

**ENGINEERING QUALIFICATIONS & PROPOSAL**

**RFP #60-2022**

**Professional Services**

**South Elkhorn Pump Station Upgrade Design**

Lexington-Fayette Urban County Government

November 2, 2022



engineering | architecture | geospatial

GRW | 801 Corporate Drive Lexington, KY 40503 | 859.223.3999



engineering | architecture | geospatial

# Engineering Qualifications & Proposal

## RFP #60-2022

### Professional Engineering Services

### South Elkhorn Pump Station Upgrade Design

### Lexington-Fayette Urban County Government

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## **SECTION 1.0**

### Letter of Transmittal



GRW | engineering | architecture | geospatial

801 Corporate Drive | Lexington, KY 40503

859.223.3999 | www.grwinc.com

November 2, 2022

Mr. Todd Slatin, Purchasing Director, LFUCG  
Room 338, Government Center  
200 East Main Street  
Lexington, KY 40507

**Subject: Engineering Services for South Elkhorn Pump Station Upgrade Design | RFP #60-2022**

Dear Mr. Slatin and Selection Committee Members:

Working with clients like the Lexington-Fayette Urban County Government (LFUCG) that have set important goals for meeting municipal utility system needs is the kind of consulting GRW has been proud to provide for more than 58 years. We appreciate the opportunity to respond to your Request for Proposals – and as you move forward with selection of a consultant to complete the odor control evaluation and upgrade at the South Elkhorn Pump Station, GRW would like to express our sincere interest in being that consultant. We offer the following as a summary of our capabilities and commitment to you:

- **LEADERSHIP.** Our water resources engineering team will be led by **Mike Jacobs, PE**. One of our go-to Project Managers for water resources projects, he's a 20-plus year GRW employee, as well as a GRW Vice President. Mike offers you nearly three decades of diverse and extensive experience with wastewater treatment, pumping and collection for clients such as the City of Versailles, Bowling Green Municipal Utilities, as well as recent projects with LFUCG. Serving as our technical advisor will be **Joe Henry, PE**, who has worked with LFUCG on more than 20 projects. We're pleased also to highlight team member, **Robert Bates**. He will play a lead role – *in conjunction with our subconsultant Webster Environmental* – in addressing the odor control aspects of your project. Robert has many years of experience with odor control testing, odor control equipment and full system replacement, responding to odor issues on site and in the local area; he also has experience with chemical addition systems for odor management in liquid and solids processing (See also resumes in **Section 3.0**).
- **UNIQUE QUALIFICATIONS. Section 2.0** outlines general information about GRW qualifications. It includes a discussion about our understanding of the scope of your project and offers specifics about our knowledge of odor control and other considerations. You'll also learn more about our project manager and other key team members.
- **EXPERIENCE. Sections 4.0 and 5.0** discuss a variety of similar projects, as well as client contact information. Included are major pump stations for LFUCG, which include systems to address odor control.
- **FAMILIARITY with LFUCG.** GRW has been working with LFUCG for more than 50 years. Our collaborations have resulted in dozens of successful wastewater system and other engineering projects. We are thoroughly familiar with your engineering and operations staff, and their requirements and expectations.

We believe GRW is the right choice for this LFUCG project, and we will give this assignment high priority within our firm. We are ready to meet with you at any time to discuss your project and our approach in detail and look forward to another opportunity to work with you. You're welcome to reach out to me or Mike Jacobs with any questions.

Very truly yours,

Joe Henry, PE

Vice President/Senior Technical Advisor

859-227-0246 | jhenry@grwinc.com

Mike Jacobs, PE

Vice President/Project Manager

859-223-3999, ext. 212 | mjacobs@grwinc.com



## **SECTION 2.0**

### Firm Qualifications & Executive Summary

## 2.0 Firm Qualifications & Executive Summary

This section begins with overall information about GRW, focusing on our background with LFUCG. Following this we discuss our specific understanding and unique qualifications, demonstrating our ability to complete the tasks associated with the South Elkhorn Pump Station Odor Control Evaluation and Upgrade assignment.

### Introduction

GRW is a multidiscipline design consulting firm offering full-service engineering, architectural, and geospatial capabilities for our clients in Kentucky, Indiana, Tennessee, West Virginia, and other locations regionally and nationally. Founded in Lexington more than 58 years ago as a water and wastewater engineering firm, the planning and design of this infrastructure remains the cornerstone of our service offerings today.

Our teams have the **specialized experience** and **technical competence** for all types of infrastructure design from planning and conceptual phases through construction administration and observation.

GRW's professionals have the expertise to provide services ranging from transportation engineering to

water, wastewater, and stormwater engineering, as well as comprehensive building design and municipal planning.

We've been partnering with LFUCG on projects since around 1970. During those 52-plus years, we've completed more than 60 assignments, including around 35 in the last 12 years. One project was at the **South Elkhorn Pump Station**, where we worked with Lexington to increase pump station capacity from 15,000 gpm to approximately 17,500 gpm and designed a fire sprinkler system for the entire chemical storage area.



### A few additional LFUCG projects of interest listed here.

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| <ul style="list-style-type: none"> <li>▪ South Elkhorn Multi-use Trail</li> <li>▪ Expansion Area 2A Watershed Pumping Station (10 MGD) and Force Mains</li> <li>▪ North Elkhorn Watershed Force Main and Pumping Station (19 MGD)</li> <li>▪ East Hickman Drainage Basin Sanitary Sewer Collection &amp; Conveyance</li> <li>▪ Upper Cane Run Wet Weather Flow Storage (2.0 MG) and Pumping (8.5 MGD) Facilities</li> <li>▪ West Hickman Wastewater Treatment Plant Solids Processing Building Improvements</li> <li>▪ West Hickman Wastewater Treatment Plant Administration Building Improvements and Expansion</li> <li>▪ Wolf Run D &amp; E Trunk Sewers</li> <li>▪ Polo Club Boulevard Connection</li> </ul> | <ul style="list-style-type: none"> <li>▪ Beaumont YMCA Shared Use Trail and Low Water Crossing</li> <li>▪ Town Branch Wastewater Treatment Plant (30 MGD) Thickening Process Evaluation and Equipment Upgrades</li> <li>▪ Sidewalk Improvements at Rosemont Garden</li> <li>▪ Sidewalk Improvements at Oxford Circle</li> <li>▪ East Hickman Wet Weather Flow Storage (6.0 MG) and Pumping Facilities (32.5 MGD)</li> <li>▪ Town Branch Wet Weather Flow Storage (22 MG) and Pumping (56 MGD) Facilities</li> <li>▪ Liberty/Todds Road (KY 1927) Section 2</li> <li>▪ Arrowhead Drive Flood Mitigation</li> <li>▪ Sidewalk Improvements at Old Todds Road</li> <li>▪ Elam Park Area Flood Mitigation</li> </ul> | <ul style="list-style-type: none"> <li>▪ Intersection Improvements at Lane Allen Road</li> <li>▪ Derby Drive Stormwater Improvements</li> <li>▪ Man O' War Boulevard Intersection Improvements</li> <li>▪ Lancaster Drive Sanitary Sewer Relocation</li> <li>▪ West Hickman Wastewater Treatment Plant Masonry Repair</li> <li>▪ Phoenix Building and Police Headquarters Elevator System Repair and Upgrade</li> <li>▪ Idle Hour North Stormwater Improvements,</li> <li>▪ Fort Sumter Area Flood Mitigation</li> <li>▪ Rogers Road Area Flood Mitigation</li> <li>▪ Downtown Collector Sewer Study</li> <li>▪ Comprehensive Sanitary Sewer Project: Remaining Unsewered Areas</li> </ul> |
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## Overview

GRW has reviewed the Lexington-Fayette Urban County Government (LFUCG) Request for Proposal (RFP) Number 60-2022, South Elkhorn Pump Station Upgrade Design.

To provide LFUCG the best design and construction administration services, GRW has formed a team with

**Webster Environmental Associates, Inc. (WEA)** and **Cornerstone Engineering, Inc (Cornerstone)**. **WEA** is a

Louisville-based firm known for its expertise in odor testing and analysis, and odor control alternatives development and design. **WEA's** experience includes local, national, and global odor control projects.

**Cornerstone** is a Louisville-based firm and **staffs an office in Lexington**. Cornerstone has completed over 500 successful projects which includes experience in water and wastewater including multiple pump station projects, buildings from new construction to additions to renovations, and existing structures.



## Qualifications

The **GRW-WEA-Cornerstone Team** is uniquely qualified to provide the services required under RFQ 60-2022. Our team can satisfy every aspect of the project with each firm providing specialized skills necessary.

**WEA** has experience with LFUCG, particularly the South Elkhorn Pump Station. **WEA's** experience covers liquid phase odor control, gas phase treatment, and industrial odor control. They have completed hundreds of odor control engineering projects. Their experience covers all facets of odor control including, but not limited to the following: sampling and testing (liquid and air), odor evaluations, modeling, system performance and compliance testing, protective linings and coating, and regulatory compliance.

**Cornerstone** has extensive experience in Kentucky in the water sector that includes design and assessment of pump stations, drinking water utility structures, wastewater utility structures, process facilities, and combined sewer infrastructure. Cornerstone has experience with LFUCG that includes the Town Branch WWTP Digester Rehab and Addition Project.

In addition to our overall experience described on the previous page, GRW's assigned **Project Manager**,



**Mike Jacobs** brings to LFUCG nearly 30 years of water resources engineering experience. Mike is one of GRW's go-to project managers, regularly managing projects for key clients such as Bowling Green Municipal Utilities, Kentucky American Water, and the Kentucky cities of Versailles, Brodhead, Burkesville and Harrodsburg. Recently he's been managing projects for LFUCG – *East Hickman Drainage Basin Sanitary Sewer Collection &*



*Conveyance, and Wolf Run D & E Trunk Sewers*. He also served as a project engineer with Joe Henry for the *Expansion Area 2A Pump Station & Force Main* project. Working closely with Mike will be our **in-house odor control expert, Robert Bates**. Prior to joining GRW, Robert spent 28 years with Louisville MSD, where one of his key responsibilities involved thermal, chemical, and biological odor control systems. His experience includes odor control testing, odor control equipment and full system replacement, responding to odor issues on site and in the local area. He also has experience with chemical addition systems for odor management in liquid and solids processing.

## Understanding the Issue

As identified in RFQ 60-2022, odor complaints in the vicinity of South Elkhorn Pump Station escalated in 2022. A structural upgrade of the facility was completed in 2011 that included the design and installation of the existing chemical-based odor control scrubber using bleach and caustic soda. Approximately

two years ago odor complaints and spill exposure risks caused LFUCG to employ proprietary chemical addition for odor management. With private residences bordering the Pump Station property LFUCG's goal is to be a good neighbor.

Three specific services are requested to develop a solution to the concerns of Lexington’s Division of Water Quality (DWQ): **1)** Evaluate current odor collection and containment system, **2)** Evaluate odor treatment system alternatives that can best mitigate

odors anticipated at a facility such as South Elkhorn and **3)** Complete the design and construction of recommended facility improvements. Completing these services will involve the following tasks, as outlined in your RFP.

**Task 1 System Evaluation**

The critical first step to any odor control project is to evaluate and understand the problem. This service will be performed by all the members of the GRW-WEA-Cornerstone team.

As a national leader in odor control solutions, **WEA** has extensive experience in developing sampling plans that can most accurately reflect the conditions in the Pump Station and the local environment. Sampling may include hydrogen sulfide (H2S) concentrations, sulfides in the liquid stream, reduced sulfur compounds (RSC) and calculated air exchanges inside structures required for treatment system sizing. Additionally, WEA can evaluate the viability of the existing collection and treatment equipment, and the value of the current chemical addition efforts. The sampling and evaluation are critical to the next step in the process, system alternatives. To assist in the evaluation WEA can use data from LFUCG and request interviews with LFUCG staff to

ensure there is a complete understanding of the issues surrounding the existing system.

**GRW’s in house mechanical and electrical teams** can evaluate the level of impact H2S has had on the building air handling and electrical systems. This evaluation is critical to ensure any new implementation of equipment will have sufficient power and the ability to move the necessary volume of air to any new installations. Sampling results may dictate the existing air handling systems be upgraded to control odors inside the building and in the immediate surroundings.

H2S can impact the South Elkhorn Pump Station structure, wet well, and concrete. **Cornerstone** has extensive experience in evaluating structures for corrosion caused by H2S or other chemicals, as well as providing recommendations for repairs/remediation. Their experience with pump stations and chemical handling facilities in water and wastewater treatment plants is particularly suited to this

project. Cornerstone’s ability to provide engineering and construction services are important to the project as any systems which may be implemented, internal or external to the existing building may require structural additions or modifications. Additionally, Cornerstone is a recognized leader in fiber reinforced polymer (FRP) implementation for structures that range from historic structures to facilities exactly like the South Elkhorn Pump Station.

A coordinated full system evaluation effort by the GRW-WEA-Cornerstone team will ensure that the team bases any recommendations going forward to encompass all the necessary disciplines that result in a successful project. LFUCG participation is essential to this evaluation as interviews with operations and maintenance staff will provide first person perspective on all the existing issues.

**Task 2 Alternative Development / PER Preparation**

The results of the evaluation phase, including the interviews, will be the primary drivers for odor treatment system alternative development and ultimately, selection. In this case the system entails the odor control technology, the pump station structural integrity, and the air

handling and electrical systems.

The proximity to residences, as little as 80 feet to property lines, and the LFUCG goal to be a good neighbor makes selecting the right alternative critical. Options for treatment can also impact downstream facilities. Therefore, a multi-faceted approach to

treatment may help improve the local environments air quality and downstream infrastructure and air quality.

The experience WEA has with projects and facilities exactly like South Elkhorn will enable the team to provide LFUCG with the most appropriate, effective treatment



alternatives that address both the liquid and gas phases contributing to odor generation and dispersion. Multiple alternatives to treatment are a potential. Therefore, coordinating with LFUCG as alternatives are developed, the options that best suit the operations and maintenance requirements of LFUCG can be identified. WEA also has experience in odor modeling that will enable LFUCG to make the most informed decision possible.

GRW mechanical and electrical members will ensure that air and potential chemical handling systems are appropriate for the service they are expected to perform.

The best technology can't work if it can't get the odorous air needed to treat. Air handling equipment that moves the air from the pump station environment, and maintaining a negative pressure in the wet well, is important to the success of the project.

Working with both WEA and Cornerstone, GRW will ensure the equipment is appropriately sized, constructed of the proper materials for the environment in

which they are operating, and meet any energy efficiency requirements specified by LFUCG. Equipment that will be considered includes fans, ductwork, electric service, environmental and process monitoring and conditioning, and any other appurtenances requested by LFUCG for a complete system. Properly sized equipment helps attain the goal of keeping negative pressure on the screen room and wet well while providing a safe working environment for operations and maintenance staff.

Potential treatment alternatives may include systems which reside outside the building. As those alternative technologies are evaluated and developed Cornerstone's experience will prove essential in building modifications that may be necessary to move foul air from inside the building and wet well to an outside treatment system. Part of the evaluation process may reveal degradation of the concrete in the pump station wet well or other structural components of the building. Cornerstone, as the team's structural engineer has the unique ability to identify

alternatives to concrete repairs, structural or aesthetic, and technologies available should evaluation identify issues with structural integrity cause by the current environment inside the building.

GRW will be the point of contact for the project, coordinating the efforts of WEA and Cornerstone with LFUCG. GRW will prepare a Preliminary Engineering Report (PER) that summarizes the findings of the team, addresses the adequacy of the existing odor control system's ability to deliver a target ventilation measurement (CFM) to various odor treatment alternatives; presents, evaluates, and assesses odor control treatment alternatives; and for each treatment alternative presented includes a discussion of the pros and cons for each alternative.

It will provide a conceptual layout and construction sequence for alternatives with design calcs, commentary on maintenance requirements for alternatives, information about locations using similar technologies, estimated annual operating costs, and estimate capital costs.

### Task 3 Present PER

The completed Preliminary Engineering Report will be submitted electronically (as a PDF) to Lexington's Division of Water Quality as part of this task. This will be done at least seven (7) days prior to the PER review meeting, which the GRW design team will also attend. This meeting gives DQW's project manager a chance to discuss finding and provide additional direction for finalizing the PER. In

addition, this task includes facilitating a meeting with citizens invited by DWQ to discuss the PER findings. After all reviews are complete, GRW will incorporate the comments and submit the PER as instructed.

LFUCG feedback is critical in developing alternatives. The GRW-WEA-Cornerstone team may not have one specific option for an

individual process or system that needs to be addressed. Working with LFUCG our team can refine alternatives, so LFUCG can select the combination of technologies, chemical application if desired, structural modifications, and electrical/mechanical upgrades that make the most sense and provide the results expected.

## Task 4 Design, Bidding, and Construction

The GRW-WEA-Cornerstone team has over 100 years of combined design and construction experience.

Once design decisions are confirmed by LFUCG from the PER, the GRW-WEA-Cornerstone team will proceed with odor control system, electrical, instrumentation, mechanical, and structural design elements of the project. WEA and Cornerstone will review and approve discipline appropriate new submittals, provide responses to Requests for Information (RFI), and identify schedule impacts.

Each design phase will include QA/QC reviews from a GRW-WEA-Cornerstone multi-disciplinary team. Design services will also include a review of the Life Cycle Cost Analysis (LCCA) to ensure

LFUCG understands the implications to the operations and maintenance budget contributed by a new odor control system.

WEA's experience in odor control design, equipment specifications, and installations combined with Cornerstone's experience in design, specifications, and existing structure modifications will help streamline the process as the design transitions from preliminary, to interim, and interim to final.

GRW will support LFUCG in the construction administration process. GRW will organize all correspondence within their construction management software, including emails, pay requests, submittals, RFI's, field orders, and change orders.

At LFUCG's request, GRW can schedule routine construction inspections (RPR) and submit summary reports of the work completed, upcoming work, and any issues that may need attention. Additionally, members of WEA and Cornerstone will visit the job site to ensure the work meets their high standards of completion. Finally, GRW, WEA, and Cornerstone will ensure that the odor control system and any structural modifications have been constructed in accordance with the plans and specifications, required testing has been completed within LFUCG guidelines, clean-up issues have been addressed, and project closeout procedures completed promptly.

## Quality Assurance/Quality Control

In all phases of this project, from design to bidding to construction and final completion, the GRW-WEA-Cornerstone team will coordinate closely with LFUCG Management, Engineering, and Operations and Maintenance staff. Our goal is to provide LFUCG all the engineering, administrative, construction, and start-up services that meet your goals.

Finally, senior professional Joe Henry, will act as QA/QC and Technical Review. Joe, who has worked on multiple clean water and pump station assignments that include odor control projects, will not be assigned to the design or administration of the project. He has been included on the team

specifically to review drawings, specifications, and calculations. A critical aspect of his review will be to focus on the "front-end" of the planning and design process, so tasks are performed correctly the first time, reducing the chance for errors in subsequent tasks.

## Your Project

The GRW-WEA-Cornerstone team recognizes LFUCG's desire to maintain its reputation as a good neighbor to the surrounding community. Our intent is to provide management, and operations and maintenance staff, a reliable, effective odor control system designed to accomplish LFUCG's goals.



## **SECTION 3.0**

### Project Team

### 3.0 Project Team

For LFUCG’s South Elkhorn Pump Station Odor Control Evaluation and Upgrade project, we have selected GRW professionals based on their knowledge and related experience. They’re also available to begin working with you immediately. Our team also includes **Webster Environmental Associates (WEA)**, an engineering firm that provides odor control engineering services for municipal wastewater facilities, biosolids and solid waste handling facilities and industrial facilities.

The organizational chart below includes titles/task assignments, and office locations. One-page resumes for key team members are on the following pages.

