



**if** integrity/Architecture  
EXCEED. EXPECTATION



**LFUCG RFP #16-2018**  
Design Services for  
Police Canine Facility

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## COVER LETTER

June 6, 2018

Joe Rasmick, AIA  
Integrity/Architecture, PLLC  
2414 Palumbo Drive, Suite 125  
Lexington, KY 40509  
(859) 368-9712  
joseph@integrityarch.com

Todd Staltn, Purchasing Director  
Lexington-Fayette Urban County Government  
Room 338, Government Center  
Lexington, KY 40507

Re: **RF# #16-2018 / Design Services for Police Canine Facility**

Dear Mr. Staltn and Members of the Selection Committee,

Integrity/Architecture (i/A) is different. Our approach to Architecture extends beyond promises of great service, affordable buildings, and rapid delivery. Our mission is to infuse *more* into our work – and more importantly – into our relationship with our clients. After all, it's not good design or healthy budgets that make great projects; *Great relationships* make great projects. The reason i/A is submitting for this project has little to do with the specifics of the project itself – we're submitting for a chance to work with our own, amazing community who's public servants and first responders (of all shapes and sizes) are worth the effort this job demands. The fact is - we pursue projects that we can be passionate about. We gravitate toward community-focused work simply because they mean more to the people they serve. We understand that great designs are useless unless they are supported by quality construction documents and constant communication with the Owner and contractors, but we also are aware that certain projects represent far more than their intended function. This is the case with Lexington and Fayette county – especially with respect to our first responders.

Based on the requirements set forth in this request for proposal, and with full authority, I can attest to Integrity/Architecture's ability to perform the services requested in accordance with your requirements. I can further affirm that neither I, nor the firm Integrity/Architecture, know of or possess any conflict of interest with respect to this project.

i/A is uniquely qualified, both as an architectural design firm and as a design team-leader, to assist LFUCG with this important project. Not only do we have experience with similar municipal project types, but a much wider range of public work experience that will help to inform the demands of the new Police Canine facility. With offices located in Lexington and a dedicated staff of highly experienced architects, project managers, and associates – along with our small-firm attention and transparency we bring to our client relationships – we are confident we can help make the new canine facility a success.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Joe Rasmick', written over a light blue horizontal line.

Joe Rasmick, AIA  
Principal/Co-Founder

**FIRM HISTORY**

Founded on November 11, 2011, Joey Nolasco, Joe Rasmick, and Aaron Bivens began designing under a new banner – integrity/Architecture (i/A). After working together for nearly 15 years in other local area architecture firms, the three principals decided that Central Kentucky was ready for a firm with one simple mission: to exceed expectation. In less than seven years, i/A has grown to a staff of eleven with over a century of combined experience and a portfolio consisting of hundreds of projects. By assembling a highly-experienced staff of energetic professionals, we have been able to take on large workloads and complete them with competence, technical proficiency, quality, and speed.

**FIRM PHILOSOPHY**

No one knows the details and requirements of this project better than you. It's our job to organize your knowledge, ideas, and experience and infuse it with our expertise with similar project types, code requirements and design and construction methods to produce a finished product that embodies Lexington and the dedicated men, women, and animals who serve it. But how do we achieve that? The traditional delivery methods of architectural services don't work the way they use to. Developers, private clients and public entities alike are finding the value in collaborative programming sessions, vivid three-dimensional concept renderings and detailed early concept cost estimates to test the viability of their projects and get stakeholder buy-in. All too often, we find there is a fundamental disconnect between the Owner's collective wish list and their ideal budget. As design professionals, we pride ourselves in our ability to listen to our client's ideas and create buildings and spaces that exceed their expectations, while working within the limits of the project budget. One of the ways we accomplish this is through our *immersive SD* process in which we deliver conceptual design material – very early in the design process – presented in vivid and realistic three-dimensional renderings and plans.

**5-YEAR OVERVIEW**

Though i/A has worked predominantly in the private sector in the past, we are seeing a year-over-year increase in public-sector projects and/or public-sector clients. Below is a table identifying the continued growth we are seeing in our public-sector portfolio over the past five years.

	2013	2014	2015	2016	2017/18
Public Projects (%)	7.5	7.7	12.2	14.3	20.7
Private Projects (%)	92.5	92.3	87.8	85.7	79.3

**CURRENT WORKLOAD**

i/A is currently well-suited to take on your project. Current schedules place your planned project team (listed below), into a position of availability following the completion of various projects that are currently in the later phases of design. Principal involvement will also have plenty of availability as the project begins. The table below illustrates our current list of active projects which are in varying stages of design and construction. At the bottom of the table, we've also included an estimated maximum required time commitment by employee (on an average weekly percentage of time). Based on this information, we are confident in our ability to deliver.

Phase	Project	Individual Workload (% Time Committed)				
		Joey Nolasco	Joe Rasmick	Sam Montgomery	Corrie Hendrickson	
CD	Churchill Downs (Misc.)	10	10			
CD	Roberts Family Farm	5				
CA	CFSB (Murray)					
CD	Go Time (Misc.)	5				
CA	EKU Pedestrian Bridge 2	5				
DD	Liberty Church		1			
DD	Turfway Park	10		20		25
CA	Whittaker Pharmacy	5				
DD	Johnson County Library	1		5		5
SD	Madison County Courthouse Feasibility		10			
CA	Go Time (Multiple Locations)	5				
CD	Cumberland Falls	5				
CA	Hope Center Housing	10		5		
CA	Owensboro Parking Garage					
CD	USEF Headquarters	5	5			10
SD	UPike Master Plan		10			
SD	Worley Residence	5				
SD	FSNB Site Development		10			
SD	Corbitt Community Center Feasibility		5			
#/D	Enerthu Factory		5			
<b>Total Current Workload Commitment</b>		<b>81</b>	<b>61</b>	<b>40</b>	<b>70</b>	

## EXCEEDING EXPECTATION

### CUSTOMER SATISFACTION

If we pride ourselves on anything, it would undoubtedly be the satisfaction of our customers. Ultimately i/A is not pursuing the building of projects, but rather, the building of relationships. A successful Client/Architect relationship is what leads to successful work. We are relentless in our pursuit of exceeding the needs of our clients. As part of the design process, our clients are sent a "Post-Design Survey". This simple form is intended to understand why the client hired i/A, what was most successful about the design process and what could be improved about the experience of the design process. We ask these questions *prior* to construction in an effort to separate the two phases of project development. We find that design and construction, while two essential aspects of the project, need to be approached by the design team in different ways.

### PROFESSIONAL DEVELOPMENT / I/A+

We take professional *and* personal development seriously. Within our firm, we encourage and track each staff member's progress in development. After someone gets involved in a program, takes a seminar, or donates their time, they provide a brief presentation to the rest of our staff to explain what they learned from the process – thereby imparting that knowledge on to the rest of us. i/A+ is a program we developed to encourage and track the improvement and advancement of our skills and trade. Twice a year, each staff member's performance is assessed in certain categories. The goal is not to point out mistakes – but rather to identify the potential for improvement. The focus of the assessment becomes – not about the "scoring" – but about how each staff member assesses his or her *own* performance. And at the end of the review sessions, i/A managers review each other as well.

"The staff at Integrity is professional and any of the trade associates of Integrity we have dealt with have been just as accommodating... [We] have no issues recommending their entire staff for any project."


**Michael Moffit**  
Treasurer | Lexington Professional Firefighters

"I would highly recommend Integrity for any project, regardless of its size or implementation, and could not have any better things to say about their diligence, quality of work, and final product they produced for Keeneland and Red Mile."

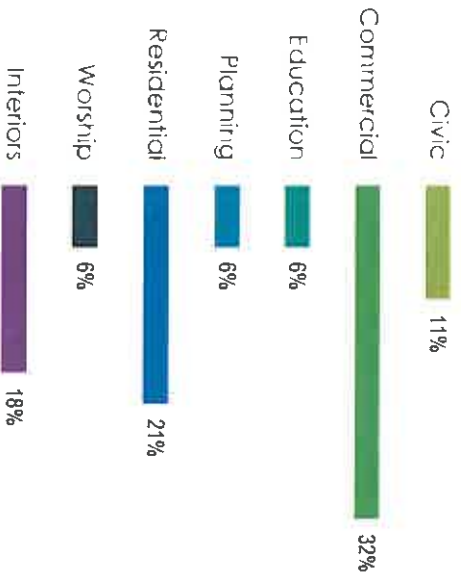
**Vince Gabbert**  
VP & COO | Keeneland Association

"I have found them to be very professional and extremely easy to work with... [They] have an eye for creating a design that is not only visually appealing, but actually functional for the end users."

**Carlos Coyle**  
Director | Madison County EMS

 "pursue the plus"	KNOWLEDGE	QUALITY	COMMUNICATION	INTEGRITY
	Drawings & Production, Learning & Advancement, Software	Design, Drawings, Cleanliness of Material, Time Management	w/Clients, w/Peers, Organization, Documentation	Honesty, Attitude, Representation, Message
<b>O</b>	<b>O/=</b>	<b>=</b>	<b>=/+</b>	<b>+</b>
Below Expectation		Meets Expectation		Exceeds Expectation

**i/A PROJECT TYPOLOGIES**














i/A doesn't have a "favorite" or "specialty" design discipline. The projects we take on tend to evolve with our clients' needs and market trends. As a result, we've become very well-versed in several different project types – or – "typologies". However, over the past year, civic, government, and generally public-sector projects have been our primary focus.

The table above breaks down our primary design typologies and their associated percentages of our workload to-date. To the right is a matrix that identifies which of those typologies each of our staff members typically works within or has primary experience with. It also illustrates the organization of our Studio: Firm Principals oversee Project Managers, who in turn oversee one or more Associates.

Regardless of the scale of Project, our clients receive at least one member from each of these groups:

**STAFF OVERVIEW**

Ownership / Operation		Managers		Associates						
										
<b>Joey Nolasco</b> Principal/Co-Founder	<b>Joe Rasnick</b> Principal/Co-Founder	<b>Aaron Bivens</b> Principal	<b>Carissa Nolasco</b> Office Manager	<b>Adam Gillett</b> Project Architect	<b>Nick Wiley</b> Project Architect	<b>Sam Montgomery</b> Project Manager	<b>Carrie Hendrickson</b> Interior Designer	<b>Justin White</b> Architectural Associate	<b>Ted Van Zee</b> Architectural Associate	<b>Erin Engler</b> Architectural Associate

**INTRODUCTION TO CONSULTANTS**

i/A has a long and fruitful working relationship with each of our proposed consultants. Each consulting firm was carefully selected for the submittal of this project based on several factors, but most importantly it was based on our confidence in the quality of their work, efficiency and time management, and their ability to meet the requirements of this RFP. Robert Pass & Associates (RPA), our third-party cost estimator, is likewise well suited for this project – not only due to the firm’s long history of quality estimating services, but because we have utilized their services on nearly every project for the last four years, and have continually received excellent, cost-effective service. We are confident that our assembled project team is the best suited to meet the needs of your project and to adhere to the requirements set forth in this RFP.

**INTEGRITY/ARCHITECTURE**



**Joey Nolasco, AIA, CID**

Project Role: Principal-in-Charge

Joey Nolasco has an extensive background spanning 24 years as a Project Manager, Associate Principal, and Principal-in-Charge on a variety of project scopes and scales. He has been entrusted with managing nearly \$600 million in construction costs over the past 15 years. As Principal-in-Charge, his expertise is leveraged on projects to assure the firm’s commitments to our client and that the quality of work promised is met continually throughout the duration of the Project. Nolasco’s attention to detail, communication skills, and coordination capabilities have proven to exceed client expectations, resulting in a history of successful projects and repeat clients.

**Registrations**  
 Kentucky / 6689  
 West Virginia / 4541

**Education**  
 B.Arch.  
 University of Kentucky

**Organizations**  
 AIA  
 NCARB  
 CAAK  
 BCTC Advisory Board

**Contact**  
 joey@integrityarch.com

- Relevant Experience**
- Madison County EMS / Richmond
  - Madison County EMS / Berea
  - Lexington Firefighters Union Hall Feasibility
  - Red Mile Entertainment Center
  - Grand Campus Communities
  - Madison County Family Courts\*
  - Alliance Coal Corporate Headquarters
  - Center for Applied Energy Research\*
  - USEF Corporate Headquarters
  - Carlisle County Courthouse\*
  - Recreation & Wellness Center / Morehead State University\*
  - Trinity Christian Academy



**Joe Rasnick, AIA**

Project Role: Director of Design

Joe Rasnick has been managing design operations in the architectural profession for more than a decade. Immediately upon graduation from Auburn University, Rasnick focused his career on the design process – particularly in the earliest phases of projects. As Principal and Co-Founder of the firm, he serves primarily as Director of Design for most of the firm’s projects, manages the firm’s branding and marketing, and assists in quality control efforts. Rasnick’s primary goal with each project is to maintain an honest, transparent, and inclusive relationship with each client. He has design experience in Education, Planning, Government, Residential, Commercial and Hospitality disciplines, among others. His work ethic, passion, energy, and desire to bring the highest level of design quality to clients through state-of-the-art methods became one of the key building blocks of the firm.

**Registration**  
 Kentucky / 7801

**Education**  
 B.Arch.  
 Auburn University

**Organizations**  
 AIA  
 NCARB  
 AIA Mentorship by Design

**Contact**  
 joseph@integrityarch.com

- Relevant Experience**
- Madison County EMS / Richmond
  - Madison County EMS / Berea
  - Lexington Firefighters Union Hall Feasibility
  - Red Mile Entertainment Center
  - Grand Campus Communities
  - Madison County Family Courts\*
  - Alliance Coal Corporate Headquarters
  - Center for Applied Energy Research\*
  - USEF Corporate Headquarters
  - Carlisle County Courthouse\*
  - Recreation & Wellness Center / Morehead State University\*
  - Trinity Christian Academy



**Sam Montgomery**

Project Role: Project Manager

Sam Montgomery's passion for community-centered design and commitment to an inclusive process with Owners has led to personal requests for his involvement in subsequent projects. But Montgomery has an extensive background spanning 20 years on a variety of project scopes and scales. As Project Manager, his expertise is leveraged on projects to assure the firm's commitments to schedule, budget, and quality of work are met continually throughout the duration of the project.

**Organizations**

NCARB

**Contact**

sam@integrityarch.com

**Relevant Experience**

- McKell Public Library
- Eastern Branch Public Library
- Jameson Recital Hall / Asbury University
- Hope Center Permanent Housing
- Turfway Entertainment Center
- Carlisle County Courthouse\*
- Recreation & Wellness Center / Morehead State University\*



**Carrie Hendrickson**

Project Role: Project Associate & Interior Design

Carrie Hendrickson is a dedicated team player with a strong sense of design, and a passion for problem solving. She has been making her mark on Lexington since graduating from the University of Kentucky in 2011. Her design experience ranges from small scale residential projects to large commercial development projects totaling \$10 million dollars in construction costs. Often involved in the entire design process - from the architectural schematics to final design accessories - she delights in bringing elements of a project together as a unified whole. Hendrickson's attention to detail, communication skills, and coordination capabilities have proven to exceed client expectations, resulting in a history of successful projects.

**Education**

B.Arts (Interior Design)  
University of Kentucky

**Contact**

carrie@integrityarch.com

**Relevant Experience**

- Madison County EMS / Berea
- McKell Public Library
- Eastern Branch Public Library
- Madison County Courthouse Feasibility
- Jameson Recital Hall / Asbury University
- Hope Center Permanent Housing
- Turfway Entertainment Center
- Willie's Locally Known



**POAGE ENGINEERS**

Poage Engineers & Associates was formed in 1969 and incorporated in 1974. They have provided Structural Engineering Services on thousands of projects with clients including Architects, Engineers, Owners, and all levels of Government (Municipal, State, and the Federal Government). The firm has structural design experience on a wide range of structures including buildings, bridges, towers, water treatment facilities, waste water treatment plants, and parking garages. They also have an extensive history of providing economical design services on almost every type of construction including concrete, precast prestressed concrete, post tensioned concrete, steel, masonry, and wood. They are also experienced in renovations, rehabilitations, structural assessments and troubleshooting construction problems. Poage has the latest computer design programs to aid in the structural design of any project. The company also utilizes computer aided design stations using the latest version of AutoCAD and REVIT Structural integrated with several structural software packages to produce state of the art quality drawings. By using Building Intelligent Modeling (BIM) they are able to fully model all of the major building components in 3D allowing the entire design team to produce a more comprehensive set of construction documents. Poage has also developed several, in-house structural analysis programs to aid in the development of the most cost effective structural system to meet our client's needs.



**Chris Kelly, PE**

Project Role: Structural Engineering Principal-in-Charge

Christopher Kelly is the President and one of the partners in the firm. He serves as Project Engineer and/or Engineer-of-Record on projects within the firm. Mr. Kelly has been with the firm on a full-time basis since 1987. Before working with this firm, Mr. Kelly worked for his father's construction company in all aspects of construction, from laborer to project manager and estimator. His experience gained while working at Poage Engineers, coupled with his background in construction, has enabled him to propose sound, economical building designs throughout his career. Mr. Kelly has assisted or been responsible for the structural design of over \$950 million in construction costs with Poage Engineers.

**Registrations**  
Kentucky / 17615  
+4 Others

**Education**  
B.S. / Civil Engineering  
University of Kentucky

**Organizations**

- SEAK
- ACI
- ASCE

**Relevant Experience**

- Locust Trace AgriScience VoTech Farm
- Aquaculture Tech Production Lab
- Center for Rural Health / UK
- KY Association of Counties Office
- Lexington Equine Surgery Center
- Land Grant Research Farm / KSU
- KY Horse Park Vet Diagnostic Clinic
- Rood & