer was responsible for all survey, easement document preparation, civil/site design, and process design. Palmer led the coordination with the electrical engineer and geotechnical engineer to provide a single point of contact for FSD. The project is expected to go to construction by the end of 2025..

Design of the project has been put on hold while Frankfort focuses to complete other projects under construction and deal with the aftermath of the April 2025 flooding event.

Flanagan - Madison Outfall Sewer Project

The Palmer is a sub-consultant to Bell Engineering for the Ft. Estill Pump Station force main realignment and Flanagan-Madison Outfall gravity sanitary sewer alignment. Design services for the Ft. Estill Pump Station force main realignment include force main layout and profiling; hydraulic analysis of pump station operation before and after relocation of force main; and technical memorandum. Palmer analyzed two construction options:

Extend the existing 6-inch PVC force main to an existing gravity sewer; and
Remove and replace the existing 6-inch force main with a 8-inch PVC force main, extending it to the gravity sewer.

Ultimately, the replacement option was recommended. Palmer is also responsible for negotiating easements for the entire Flanagan - Madison gravity sewer alignment, including establishing location of necessary easements, exhibit preparation, legal description preparation, and contacting property owners. Approximately 17 impacted parcels requiring easement negotiations are included. The project is being partially funded by the Cleaner Water Program Grant.



Fort Boone Pump Station Replacement

Franklin County, Kentucky

Project Manager

Brian Ward, PE, PLS

Team Members

Stephanie Blain, PE, LEED AP

Brian Ward, PE, PLS

George Garza

Ryan Turner

Agency / Client Contact

Frankfort Sewer Department

Michael Hesse

502-352-2012

mhesse@frankfort.ky.gov

Dates

2009-Present

Construction Cost

\$1,528,000

Project Elements

Sanitary Sewer Overflow

Pump Station Design

Gravity Sewer Design

Preliminary Engineering Report

Pump Station Elimination

Force Main Manifold

Project Description

This project consisted of relocating the Fort Boone Pump Station and upgrading capacity. The existing Fort Boone Pump Station was a recurring Sanitary Sewer Overflow and an aging pump station. This project included relocating the pump station downstream to allow for the future elimination of three additional private pump stations. Additionally, the pump station was increased in size (660 gpm) to accommodate the additional flow and to account for Inflow and Infiltration. To evaluate three primary options, a Preliminary Engineering Report was completed to determine the optimum solution for Frankfort Sewer Department (FSD). The three alternatives evaluated the sewershed for each possible location of the new pump station, the capital cost, operational cost, and the overall effect of the collection system capacity.

Working closely with Buffalo Trace Distillery during the design process, it was determined that one property was under contract to be purchased; and by change of use, two of the pump stations would be decommissioned. This information significantly changed the cost effectiveness of the project, resulting in substantive change in the project approach.

Coordination was required with multiple property owners, including Buffalo Trace Distillery. Buffalo Trace Distillery owned and operated two pump stations that utilized a common force main. Through coordination with Buffalo Trace Distillery, FSD was able to utilize the existing force main owned by the distillery. FSD took ownership and responsibility for maintenance of this portion of the force main. This strategy saved the FSD capital construction costs and reduced the maintenance and operational costs for Buffalo Trace Distillery.

Initial engineering fees were \$60,700. The project was delayed due to an unknown gas line in the project area that was discovered during construction. The gas line was not known by the gas utility owner and required extensive coordination. During the process of resolving the gas conflict, the Contractor moved off site and refused to finish the work.

The initial bid for the project in 2015 was \$545,000. Palmer assisted in redesign and rebid of the project. Due to Owner requested changes and inflation, the rebid came in at \$983,000 in 2023. The project is currently under construction and Palmer is providing all the of the Construction Inspection and Administration Services. Frankfort, Kentucky experienced an historic flooding evening in April of 2025. In the area of the project, floodwaters reached levels higher than anything previously recorded. Due to concern for a similar event happening again, the project is being modified to raise the elevation of some components to be higher than levels of the recent flooding event.



UK Trunk Sewer C, D, and E Fayette County, KY

Team Members

Stephanie Blain, PE, LEED AP
Brian Ward, PE, PLS

Agency / Client Contact

LFUCG
Robert Peterson, PE
Division of Water Quality
859.425.2438
rpeterson@lexingtonky.gov

Dates

2017-2022

Project Elements

Gravity Sewer Design
Trunk Sewer
Property Owner Coordination
Remedial Measures Project



Project Description

In accordance with the Consent Decree, LFUCG Division of Water Quality (DWQ) was required to construct UK Trunk Sewers C, D, and E as outlined in the Remedial Measures Plan. Palmer Engineering, and sub-consultants, were selected by DWQ to design these trunk sewers. The project is located in a very urban portion of Lexington, part of which is in the heart the University of Kentucky campus. The project was proposed to begin on Chair Avenue and extend all the way to High Street. A majority of the sewer was located in the street right-of-way of Chair Avenue, Oliver Lewis Way, Bolivar Street, S. Upper Street, Avenue of Champions, Rose Street, and Euclid Avenue. The only exception to this being a portion of the sewer to be constructed within sanitary easement on the University of Kentucky's campus along Winslow St.

The project is thought to be one of the more difficult line-work projects in the Remedial Measures Plan because of the impacts it will have on traffic during construction. Due to the anticipated traffic implications, several options were evaluated by the design team to balance construction costs versus impacts. These options included a traditional dig and replace gravity sewer approach; a micro-tunneling approach; and the installation of a new pump station and force main. Palmer Engineering provided preliminary cost estimates for the various alternatives as well as preliminary analysis of estimated size and duration of street closures. Ultimately, DWQ selected the traditional dig and replace option.

The UK Trunk C, D, and E project consist of approximately 205 linear feet of 8-inch sanitary pipe, 71 linear feet 10-inch sanitary pipe, 94 linear feet of 12-inch sanitary pipe, 25 linear feet of 15-inch sanitary pipe, 80 linear feet of 18-inch sanitary pipe, 4,208 linear feet of 21-inch sanitary pipe, 1,822 linear feet of 24-inch sanitary pipe, 1,898 linear feet of 27-inch sanitary pipe, 595 linear feet of 30-inch sanitary pipe, and 67 manholes ranging between 4 and 6 feet in diameter. Final design is complete and the project was advertised for bid on September 26, 2019. The scope of work for this project includes:

- Site Evaluation and Tree Survey
- Preliminary Design Plan and Profile
- Topographic Survey
- Property Line Verification
- Rock Soundings
- Alternative Evaluation
- Maintenance of Traffic Evaluation
- Construction Plans
- Project Specifications
- Stormwater Pollution Prevention Plan
- Estimation of Probable Cost
- Easement Acquisition Assistance
- Bidding Assistance
- Construction Administration
- Record Drawings





Fee Sheet

RFP #18-2025 Greenbriar 2 Pump Station Replacement

Palmer Engineering's proposed fee has been carefully developed to reflect the full scope of services required for the Greenbriar #2 Pump Station project, including design, bidding support, construction administration, and resident observation. The level of effort allocated to each task is based on our detailed understanding of LFUCG's expectations, applicable standards, and the complexities of delivering a new pump station and associated infrastructure within an active corridor. Each task-specific budget takes into account the anticipated level of coordination, technical work, and quality control required to meet project objectives and regulatory requirements.

Our familiarity with LFUCG's processes--particularly within the context of the Remedial Measures Program--and our direct involvement in the adjacent KYTC Winchester Road widening project have informed a realistic and responsive fee structure. We have accounted for the level of detail required in both the preliminary and final design phases, as well as utility coordination, environmental considerations, and the close integration with ongoing roadway improvements. This fee represents a commitment to deliver a complete, coordinated, and constructible design while maintaining schedule, supporting effective communication, and providing value throughout all phases of project delivery.



Scope of Work	Anticipated Hours	Sub Consultant Fee
Site Evaluation - Tree Survey		\$ 1,500.00
Field Survey	24	
Prepare Topographic Survey	20	
Deed Research	16	
Location of Underground Utilities Allowance		\$ 15,000.00
30% Design Plans and Estimate	128	\$ 1,140.00
Meetings	30	
Phase II - Geotechnical Exploration Allowance		\$ 25,000.00
Prepare Contract Documents	180	\$ 8,700.00
Prepare Erosion Control Plans and SWPPP	66	
Prepare Maintenance of Traffic Plans (MOT)	44	
KDOW, USACE, & KYTC Permitting	100	
Prepare Project Specific Notes	24	
Complete Bid Proposal Form & Specifications	44	
Prepare Final Opinion of Probable Construction Costs	40	
Final Review Meeting	19	
Utility Coordination	62	
Project Design Meetings	52	
Final Contract Document Preparation	84	
Easement Acquisition (5 easements estimated)	65	
Coordination with Lynn Imaging & Plan Upload	12	
Pre-Bid Conference Preparation & Coordination	18	
Respond to Bidder, Vendor, & Sub-Contractor Questions	20	\$ 710.00
Prepare Addenda	12	
Attend Bid Opening, Bid Review, & Award Recommendation	12	
Pre-Construction Conference Preparation & Coordination	26	
Construction Administration	240	\$ 3,500.00
Record Survey/Prepare Record Drawings	56	
Project Closeout	118	



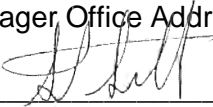
**Fee Proposal
G2PS Project**

Task Description	Proposed Fee	Entity*
Task 1: Site Evaluation - Tree Survey (If required)	\$1,500	Town Branch Tree Experts, Inc.
Task 2: Preliminary Design and Field Evaluation	\$39,910	Palmer Engineering Magna Engineers
Task 3: Final Design	\$119,885	Palmer Engineering Magna Engineers
Task 4: Easement Acquisition (assume 5 easements) (\$ 2,165 /easement)	\$10,825	Palmer Engineering
Task 5: Services During Bidding	\$13,080	Palmer Engineering Magna Engineers
Task 6: Services During Construction (Assume 12 months)	\$80,530	Palmer Engineering Magna Engineers
Task 7: Resident Project Representative (assume 12 months at \$16,000 / month)	\$192,000	Palmer Engineering
Allowance: Location of Underground Utilities	\$15,000	
Allowance: Geotechnical Investigations	\$25,000	LE Gregg Associates
TOTAL LUMP SUM FEE	\$497,530	

*** – Indicate name of subconsultant or PRIME if task is to be performed in-house. Provide entities proposed to complete allowance items in addition to all other tasks.

Project Manager (Name) Stephanie Blain

Project Manager Office Address 1040 Monarch Street, Suite 210, Lexington, KY

Signed: 

Title: President

Firm: Palmer Engineering

Date: 07/15/2025

All fees are Lump Sum for the G2PS Project. The Fee Proposals must be completed, signed, and dated by a representative of the Consultant authorized to execute the Task Order. The Fee Proposal shall be submitted via IonWave. ***Notice to Proceed will be issued after 7/1/2025.***



MAYOR LINDA GORTON



LEXINGTON

TODD SLATIN
DIRECTOR
PROCUREMENT

ADDENDUM #1

RFP Number: #18-2025

Date: June 13, 2025

Subject: Greenbriar 2 Pump Station Improvements

Address inquiries to:
Brian Marcum
(859) 258-3320
brianm@lexingtonky.gov

TO ALL PROSPECTIVE SUBMITTERS:

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

The RFP submittal deadline will be July 11, 2025 at 2:00 PM EST electronically in Ionwave.

Todd Slatin, Director
Division of Central Purchasing

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

COMPANY NAME: Palmer Engineering

ADDRESS: 1040 Monarch Street, Suite 210 Lexington, KY 40513

SIGNATURE OF BIDDER:



MAYOR LINDA GORTON



LEXINGTON

TODD SLATIN
DIRECTOR
PROCUREMENT

ADDENDUM #2

RFP Number: 18-2025

Date: July 8, 2025

Subject: Greenbriar 2 Pump Station Improvements

Address inquiries to:
Brian Marcum
(859) 258-3320
brianm@lexingtonky.gov

TO ALL PROSPECTIVE SUBMITTERS:

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

The RFP submittal deadline will be July 15, 2025 at 2:00 PM EST electronically in Ionwave.

Under Task 3, Final Design, it states, "The Design Consultant will ensure through CCTV or other means the location, size and material of all active service laterals. Service laterals shall be shown on the Drawings." Does LFUCG have information available for the consultant on the location of any active service laterals?

'It is not anticipated that the project will include lateral reconnections, but LFUCG will share available lateral information to the awarded design engineer to confirm during design.'


Todd Slatin, Director
Division of Central Purchasing

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



COMPANY NAME: Palmer Engineering

ADDRESS: 1040 Monarch Street, Suite 210 Lexington, KY 40513

SIGNATURE OF BIDDER: 



AFFIDAVIT

Comes the Affiant, Stephen Sewell, PE, PTOE, and after being first duly sworn, states under penalty of perjury as follows:

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

Continued on next page

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

Further, Affiant sayeth naught.



STATE OF Kentucky

COUNTY OF Clark

The foregoing instrument was subscribed, sworn to and acknowledged before me
by Stephen Sewell, PE, PTOE on this the 14th day
of July, 2025.

My Commission expires: 02/02/2029

 KYNP22859
NOTARY PUBLIC, STATE AT LARGE



EQUAL OPPORTUNITY AGREEMENT

Standard Title VI Assurance

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

The Law

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

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

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

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


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

in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

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

Bidders

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



Signature

Palmer Engineering

Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Palmer Engineering

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	9	7	2													7	2
Professionals	60	50	9											1		51	9
Superintendents																	
Supervisors	11	10	1													10	1
Foremen																	
Technicians	46	32	10		1					3						35	11
Protective Service																	
Para-Professionals																	
Office/Clerical	8		8														8
Skilled Craft																	
Service/Maintenance																	
Total:	134	99	30		1					3				1		103	31

Prepared by: Jennifer Leslie - HR & Benefits Administrator **Date:** 07 / 14 / 25

(Name and Title)

Revised 2015-Dec-15

Firm Submitting Proposal: Palmer Engineering

Complete Address: 1040 Monarch Street, Ste 210, Lexington, KY 40513
Street City Zip

Contact Name: Stephen Sewell Title: President and CEO

Telephone Number: 859-389-9293 Fax Number: 859-744-1266

Email address: ssewell@palmernet.com



LEXINGTON

LFUCG MWDBE PARTICIPATION FORM

Bid/RFP/Quote Reference # 18-2025

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

MWBE Company, Name, Address, Phone, Email	DBE/MBE WBE/VOSB/SDVOSB	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1. Magne Engineers Michelle Howlett 861 Corporate Dr., Ste 210 Lexington, KY 40503 859-309-2990 mhowlett@magnaengineers.com	DBE/WBE	Electrical and Controls Engineering	\$14,050	2.8%
2.				
3.				
4.				


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

Palmer Engineering

Company

07/14/25

Date



Company Representative
President and CEO

Title

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

Proposer Name:	<u>Palmer Engineering</u>	Date:	<u>07/14/2025</u>
Project Name:	<u>reen riar 2 Pump Station Rep.</u>	Project Number:	<u>18-2025</u>
Contact Name:	<u>Stephen Sewell, PE, PTOE</u>	Telephone:	<u>859-389-9293</u>
Email:	<u>ssewell@palmernet.com</u>		

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

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

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

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

If yes, indicate all certification type(s):

DBE ☐

MBE ☐

WBE ☐

SBE ☐

VOSB/SDVOSB ☐

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



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

« (Magna Engineers

) »

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

Yes ☒ No ☐

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

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

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

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

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

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

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

 Emailed Michelle Howelett on 6/23/2025

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

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

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

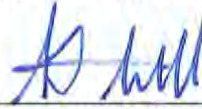
The undersigned acknowledges that all information is accurate. Any misrepresentations may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

Palmer Engineering

Company

07/14/2025

Date



Company Representative

President and CEO

Title

GENERAL PROVISIONS

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

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

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

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

A. Termination for Cause

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

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

B. At Will Termination

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

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

be signed by a duly authorized officer, agent or employee of the Respondent.

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



Signature

07/14/2025

Date

AFFIRMATIVE ACTION

POLICY STATEMENT

It is the policy of Palmer Engineering Company (PEC) to support and promote equal employment opportunity. As president and CEO of PEC, I am committed to a hiring and promotion program that assures all qualified persons without regard to race, color, religion, sex (includes sexual harassment), national origin, disability, age (40 years or more) and veteran status (Vietnam Era, Desert Storm/Shield or disabled) the opportunity for work and advancement. Further, I totally support and defend the Affirmative Action Plan of this company.



Stephen Sewell, President

January 2, 2025

January 2, 1986

Revised/Updated January 2, 2025

PALMER ENGINEERING COMPANY

AFFIRMATIVE ACTION PLAN

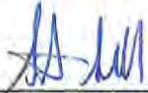
The following Affirmative Action Plan has been adopted by our company to take affirmative action to afford Equal Employment Opportunity to any and all qualified persons without regard to race, religion, sex, color, handicap, veteran, or national origin.

1. The purpose of this Affirmative Action Program is to comply with Executive Order No. 11246 regarding direct Government Contracts. All personnel having responsibility for hiring, promoting, laying off or disciplining employees will read and be familiar with this Affirmative Action Plan.
2. The Equal Employment Opportunity responsibility is designated to Jennifer Lisle, who for the purpose of this plan, will be this company's Equal Employment Opportunity Officer, and is charged with the responsibility of securing compliance and advising corporate officials of progress.
3. The provisions of the Specifications concerning EEO will be revised annually by the EEO Officer to insure that the requirements are met and receive proper attention.
4. When work has commenced on a new project, the following shall be done:
 - A. The project manager will be informed on EEO matters concerning the particular project by the EEO Officer. This may also be done after a contract is received, before the new project starts.
 - B. Necessary steps will be taken to insure that provisions are incorporated in applicable subcontracts as outlined in "Contractor's Agreement", Section 202, Paragraph 1 thru 7, Executive Order No. 11246.
 - C. Each subcontractor will be furnished a copy of this Affirmative Action Plan and our EEO policy. They will be requested in writing to acknowledge to this company in writing that they understand our Policy, and their obligations to take affirmative action.

- D. Project managers and all supervisory personnel who employ or cause to be employed, to include field office personnel, will be asked to endorse a copy of this Policy and the Program as outlined herein to the effect that they have read same, and that they understand its contents, and that same will be complied with regarding matters within their control.
 - E. Other organizations or works with whom we have agreements or understandings will be advised of the respective project and will be asked, in writing to advise this company in writing whether or not their policies and practices are consistent with these requirements. If a negative reply is received, and all other attempts to negotiate have failed, the matter will then be taken up with the proper Federal, State, or Local Authorities for further compliance and/or ruling.
 - F. A copy of both the Policy and Program will be posted on the bulletin board where it will be viewed easily by all employees, and applicants for employment.
 - G. An EEO poster will be posted on the bulletin board.
- 5. Project managers and the EEO Officer shall review and discuss composition of on-site employment with supervisors to indicate that this is the desire of management to carry out its Policy and Program. This subject will also be a topic for discussion regularly in job meetings of supervisory personnel.
 - 6. Where applicable, it will be made known publicly that applications for employment are desired of all qualified persons regardless of race, religion, sex, color, handicap, veteran, or national origin.
 - 7. Only recruitment sources, which state in writing that they acknowledge our EEO Policy and refer on that basis, will be used.
 - 8. All notices in newspapers, etc., for prospective employees will contain the phrase "Equal Opportunity Employer".
 - 9. This company is committed to the inclusion of non-discriminatory provisions on agreements, and that workmen will be referred hereunder without regard to race, religion, sex, color, handicap, veteran, or national origin.
 - 10. Capable unskilled or semi-skilled workmen are to be upgraded to skilled or semi-skilled positions without regard to race, religion, sex, color, handicap, veteran, or national origin.

11. Interviews with prospective employees, subcontractors, and Joint Ventures will be made without regard to race, religion, sex, color, handicap, veteran, or national origin.
12. An immediate re-evaluation of qualifications of lower echelon minority groups will be made to insure equal consideration for job progression based on standards and qualifications which should be no higher or no lower than those established for any other group.
13. The company will insure that all services and benefits offered by this company will be made available to all employees regardless of race, religion, sex, color, handicap, veteran, or national origin.
14. The EEO Officer will periodically review all employment records of all employees in order to assure promotion and advance without regard to race, religion, sex, color, handicap, veteran, or national origin.
15. Discharge of employees for cause, ability or work performance shall not be influenced by an employee's race, religion, sex, color, handicap, veteran, or national origin. Layoffs due to lack of work shall not be based on race, religion, sex, color, handicap, veteran, or national origin.

PALMER ENGINEERING COMPANY



Stephen Sewell, President

January 2, 1979
Revised January 2, 2025


NOTICE

Jennifer Lisle, Chief Financial Officer, is hereby re-appointed Equal Employment Opportunity Officer.

Anyone who feels he or she has been discriminated against for any reason shall report the infraction to Ms. Lisle, who shall process the claim in accordance with rules and regulations as established by Secretary of Labor and Executive Order No. 11246, September 24, 1965.

Said notice to be posted on employee's bulletin board.

PALMER ENGINEERING COMPANY



Stephen Sewell, President



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