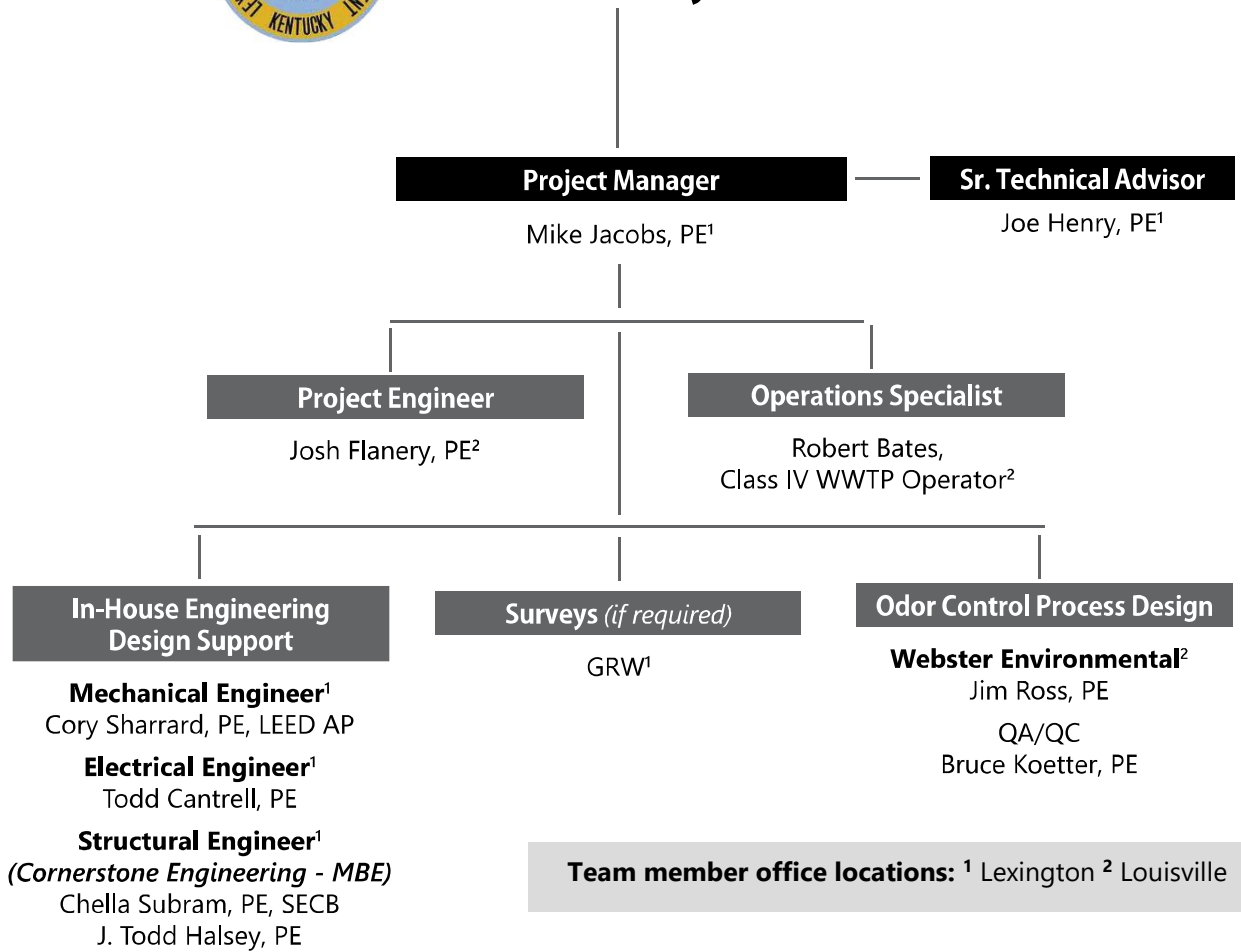
#### Risk Management Plan

GRW’s approach to providing substitute staffing for your project in the event key staff leave the project team prior to completion relates directly to our firm’s project management philosophy and ability to collaborate closely with additional in-house professionals. GRW’s project management

system (Newforma) and our network storage system are central to our Quality Control Program. Together Newforma and our shared network allow staff from multiple offices to work on the same projects with the same set of master drawings without having multiple copies of files stored in each office. Not only does this allow scalability, giving us the ability to adjust capacity up or down as needed, it gives us the ability to ensure back up personnel will be up to speed on all details of each project we undertake.



## Lexington-Fayette Urban County Government





Lexington, KY

#### YEARS OF EXPERIENCE:

With GRW: 21

Total: 28

#### EDUCATION

B.S., Civil Engineering, 1994,  
University of Kentucky

#### REGISTRATION

Professional Engineer: KY, OH

#### PROFESSIONAL AFFILIATIONS AND TRAINING

Kentucky Society of Professional  
Engineers (KSPE)

Water Environment Federation  
(WEF)

American Water Works  
Association (AWWA)

## Mike Jacobs, PE GRW Project Manager

#### RELEVANT PROJECT EXPERIENCE

**Lexington East Hickman Drainage Basin Sanitary Sewer Collection & Conveyance, Lexington, KY** – Project Manager. Preliminary design, detailed design, bidding services, and construction administration services.

**Lexington Expansion Area 2A Watershed Pumping Station (10 MGD) and Force Mains, Lexington, KY** – Project Engineer. Design for new 10 MGD pumping station with **odor control room**. Enabled decommissioning and removal of 5 existing pump stations, with flow by gravity to new 48" gravity trunk sewer extended into new pump station.

**Lexington Wolf Run D & E Trunk Sewers, Lexington, KY** – Project Manager. Trunk D included replacement of approximately 300 LF of 36" sewer, 2,300 LF of 30" sewer, and 120 LF of 12" sewer. Trunk E included replacement of approximately 2,550 LF of 27" gravity sewer, 700 LF of 24" gravity sewer, 125LF of 18" gravity sewer, and 200 LF of 10" gravity sewer.

**Paducah McCracken County Joint Sewer Agency Perkins/Crooked Creek Wet Weather Flow Storage (3 MG) and Pumping (5 MGD) Facilities, Paducah, KY** – Project Engineer. Wet weather facilities to reduce occurrence of known recurring SSO on Crooked Creek interceptor and reduce occurrence of unknown (modeled) overflows on Perkins Creek interceptor.

**Versailles Sanitary Sewer & Lift Station Rehabilitation – Multiphase Project, Versailles, KY** – Project Manager. Design, bidding, construction administration and resident project representative services for project that included pumps, equipment, piping and controls were removed and replaced at Charmil lift station (two 15 Hp, 500 gpm pumps). Stonegate lift station was completely replaced (two 40 Hp, 475 gpm pumps), and evaluation and rehabilitation of Woodland lift station.

**Brodhead City Hall Sewer Lift Station Pumping Improvements, Brodhead, KY** – Project Manager. Preliminary engineering for removal of existing submersible sewage pump station equipment, and construction of upgraded pump station, electrical controls, and site piping, along with 100% backup capability.

**Kentucky American Water Main Replacement Program (Southeastern Hills & Oakwood Estates), Lexington, KY** – Project Manager. Engineering design services, as well as survey, existing facilities assessment, utility coordination; structure, features, and road locations; permits, and other items for the replacement of water mains totaling approximately 10,000 LF in Lexington's Southeastern Hills and Oakwood Estates neighborhoods.

**Lexington Downtown Collector Sewer Study, Lexington, KY** – Project Engineer. Engineering consulting to locate / quantify sources of wet weather infiltration/inflow.

**Versailles Methodist Home Pump Station & Wastewater Capacity Improvements, Versailles, KY** – Principal. Scope included replacement of existing pump station with new pump station with ultimate capacity of 2.7 MGD to increase capacity in Big Springs Park area.



Lexington, KY

#### YEARS OF EXPERIENCE:

With GRW: 37

Total: 42

#### EDUCATION

B.S., Civil Engineering, 1979,  
University of Kentucky

M.S., Civil Engineering, 1990,  
University of Kentucky

#### REGISTRATION

Professional Engineer: KY, OH

#### PROFESSIONAL AFFILIATIONS AND TRAINING

American Water Works  
Association

Water Environment Federation

Kentucky Rural Water  
Association

American Consulting Engineers  
Council (ACEC)-KY  
Environmental Committee Vice-  
Chair for Water

## Joe Henry, PE

### GRW Senior Technical Advisor

#### RELEVANT PROJECT EXPERIENCE

**Lexington South Elkhorn Pump Station Upsizing Improvements, Lexington, KY** – Project Manager. Increased firm capacity of South Elkhorn Pump Station to reduce occurrence of sanitary sewer overflows (SSOs) in watershed. Included addition of sixth 335 HP variable speed, submersible solids handling pump to increase firm capacity to 17,500 gpm; upgrades/additions to electrical systems, motor controls, and standby power; surge model to analysis proposed six pump configuration including existing force main and air release valves; and demolition of one 1,150 gallon caustic soda tanks for chemical storage. LFUCG Consent Decree Remedial Measures Plans project.

**Lexington Expansion Area 2A Watershed Pumping Station (10 MGD) & Force Mains, Lexington, KY** – Project Manager. **Included odor control.**

**Lexington North Elkhorn Watershed Force Main & Pumping Station (19 MGD), Lexington, KY** – Project Manager. **Included odor control.**

**Lexington East Hickman Wet Weather Flow Storage (6.0 MG) & Pumping Facilities (32.5 MGD), Lexington, KY** – Principal. **Included odor control facilities; trunk sewer with Iplex Vortex flow insert for odor control.**

**Lexington Town Branch Wet Weather Flow Storage (22 MG) and Pumping (56 MGD) Facilities, Lexington, KY** – Project Manager. Phase 1 of multi-phase wet weather storage facility adjacent to Town Branch WWTP.

**Lexington Upper Cane Run Wet Weather Flow Storage (2.0 MG) and Pumping (8.5 MGD) Facilities, Lexington, KY** – Principal.

**Lexington Lower Town Branch Watershed Interceptor Sewers, Force Main and 5 MGD Pumping Station, Lexington, KY** – Lead Sanitary Engineer.

**Lexington Wolf Run D & E Trunk Sewers, Lexington, KY** – Principal.

**Lexington East Hickman Drainage Basin Sanitary Sewer Collection & Conveyance, Lexington, KY** – Principal.

**Sanitation District No. 1 Highland Heights & Silver Grove Pump Station Improvements, Northern, KY** – Principal.

**East Kentucky Power Cooperative Spurlock Station Pump Station and Sludge Improvements, Maysville, KY** – Project Manager.

**Sanitation District No. 1 Bromley Pump Station Upgrade, , KY** – Project Manager. Includes upgrading capacity from 38 MGD to 53 MGD.

**Frankfort Prevention Park Pump Station Consolidation (P3C) and Conveyances, Frankfort, KY** – Principal.

**Paducah McCracken County Joint Sewer Agency Perkins/Crooked Creek Wet Weather Flow Storage (3 MG) and Pumping (5 MGD) Facilities, Paducah, KY** – Principal.



Louisville, KY

**YEARS OF EXPERIENCE:**

With GRW: 4

Total: 32

**EDUCATION**

A.A.S., 1998, Jefferson Community College

**REGISTRATION**

Class IV Certified WWTP Operator: KY

AWWA Utility Risk and Resilience Certification

National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification

**PROFESSIONAL AFFILIATIONS AND TRAINING**

Kentucky Drinking Water and Clean Water Advisory Council, ACEC-KY Representative - PFAS Subcommittee

Water Environment Federation (WEF)

WEF Residuals and Biosolids Committee (National Vice-Chair Bioenergy Technology Subcommittee, 2011-2013 / Biosolids Drying Task Force Member / National Biosolids Partnership Advisory Committee, 2012)

Clean Water Professionals of Kentucky-Tennessee (Kentucky Chair, Water Re-Use Committee, 2019 to Present / President, 2016-17 / Kentucky Vice-President/President Elect, 2013-16 / Kentucky Chair Wastewater Technology Committee, 2012-14)

## Robert Bates GRW Operations Specialist

From 1990 to 2018, Robert held several positions at Louisville and Jefferson County Metropolitan Sewer District (MSD). He was responsible for a wide variety of projects related to receiving water quality and completed projects involving **thermal, chemical, and biological odor control systems** for volatile organic compounds, hydrogen sulfide, and reduced sulfur compounds. That experience includes **odor control testing, odor control equipment and full system replacement**, responding to odor issues on site and in the local area, and coordinating with local air pollution control officials. He also has experience with chemical addition systems for odor management in liquid and solids processing.

**RELEVANT PROJECT EXPERIENCE**

**Bowling Green Municipal Utilities Veterans Memorial Highway Force Main, Bowling Green, KY** – Odor Control Lead. Approximately 32,000 LF of new 24 and 16-inch PVC force main which unlocks capacity throughout collection system and provides conveyance for over 7,800 gpm of wastewater from seven existing pump stations. **Project includes odor control** and design and placement of a liquid oxygen (LOX) injection system to reduce sulfides and limit corrosion at the water recovery facility.

**Frankfort Prevention Park Pump Station Consolidation (P3C) and Conveyances, Frankfort, KY** – Operations Specialist. Preliminary engineering report and subsequent design, bidding, and construction administration services for a pump station project intended to consolidate up to 9 pump stations in Prevention Park vicinity, as well as to eliminate existing SSOs, prevent future SSOs, and to add capacity for future development along I-64 southwest of Frankfort. Design includes 2.6 MGD pump station (accepting up to 1.3 MGD flow from Farmdale area); 32,000 LF of 14" and 18" forcemain; and 4,500 LF of new 8" - 12" gravity sewer.

**Brandenburg Wastewater Treatment Plant (0.5 MGD), Brandenburg, KY** – Operations Specialist. First local government Public-Private Partnership (P3) in Kentucky has RAS/WAS/drain pump station, scum pump station – project includes upgrades to existing main pump station at Riverfront Park.

**Buffalo Trace Distillery Design-Build Process Building at Wastewater Treatment Plant, Frankfort, KY** – Operations Specialist. Architectural, mechanical, process, and structural design services for design-build of process building at Buffalo Trace Distillery's wastewater treatment plant in Frankfort, KY. Approximate 13,000 SF pre-engineered metal building, with height of up to 33 feet, houses equipment and processes for new WWTP.

**Liberty Wastewater Treatment Plant Upgrade (0.64 MGD), Liberty, KY** – Operations Specialist. Project includes new wet weather overflow pumping station, force main, 1.5 MG wet weather storage basin, replacement of existing chlorine disinfection facilities with new UV disinfection equipment, replacement of plant's motor control centers, and new SCADA system.

**Kentucky Parks Wastewater and Water Treatment Plant Renovations, Multiple Locations, KY** – Operations Specialist.



## Josh Flanery, PE GRW Project Engineer

### RELEVANT PROJECT EXPERIENCE

**Bowling Green Municipal Utilities Veterans Memorial Highway Force Main, Bowling Green, KY** – Project Engineer. The approximately 32,000 LF of new 24 and 16-inch PVC force main unlocks capacity throughout collection system and provides conveyance for over 7,800 gpm of wastewater from seven existing pump stations. **Includes odor control**

**Louisville MSD Clifton Heights Wet Weather Flow Storage (7 MG) and Pumping (9 MGD) Facilities, Louisville, KY** – Project Engineer. Project consisted of 7.0 MG rectangular, below-grade, cast-in-place concrete storage basin with covered top due to close proximity of homes and desire to reduce visual and odor impacts. Basin is also equipped with **odor control equipment**. Design for a dual bed carbon adsorber odor control system for the basin was completed.

**Bluefield Sanitary Board Westside Wastewater Treatment Plant (8.1 MGD) Improvements, Bluefield, WV** – Project Engineer. Renovations and upgrades to allow facility to handle peak wet weather flows up to 16 MGD and provide redundancy in treatment systems. Included re-structuring of influent pump station to use five (5) new suction lift pumps in lieu of existing dry pit submersible pumps. Included at the Bluestone 3.4-million-gallon wet weather storage facility, a new 7.2 MGD wet weather duplex pump station, elevated above the 100-year floodplain.

**Versailles Methodist Home Pump Station & Wastewater Capacity Improvements, Versailles, KY** – Project Manager. Replacement of existing pump station with new pump station with ultimate capacity of 2.7 MGD;

**Harrodsburg Sanitary Sewer Rehabilitation (2016), Harrodsburg, KY** – Project Manager. Included rehabilitation of four existing pump stations, including replacement of pumps, pump bases and guide rails, piping, and floats. Control panels replaced to meet explosion-proof standards.

**SD1 Highland Heights & Silver Grove Pump Station Improvements, Northern, KY** – Project Manager. Design of upgrades and assistance with bidding for two pump stations experiencing problems with electrical panels.

**Paducah McCracken County Joint Sewer Agency Homewood Wet Weather Flow Equalization Facility, Paducah, KY** – Project Engineer. New 0.5 MG wet weather flow equalization facility, 350 gpm pump station, and related gravity sewer (approximately 600 LF, 8"-15") to alleviate I/I flows.

**Versailles Sanitary Sewer and Lift Station Rehabilitation, Phase 3, Versailles, KY** – Project Engineer. Complete rehabilitation of Woodland lift station (pumps, guide bars, internal piping within wet well, isolation and check valves within valve vault, lining of wet well with corrosion resistant coating, and installation of emergency pumping bypass connection.)

**Elkton Pump Station and Force Main Improvements, Elkton, KY** – Project Manager. Pump station and force main improvements including new 7,700 LF, 8" PVC force main from HSPS to wastewater treatment plant to increase capacity and reduce sanitary sewer overflows.

Louisville, KY

### YEARS OF EXPERIENCE:

With GRW: 12

Total: 12

### EDUCATION

B.S., Civil & Environmental Engineering, 2010, University of Louisville

M.Eng., Civil & Environmental Engineering, 2011, University of Louisville

### REGISTRATION

Professional Engineer: KY, OH

### PROFESSIONAL AFFILIATIONS AND TRAINING

National Association of Sewer Service Companies (NASSCO) Member

NASSCO Pipeline Assessment Certification Program (PACP)

NASSCO Manhole Assessment Certification Program (MACP)

NASSCO Lateral Assessment Certification Program (LACP)

American Water Works Association (AWWA)

AWWA – Infrastructure Committee

Clean Water Professionals of Kentucky & Tennessee (CWP KY & TN), Membership Committee Co-Chair

AWWA/WPC – Water Professionals Leadership Academy (WPLA) 2019 Graduate

National Society of Professional Engineers (NSPE)

Kentucky Society of Professional Engineers (KSPE), Banquet Committee





Lexington, KY

#### YEARS OF EXPERIENCE:

With GRW: 3

Total: 23

#### EDUCATION

B.S., Industrial Technology, 1996,  
Murray State University

B.S., Mechanical Engineering,  
1998, University of Kentucky

#### REGISTRATION

Professional Engineer: KY, IN,  
OH, WV, NY, FL, TN

NCEES Member allows  
reciprocity with other states

LEED Accredited Professional

#### PROFESSIONAL AFFILIATIONS AND TRAINING

Kentucky Local Correctional  
Facilities Construction Authority  
Board (through 2023)

American Society of Heating,  
Refrigerating and Air-  
Conditioning Engineers  
(ASHRAE) - Board of Governors,  
Bluegrass Chapter

Kentucky Society of Professional  
Engineers (KSPE) - Professional  
Development Committee (Vice  
Chair), Bylaws & Operational  
Procedures Committee, Ethical  
Practices Committee

Society of American Military  
Engineers (SAME)

Society of Marketing  
Professional Services (SMPS) -  
Past President

## Cory Sharrard, PE, LEED AP GRW Mechanical Engineer

#### RELEVANT PROJECT EXPERIENCE

**Lexington Upper Cane Run Wet Weather Flow Storage (2.0 MG) and Pumping (8.5 MGD) Facilities, Lexington, KY** – Mechanical Engineer. New 2.0 MG, prestressed concrete, wet weather storage tank and 8.5 MGD pumping station, along with mechanical bar screening facility, modulating sluice gate with motorized actuator, flow measurement device, approximately 1,000 LF of force main and 650 LF of gravity sewer, and landscaping.

**Lexington West Hickman Wastewater Treatment Plant Solids Processing Building Improvements, Lexington, KY** – Mechanical Engineer. Evaluation and design of replacement for three (3) existing belt filter presses with centrifuge equipment on 33 MGD capacity wastewater treatment plant. Improvements included centrifuges, conveyors, polymer feed equipment, building renovation, and major electrical/instrumentation.

**Brownsburg East Plant Wastewater Pretreatment & Pumping Facility Upgrades, Brownsburg, IN** – Mechanical Engineer. Design included a **new ozone generation odor control unit**.

**Sanitation District No. 1 Bromley Pump Station Upgrade, , KY** – Mechanical Engineer. Fast-track project to upgrade pump station in service since 1977; it is largest capacity wastewater pump station in SD1 collection system. Includes upgrading capacity from 38 MGD to 53 MGD. Two 900 HP motors in existing station will be replaced with new 1,000 HP motors. A new parallel submersible pumping station with three new parallel submersible 670 HP pumps and new mechanical screens also will be added.

**Brandenburg Wastewater Treatment Plant (0.5 MGD), Brandenburg, KY** – Mechanical Engineer. Includes RAS/WAS/drain pump station, scum pump station, as well as upgrades to existing main pump station at Riverfront Park.

**Murray Bee Creek Water Resource Recovery Facility (WRRF) Expansion (8.75 MGD), Murray, KY** – Construction Administration. Project included six pump stations.

**Buffalo Trace Distillery Design-Build Process Building at Wastewater Treatment Plant, Frankfort, KY** – Mechanical Engineer.

**Louisville MSD Morris Forman WQTC Oxygen Generator Area (OGA), Phoenix Thermal Oxidizer (PTO) Chlorine Rail Car Facility Demolition, Louisville, KY** – Mechanical Engineer.

**Elkton Wastewater Treatment Plant Improvements (0.46 MGD), Elkton, KY** – Mechanical Engineer.

**Kentucky Parks Wastewater and Water Treatment Plant Renovations, Multiple Locations, KY** – Mechanical Engineer.

**TriCo Regional Sewer Utility Water Resource Recovery Facility Expansion (5.72 MGD), Zionsville, IN** – Mechanical Engineer.



Lexington, KY

#### YEARS OF EXPERIENCE:

With GRW: 16

Total: 18

#### EDUCATION

B.S., Electrical Engineering, 2004,  
University of Kentucky

B.S., Physics, 2004, Morehead  
State University

#### REGISTRATION

Professional Engineer, Electrical:  
KY, TN, OH, MO, NY, VA

#### PROFESSIONAL AFFILIATIONS AND TRAINING

American Council of  
Engineering Companies

AGi32 Lighting Software  
Roadway Emphasis Class -  
Presented by Lighting Analysts,  
Inc.

## Todd Cantrell, PE GRW Electrical Engineer

#### RELEVANT PROJECT EXPERIENCE

##### **Lexington Town Branch Wastewater Treatment Plant (30 MGD)**

##### **Thickening Process Evaluation & Equipment Upgrades, Lexington, KY –**

Electrical Engineer. Evaluation of methods to increase thickening capacity and replace aging equipment to increase reliability and lower operating costs. Other system equipment upgrades include new rotary lobe pumps and valves throughout, flow measurement devices, **odor control**, roof, window and door replacement, lighting replacement, HVAC replacements.

##### **Louisville MSD Bancroft Wet Weather Flow Storage (0.25 MG) and Pumping (0.33 MGD) Facilities, Louisville, KY –**

Electrical Engineer. Pump station (230 gpm) and wet weather storage basin (0.25 MG below-grade, covered cast-in-place concrete structure) to eliminate package plant and reduce overflows in area. Pump station wet well and storage basin form integral structure with weir wall with integral sluice gate separating two chambers. **Basin is equipped with odor control equipment (chemical feed and vapor phase biofiltration).**

##### **Harrodsburg Western Regional Pump Station Upgrade (5.76 MGD),**

**Harrodsburg, KY –** Electrical Engineer. Included addition of two new submersible pumps (increasing capacity to 5.76 MGD), and piping, valves, flow meter, electrical and instrumentation improvements.

##### **Lexington West Hickman Wastewater Treatment Plant Solids**

**Processing Building Improvements, Lexington, KY –** Electrical Engineer. Evaluation and design of replacement for three (3) existing belt filter presses with centrifuge equipment on 33 MGD capacity wastewater treatment plant. Improvements included centrifuges, conveyors, polymer feed equipment, building renovation, and major electrical/instrumentation.

##### **Sanitation District No. 1 PLC Replacements at Major Treatment Plants & Pump Stations, Multiple Locations, KY –**

Electrical Engineer.

##### **Lawrenceburg Wet Weather Flow Storage (2 MG) and Pumping (2.5**

**MGD) Facilities, Lawrenceburg, KY –** Electrical Engineer. Above-ground 2.0 MG prestressed concrete wet weather flow equalization basin upstream of city's 3.3 MGD oxidation ditch wastewater treatment plant.

##### **Elkton Pump Station and Force Main Improvements, Elkton, KY –**

Electrical Engineer. High School Pump Station pump station and force main improvements including new 7,700 LF, 8" PVC force main from HSPS to WWTP to increase capacity and reduce sanitary sewer overflows.

##### **TriCo Regional Sewer Utility Lift Station 11 Pumps and Controls**

**Replacement, Zionsville, IN –** Electrical Engineer. To accommodate new, larger 33HP pump, electrical service and controls were completely replaced.

##### **Beaver Dam Rains Avenue Pump Station Replacement, Beaver Dam, KY**

– Electrical Engineer. Design of new duplex sanitary sewer submersible pump station with two submersible pumps, valve vault, electrical service, pump control panel and appurtenances.

## WEBSTER ENVIRONMENTAL ASSOCIATES, INC.

### INTRODUCTION:

Mr. Ross transitioned to Webster Environmental Associates, Inc. in 2012. Mr. Ross has been involved in nearly 100 odor control projects which have included odor control system design, odor studies, odor dispersion modeling, and odor control performance testing. Mr. Ross recently completed a \$2 million municipal wastewater treatment plant odor control system design.

His experience includes hydraulic modeling, pump selection, pressure drop calculations, centrifugal fan selection, regulatory assistance, construction management, contract administration, and onsite inspection on projects with construction costs up to \$11 Million. Mr. Ross is a licensed professional engineer in Michigan, Kentucky, Indiana, Washington, South Carolina, Florida, and Colorado.

### CAREER EXPERIENCE:

- Webster Environmental Associates, Inc., Louisville, KY (July 2012 – present) Project Manager
- CH2M HILL, Inc., Louisville, KY (June 2008 – July 2012) Project Engineer

### SELECTED PROJECT EXPERIENCE

#### Bowling Green, KY

- Headworks Odor Control Preliminary Design: Conducted a comprehensive odor evaluation of the Bowling Water Recovery Facility Headworks Facility which includes an existing Siemens Zabocs system which has reached the end of its useful life. The sampling and testing program included two rounds of testing at multiple locations throughout the headworks. Each round of testing included hydrogen sulfide testing, odor panel analysis, reduced sulfur compound analysis, airflow measurement, differential pressure measurement, and liquid sampling. A preliminary design report (PDR) was developed and submitted based on the results of the testing program.

#### Saline, MI

- WWTP Odor Control System Design: Design of two odor control systems based on the recommendations of the odor study (also conducted by Webster) which shall provide odor control for all significant odor sources at the facility. System #1 is comprised of a 10,000 cfm bioscrubber which treats foul air from the primary clarifiers, headworks, grit removal facility, sludge holding tanks, and septage receiving facility. System #2 is comprised of a radial flow, dual bed dry media system to treat foul air from the rotating biological contactors.

#### Jeffersonville, IN

- Odor Control System Design: Design of an 11,275 cfm biofilter for a 50 MGD pump station located adjacent to the main entrance to the city. The system captures and treats foul air from the screening facility, grit tanks, and wet wells. Conducted services during construction and odor control system performance testing.

#### South Bend, IN

- Chemical Feed System Design: Design two chemical feed systems (calcium nitrate) to control odors in the collection system associated with the South Bend, IN Wastewater Treatment Plant. The design included the calcium nitrate dosing requirements, tank sizes, pumping capacity requirements, piping, and all mechanical, electrical, and structural requirements. Design included all drawings and specifications for a complete WE also provided services during construction, including submittal review and inspection.

### JIM ROSS, P.E. VICE PRESIDENT



#### EDUCATION

Bachelors, Biology  
Florida Atlantic University, 1995

Masters, Environmental Engineering  
University of South Florida, 2008

#### REGISTRATION

Professional Engineer: Michigan,  
Washington, Kentucky, South  
Carolina, Indiana, Colorado, Florida

#### PROFESSIONAL ACTIVITIES

Water Environment Federation  
Indiana Water Environment  
Association

#### SPECIALTIES

Odor Control System Design  
Odor Studies  
Odor Dispersion Modeling  
Odor Control Performance Testing

#### EXPERIENCE

12 Years



## WEBSTER ENVIRONMENTAL ASSOCIATES, INC.

### INTRODUCTION:

Mr. Koetter has been designing air treatment systems, biosolids processing facilities and wastewater collection and treatment facilities since 1985. As Project Manager, he has performed over 200 odor evaluations and designed dozens of odor control systems including biofilters, bioscrubbers, chemical scrubbers, carbon adsorbers, activated sludge diffusion systems and chemical feed systems ranging in size from less than 1,000 cfm to over 150,000 cfm. His experience also includes the management of construction for numerous industrial and municipal odor control systems.

### CAREER EXPERIENCE:

- Webster Environmental Associates, Inc., Louisville, KY (January 1993 – present) Project Manager.
- Commonwealth Engineers, Inc., Indianapolis, IN (May 1987 – January 1993) Project Engineer
- United States Army Corps of Engineers, Indianapolis, IN (June 1985 – June 1987) Project Engineer – Resident engineer overseeing construction of EPA funded wastewater projects

### SELECTED EXPERIENCE

#### Conway, Arkansas

- Project Manager on a comprehensive odor study at the 16 MGD Tupelo Bayou Wastewater Treatment Plant. The study results showed the primary clarifiers were the highest untreated source of odors. Air dispersion modeling was performed, and it showed that odors from the plant could be detected more than 2 miles away during up to 300 hours per year. Modeling of several proposed odor control scenarios showed which scenario provided the most bang for the buck. WEA was subsequently hired to design the recommended odor control improvements, which included a new bioscrubber and carbon adsorber in addition to improvements to the existing odor control systems.

#### Louisville/Jefferson County, KY

Primary point of contact to MSD providing miscellaneous odor control assistance since 1998. A few projects:

- Provided design and construction management services for odor control facilities at thirteen (13) pumping stations. Designs have included chemical feed systems, biofilters and carbon adsorbers.
- Project Manager for the design of two oxygen injection systems for the Ohio River Force Main, a dual force main consisting primarily of 20" and 24" pipes, 8.4 miles long. H<sub>2</sub>S, odor and corrosion have long been a problem and a study concluded oxygen injection and design is underway.
- Project Manager for the design of odor control improvements at the 22 MGD West County WWTP. The \$2.4 million odor control project included design of a 14,000 cfm carbon adsorber for headworks screening facilities, a 3,750 cfm activated sludge diffusion system for grit facilities and a 5,900 CFM modular biofilter for aeration basin influent channels. Also designed subsequent project at same facility that included 12,000 cfm custom-built biofilter with inorganic media. WEA also assisted with Construction Services during both projects.
- Project Manager for 20,000 cfm biotrickling scrubber design for the biological roughing towers at the 100 MGD Morris Forman WWTP to replace chemical scrubbers.

#### Dayton, Ohio

- Project Manager for design of 54,000 cfm odor control system for headworks facilities at the Dayton, OH WWTP and 8,500 cfm system at the Broadway Pumping Station. Project designed in 2009 and constructed in 2011 with construction cost estimate of \$5.6 million. Biofilter replaced existing 25,000 cfm chemical scrubber. System design allows use of existing scrubber for standby. Odor control provided for headworks facilities, primary clarifiers and pump station upstream of plant

### BRUCE KOETTER, P.E. PRESIDENT



### EDUCATION

B.S., Construction Engineering,  
Purdue University, 1985

### REGISTRATION

Professional Engineer, Kentucky,  
Florida, Kansas, Ohio, Iowa  
Pennsylvania, Arkansas,  
California, New Jersey

### PROFESSIONAL ACTIVITIES

Water Environment Federation  
(WEF)

### SPECIALTIES

Wastewater Collection System Odor  
and H<sub>2</sub>S Evaluations, Odor Control  
System Design

### EXPERIENCE

33 Years





## **SECTION 4.0**

### Similar Work – Three (3) Clients

## 4.0 Similar Work – Three (3) Clients

The GRW team has completed similar work for the clients shown below. The two (2) Louisville MSD projects represent previous GRW/Webster/Cornerstone collaboration.

### Bowling Green Municipal Utilities

Scott Neighbors, Superintendent of Water & Wastewater Engineering | (270) 782-1200, scott.neighbors@bgmu.com

#### SIMILAR PROJECT(S):

**Veterans Memorial Highway Force Main** - The project includes a liquid oxygen injection (LOX) system that reduces sulfides in the force main going to BGMU's water recovery facility (WRF), as well as odor control using an activated carbon filter at fourteen individual air/vacuum combination valves along the force main. The LOX system introduces oxygen approximately 3,700 LF upstream of the force main's connection into the main 42-inch influent gravity sewer at the WRF. This also helps alleviate a significant portion of the corrosion issues that BGMU has seen occurring at the headworks.

### Lexington-Fayette Urban County Government

Charles Martin, PE, Director, Division of Water Quality (859) 425-2455, chmartin@lexingtonky.gov

#### SIMILAR PROJECT(S)

**East Hickman Wet Weather Flow Storage (6.0 MG) and Pumping Facilities (32.5 MGD)** – Includes an odor control unit at the pump station, as well as an Iplex Vortex flow insert for odor control for the extension (245 LF) of the existing 48-inch East Hickman Trunk Sewer. **Expansion Area 2A Watershed Pumping Station and Force Mains** – The pump station building has an odor control room with chemical scrubber odor control, liquid phase odor control, **North Elkhorn Watershed Force Main and Pumping Station (19 MGD)** - Includes an odor control scrubber and force main odor control.



### Louisville & Jefferson County MSD

Meskerem Eshetu, PE, Project Manager (Clifton Heights) | (502) 540-6000, meskerem.eshetu@louisvillemd.org & Jacob Mathis, PE, Project Manager (Bancroft) | (502) 540-6000, jacob.mathis@louisvillemd.org

#### SIMILAR PROJECT(S):

**Clifton Heights Wet Weather Flow Storage (7 MG) and Pumping (9 MGD) Facilities** - The basin is equipped with odor control equipment. The design was completed for a dual bed carbon adsorber odor control system for the basin. Due to the expense of the carbon adsorber, only the concrete pad for the carbon adsorber and the ductwork between the basin and the concrete pad were installed. The dual bed carbon adsorber will be installed at some point in the future, as necessary, to assist with unwanted odors.

**Bancroft Wet Weather Flow Storage (0.25 MG) and Pumping (0.33 MGD) Facilities (shown above)** The basin is equipped with a chemical feed odor control system. A design was also completed for a biofilter odor control system for the basin. Due to the expense of the biofilter system only the concrete pad for the biofilter and the ductwork between the basin and the concrete pad were installed. The biofilter will be installed in the future if the chemical feed odor control system is not able to control odors.



## **SECTION 5.0**

### Four (4) Reference Projects

## 5.0 Four (4) Reference Projects

Details about four (4) projects completed with substantive contribution by a key member of the GRW project team are listed on the following pages. Included are three (3) projects where GRW was prime; a fourth project demonstrates WEA's – our team's odor control process design consultant – experience with similar work.

### Bowling Green Municipal Utilities | Veterans Memorial Highway Force Main, Bowling Green, KY

**Construction complete:** 07/06/2021

**Construction Cost:** \$8,025,116

**Services provided:** planning, design, bidding, construction administration, and resident project representative services

GRW worked with Bowling Green Municipal Utilities (BGMU) – in conjunction with the Warren County Water District (WCWD) – to provide for the approximately 32,000 LF of new 24 and 16-inch PVC force main for the Veterans Memorial Force Main.

Work to complete the project consisted of heavy trenching through rock, as well as multiple bore and jacks under state and city roads, and railroads.

The new force main unlocks capacity throughout the rest of the collection system and provides conveyance for over 7,800 gallons per minute of wastewater from seven existing pump stations.

Specific segments of the project include the following:

- 125 LF of 16" PVC force main within 30" steel casing pipe beneath railroad right of way
- 60 LF of 24" PVC force main within 36" steel casing pipe beneath railroad right of way
- 1,025 LF of 24" PVC force main within 36" steel casing pipe beneath 10 roadways
- 65 LF of 16" PVC force main within 30" steel casing pipe beneath one (1) roadway
- 115 LF of 24" PVC force main within 36" steel casing pipe at two (2) stream crossing locations
- 530 LF of 24" PVC force main open cut across streams at four (4) locations
- Three (3) flow meter vaults



The project also includes a liquid oxygen injection (LOX) system (**shown above**) that reduces sulfides in the force main going to BGMU's water recovery facility (WRF), **as well as odor control using an activated carbon filter at fourteen individual air/vacuum combination valves along the force main**. The LOX system introduces oxygen approximately 3,700 LF upstream of the force main's connection into the main 42-inch influent gravity sewer at the WRF. This also helps alleviate a significant portion of the corrosion issues that BGMU has seen occurring at the headworks. Permits included: KDOW Construction, Floodplain, KYTC Encroachment, and CSX Crossing.

**PROJECT TEAM:** Josh Flanery, Robert Bates **GRW's proposed project manager Mike Jacobs has completed more than a dozen water resources projects with BGMU over the past 20 years.**

**CLIENT CONTACT:** Scott Neighbors, Superintendent of Water & Wastewater Engineering, Bowling Green Municipal Utilities, (270) 782-1200, [scott.neighbors@bgmu.com](mailto:scott.neighbors@bgmu.com)



## Louisville & Jefferson County Metropolitan Sewer District | Clifton Heights Wet Weather Flow Storage (7 MG) & Pumping (9 MGD) Facilities, Louisville, KY

**Construction Complete:**

12/01/2018

**Construction Cost:**

\$26,336,012

**Services Provided:**

Planning, design, bidding, and construction administration

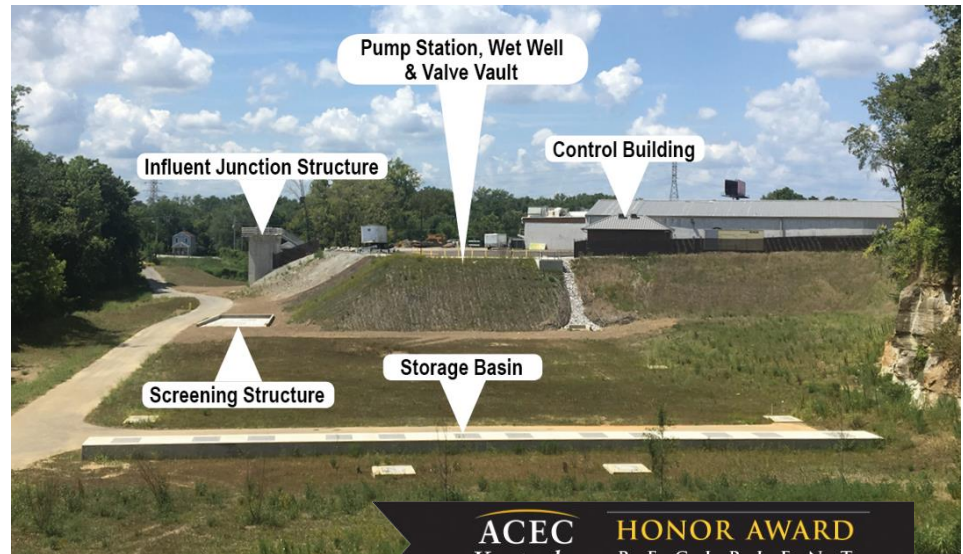
This project consisted of a 7.0 MG wet weather flow storage basin and a 9.0 MGD CSO pump station (submersible pumps), as well as screening, a

diversion structure with three automated slide gates (including one 36" x 66" flood protection gate), a force main, valve vault (with rotating-revolving double disc gate valves) and gravity sewers from three combined sewer overflows (CSOs) to the basin. Additionally, an automated 12" x 12" flood protection gate was added to an existing gate structure to divert flow into the basin when the Ohio River is in flood mode.

The basin is a buried, rectangular, cast-in-place concrete structure with a covered top due to the proximity of homes and the desire to reduce visual and odor impacts. Basin and pump station controls were designed to work with Louisville MSD's Real Time Control (RTC) system. The storage basin has multiple "lanes," each equipped with an automatic flushing gate to clean the "lane" after a storage event.

The basin is also equipped with odor control equipment. The design was completed for a dual bed carbon adsorber odor control system for the basin. Due to the expense of the carbon adsorber, only the concrete pad for the carbon adsorber and the ductwork between the basin and the concrete pad were installed. The dual bed carbon adsorber will be installed at some point in the future, as necessary, due to unwanted odors from the basin.

The pump station and force main are capable of pumping up to 9.0 MGD but were designed with VFD-operated pumps to accommodate lower flow requirements when needed. The station is controlled



"MSD's Clifton Heights Storage Basin Project has been a critical water quality enhancement project for our service area – and is an excellent example of our achievements together. We are especially satisfied with GRW's ability to work closely with us to discuss and select the various engineering options – we continually benefit from the firm's skill in navigating difficult project conditions." John Loechle, PE, Engineering Technical Services Director, Louisville MSD

by a Rockwell Automation ControlLogix PLC which connects wirelessly to the Morris Forman main SCADA system control room. Electrical and instrumentation design, including PLC and I/O requirements were completed by GRW; system integration was by ESI. The project ensures that each associated CSO does not overflow more than four times in a typical year.

**PROJECT TEAM:** Josh Flanery, Webster (odor control), Cornerstone (structural)

**CLIENT CONTACT:** Meskerem Eshetu, PE, Project Manager, Louisville MSD, (502) 540-6000, meskerem.eshetu@louisvillemsd.org

## LFUCG Pump Stations

GRW completed the following **two significant pump station projects for LFUCG; both included odor control measures**. Brief descriptions with a focus on the pump station portions are provided here. Our client contact for both projects is Charles Martin, PE, (859) 425-2455, [chmartin@lexingtonky.gov](mailto:chmartin@lexingtonky.gov)

### Expansion Area 2A Watershed Pump Station (10 MGD) & Force Mains

**Construction Complete:** 12/31/2014

**Construction Cost** (pump station only): \$4,842,022

**Services Provided:** Planning, design, bidding, and construction administration



"GRW always has been responsive to the specific needs of the LFUCG Division of Water Quality with respect to its defined scope of services and has readily responded to requests for additional specific project needs. Required services have been completed efficiently, accurately, timely, and within budget. GRW staff is responsive and conducts themselves professionally in all instances." Robert Peterson, PE, Remedial Measures Program Manager, LFUCG Division of Water Quality

This multiphase project includes a 10 MGD pumping station (maximum pumping capacity of 7,400 gpm), classified as a Class A pump station per the *LFUCG Sanitary Sewer and Pumping Station Manual*. Included are 4,800 LF of 24" force main; and 3,600 LF of 48" to 15" gravity sewers. The new gravity sewers allowed LFUCG to decommission five existing pump stations (Hamburg Farm, Man O' War, Greenbriar 1, Blackford and Gleneagles) by removing the stations and flowing by gravity to a new 48" gravity trunk sewer extended into the new Expansion Area 2A PS. **The pump station building has an odor control room**, as well as a screening room, electrical/controls room, and bathroom/mechanical room. Separate drain systems with v-notch style weirs were provided prior to site

detention. The pump station has a divided wetwell with the full capacity of pumping being delivered by two pumps with two in each wetwell. Equipped with **force main odor control**, mechanical screening, four submersible pumps, standby electric power generator, flow metering, and surge protection, the Expansion Area 2A pump station will pump to the existing North Elkhorn pump station.

**PROJECT TEAM:** Joe Henry, Mike Jacobs

### North Elkhorn Watershed Pump Station (19 MGD) & Force Main

**Construction Complete:** 10/07/2009

**Construction Cost** (pump station only): \$4,134,000

**Services Provided:** Planning, design, bidding, and construction administration



To divert flows to the Town Branch Wastewater Treatment Plant instead of the West Hickman Creek plant drainage area, GRW designed the North Elkhorn Watershed Pump Station replacement and new 30-inch and 36-inch force main. With a maximum pumping capacity of 19 MGD, the new pump station includes four 385 HP, wet pit (submersible) pumps with variable frequency drives, a valve vault, a 2,000 KW generator, **chemical scrubber odor control**, **liquid phase odor control**, mechanical coarse bar screens, and flow metering. The station also includes telemetry, controls, lightning protection system, and harmonics mitigation equipment. GRW coordinated extensively with local politicians, and state and federal agencies including the KYTC and the Federal Highway Administration.

**PROJECT TEAM:** Joe Henry, PE

# Webster Environmental Associates, Inc

## TOHO WATER AUTHORITY SANDHILL WRF ODOR CONTROL IMPROVEMENTS

### KISSIMMEE, FL

**FINAL  
PROJECT**

**SCORECARD**

- Identified performance deficiencies of existing odor control system**
- Identified operational changes to reduce odor emissions from the plant**
- Selected for design of odor control improvements**
- Provided services during construction**

WEA performed a plant wide odor study for the Toho Water Authority (TWA) at the Sandhill WRF in 2016. The study was performed to identify and rank all sources at the facility and to evaluate the performance of the existing headworks odor control system. The study included testing for hydrogen sulfide, reduced sulfur compound analysis, and odor panel analysis.

The study determined that the existing headworks odor control system was not performing according to design and was in need of replacement. The study also identified that the influent splitter box structure and the aerobic digesters were also causing significant odor issues. Odor dispersion modeling was used predict the offsite odor impacts of the existing processes and to evaluate multiple odor control alternatives.

The recommendations from the study were accepted and WEA was selected for the design and services during construction. The project included the design and construction of a 2,000 cfm bioscrubber, a 1,500 cfm bioscrubber, foul air ductwork, and aluminum covers over the splitter box. Construction of this project was completed in November 2019.

Reference: Ms. Deb Beatty, P.E.  
Senior Engineer  
(407) 944-5023  
[dbeatty@tohowater.com](mailto:dbeatty@tohowater.com)



**New Headworks Bioscrubber**



**New Splitter Box Bioscrubber**



## **SECTION 6.0**

### Local Office

## 6.0 Local Office

GRW understands LFUCG defines a local office as one being located in Fayette County, Kentucky, or a county whose border is contiguous with Fayette County (Franklin, Scott, Bourbon, Clark, Madison, Jessamine, or Woodford counties). The following identifies the local offices for the GRW team, as well as local office employees and utilization.

### GRW | 801 Corporate Drive Lexington, KY 40503

**Date Established:** 1964

**Local Office Staffing:** GRW has more than 100 employees in its Lexington office. Among the **eight (8)** team members proposed for this LFUCG project, **five (5)** are based in Lexington.

**Local Office Utilization:** Approximately 65% of work performed locally for LFUCG.

GRW support staff (survey, CAD, administrative assistance) are based in Lexington also, which may increase our overall local office utilization.

### Cornerstone Engineering, Inc. 1450 North Broadway Lexington, KY 40505

**Date Established:** 2014

**Local Office Staffing:** 2

**Local Office Utilization:** Approximately 30% of work performed locally for LFUCG



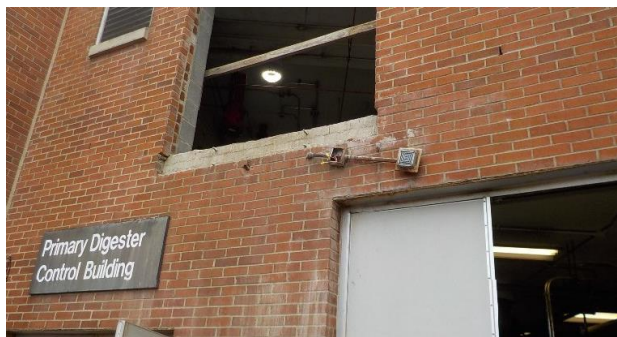
## **SECTION 7.0**

### Disadvantaged Business Enterprise (DBE) Involvement

## 7.0 Disadvantaged Business Enterprise (DBE) Involvement

To assist LFUCG in meeting its DBE subcontracted-value-of-work goals, GRW has selected **LFUCG MBE-certified Cornerstone Engineering, Inc.**, to work with our team on this project.

Cornerstone, with Chella Subram, PE, as lead engineer, worked with LFUCG on several upgrade and modification projects, including the LFUCG Town Branch Digester Rehabilitation and Addition.



Cornerstone also has successfully worked with **GRW** on similar projects in the past, including an assignment at **LFUCG's West Hickman wastewater treatment plant administration building**, as well as the **Louisville MSD Clifton Heights and Bancroft wet weather storage and pumping facilities**, and **SD1's Bromley pump station upgrade**, among others.

Cornerstone is an award-winning MBE, DBE, and SBE architectural, engineering, and construction



services company founded in 2003, with headquarters in Kentucky and offices in Tennessee, Indiana, Ohio, and Georgia. The firm's experienced professionals with over 200 years of combined experience have successfully completed assignments in a variety of public and private sectors including government (Federal and State), commercial, industrial, healthcare, religious, institutional, transportation, and utility projects. Services include design-build projects as well as design of new multi-story structures, assessment of existing structures, and repair and strengthening of existing facilities.

The firm's water resources capabilities encompass:

- Treatment Plants
- Pump Stations
- Detention Basins
- Process Facilities
- CSO & SSO Basins
- Floodwalls & Floodgates
- Additions & Modifications



## **SECTION 8.0**

### Hourly Rates & Detailed Breakdown



## 8.0 Hourly Rates & Detailed Breakdown

SOUTH ELKHORN PUMP STATION ODOR CONTROL EVALUATION / UPGRADE GRW Proposed Hourly Rates			
CLASSIFICATION	EMPLOYEE NAME	ACTUAL TITLE	HOURLY RATE
Project Manager	Mike Jacobs	Project Manager	<b>\$205</b>
Quality Control	Joe Henry	Senior Technical Advisor	<b>\$205</b>
Operations Specialist	Robert Bates	Operations Specialist	<b>\$150</b>
Process Engineer	Josh Flanery	Project Engineer	<b>\$175</b>
Mechanical Engineer	Cory Sharrard	Mechanical Engineer	<b>\$205</b>
Electrical Engineer	Todd Cantrell	Electrical Engineer	<b>\$205</b>
Survey	GRW Survey Crew	GRW Survey Crew	<b>\$190</b>
CAD	GRW CAD Designer	GRW CAD Designer	<b>\$125</b>
Admin	GRW Administrative Assistant	GRW Administrative Assistant	<b>\$75</b>

<b>Engineer Fee Proposal</b> <b>LFUCG RFP #60-2022</b> <b>South Elkhorn Pump Station</b> <b>Upgrade Design</b> <b>November 2, 2022</b>		Project Manager	Process Engineer	Operations Specialist	Electrical Engineer	Mechanical Engineer	Quality Assurance Quality Control	Survey	CAD	Admin	TOTAL HOURS	Webster Environmental Associates	Cornerstone Engineering (MBE)	TOTAL FEE
<b>Task 1 - Existing Odor Control Process Evaluation</b>														
1.1	Meet with LFUCG Project Team	8	8	8	8	8					40			\$7,520
1.2	Interview Operations and Maintenance Personnel		8	16	4	4					32			\$5,440
1.3	Collect Operational Information / System Inspection		12	8	8	8					36			\$6,580
1.4	Collect Odor Samples for Analysis			8							8			\$1,200
1.5	Expenses										0			\$250
1.6	Sub-Contractors - Webster Environmental / Cornerstone Engineering											\$40,200		\$40,200
<b>Subtotal - Task 1 - Existing Odor Control Process Evaluation</b>														<b>\$61,190</b>
<b>Task 2 - Develop Odor Control Alternatives Preliminary Engineering Report</b>														
2.1	Evaluate Odor Control System Capacity		8	8	4	4					24			\$4,240
2.2	Evaluate - Assess Odor Alternatives	4	4	8	8	8			24		56			\$9,000
2.3	Evaluate Existing Pump Station Site	8	24	16	8	8		12	24		100			\$16,800
2.4	Evaluate Operations and Maintenance Requirements		8	12	4	4					28			\$4,840
2.5	Develop Capital Cost Summary	8	12	8	4	4					36			\$6,580
2.6	Develop Operations Cost Summary	4	8	12	4	4					32			\$5,660
2.7	Quality Assurance / Quality Control						4							\$820
2.8	Expenses													\$1,000
2.9	Sub-Contractors - Webster Environmental / Cornerstone Engineering											\$15,800	\$7,600	\$23,400
<b>Subtotal - Task 2 - Develop Odor Control Alternatives Preliminary Engineering Report</b>														<b>\$72,340</b>
<b>Task 3 - Preliminary Engineering Report Presentation</b>														
3.1	Submit Preliminary Engineering Report	4							8	24	36			\$3,620
3.2	Meeting (1) with DWQ	4	4	4										\$2,120
3.3	Revisions	6	4	4			2	4		16	36			\$4,900
3.4	Public Meeting Preparation	4	2	2					2		10			\$1,720
3.5	Facilitate meeting with DWQ invited public	2	2	2										\$1,060
3.4	Expenses													\$1,000
3.5	Sub-Contractors - Webster Environmental / Cornerstone Engineering											\$11,900	Note	\$11,900
<b>Subtotal - Task 3 - Preliminary Engineering Report Presentation</b>														<b>\$26,320</b>
<b>Task 4 - Prepare Design, Bidding, Construction Management Services Estimate</b>														
4.1	Develop Final Plan Design, Estimate	2	4	4	4	4			2	16	36			\$4,800
4.2	Develop Bidding Requirements	2	4		2	2					10			\$1,930
4.3	Develop Construction Management Estimate	4	4	4	2	2					16			\$2,940
4.4	Quality Assurance / Quality Control						4							\$820
4.5	Expenses													\$2,500
4.6	Sub-Contractors - Webster Environmental / Cornerstone Engineering											\$900	Note	\$900
<b>Subtotal - Task 4 - Prepare Design, Bidding, Construction Management Services Estimate</b>														<b>\$13,890</b>
<b>Total Hours</b>		<b>60</b>	<b>116</b>	<b>124</b>	<b>60</b>	<b>60</b>	<b>10</b>	<b>16</b>	<b>60</b>	<b>56</b>	<b>562</b>			
<b>Subtotal</b>														<b>\$173,740</b>
<b>HOURLY RATE</b>		<b>\$205</b>	<b>\$175</b>	<b>\$150</b>	<b>\$205</b>	<b>\$205</b>	<b>\$205</b>	<b>\$190</b>	<b>\$125</b>	<b>\$75</b>				
<b>Total Proposed Fee - South Elkhorn Upgrade Design</b>														<b>\$173,740</b>
<b>Note</b> Costs for structural services in Tasks 3, 4 depend solely on the results of Task 2 and can not be estimated at this level No geotechnical engineering services are included. No environmental studies are included, such as endangered species, waters of the U.S, or hazardous materials No site surveys other than elevation surveys for equipment No actual design, bidding, or construction services included as part of this Evaluation/Preliminary Report process														



## APPENDIX

### LFUCG Forms

Firm Submitting Proposal: GRW Engineers, Inc.

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

Contact Name: Mike Jacobs, PE Title: Vice President/Principal

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

Email address: mjacobs@grwinc.com



**ADDENDUM #1**

RFP Number: #60-2022

Date: October 18, 2022

Subject: South Elkhorn Pump Station Upgrade Design

Address Inquiries to:  
Brian Marcum  
[brianm@lexingtonky.gov](mailto:brianm@lexingtonky.gov)

**TO ALL PROSPECTIVE SUBMITTERS:**

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

Question: On page 3 of the General Submittal Requirements under the Firm Qualifications, it states: "The executive summary should describe any unique qualifications provided by the firm that demonstrates proficiency in completing the tasks associated with a traditional Sanitary Sewer Evaluation Survey (SSES), Sanitary Sewer Assessment (SSA) and or/ comprehensive drainage study within an urban setting."

**Qualification should be related to pump station upgrades similar to this project.**

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: GRW

ADDRESS: 801 Corporate Drive, Lexington, KY 40503

SIGNATURE OF BIDDER: Mike Jacobs, PE





**ADDENDUM #2**

Bid Number: #60-2022

Date: October 21, 2022

Subject: South Elkhorn Pump Station Upgrade Design

Address Inquiries to:  
Brian Marcum  
[brianm@lexingtonky.gov](mailto:brianm@lexingtonky.gov)

**TO ALL PROSPECTIVE SUBMITTERS:**

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

See bioxide report.

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: GRW

ADDRESS: 801 Corporate Drive, Lexington, KY 40503

SIGNATURE OF BIDDER: Mike Jacobs, PE





**ADDENDUM #3**

Bid Number: #60-2022

Date: October 26, 2022

Subject: South Elkhorn Pump Station Upgrade Design

Address Inquiries to:  
Brian Marcum  
[brianm@lexingtonky.gov](mailto:brianm@lexingtonky.gov)

**TO ALL PROSPECTIVE SUBMITTERS:**

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

Should we assume as there are no odor control system influent or outlet readings, that the chemical system has not run or been maintained over the past couple of years?

Lexington has provided all odor control system influent and effluent readings they have in their possession.

The system was switched from caustic/bleach to a proprietary chemical approximately two years ago. The equipment, as installed in 2011, is currently operating with that chemical 24 hours a day / 7 days a week.

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: GRW

ADDRESS: 801 Corporate Drive, Lexington, KY 40503

SIGNATURE OF BIDDER: Michael Jacobs



**AFFIDAVIT**

Comes the Affiant, Ben Fister, PE, PLS, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Ben Fister, PE, PLS 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.

Ben O Fister

STATE OF Kentucky

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me by Ben Fister on this the 1st day of November, 2022.

My Commission expires: 8/1/2026

Louise Godshall  
NOTARY PUBLIC, STATE AT LARGE



**AMENDMENT 1 —  
CERTIFICATION OF COMPLIANCE FOR AMERICAN RESCUE PLAN ACT  
EXPENDITURES**

The Lexington-Fayette Urban County Government (“LFUCG”) may classify the subject matter of this bid as an expenditure under the American Rescue Plan Act of 2021. Expenditures under the American Rescue Plan Act of 2021 require evidence of the contractor’s compliance with Federal law. Therefore, by the signature below of an authorized company representative, you certify that the information below is understood, agreed, and correct. Any misrepresentations may result in the termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims.

**The bidder agrees and understands that in addition to all conditions stated within the attached bid documents, the following conditions will also apply to any Agreement entered between bidder and LFUCG, if LFUCG classifies the subject matter of this bid as an expenditure under the American Rescue Plan Act. The bidder further certifies that it can and will comply with these conditions, if this bid is accepted and an Agreement is executed:**

1. Any Agreement executed as a result of acceptance of this bid may be governed in accordance with 2 CFR Part 200 and all other applicable Federal law and regulations and guidance issued by the U.S. Department of the Treasury.
2. Pursuant to 24 CFR 85.43, any Agreement executed as a result of acceptance of this bid can be terminated if the contractor fails to comply with any term of the award. This Agreement may be terminated for convenience in accordance with 24 CFR 85.44 upon written notice by LFUCG. Either party may terminate this Agreement with thirty (30) days written notice to the other party, in which case the Agreement shall terminate on the thirtieth day. In the event of termination, the contractor shall be entitled to that portion of total compensation due under this Agreement as the services rendered bears to the services required. Either party may terminate this Agreement for good cause shown with forty-five (45) days written notice, which shall explain the party’s cause for the termination. If the parties do not reach a settlement before the end of the 45 days, then the Agreement shall terminate on the forty-fifth day.
3. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
  - (1) Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- (4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part, and the contractor may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering

agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

4. If fulfillment of the contract requires the contractor to employ mechanic's or laborers, the contractor further agrees that it can and will comply with the following:

- (1) Overtime requirements: No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such a workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such a workweek.
- (2) Violation: liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory) for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- (3) Withholding for unpaid wages and liquidated damages. LFUCG shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- (4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower-tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower-tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

5. The contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

6. The contractor shall report each violation to LFUCG and understands and agrees that LFUCG will, in turn, report each violation as required to assure notification to the Treasury Department and the appropriate Environmental Protection Agency Regional Office.

7. The contractor shall include these requirements in numerical paragraphs 5 and 6 in each subcontract exceeding \$100,000 financed in whole or in part with American Rescue Plan Act funding.

8. The contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

9. The contractor shall report each violation to LFUCG and understands and agrees that LFUCG will, in turn, report each violation as required to assure notification to the Treasury Department and the appropriate Environmental Protection Agency Regional Office.

10. The contractor shall include these requirements in numerical paragraphs 8 and 9 in each subcontract exceeding \$100,000 financed in whole or in part with American Rescue Plan Act funds.

11. The contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

12. The contractor shall report each violation to LFUCG and understands and agrees that LFUCG will, in turn, report each violation as required to assure notification to the Treasury Department and the appropriate Environmental Protection Agency regional office.

13. The contractor shall include these requirements in numerical paragraphs 11 and 12 in each subcontract exceeding \$100,000 financed in whole or in part with American Rescue Plan Act funds.

14. The contractor shall include this language in any subcontract it executes to fulfill the terms of this bid: “the sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury’s Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with ‘Limited English Proficiency’ in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury’s Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.”

15. Contractors who apply or bid for an award of \$100,000 or more shall file the required certification that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such

disclosures are forwarded from tier to tier, up to the recipient. The required certification is included here:

- a. The undersigned certifies, to the best of his or her knowledge and belief, that:
  - (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
  - (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- b. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Signature

11/1/2022

Date

## 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. 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.

20. 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

11/1/2022  
Date



**LFUCG MWDBE PARTICIPATION FORM**

**Bid/RFP/Quote Reference #** RFP 60-2022 South Elkhorn  
Pump Station Upgrade Design

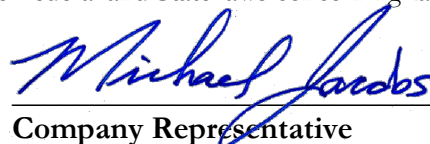
The MWDBE subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to Central Purchasing for approval immediately.

MWDBE Company, Name, Address, Phone, Email	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1. Cornerstone Engineering, Inc. Chella Subram, PE, SECB, President 1450 North Broadway Lexington, KY 40505 502.493.2717 chella@cei-engineering.com	Structural Engineering	TBD	TBD - GRW understands/anticipates 10% goal for services provided by Cornerstone; Actual contractual percentages and associated dollar values will vary depending on final, approved project details, scope, and size.
3.			
4.			

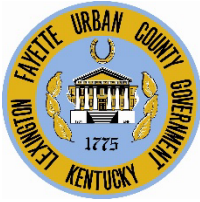
The undersigned company representative submits the above list of MWDBE firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and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

GRW  
 Company

11/1/2022  
 Date

  
 Company Representative

Vice President/Principal  
 Title



**MWDBE QUOTE SUMMARY FORM**

Bid/RFP/Quote Reference # RFP 60-2022 South Elkhorn Pump Station Upgrade Design

The undersigned acknowledges that the minority subcontractors listed on this form did submit a quote to participate on this project.

Company Name <b>GRW</b>	Contact Person <b>Mike Jacobs</b>
Address/Phone/Email <b>801 Corporate Drive, Lexington, KY 859-223-3999 / mjacobs@grwinc.com</b>	Bid Package / Bid Date <b>RFP 60-2022 / November 2, 2022</b>

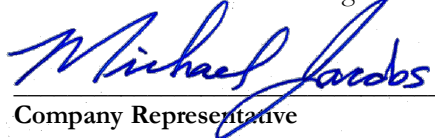
MWDBE Company Address	Contact Person	Contact Information (work phone, Email, cell)	Date Contacted	Services to be performed	Method of Communication (email, phone meeting, ad, event etc)	Total dollars \$\$ Do Not Leave Blank (Attach Documentation)	MBE * AA HA AS NA Female	Veteran
Cornerstone Engineering 1450 North Broadway Lexington, KY 40505	Chella Subram	502.493.2717 chella@ cei-engineering.com	10/21/2022	structural engineering	phone & email	TBD - GRW understands/ anticipates 10% goal for services provided by Cornerstone; Actual contractual percentages and associated dollar values will vary depending on final, approved project details, scope, and size.	MBE	

(MBE designation / AA=African American / HA= Hispanic American/AS = Asian American/Pacific Islander/ NA= Native American)

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

GRW  
Company

11/1/2022  
Date

  
Company Representative

Vice President/Principal  
Title

## Sandino, Karri

---

**From:** Bates, Robert  
**Sent:** Friday, October 21, 2022 3:46 PM  
**To:** Chella Subram  
**Cc:** Pavoni, Joe; Sandino, Karri  
**Subject:** LFUCG - S. Elkhorn PS Upgrades  
**Attachments:** LFUCG South Elkhorn PS Upgrade RFQ.pdf

Chella, thanks for agreeing to be part of our team for the LFUCG project. If you could send us resumes of who from Cornerstone will be working on it, we will include it in our proposal.

I attached the RFQ for your review. We will also be teaming with Webster Environmental.

Thanks again,  
Have a great weekend.

### Robert Bates

**GRW** | [engineering](#) | [architecture](#) | [geospatial](#)

9710 Bunsen Parkway | Louisville, KY 40299

P 502.489.8484 | C 502.794.8154

Email: [RBates@grwinc.com](mailto:RBates@grwinc.com) | Website: [www.grwinc.com](http://www.grwinc.com)

[Follow Us On LinkedIn](#)

[Subscribe to Our Client E-Newsletter](#)

## LFUCG STATEMENT OF GOOD FAITH EFFORTS

Bid/RFP/Quote # RFP #60-2022 South Elkhorn Pump Station Upgrade Design

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 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 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 of subcontracting opportunities

\_\_\_\_\_ Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and MWDBE firms

\_\_\_\_\_ Requested a list of MWDBE subcontractors or suppliers from LFUCG Economic Engine and showed evidence of contacting the companies on the list(s).

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

X \_\_\_\_\_ 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 to determine their level of interest.
  
- \_\_\_\_\_ Provided the interested MWDBE firm with adequate and timely information about the plans, specifications, and requirements of the contract.
  
- X \_\_\_\_\_ Selected portions of the work to be performed by MWDBE firms 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 participation, even when the prime contractor may otherwise perform these work items with its own workforce
  
- \_\_\_\_\_ Negotiated in good faith with interested MWDBE firms 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 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 quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy MWDBE goals.
  
- \_\_\_\_\_ Made an effort to offer assistance to or refer interested MWDBE firms 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 MWDBE firms beyond the usual geographic boundaries.

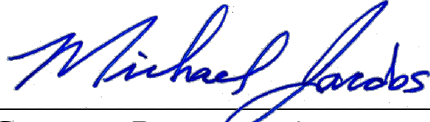


\_\_\_\_\_ Other - any other evidence that the bidder submits which may show that the bidder has made reasonable good faith efforts to include MWDBE participation.

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. Documentation of Good Faith Efforts are to 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**  
11/1/2022  
\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**Company Representative**  
Vice President/Principal  
\_\_\_\_\_  
**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 disability.*

- 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

## Affirmative Action Plan

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

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

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

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

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

**WORKFORCE ANALYSIS FORM**

Name of Organization: GRW Engineers, Inc.

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	15	1	13	0	1	0	0	0	0	0	0	0	0	0	0	1	14
Professionals	81	62	18	0	0	0	0	0	0	1	0	0	0	0	0	63	18
Superintendents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supervisors	17	16	1	0	0	0	0	0	0	0	0	0	0	0	0	16	1
Foremen	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	47	38	9	0	0	0	0	0	0	0	0	0	0	0	0	38	9
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Para-Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office/Clerical	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Skilled Craft	32	32	0	0	0	0	0	0	0	0	0	0	0	0	0	32	0
Service/Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>194</b>	<b>149</b>	<b>43</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>44</b>

Prepared by: Jenny Litton, Human Resources Manager Date: 04/22/2022

*(Name and Title)*

*Revised 2015-Dec-15*

**Affirmative Action Program for  
Minorities and Women**

**GRW Engineers, Inc.**

**Headquarters**

**Affirmative Action Program  
for  
Minorities and Women**

**February 1, 2022 through January 31, 2023  
Plan Year**

CONFIDENTIAL, TRADE SECRET, and PRIVATE MATERIAL

This Affirmative Action Plan contains confidential, trade secret, commercial, and private information of GRW which is protected from disclosure by the Office of Federal Contract Compliance Programs pursuant to the Trade Secrets Act, 18 U.S.C. § 1905. The release of this information could cause substantial harm to GRW or its employees within the meaning of the Freedom of Information Act ("FOIA"), 5 U.S.C. §§ 552 (b)(3), (4), (6), and (7) and the Trade Secrets Act. FOIA protects information in this document from mandatory disclosure to FOIA requestors. See, e.g., *Chrysler v. Brown*, 441 U.S. 281 (1979). Furthermore, release of any trade secret, confidential statistical, or commercial information would be arbitrary and capricious in violation of the Administrative Procedure Act. See, e.g., *CNA Financial Corp. v. Donovan*, 830 F.2d 1132, 1144 (D.C. Cir.), cert. denied, 485 U.S. 977 (1988).

**GRW Engineers, Inc.  
Headquarters**

**AFFIRMATIVE ACTION PROGRAM  
FOR  
MINORITIES AND WOMEN**

**February 1, 2022 through January 31, 2023  
Plan Year**

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## **Introduction**

GRW Engineers, Inc. (GRW) has prepared this Affirmative Action Program (AAP) for the period of February 1, 2022 through January 31, 2023, reaffirming its commitment to the letter and spirit of affirmative action law, including those administered by the U. S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP). Through the implementation of this AAP, GRW continues its efforts to comply with appropriate government regulations and to make the best possible use of personnel while contributing to the betterment of society and the community.

In developing this AAP GRW recognizes its duty to ensure equal employment opportunity. The following statement of policy reinforces that belief.

## **Reaffirming Commitment to Equal Employment Opportunity**

In setting forth this AAP GRW reaffirms its belief in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment.

Ron Gilkerson, Chairman of the Board of GRW, designated Gayla Szak as the Equal Employment Opportunity Administrator (EEO Administrator). Gayla Szak oversees the AAP development, modification, implementation, and reporting requirements and conducts management updates. The EEO Administrator also analyzes GRW's selection process to further the principles of equal employment opportunity.

As part of GRW's commitment to this overall process, it will seek to ensure affirmative action to provide equality of opportunity in all aspects of employment, and that all personnel activities, such as the recruitment, selection, training, compensation, benefits, discipline, promotion, transfer, layoff, and termination processes remain free of illegal discrimination and harassment based upon race, color, religion, sex, sexual orientation, gender identity, and national origin. Regular review by GRW, as described in this AAP, helps ensure compliance with this policy.

## **Internal Dissemination of EEO Policy**

### **41 C.F.R. § 60-1.42**

GRW posts copies of the equal employment opportunity notices that comply with 41 C.F.R. § 60-1.42(a) in conspicuous places (including, where applicable, electronic websites) available to employees, applicants for employment, and (if applicable) representatives of each labor union or other organization representing its employees with which GRW has a collective-bargaining agreement or other contract or understanding. The following exemplify the methods and locations GRW may use in its ongoing efforts to ensure continuing dissemination of its policy and AAP, although GRW may not always use each or any of the below methods, and it may use other methods not listed below:

1. Internal employee manuals contain the policy statement.
2. The policy statement is posted on bulletin boards accessible to employees.
3. GRW references the policy and progress in its annual report, newspaper, magazine, and other publications.
4. Orientation meetings for new employees and in-house employment-related training include references to GRW's policy.
5. GRW publications, if any, including those with photographs, generally feature individuals of diverse gender, race, color, and national origin, where feasible.
6. Pertinent portions of GRW's Affirmative Action Program are available during regular business hours for inspection by employees and applicants for employment.

## **External Dissemination of EEO Policy**

### **41 C.F.R. § 60-1.41; 41 C.F.R. § 60-1.5**

1. In solicitations or advertisements for employees placed by or on its behalf, GRW complies with at least one of the following methods regarding the dissemination of its equal employment opportunity clause:
  - a. GRW states expressly in the solicitations or advertising that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. 41 C.F.R. § 1.41(a).
  - b. GRW uses a single advertisement, and the advertisement is grouped with other advertisements under a caption which clearly states that all employers in the group assure all qualified applicants equal consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. 41 C.F.R. § 1.41(c).

- c. GRW uses a single advertisement in which appears in clearly-distinguishable type the phrase “an equal employment opportunity employer.” 41 C.F.R. § 1.41(d). When pictures are included in these media, where feasible, efforts will be made to include pictures of individuals of diverse gender, race, and national origin.
2. The following exemplify the methods and locations GRW may use in its ongoing efforts to ensure continuing dissemination of its policy and AAP, although GRW may not always use all of the below methods, and it may use other methods not listed below:
  - a. GRW notifies subcontractors, suppliers, and vendors of the policy about both its obligations to equal employment opportunity and about GRW’s AAP.
  - b. GRW advises recruitment sources, minority and female organizations, community agencies, and colleges of its commitment to this policy and AAP. GRW informs these sources that job applicants will be treated fairly without regard to their race, color, religion, sex, sexual orientation, gender identity, and national origin.
  - c. GRW communicates with the state employment security office regarding its commitment to the policy.
3. In addition, GRW incorporates by reference the equal employment opportunity and affirmative action clauses into each of its covered federal contracts and subcontracts, including federal agency bills of lading, transportation requests, and such other covered contracts and covered subcontracts as required by law, purchase orders, lease agreements, Government contracts, and other covered contracts (and modifications thereof if not included in the original contract) in accordance with 41 C.F.R. § 60-1.4 (a) – (c) (unless exempted under 41 C.F.R. § 60-1.5).

## **Establishment of Responsibility for Implementation of the AAP**

### **41 C.F.R. § 60-2.17(a)**

#### **A. Identification and Responsibilities of EEO Administrator**

Overall responsibility for GRW's AAP rests with the EEO Administrator, Gayla Szak. Gayla Szak ensures the AAP complies with all applicable laws, orders, and regulations, including but not limited to Executive Orders 11246, 13496, and their progeny. Specifically, Gayla Szak or the designated representative's duties include:

1. Developing, maintaining, and modifying, where appropriate, GRW's AAP to ensure compliance with the EEO/AA law.
2. Developing and modifying, where appropriate procedures for effectively communicating the AAP and its elements both internally and externally.
3. Advising management on EEO/AA progress, reporting potential EEO/AA problem areas, and assisting management in finding equitable solutions, where feasible, to any identifiable EEO/AA problem areas.
4. Evaluating the effectiveness of GRW's AAP on a regular basis and reporting to management.
5. Designing, implementing, and overseeing audit and reporting systems that periodically measure the effectiveness of the total affirmative action program. 41 C.F.R. § 2.17 (d)(1)-(4), identifying need for remedial action, and determining the degree to which objectives have been achieved.
6. Acting as Company representative and liaison with any government agencies regarding this AAP.
7. Monitoring Company policies and procedures with regard to terms and conditions of employment to attempt to ensure compliance with affirmative action obligations.
8. Auditing the content of GRW's bulletin board and electronic policies, as appropriate, to ensure compliance information is posted and up to date.
9. Keeping management up to date on the latest developments in the areas of EEO and affirmative action.
10. Serving as a liaison between GRW and organizations, such as minority organizations and women's organizations.
11. When necessary, developing sales and management training programs to increase protected-group participation.
12. Assisting in the investigation, handling, and disposition of employee harassment and discrimination complaints.

13. Discussing EEO/AA policies with all personnel, including management, to ensure GRW's policies and the need for their support are understood at all levels.
14. Reviewing GRW's AAP for qualified women and minorities with all managers and supervisors to ensure the policy is understood and followed in all personnel actions.
15. Conducting periodic reviews of offices to ensure compliance in the areas of proper display of posters and notices, comparable facilities for both sexes, and opportunity for participation in Company-sponsored recreational, educational, and social activities.
16. Auditing training programs, hiring, and promotion patterns.

**B. Management Responsibilities**

Line and upper management share responsibility for the AAP, including but not limited to the following:

1. Assisting in auditing AAP progress, including identifying problem areas, formulating solutions, establishing appropriate goals, and developing necessary training programs.
2. Reviewing the qualifications of applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner in hiring, promotion, transfers, and termination actions.
3. Making available career counseling, when appropriate.
4. Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee and his or her duties.
5. Reviewing position descriptions of the jobs in the manager's area or department to see that they adequately reflect the job to be performed.
6. Assisting subordinates and upper management in the prevention of harassment.

## Identification of Areas for Discussion

### 41 C.F.R. § 60-2.17(b)

GRW's commitment to fully implement this policy and AAP include periodic reviews of its total employment process to determine whether and where impediments to equal employment opportunity exist. These reviews include:

1. The workforce by organizational unit and job group of minority or female utilization and distribution;
2. Personnel activity to determine whether there are selection disparities;
3. Compensation systems to determine if there are gender-, race-, or ethnicity-based disparities;
4. Selection, recruitment, referral, and other personnel procedures to determine whether they result in employment or placement disparities of minorities or women; and,
5. Any other areas that might impact the success of the affirmative action program. 41 C.F.R. § 2.17 (b)(1)-(5), including, for example, GRW's review of:
  - a. The workforce composition by race and sex to compare it to the availability of these groups;
  - b. GRW's applicant flow compared to the availability for the protected groups;
  - c. A comparison of hires to applicants pertaining to minorities and women;
  - d. Selection forms, such as applications for employment, to ensure they comply with federal and state employment laws;
  - e. Processes to ensure there are no artificially-created barriers or restrictive seniority provisions; and,
  - f. Training opportunities to ensure they are available to minorities and women.

Identification of problem areas are discussed in the next section titled Narrative Discussion of Goals.

## **Narrative Discussion of Goals**

The Headquarters plan has 200 employees, including 3 minorities and 43 females. The following goals exist for minorities and/or women:

- 1.1 - Executive/Senior Level Officials and Managers - This group consists of 13 employees, of whom none are minorities and none are females. There is no need to set a placement goal at this time for minorities or females.
- 1.2 - First/Mid-Level Officials and Managers - This group consists of 5 employees, of whom none are minorities and none are females. There is no need to set a placement goal at this time for minorities or females.
- 2 - Professionals - This group consists of 84 employees, of whom 2 are minorities and 20 are females. There is no need to set a placement goal at this time for minorities or females.
- 3 - Technicians - This group consists of 40 employees, of whom 1 is a minority and 8 are females. There is no need to set a placement goal at this time for minorities, but there is a goal of 35.38% for females.
- 5 - Administrative Support Workers - This group consists of 15 employees, of whom none are minorities and 14 are females. There is no need to set a placement goal at this time for minorities or females.
- 6 - Craft Workers - This group consists of 32 employees, of whom none are minorities and none are females. There is no need to set a placement goal at this time for minorities or females.
- 7 - Operatives - This group consists of 11 employees, of whom none are minorities and 1 is a female. There is no need to set a placement goal at this time for minorities or females.

GRW will use alternate recruitment sources, when necessary, to attract more qualified external applicants. In those instances where statistical disparities are indicated, GRW will take action as outlined in the Action-Oriented Programs Section to monitor and eliminate any problem areas, as well as other similar actions.

## **Development and Execution of Action-Oriented Programs**

### **41 C.F.R. § 60-2.17(c)**

GRW has instituted action-oriented programs designed to eliminate any problem areas, should they exist, in accordance with § 60-2.17(b), and to help achieve specific affirmative action goals. GRW will make good-faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results. These programs may include items such as:

1. Conducting periodic reviews of job descriptions attempting to ensure they accurately reflect job-related duties and responsibilities.
2. Reviewing job qualifications by department and job title for job-relatedness, and using job performance criteria.
3. Making job descriptions and qualifications available to recruiting sources and to all members of management involved in the recruiting, screening, selection, and promotion processes.
4. Making good-faith efforts to select the most qualified candidates. Accordingly, GRW evaluates its total selection process to ensure selections are made in a nondiscriminatory manner through:
  - a. Annual reviews of job applications and other pre-employment forms to ensure information requested is job-related;
  - b. Annual evaluations of selection methods that may result in statistical disparities to ensure they are non-discriminatory;
  - c. Annual provisions of assistance, such as training and guidance on proper interviewing techniques and EEO training, to employees, management, and supervisory staff, including, but not limited to, those who are involved in the recruitment, selection, discipline, and other related processes, so that personnel actions are made in a nondiscriminatory manner; and
  - d. Annual review of selection techniques and employment standards.
5. GRW employs appropriate methods to attempt to improve recruitment and increase the flow of qualified minorities and women applicants in its recruiting process, including a number of the following actions:
  - a. Disseminating information on job opportunities to organizations representing minorities, women, and employment development agencies when job opportunities occur;
  - b. Encouraging all employees to refer qualified applicants;
  - c. Actively recruiting in colleges and universities with predominantly minority or female enrollments where underutilization exists in such areas, and



- d. Requesting employment agencies to refer qualified minorities and women.
  - e. Whenever feasible and appropriate, GRW participates in job fairs, career days, youth-motivation programs, and other programs that foster exposure for qualified minorities and women.
  - f. GRW encourages all employees to participate in Company-sponsored activities and programs.
  - g. GRW utilizes various community organizations and schools as referral sources.
6. GRW reviews promotion criteria and procedures so that job qualifications form the basis for the promotional decisions. GRW monitors promotion rates for minorities and women and, when necessary, may employ one or more of the following procedures:
- a. Providing job training, job-related courses, or certificate programs.
  - b. Reviewing work specifications and job qualifications to ensure job-relatedness.
  - c. Conducting career counseling, where appropriate, during performance evaluations.
  - d. Informing employees about educational programs and other opportunities available to improve their employment prospects.
  - e. Reviewing Company-sponsored social and recreational activities to ensure non-discriminatory participation and availability.
  - f. Ensuring that all employees are given equal opportunity for promotion. This is achieved by:
    - 1. Generally posting or otherwise announcing promotional opportunities.
    - 2. Offering counseling to assist employees in identifying promotional opportunities, training and educational programs to enhance promotions and opportunities for job rotation or transfer; and
    - 3. Evaluating job requirements for promotion.

## **Internal Audit and Reporting System**

### **41 C.F.R. § 60-2.17(d)**

- 1. Gayla Szak, GRW's EEO Administrator, maintains an internal audit system to attempt to oversee GRW's Affirmative Action Program and assess progress. The EEO Administrator is responsible for ensuring that the formal AAP documents are developed and prepared and for the effective AAP implementation; however, responsibility is likewise vested with each department manager

and supervisor, depending upon the specific responsibility. The audit system is designed and implemented to measure the effectiveness of the total affirmative action program [41 C.F.R. § 2.17 (d)(1)-(4)], including:

- a. Monitoring records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation at all levels, to ensure the nondiscriminatory policy is carried out,
  - b. Requiring internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained,
  - c. Reviewing reports at all levels of management; and
  - d. Advising top management of the program's effectiveness and submitting recommendations to improve unsatisfactory performance. 41 C.F.R. § 2.17 (d)(1)-(4).
2. GRW reviews various employment decisions, such as job referrals, hiring decisions, transfers, promotions, and terminations. GRW maintains summary data where necessary and feasible, and conducts regular reviews at least annually.
  3. There is no "de facto" (in practice without being officially established) segregation. Further, GRW ensures that facilities, as broadly defined in 41 C.F.R. § 60-1.8, provided for employees are provided in such a manner that segregation on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin cannot result, provided that separate or single-user restrooms and necessary dressing or sleeping areas shall be provided to ensure privacy between the sexes.
  4. GRW complies with required records retention provisions set forth in 41 C.F.R. § 60-1.12 and elsewhere in the applicable OFCCP regulations, and maintains a) employment applications (generally for two years); b) summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants, where necessary and feasible, and conducts regular reviews at least annually; c) applicant flow showing the name, race, sex, date of application, job title, interview status, and the action taken for all individuals applying for job opportunities, and the relevant applicant/hire decisions; d) summary data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group and by sex and minority group identification; and e) records pertaining to its compensation system.
  5. Provide needed reports to managers and supervisors regarding the results of the audit as well as GRW's overall progress in the area of EEO/AA. Any recommended actions should be made as well. Reports shall be made to senior management on at least an annual basis.

## **Guidelines for Prevention of Sex Discrimination**

### **41 C.F.R. § 60-20.1 et seq.**

GRW supports the promotion and ensuring of equal employment opportunity of its employees and applicants without regard to sex, and endorses and complies with the following policy statements:

1. GRW does not discriminate against any employee or applicant for employment because of sex. The term sex includes, but is not limited to, pregnancy, childbirth, or related medical conditions; gender identity; transgender status; and sex stereotyping. 41 C.F.R. §60-20.2(a).
2. GRW maintains gender-neutral personnel policies that expressly indicate that there shall be no unlawful discrimination against employees based on sex. Unless sex is a bona fide occupational qualification reasonably necessary to the normal operation of business, GRW will not make any distinction based on sex in recruitment, hiring, firing, promotion, compensation, hours, job assignments, training, benefits, or other terms, conditions, or privileges of employment. The terms and conditions of any written collective bargaining agreements shall not be inconsistent with these guidelines. 41 C.F.R. §60-20.2(b).
3. GRW will not make any distinction between married and unmarried persons of one sex that is not made between married and unmarried persons of the opposite sex; or deny employment to women with children unless it has the same exclusionary policies for men; or steer women into lower-paying or less desirable jobs on the basis of sex; or impose any differences in retirement age or other terms, conditions, or privileges of retirement on the basis of sex. 41 C.F.R. § 60.20.2(b).
4. GRW does not maintain seniority lines and lists on the basis of sex. 41 C.F.R. § 60-20.2(b).
5. GRW's employment advertisements do not express a sex preference nor does GRW place advertisements in columns designated "males" or "females", unless sex is a bona fide occupational qualification reasonably necessary to the normal operation of business. 41 C.F.R. §60-20.2(b).
6. All employees at GRW shall have an equal opportunity to any available job that he or she is qualified to perform, unless sex is a bona fide occupational qualification. 41 C.F.R. §60-20.2(b).
7. GRW will not deny transgender employees access to the restrooms or similar facilities designated for use by the gender with which they identify. 41 C.F.R. §60-20.2(b).
8. GRW will not treat employees or applicants adversely because they have received or are planning to receive transition-related medical services designed to facilitate the adoption of a sex or gender other than the individual's designated sex at birth. 41 C.F.R. §60-20.2(b).
9. GRW does not hire or employ employees on the basis of sex unless sex is a bona fide occupational qualification reasonably necessary to the normal operation of business. 41 C.F.R. §60-20.3.
10. GRW does not engage in any employment practice that discriminates in wages, benefits, or any other forms of compensation, or denies access to earnings opportunities, because of sex. 41 C.F.R. §60-20.4.
11. All employees of GRW have equal opportunity to obtain regular and/or overtime hours, commissions, pay increases, incentive compensation, or any other additions to regular earnings. 41 C.F.R. §60-20.4.

12. GRW's wage schedules are not related to or based on sex, but rather are based on job relatedness and are consistent with business necessity. 41 C.F.R §60-20.4.
13. GRW does not discriminate on the basis of pregnancy, childbirth, or related medical conditions, including childbearing capacity. 41 C.F.R. § 60-20.5.
14. Any fringe benefits, which include but are not limited to medical, hospital, accident, life insurance and retirement benefits; profit-sharing and bonus plans; leave, etc. that are offered by GRW, are not based on sex. 41 C.F.R. § 60-20.6.
15. GRW does not make employment decisions on the basis of sex-based stereotypes, such as stereotypes about how males and/or females are expected to look, speak, or act. 41 C.F.R. § 60-20.7.
16. GRW has a no tolerance policy regarding harassment and hostile work environments. Harassment on the basis of sex includes unwelcome sexual advances, requests for sexual favors, offensive remarks about a person's sex, and other verbal or physical conduct of a sexual nature. Harassment because of sex includes sexual harassment (including sexual harassment based on gender identity or transgender status); harassment based on pregnancy, childbirth, or related medical conditions; and harassment that is not sexual in nature but that is because of sex or sex-based stereotypes. 41 C.F.R. § 60-20.8.
17. When appropriate, GRW makes affirmative efforts to increase the number and percentage of women in the workforce, including, but not limited to the following:
  - a. GRW recruits women and encourages existing women employees to apply for positions historically labeled by society as "traditionally male".
  - b. GRW guarantees equal, gender-neutral access to training and tuition reimbursement programs, including management training and other types of workplace training programs.
  - c. GRW informs management of its affirmative action responsibilities.

## **Policy with Respect to Religion/National Origin**

### **41 C.F.R. § 60-50.1 et seq.**

Pursuant to the guidelines prohibiting discrimination on the basis of religion and/or national origin, 41 C.F.R. § 60-50.1, et seq., GRW hereby reaffirms that it does not discriminate against employees, or applicants for employment, because of religion or national origin. GRW takes affirmative action to seek to ensure that employees or applicants for employment are treated without regard to their religion or national origin in all aspects of the terms and conditions of employment, such as upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay (or other forms of compensation), and selection for training.

GRW has reviewed its employment practices and determined that its employees, including those who belong to religious or ethnic groups, have received fair consideration for job opportunities. Based upon its review, and depending upon the circumstances, GRW will undertake appropriate actions, which may include one or more of the following activities:

1. Issuing a policy directive to employees reaffirming GRW's obligation to provide equal employment opportunity without regard to religion or national origin. This policy will be communicated in such a manner as to foster understanding, acceptance, and support among executives, managers, supervisors, and other employees, and to encourage such persons to take the necessary action to aid GRW in meeting its obligations.
2. Developing internal procedures to ensure GRW's obligation to provide equal employment opportunity, without regard to religion or national origin, is fully implemented. Specifically, employment activities are reviewed by the EEO Administrator.
3. Informing management annually of its commitment to equal employment opportunity, without regard to religion or national origin.
4. Enlisting the assistance and support of recruitment sources for this commitment.

GRW acknowledges its responsibility to make reasonable accommodations for the religious observances and practices of its existing or prospective employees under the terms of Title VII of the Civil Rights Act of 1964. An accommodation for religious purposes will be denied should GRW determine that the company would have to suffer undue hardship. During this accommodation evaluation, the following factors will continue to be considered by GRW:

1. Business necessity;
2. Financial costs and expenses; and
3. Resulting personnel problems.

## **Organizational Profile**

Contractors and subcontractors are required to include in their AAPs an organizational profile of their workforce using either a “workforce analysis” or “organizational display” that provides detailed data reflecting staffing patterns within the establishment. 41 C.F.R. § 60-2.11. An organizational profile shows the staffing pattern within a contractor’s establishment. This profile assists an employer in identifying where, in the workforce of its site which is the subject of this AAP, women or minorities are underrepresented or concentrated. A workforce analysis is used in this AAP, which lists each job title from the lowest paid to the highest paid within each department or similar organizational unit.

## **Job Group Analysis**

Contractors and subcontractors are required to include in their AAPs a “job group analysis” by combining jobs at the establishment with similar content, wage rates, and opportunities to form job groups. 41 C.F.R. § 60-2.12. The job group analysis is a contractor’s first comparison of the representation of minorities and women in its workforce with the estimated availability of minorities and women to be employed. The job group is created by first sorting the various jobs at the establishment into job groups, which is a collection of jobs in an organization with similar job content (field of work and/or skill level), similar promotional opportunities, and similar compensation. The job groups then are developed to fit the unique characteristics of each organizational unit, taking into account the size, type, and complexity of the work performed. Contractors, after combining the job titles for the job group analysis, must then separately provide the percentage of minorities and the percentage of women they employ in each job group.

## **Availability Analysis**

Contractors and covered Federal subcontractors, after aggregating individual jobs into job groups, are then required to determine the availability of women and minorities for those job groups. 41 C.F.R. § 60-2.14. “Availability” is a percentage estimate of the women and minorities who have the skills required to perform the jobs within the job groups. To determine the availability percentages, contractors are required to consider two factors: 1) factors reflecting the availability outside the contractor’s workforce (such as people in the immediate labor area or reasonable recruitment area); and, 2) factors affecting the availability inside the contractor’s own workforce (such as people who are qualified and available by transfer, promotion, or training). Contractors typically rely on the most current U.S. Census data to develop their external availability factors, and on their own workforce numbers to develop their internal availability factors. Both external and internal factors must be considered, but contractors may “weight” each of the two factors according to each factor’s relevance to the job group in question. Such weighting is included in the following availability statistics for each job group.

After a contractor has formulated job groups and determined the minority and female availability percentages for each job group, it must then compare the actual utilization of minorities and women in each job group with their estimated availability, and identify those job groups where the percentage of women and/or minorities employed is less than would reasonably be expected given their availability. 41 C.F.R. § 60-2.15.



## Placement Goals

Contractors and subcontractors must compare the percentage of minorities and women in each job group with the availability for those job groups as calculated in this AAP. 41 C.F.R. § 60-2.13 to 60.2.15. When the percentage of minorities or women in a job group is less than would be reasonably expected given their availability, contractors are required to establish placement goals, which also serve as reasonably attainable objectives to measure progress toward achieving equal employment opportunity. 41 C.F.R. § 60-2.16.

Contractors may use a number of methods to determine whether their actual employment percentage of minorities and/or females is lower than would reasonably be expected, including the need to set a placement goal when: 1) there is “any difference” between the availability percentage and the employment percentage; 2) actual employment is less than 80 percent of calculated availability (which is the expected representation); or, 3) the difference between the actual and expected employment is statistically significant. Any reasonable method, as long as it is uniformly applied, is acceptable to the OFCCP.

**Placement goals** are established as a percentage equal to the calculated availability and serve as objectives or targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work. 41 C.F.R. § 60-2.16. **Although a contractor is required to make good faith efforts to meet its goals, the goals are not allowed under law to be quotas (with the exception of a few circumstances, such as when there is a court order to remedy prior unlawful discrimination.)**

## **Progress Toward Goals Report**

Contractors and subcontractors must maintain its current affirmative action plan (AAP) and documentation of good faith efforts, and must preserve its AAP and documentation of good faith efforts for the immediately preceding AAP year. 41 C.F.R. § 60-1.12 (b).

One of the key components to the effective implementation of an AAP is the acknowledgement of progress toward the goals established in the utilization analysis of the preceding year. As such, this is one of the items requested by OFCCP during a routine compliance evaluation.

To compare progress toward goals, the contractor must measure the employment activity that has occurred during the plan year. The variable here is opportunities which are defined by OFCCP as total placements (hires plus promotions) into the job group.

## **Disparity Analysis**

Contractors and subcontractors are required to include personnel activity (applicant flow, hires, terminations, promotions, and any other personnel actions) to determine whether there are selection disparities. 41 C.F.R. § 60-2.17 (b) (2).

The Disparity Analysis is a tool to measure the statistical relationship between two selected groups. The following report identifies whether the rates of those hired, promoted, or terminated are similar without regard to race or gender.

**Affirmative Action Program for  
Protected Veterans**

**GRW Engineers, Inc.**

**Headquarters**

**Affirmative Action Program  
For Protected Veterans**

**February 1, 2022 through January 31, 2023  
Plan Year**

## **CONFIDENTIAL, TRADE SECRET, AND PRIVATE MATERIAL**

This Affirmative Action Plan contains confidential, trade secret, commercial, and private information of GRW which is protected from disclosure by the Office of Federal Contract Compliance Programs pursuant to the Trade Secrets Act, 18 U.S.C. § 1905. The release of this information could cause substantial harm to GRW or its employees within the meaning of the Freedom of Information Act ("FOIA"), 5 U.S.C. §§ 552 (b)(3), (4), (6) and (7) and the Trade Secrets Act. FOIA protects information in this document from mandatory disclosure to FOIA requestors. See, e.g., *Chrysler v. Brown*, 441 U.S. 281 (1979). Furthermore, release of any trade secret, confidential statistical or commercial information would be arbitrary and capricious in violation of the Administrative Procedure Act. See, e.g., *CNA Financial Corp. v. Donovan*, 830 F.2d 1132, 1144 (D.C. Cir.), cert. denied, 485 U.S. 977 (1988).

**GRW Engineers, Inc.**  
**Headquarters**

**AFFIRMATIVE ACTION PROGRAM  
FOR PROTECTED VETERANS**

**February 1, 2022 through January 31, 2023  
Plan Year**

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## Introduction

GRW Engineers, Inc. (GRW) sets forth this affirmative action program (“AAP”) for the year from February 1, 2022 through January 31, 2023, reaffirming its commitment to the spirit and letter of affirmative action law. Through the implementation of this plan GRW continues its efforts to comply with appropriate government regulations and to make the best possible use of personnel while contributing to the betterment of society and the community.

In developing this AAP, GRW recognizes its duty to ensure equal employment opportunity.

**Definitions.** For the purposes of this AAP, the term “Protected Veteran” shall be defined as follows, according to the VEVRAA regulations:

Active Duty Wartime or Campaign Badge Veteran means a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the U. S. Department of Defense.

Armed Forces Service Medal Veteran means any veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation to which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Disabled Veteran means:

1. A veteran of the U. S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or
2. A person who was discharged or released from active duty because of a service-connected disability.

Protected Veteran means a veteran who is protected under the non-discrimination and affirmative action provisions of VEVRAA; specifically, a veteran who may be classified as a “disabled veteran,” “recently-separated veteran,” “active duty wartime or campaign badge veteran,” and/or an “Armed Forces Service Medal Veteran” as defined by this AAP and VEVRAA.

Recently-Separated Veteran means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.

Pre-JVA veterans are those who would be protected by 41 C.F.R. Part 250 if it were not rescinded, but would not be protected under 41 C.F.R. Part 300, and if GRW is found to still be signatory to any federal contracts signed on or before November 30, 2003 and which have not since been amended, modified and/or extended.



## **Equal Employment Opportunity Policy Statement**

### **41 C.F.R. § 60-300.44(a)**

In setting forth this plan GRW reaffirms its belief and commitment in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment. Gayla Szak, as the EEO Administrator, oversees the plan development, modification, implementation, and reporting requirements and conducts management updates. GRW's top U.S. executive supports GRW's AAP.

GRW provides for an audit and reporting system regarding GRW's affirmative action responsibilities under the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended ("VEVRAA") regulations, and assigns overall responsibility for the implementation of affirmative action responsibilities under these regulations.

GRW recruits, hires, trains and promotes persons in all job titles, and ensures that all personnel actions are administered without regard to protected veteran status; and ensures that all employment actions are based only on valid job requirements. It is GRW's policy not to discriminate because of a person's relationship or association with a protected veteran. This includes spouses and other family members. GRW will safeguard the fair and equitable treatment of protected veteran spouses and family members with regard to all employment actions and prohibit harassment of applicants and employees because of their relationship or association with a protected veteran. GRW's employees and applicants are not subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities:

1. filing a complaint with GRW or with Federal, state, or local agencies regarding the status covered under this AAP;
2. assisting or participating in any investigation, compliance review, hearing, or any other activity related to the administration of any Federal, State, or local law requiring equal employment opportunity for protected veterans;
3. opposing any act or practice made unlawful by VEVRAA or its implementing regulations, or any other Federal, State or local law requiring equal opportunity for protected veterans; or
4. exercising any other right protected by VEVRAA or its implementing regulations.

GRW's full AAP, absent the data metrics required by 41 CFR § 60-300.44(k), is available for inspection upon request. The method of obtaining a copy of the AAP is listed within the affirmative action policy statement physically posted at GRW's establishment.

## **Review of Personnel Processes**

### **41 C.F.R. § 300.44(b)**

1. GRW ensures its personnel processes provide for careful, thorough, and systematic consideration of the job qualifications of applicants and employees who are known protected veterans for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available.
2. GRW also ensures that when a protected veteran is considered for employment opportunities, GRW relies only on that portion of the individual's military record, including his or her discharge papers, relevant to the requirements of the opportunity in issue.
3. GRW ensures that its personnel processes do not stereotype protected veterans in a manner which limits their access to all jobs for which they are qualified.
4. GRW periodically reviews such processes and makes any necessary modifications to ensure that these obligations are carried out. A description of the review and any necessary modifications to personnel processes or development of new processes is included in this AAP.
5. GRW designs procedures that facilitate a review of the implementation of this requirement by GRW and the Government. The procedures GRW uses are as follows:
  - a. The application or personnel form of each known applicant who is a protected veteran is annotated to identify each vacancy for which the applicant was considered, and the form will be quickly retrievable for review by the Department of Labor and GRW's personnel officials for use in investigations and internal compliance activities.
  - b. Where applicants or employees are selected for hire, promotion, or training and GRW undertakes any accommodation which makes it possible for it to place a disabled veteran on the job, GRW makes a record containing a description of the accommodation. The record is treated as a confidential medical record in accordance with § 60-300.23(d).

## **Physical and Mental Job Qualifications**

### **41 C.F.R. § 300.23 and 44(c)**

1. GRW adheres to a schedule for the periodic review of all physical and mental job qualification standards to ensure that, to the extent qualification standards tend to screen out qualified disabled veterans, they are job-related for the position and are consistent with job necessity.
2. Whenever GRW applies physical or mental qualification standards in the selection of applicants or employees for employment or other change in employment status such as

promotion, demotion or training, to the extent that qualification standards tend to screen out qualified disabled veterans, the standards shall be related to the specific job or jobs for which the individual is being considered and consistent with business necessity. GRW reviews its job descriptions and qualifications to ensure they accurately reflect job duties and responsibilities. The schedule is as follows as job openings become available; as new job qualifications are established; and/or, when new equipment is installed.

3. No pre-employment physical examinations or questionnaires are used by GRW prior to a job offer contingent on such examinations and other requirements.
4. GRW may use as a defense to a violation of its obligations in Paragraph 2 above that an individual poses a direct threat to the health or safety of the individual or others in the workplace.
5. When GRW conducts a medical examination or inquiry of a protected veteran it will do so according to the terms and conditions of the VEVRAA and Section 503 regulations, and the results of such an examination or inquiry are kept confidential according to federal regulations, which includes the following exceptions:
  - a. Supervisors and managers may be informed regarding restrictions on the work or duties of the applicant or employee and necessary accommodations;
  - b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and,
  - c. Government officials engaged in enforcing the laws administered by the OFCCP regarding individuals with disabilities or protected veterans, or enforcing The Americans with Disabilities Act (“ADA”) and The Americans with Disabilities Act Amendment Act of 2008 (“ADAAA”), shall be provided relevant information on request.

## **Reasonable Accommodation**

### **41 C.F.R. §60-300.44(d)**

1. It is GRW's policy as a matter of nondiscrimination to make reasonable accommodation to the known physical and mental limitations of all otherwise qualified disabled veterans unless it can demonstrate that the accommodation would impose an undue hardship on GRW's business, in accordance with the terms and conditions of Section 503 regulations. Undue hardship will be determined by its definition under applicable regulations under Section 503 including, but not limited to the following: Undue hardship means, with respect to the provision of an accommodation, significant difficulty or expense incurred by the contractor, when considered in light of the factors set forth in 41 CFR § 60-300.2 (aa)(2), such as the overall financial resources of the facility and the impact of the accommodation upon the operation of the facility (this is not an all-inclusive list).
2. As a matter of affirmative action, if an employee who is known to be a disabled veteran is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, GRW confidentially notifies the employee of the performance problem and inquires whether the problem is related to the employee's disability.
3. If the employee responds affirmatively, GRW confidentially inquires whether the employee is in need of a reasonable accommodation.

## **Anti-Harassment Procedures**

### **41 C.F.R. § 60-300.44(e)**

GRW has developed and implemented procedures to ensure its employees are not harassed because of their status as a protected veteran.

## External Dissemination of Policy, Outreach, and Positive Recruitment

### 41 C.F.R. § 300.44(f)

1. GRW sends written notification of its policy related to affirmative action efforts to all subcontractors, including subcontracting vendors and suppliers, requesting appropriate action on their part.
2. GRW undertakes appropriate outreach and positive recruitment activities such as some of those listed below that are reasonably designed to effectively recruit protected veterans. It is not contemplated that GRW will necessarily undertake all the activities listed below or that its activities will be limited to the items listed below. The scope of GRW's efforts shall depend upon all circumstances, including GRW's size and resources and the extent to which existing employment practices are adequate.
  - a. Enlisting the assistance and support of the following persons and organizations in recruiting, and developing on-the-job training opportunities for veterans to fulfill its commitment to provide meaningful employment opportunities for such veterans:
    - i. The Local Veterans' Employment Representative in the local employment service office (i.e. the One-Stop) nearest GRW's establishment;
    - ii. The Department of Veterans Affairs Regional Office nearest GRW's establishment;
    - iii. The veterans' counselors and coordinators ("Vet-Reps") on college campuses;
    - iv. The service officers of the national veterans' groups active in the area of GRW's establishment;
    - v. Local veterans' groups and veterans' service centers near GRW's establishment;
    - vi. The Department of Defense Transition Assistance Program (TAP), or any subsequent program that, in whole or in part, might replace TAP; and
    - vii. Any organization listed in the Employer Resources section of the National Resource Directory (<http://www.nationalresourcedirectory.gov/>), or any future service that replaces or complements it.
  - b. GRW also considers taking the actions listed below, as appropriate, to fulfill its commitment to provide meaningful employment opportunities to protected veterans:
    - i. Formal briefing sessions should be held, preferably on GRW's premises, with representatives from recruiting sources.

- ii. GRW's facility tours, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of the company's selection process, and recruiting literature are an integral part of the briefing. At any such briefing sessions, the GRW official in charge of its affirmative action program is in attendance when possible. Formal arrangements should be made for referral of applicants, follow up with sources, and feedback on disposition of applicants.
  - iii. GRW's recruitment efforts at all educational institutions incorporate special efforts to reach students who are protected veterans.
  - iv. An effort is made to participate in work-study programs with Department of Veterans Affairs rehabilitation facilities which specialize in training or educating disabled veterans.
  - v. Protected veterans are made available for participation in career days, youth motivation programs, and related activities in their communities.
  - vi. GRW takes any other positive steps it deems necessary to attract qualified protected veterans not currently in the work force who have requisite skills and can be recruited through affirmative action measures. These persons may be located through the local chapters of organizations of and for any of the classifications of protected veterans.
  - vii. GRW, in making hiring decisions, considers applicants who are known protected veterans for all available positions for which they may be qualified when the position(s) applied for is unavailable.
  - viii. GRW considers listing its job openings with the National Resource Directory's Veterans Job Bank, or any future service that replaces or complements it.
3. GRW documents all activities it undertakes to comply with the obligations of this section, and retain these documents for a period of three (3) years.

## **Assessment of External Outreach and Recruitment Efforts**

### **41 C.F.R. § 300.44(f)(3)**

1. GRW, on an annual basis, reviews the outreach and recruitment efforts it has taken over the previous twelve months to evaluate their effectiveness in identifying and recruiting qualified protected veterans. GRW documents each evaluation, including at a minimum the criteria it used to evaluate the effectiveness of each effort and GRW's conclusion as to whether each effort was effective. Among these criteria shall be the data collected pursuant to 41 C.F.R. § 60-300.44(k) for the current year and the two most recent previous years. If GRW concludes the totality of its efforts were not effective in identifying and recruiting qualified protected veterans, it shall identify and implement

alternative efforts listed in paragraphs (f)(1) or (f)(2) of this section to fulfill its obligations.

## **Internal Dissemination of Policy**

### **41 C.F.R. § 60-300.44(g)**

1. GRW recognizes that a strong outreach program will be ineffective without adequate internal support from supervisory and management personnel and other employees.
2. GRW implements and disseminates this policy internally as follows:
  - a. includes it in GRW's policy manual or otherwise make the policy available to employees; and
  - b. if GRW is party to a collective bargaining agreement, it notifies union officials and/or employee representatives to inform them of GRW's policy, and request their cooperation.
3. Further, to assure greater employee cooperation and participation in GRW's efforts, GRW has developed the internal procedures listed in this section of the AAP for communication of its obligation to engage in affirmative action efforts to employ and advance in employment qualified protected veterans. It is not contemplated that GRW's activities will be limited to those listed. These procedures shall be designed to foster understanding, acceptance and support among GRW's executive, management, supervisory and other employees and to encourage such persons to take the necessary actions to aid GRW in meeting this obligation. GRW additionally considers implementing and disseminating this policy internally as follows:
  - a. Informing all employees and prospective employees of its commitment to engage in affirmative action to increase employment opportunities for protected veterans;
  - b. Publicizing it in GRW's newspaper, magazine, annual report and other media;
  - c. Conducting special meetings with executive, management, and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation, making clear the chief executive officer's support for the affirmative action policy;
  - d. Discussing the policy thoroughly in both employee orientation and management training programs; and
  - e. When employees are featured in employee handbooks or similar publications for employees, including disabled veterans.

## **Audit and Reporting System**

### **C.F.R. § 60-300.44(h)**

1. GRW has designed and implemented an audit and reporting system that:
  - a. Measures the effectiveness of GRW's AAP;
  - b. Indicates any need for remedial action;
  - c. Determines the degree to which GRW's objectives have been attained;
  - d. Determines whether known protected veterans have had the opportunity to participate in all of GRW's sponsored educational, training, recreational and social activities;
  - e. Measures GRW's compliance with the AAP's specific obligations; and
  - f. Documents the actions taken to comply with the obligations of paragraphs (i) through (v) above, and retain these documents as employment records for three years subject to the recordkeeping requirements of § 60-300.80.
2. Where the affirmative action program is found to be deficient, GRW undertakes necessary action to bring the program into compliance.

## **Responsibility for Implementation of the Plan**

### **1. Identification and Responsibilities of EEO/AA Administrator 41 C.F.R. § 60-300.44(i)**

In furtherance of GRW's commitment to Affirmative Action and Equal Employment Opportunity, overall responsibility for implementing GRW's AAP rests with its EEO/AA Administrator, whose identity should appear on all internal and external communications regarding GRW's AAP. The EEO/AA Administrator shall be given top management support and staff to manage the implementation of this program as it pertains to all applicable laws, orders and regulations, including VEVRAA. Specifically, Gayla Szak or the designated representative's duties include:

- a. Ensures that GRW lists its job openings in accordance with the requirements of 41 C.F.R. § 300.5.
- b. Ensuring GRW posts in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the OFCCP Director provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as GRW's obligation under the law to take affirmative action to



employ and advance in employment qualified employees and applicants who are protected veterans.

- c. Ensuring GRW's applicants or employees who are disabled veterans are provided the notice in a form that is accessible and understandable to the individual applicant or employee (e.g., providing Braille or large print versions of the notice, or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair) when an applicant or employee requests the poster in an alternative format, or when GRW knows that an applicant or employee is unable to read the poster because of a disability. GRW may also provide the poster to an applicant or employee who is a disabled veteran in other alternate means, such as on disc or in audio recording, as long as the format provided enables the individual who is a disabled veteran to access the contents of a poster.
- d. Ensuring that, with respect to employees, if any, who do not work at a physical location of GRW, GRW satisfies its posting obligations by posting such notices in an electronic format, provided that GRW provides computers, or access to computers, that can access the electronic posting to such employees, or GRW has actual knowledge that such employees otherwise are able to access the electronically posted notices.
- e. Ensuring electronic notices for employees are posted in a conspicuous location and format on GRW's intranet or sent by electronic mail to employees. An electronic posting is used by GRW to notify job applicants of their rights if GRW utilizes an electronic application process. Such electronic applicant notice are conspicuously stored with, or as part of, the electronic application.
- f. Ensuring that to the extent this requirement is applicable to GRW, GRW notifies labor organizations of its EEO policy as required by 41 C.F.R. § 60-300.44(g).
- g. Ensuring GRW includes the provisions of this clause in every subcontract or purchase order in excess of \$150,000, unless exempted by the rules, regulations, or orders of the Secretary of Labor pursuant to VEVRAA, so that such provisions will be binding upon each subcontractor or vendor, under the terms and conditions of 41 CFR § 60-300.5(a), per Federal Acquisition Regulation-Inflation Adjustment of Acquisition-Related Thresholds, 80 FR 38293 (2015).
- h. Ensuring that all solicitations or advertisements for employees placed by or on behalf of GRW, state that all qualified applicants will receive consideration for employment without regard to their protected veteran status.
- i. Developing, maintaining and, where appropriate, modifying GRW's AAP for protected veterans, policy statements, personnel policies, internal and external communication techniques including discussions with managers, supervisors and employees to ensure GRW's policies are followed, and monitoring the effectiveness of these actions.
- j. Advising supervisors that they are responsible to prevent harassment of employees due to their status as a protected veteran.
- k. Identifying problem areas with line management in the implementation of the program, and helping management develop solutions to any identifiable problem area.

- l. Designing, implementing and overseeing an audit and reporting system to monitor the progress of the Company and the AAP's effectiveness, including auditing the contents of GRW's electronic and hard copy bulletin boards on a regular basis to ensure that compliance information that is posted is up to date.
- m. Serving as liaison between GRW and governmental enforcement agencies, community groups, vocational rehabilitation organizations, and organizations for protected veterans.
- n. Evaluating the effectiveness of GRW's plan on a regular basis, and reporting to management.
- o. Monitoring policies and procedures including the selection, evaluation, promotion and training process with regard to the various terms and conditions of employment to attempt to ensure compliance with affirmative action obligations.
- p. Assisting in ensuring that GRW has processes and procedures: a) to ensure career counseling for employees who are protected veterans, when requested and appropriate; and, b) to review personnel actions, policies, procedures, and employee and applicants' qualifications to ensure protected veterans are treated in accordance with anti-discrimination laws when hiring, promotion, transfer, and termination actions occur.
- q. Keeping management up to date on the latest developments in the areas of EEO and affirmative action.
- r. Assisting in the investigation, handling and disposition of employee discrimination and harassment complaints.
- s. Conducting periodic reviews of offices to ensure compliance in the areas of proper display of posters and notices, and opportunity for participation in Company-sponsored recreational, educational and social activities.
- t. Overseeing and ensuring that the below self-identification procedures are conducted as set forth in the VEVRAA regulations, using the language and manner prescribed by the OFCCP Director and published on the OFCCP Web site, as follows:
  - i. Pre-offer self-identification invitation procedures for GRW's job applicants as set forth in 41 C.F.R. § 60-300.42 (a); and
  - ii. Post-offer identification procedures for GRW's job applicants as set forth in 41 C.F.R. § 60-300.42 (a).

Further, GRW does not compel or coerce an individual to self-identify as a protected veteran. GRW keeps all information on self-identification confidential, and maintains it in a data analysis file (rather than in the medical or personnel files of individual employees) as set forth in 41 C.F.R. § 60-300.23(d). GRW only uses the self-identification information in accordance with the VEVRAA regulations.

- u. Ensuring that GRW complies with its obligations under 41 C.F.R. § 60-300.45, which requires that GRW establish benchmarks for hiring, the purpose of which is to create a

quantifiable method by which GRW can measure its progress toward achieving equal employment opportunity for protected veterans. The benchmarks will be set on an annual basis and will be documented also as set forth in this AAP.

- v. If an applicant identifies himself or herself as a disabled veteran in the post-offer self-identification detailed above, GRW inquires of the applicant whether an accommodation is necessary, and, if so, engages with the applicant regarding reasonable accommodation. GRW may make such inquiries to the extent they are consistent with the Americans with Disabilities Act. GRW maintains a separate file in accordance with Section 60-300.23(d) on persons who have self-identified as disabled veterans.

## **2. Management Responsibilities**

### **41 C.F.R. § 60-300.44(i)**

Line and upper management are advised of their responsibilities for GRW's AAP regarding protected veterans within his or her area of responsibility, including but not limited to their obligations to:

- a. Review GRW's AAP for protected veterans with subordinate managers and supervisors to ensure they are aware of the policy, understand their obligation to comply with it in all personnel actions and understand the need for support at all levels.
- b. Assist in the auditing of plan progress, identification of problem areas, formulation of solutions, establishment of departmental goals and objectives, and development of training programs, when appropriate.
- c. Review the qualifications of applicants and employees in their area of responsibility to ensure protected veterans are treated in a nondiscriminatory manner when hire, promotion, transfer, and termination actions occur.
- d. Review employees' performance to ensure that illegal discrimination regarding protected veterans does not occur.
- e. Make available career counseling to employees who are protected veterans, when so requested, and as appropriate.
- f. Review position descriptions to see that they adequately reflect the job to be performed.
- g. Audit training programs, hiring, and promotion patterns.
- h. Assist subordinates and upper management in the prevention of harassment.
- i. Show support for this AAP.

## **Affirmative Action Training**

### **41 C.F.R. § 60-300.44(j)**

GRW provides training to all personnel involved in the recruitment, screening, selection, promotion, disciplinary and other related processes to ensure its AAP commitments are implemented.

**Affirmative Action Program for  
Individuals with Disabilities**

**GRW Engineers, Inc.**

**Headquarters**

**Affirmative Action Program  
for  
Individuals with Disabilities**

**February 1, 2022 through January 31, 2023  
Plan Year**

## **CONFIDENTIAL, TRADE SECRET, AND PRIVATE MATERIAL**

This Affirmative Action Plan contains confidential, trade secret, commercial, and private information of GRW, which is protected from disclosure by the Office of Federal Contract Compliance Programs pursuant to the Trade Secrets Act, 18 U.S.C. § 1905. The release of this information could cause substantial harm to GRW or its employees within the meaning of the Freedom of Information Act ("FOIA"), 5 U.S.C. §§ 552 (b)(3), (4), (6) and (7) and the Trade Secrets Act. FOIA protects information in this document from mandatory disclosure to FOIA requestors. See, e.g., *Chrysler v. Brown*, 441 U.S. 281 (1979). Furthermore, release of any trade secret, confidential statistical or commercial information would be arbitrary and capricious in violation of the Administrative Procedure Act. See, e.g., *CNA Financial Corp. v. Donovan*, 830 F.2d 1132, 1144 (D.C. Cir.), cert. denied, 485 U.S. 977 (1988).

**GRW Engineers, Inc.**  
**Headquarters**

**AFFIRMATIVE ACTION PROGRAM  
FOR  
INDIVIDUALS WITH DISABILITIES**

**February 1, 2022 through January 31, 2023  
Plan Year**

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## **Introduction**

GRW Engineers, Inc. (GRW) sets forth this Affirmative Action Program (“AAP”) for the year from February 1, 2022 through January 31, 2023, reaffirming its commitment to the spirit and letter of affirmative action law. Through the implementation of this plan GRW continues its efforts to comply with Section 503 of the Rehabilitation Act of 1973 (“Section 503”) and its implementing regulations, as amended, and to make the best possible use of personnel while contributing to the betterment of society and the community.

In developing this plan, GRW recognizes its duty to ensure equal employment opportunity for, and to prevent discrimination against, individuals with disabilities. The following statement of policy reinforces that belief.

## **Equal Employment Opportunity Policy Statement** **41 C.F.R. § 60-741.44(a)**

In setting forth this plan GRW reaffirms its belief and commitment in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment. Gayla Szak, as the EEO Administrator, oversees the plan development, modification, implementation, and reporting requirements and conducts management updates. GRW’s top U.S. executive supports GRW’s AAP.

GRW provides for an audit and reporting system regarding GRW’s affirmative action responsibilities under Section 503 regulations, and assigns overall responsibility for the implementation of affirmative action responsibilities under these regulations.

GRW recruits, hires, trains and promotes persons in all job titles, and ensures that all personnel actions are administered without regard to disability; and ensures that all employment actions are based only on valid job requirements. GRW’s employees and applicants are not subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities:

1. filing a complaint with GRW or with Federal, state, or local agencies regarding the status covered under this AAP;
2. assisting or participating in any investigation, compliance review, hearing, or any other activity related to the administration of any Federal, State, or local law requiring equal employment opportunity for individuals with disabilities;
3. opposing any act or practice made unlawful by Section 503 or its implementing regulations, or any other Federal, State or local law requiring equal opportunity for individuals with disabilities; or
4. exercising any other right protected by Section 503 or its implementing regulations in this part.

GRW’s full AAP, absent the data metrics required by 41 CFR § 60-741.44(k), is available for inspection upon request. The method of obtaining a copy of the AAP is listed within the affirmative action policy statement physically posted at GRW’s establishment.

## **Review of Personnel Processes**

### **41 C.F.R. § 741.44(b)**

1. GRW ensures its personnel processes provide for careful, thorough, and systematic consideration of the job qualifications of applicants and employees with known disabilities for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available.
2. GRW also ensures its personnel processes do not stereotype individuals with disabilities in a manner which limits their access to jobs for which they are qualified.
3. GRW also ensures its applicants and employees with disabilities have equal access to its personnel processes, including those implemented through information and communications technologies.
4. GRW provides necessary reasonable accommodation to ensure applicants and employees with disabilities receive equal opportunity in the operation of personnel processes. GRW periodically reviews such processes and makes any necessary modifications to ensure that these obligations are carried out. GRW designs procedures that facilitate a review of the implementation of this requirement by GRW and the Government. A description of the review and any necessary modifications to personnel processes or development of new processes are included in this AAP, and are as follows:
  - a. The application or personnel form of each known applicant who is an individual with a disability is annotated to identify each vacancy for which the applicant was considered, and the form is quickly retrievable for review by the Department of Labor and GRW's personnel officials for use in investigations and internal compliance activities.
  - b. Where applicants or employees are selected for hire, promotion, or training and GRW undertakes any accommodation which makes it possible for him or her to place an individual with a disability on the job, GRW makes a record containing a description of the accommodation. The record is treated as a confidential medical record in accordance with § 60-741.23(d).

## **Review of Physical and Mental Job Qualifications**

### **41 C.F.R. § 60-741.44(c)**

1. GRW has the following schedule for its review of physical and mental job qualification standards to ensure that, to the extent qualification standards tend to screen out qualified people with disabilities, such qualifications are job-related for the position in question and consistent with business necessity, and adheres to this schedule. The schedule is as follows as job openings become available; as new job qualifications are established; and/or, when new equipment is installed.

2. Whenever GRW applies physical or mental qualification standards in the selection of applicants or employees for employment or other changes in employment status such as promotion, demotion or training, to the extent that qualification standards tend to screen out qualified individuals on the basis of disability, the standards are related to the specific job or jobs for which the individual is being considered and consistent with business necessity.
3. GRW may use as a defense to a violation of its obligations in Paragraph 2 above that an individual poses a direct threat to the health or safety of the individual or others in the workplace.
4. No pre-employment physical examinations or questionnaires are used by GRW prior to a job offer contingent on such examinations and other requirements.
5. When GRW conducts a medical examination or inquiry of a person with a disability, it will do so according to the terms and conditions of the Federal Regulations implementing Section 503, and the results of such an examination or inquiry are kept confidential according to Federal regulations, which includes the following exceptions:
  - a. Supervisors and managers may be informed regarding restrictions on the work or duties of the applicant or employee and necessary accommodations;
  - b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and,
  - c. Government officials engaged in enforcing the laws administered by the OFCCP regarding individuals with disabilities, or enforcing The Americans with Disabilities Act (“the ADA”) and The Americans with Disabilities Act Amendment Act of 2008 (“the ADAAA”), shall be provided relevant information on request.

## **Reasonable Accommodation to Physical and Mental Limitations**

### **41 C.F.R. § 60-741.44(d)**

1. It is GRW's policy, as a matter of nondiscrimination, to make reasonable accommodation to the known physical and mental limitations of all otherwise qualified individuals with a disability, unless GRW can demonstrate that the accommodation would impose an undue hardship on GRW's business. Undue hardship will be determined by its definition under applicable regulations under Section 503 including, but not limited to the following: Undue hardship means, with respect to the provision of an accommodation, significant difficulty or expense incurred by the contractor, when considered in light of the factors set forth in 41 CFR § 741.2 (aa)(2), such as the overall financial resources of the facility and the impact of the accommodation upon the operation of the facility (this is not an all-inclusive list).
2. As a matter of affirmative action, if an employee with a known disability is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, GRW shall confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee responds affirmatively, GRW shall confidentially inquire whether the employee is in need of a reasonable accommodation.

## **Anti-Harassment Procedures**

### **41 C.F.R. § 60-741.44(e)**

GRW has developed and implemented procedures to ensure that its employees are not harassed on the basis of disability.

## **External Dissemination of Policy, Outreach, and Positive Recruitment**

### **41 C.F.R. § 60-741.44(f)**

1. GRW undertakes appropriate outreach and positive recruitment activities that are reasonably designed to effectively recruit qualified individuals with disabilities. It is not contemplated that GRW will necessarily undertake all the activities listed in Paragraph (f)(2) of this section or that its activities will be limited to those listed. The scope of GRW's efforts shall depend upon all the circumstances, including the contractor's size and resources and the extent to which existing employment practices are adequate.
2. Examples of outreach and recruitment activities. Below are examples of outreach and positive recruitment activities GRW may undertake in accordance with Paragraph 1 of this section.
  - a. Enlisting the assistance and support of the following persons and organizations in recruiting, and developing on-the-job training opportunities for individuals with disabilities, to fulfill its commitment to provide equal employment opportunity for such individuals:

- i. the State Vocational Rehabilitation Service Agency (“SVRA”), State mental health agency, or State developmental disability agency in the area of the contractor's establishment;
  - ii. the Employment One-Stop Career Center (One-Stop) or American Job Center nearest the contractor's establishment;
  - iii. the Department of Veterans Affairs Regional Office nearest GRW's establishment ([www.va.gov](http://www.va.gov));
  - iv. entities funded by the Department of Labor that provide recruitment or training services for individuals with disabilities, such as the services currently provided through the Employer Assistance and Resource Network (EARN) ([www.earnworks.com](http://www.earnworks.com));
  - v. local Employment Network (“EN”) organizations (other than GRW, if GRW is an EN) listed in the Social Security Administration's Ticket to Work Employment Network Directory ([www.yourtickettowork.com/endir](http://www.yourtickettowork.com/endir));
  - vi. local disability groups, organizations, or Centers for Independent Living (CIL) near the contractor's establishment;
  - vii. placement or career offices of educational institutions that specialize in the placement of individuals with disabilities; and
  - viii. private recruitment sources, such as professional organizations or employment placement services that specialize in the placement of individuals with disabilities.
- b. In addition, GRW has considered taking the actions listed below to fulfill its commitment to provide equal employment opportunities to individuals with disabilities. It is not contemplated that GRW will necessarily undertake all of the activities listed below.
- i. Formal briefing sessions held, preferably on GRW's premises, with representatives from recruiting sources. GRW's facility tours, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of GRW's selection process, and recruiting literature are an integral part of any such briefing. At any such briefing sessions, GRW's official in charge of GRW's AAP should be in attendance when possible. Formal arrangements are made for referral of applicants, follow up with sources, and feedback on disposition of applicants, from any such briefings.

- ii. GRW's recruitment efforts at all educational institutions incorporate special efforts to reach students who are individuals with disabilities.
  - iii. GRW makes an effort to participate in work-study programs for students, trainees, or interns with disabilities in programs found through outreach, such as to State and local schools and universities, and through EARN.
  - iv. Individuals with disabilities may be made available for participation in GRW's career days, youth motivation programs, and related activities in GRW's communities.
  - v. GRW takes any other positive steps it deems necessary to attract individuals with disabilities not currently in the work force who have requisite skills and can be recruited through affirmative action measures. These individuals may be located through State and local agencies supported by the U.S. Department of Education's Rehabilitation Services Administration (RSA) (<http://rsa.ed.gov>), local Ticket-to-Work Employment Networks, or local chapters of groups or organizations that provide services for individuals with disabilities.
  - vi. GRW, in making hiring decisions, considers applicants who are known to have disabilities for all available positions for which they may be qualified when the position(s) applied for is unavailable.
3. GRW sends written notification of its policy relating to its affirmative action efforts to all its covered federal subcontractors, including covered subcontracting vendors and suppliers, requesting appropriate action on their part.
  4. GRW documents all activities it undertakes to comply with the obligations of this section, and retains these documents for a period of three (3) years.

## **Assessment of External Outreach and Recruitment Efforts**

### **41 C.F.R. § 60-741.44(f)(3)**

1. GRW on an annual basis, reviews the outreach and recruitment efforts it has taken over the previous twelve months to evaluate its effectiveness in identifying and recruiting qualified individuals with disabilities. GRW documents each evaluation, including at a minimum the criteria it used to evaluate the effectiveness of each effort and GRW's conclusion as to whether each effort was effective. Among these criteria shall be the data GRW collected pursuant to 41 C.F.R. § 741.44(k) for the current year and the two most recent previous years. If GRW concludes the totality of its efforts were not effective in identifying and recruiting qualified individuals with disabilities, it identifies and implements alternative efforts listed in Paragraph 2 above to fulfill its obligations.

## **Internal Dissemination of Policy**

### **41 C.F.R. § 60-741.44(g)**

1. GRW recognizes that even a strong outreach program for individuals with disabilities may be ineffective without adequate internal support from its supervisors and employees. Therefore, to ensure greater employee cooperation and participation in GRW's efforts regarding its obligation to engage in affirmative action efforts to employ and advance in employment qualified individuals with disabilities, GRW has developed the following internal procedures. These procedures have been designed to foster understanding, acceptance and support among GRW's executive, management, supervisory, and other employees to encourage such persons to take the necessary actions to aid the contractor in meeting this obligation.
2. GRW implements and disseminates this policy internally as follows:
  - a. includes the policy in GRW's policy manual or otherwise makes the policy available to employees; and
  - b. where GRW is a party to a collective bargaining agreement, it notifies union officials and/or employee representatives of the contractor's policy and request their cooperation;
3. Below are some of the other methods GRW may additionally use to implement and disseminate this policy internally:
  - a. informs all employees and prospective employees of GRW's commitment to engage in affirmative action to increase employment opportunities for individuals with disabilities;
  - b. periodically schedules special meetings with all employees to discuss the policy and explain individual employee responsibilities;
  - c. publicizes the policy in GRW's newspaper, magazine, annual report and other media;
  - d. conducts special meetings with executive, management, and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation making clear GRW's chief executive officer's support for the affirmative action policy;
  - e. discusses the policy thoroughly in both employee orientation and management training meetings;
  - f. includes articles on accomplishments of individuals with disabilities in GRW's publications; and
  - g. when employees are featured in employee handbooks and similar publications, includes individuals with disabilities.

## **Audit and Reporting System**

### **41 C.F.R. § 60-741.44(h)**

GRW has designed and has implemented an audit and reporting system that:

1. Measures the effectiveness of GRW's affirmative action program.
2. Indicates any need for remedial action.
3. Determines the degree to which GRW's affirmative action objectives have been attained.
4. Determines whether known individuals with disabilities have had the opportunity to participate in all company sponsored-educational, training, recreational and social activities.
5. Measures GRW's compliance with the AAP's specific obligations.
6. Documents the actions taken to comply with the obligations of Paragraphs (1) through (5) of this section, and retain these documents as employment records for a period of three years from the date of making of the record.
7. Where GRW, upon its review, finds its AAP to be deficient and need further progress, GRW undertakes necessary action to bring the program into compliance.

## **Responsibility for Implementation of the Plan**

### **41 C.F.R. § 60-741.44(i)**

#### **1. Identification and Responsibilities of the EEO/AA Administrator. 41 C.F.R. § 60-741.44(i)**

In furtherance of GRW's commitment to Affirmative Action and Equal Employment Opportunity, overall responsibility for implementing GRW's AAP rests with its EEO/AA Administrator, whose identity appears on all internal and external communications regarding GRW's AAP. The EEO/AA Administrator has been given the necessary senior management support and staff to manage the implementation of this AAP. Specifically, Gayla Szak or the designated representative's duties include the following, all of which are administered in accordance with the Section 503 regulations:

- a. Ensuring GRW posts in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the OFCCP Director provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as GRW's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities.
- b. Ensuring GRW's applicants or employees with disabilities are provided the notice in a form that is accessible and understandable to the individual applicant or employee (e.g., providing Braille or large print versions of the notice, or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair) when an applicant or employee requests the poster in an alternative format, or when GRW knows that an



applicant or employee is unable to read the poster because of a disability. GRW may also provide the poster to an applicant or employee with a disability in other alternate means, such as on disc or in audio recording, as long as the format provided enables the individual with a disability to access the contents of a poster.

- c. Ensuring that, with respect to employees, if any, who do not work at a physical location of GRW, GRW satisfies its posting obligations by posting such notices in an electronic format, provided that GRW provides computers, or access to computers, that can access the electronic posting to such employees, or GRW has actual knowledge that such employees otherwise are able to access the electronically posted notices.
- d. Ensuring electronic notices for employees are posted in a conspicuous location and format on GRW's intranet or sent by electronic mail to employees. An electronic posting is used by GRW to notify job applicants of their rights if GRW utilizes an electronic application process. Such electronic applicant notice are conspicuously stored with, or as part of, the electronic application.
- e. Ensuring that to the extent this requirement is applicable to GRW, GRW notifies labor organizations of its EEO policy as required by 41 C.F.R. § 60-741.44(g).
- f. Ensuring GRW includes the provisions of this clause in every subcontract or purchase order in excess of \$15,000 under the terms and conditions of 41 CFR 60-741.5(a), per Federal Acquisition Regulation-Inflation Adjustment of Acquisition-Related Thresholds, 75 FR 53129 (2010).
- g. Ensuring that all solicitations or advertisements for employees placed by or on behalf of GRW, state that all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability.
- h. Developing, maintaining and, where appropriate, modifying GRW's AAP for individuals with disabilities, policy statements, personnel policies, internal and external communication techniques including discussions with managers, supervisors and employees to ensure GRW's policies are followed, and monitoring the effectiveness of these actions.
- i. Advising supervisors that they are responsible for preventing harassment of employees due to their status as individuals with disabilities.
- j. Ensuring affirmative action training is conducted in accordance with 41 C.F.R. § 60-741.44(j).
- k. Identifying problem areas with line management in the implementation of the program, and helping management develop solutions to any identifiable problem area.
- l. Designing, implementing and overseeing an audit and reporting system to monitor the progress of GRW and the AAP's effectiveness, including auditing the contents of GRW's electronic and hard copy bulletin boards on a regular basis to ensure that compliance information that is posted is up to date and accessible to applicants and employees with disabilities.

- m. Serving as liaison between GRW and governmental enforcement agencies, community groups, vocational rehabilitation organizations, and organizations for individuals with disabilities.
- n. Evaluating the effectiveness of GRW's plan on a regular basis, as described in this AAP, and reporting to management.
- o. Monitoring policies and procedures including the selection, evaluation, promotion and training process with regard to the various terms and conditions of employment to attempt to ensure compliance with affirmative action obligations.
- p. Overseeing GRW's processes and procedures: a) to ensure that career counseling for employees with known disabilities, when requested and appropriate; and, b) to review personnel actions, policies, procedures, and employee and applicants' qualifications to ensure individuals with disabilities are treated in accordance with anti-discrimination laws when hiring, promotion, transfer, and termination actions occur.
- q. Keeping management up to date on the latest developments in the areas of EEO and affirmative action.
- r. Assisting in the investigation, handling and disposition of employee discrimination and harassment complaints.
- s. Conducting periodic reviews of offices to ensure compliance in the areas of proper display of posters and notices, and opportunity for participation in Company-sponsored recreational, educational and social activities.
- t. Overseeing and ensuring that the below self-identification procedures are conducted as set forth in the Section 503 regulations, using the language and manner prescribed by the OFCCP Director and published on the OFCCP Web site, as follows:
  - i. Pre-offer self-identification invitation procedures for GRW's job applicants as set forth in 41 C.F.R. § 60-741.42 (a);
  - ii. Post-offer identification procedures for GRW's job applicants as set forth in 41 C.F.R. § 60-741.42 (a); and
  - iii. Self-identification invitation procedures for GRW's employees as set forth in 41 C.F.R. § 60-741.42 (a).

Ensuring that GRW does not compel or coerce an individual to self-identify as an individual with a disability, and that GRW keeps all information on self-identification confidential, and maintains it in a data analysis file (rather than in the medical files of individual employees) as set forth in 41 C.F.R. § 60-741.23(d). GRW only uses the self-identification information may be used only in accordance with the Section 503 regulations.

- u. Ensuring that GRW annually evaluates its utilization of individuals with disabilities in each job group, or in its entire workforce in accordance with 41 C.F.R. § 60-741.45, including the following:

- i. Ensuring that when the percentage of individuals with disabilities in one or more job groups, or in GRW's entire workforce, as applicable, is less than the utilization goal established in the Section 503 regulations, GRW takes steps to determine whether and where impediments to equal employment opportunity exist. When making this determination, GRW assesses its personnel processes, the effectiveness of its outreach and recruitment efforts, the results of its affirmative action program audit, and any other areas that might affect the success of its AAP.
- ii. Ensuring that GRW develops and executes action-oriented programs designed to correct any identified problem areas. These action-oriented programs may include the modification of personnel processes to ensure equal employment opportunity for individuals with disabilities, alternative or additional outreach and recruitment efforts from among those listed in 41 CFR § 60-741.44 (f)(1) and (f)(2), and/or other actions designed to correct the identified problem areas and attain the established goal.

## **2. Management Responsibilities 41 C.F.R. § 60-741.44(i)**

Line and upper management are advised of their responsibilities for GRW's AAP regarding individuals with disabilities within his or her area of responsibility, including but not limited to their obligations to:

- a. Review GRW's AAP for individuals with disabilities with subordinate managers and supervisors to ensure they are aware of the policy, understand their obligation to comply with it in all personnel actions and understand the need for support at all levels.
- b. Assist in the auditing of plan progress, identification of problem areas, formulation of solutions, establishment of departmental goals and objectives, and development of training programs, when appropriate.
- c. Review the qualifications of applicants and employees in their area of responsibility to ensure qualified individuals with disabilities are treated in a nondiscriminatory manner when hire, promotion, transfer, and termination actions occur.
- d. Review employees' performance to ensure that illegal discrimination regarding individuals with disabilities does not occur.
- e. Make available career counseling to employees with known disabilities, when so requested, and as appropriate.
- f. Review position descriptions to see that they adequately reflect the job to be performed.
- g. Audit training programs, hiring, and promotion patterns.

- h. Assist employees and other members of management in the prevention of harassment.
- i. If an employee with a known disability is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee responds affirmatively, GRW shall confidentially inquire whether the employee is in need of a reasonable accommodation.
- j. Show support for GRW's AAP.

### **Affirmative Action Training**

#### **41 C.F.R. § 60-741.44(j)**

GRW provides training and guidance to all personnel who are involved in the recruitment, screening, selection, promotion, disciplinary and other related processes to ensure that its AAP commitments are implemented.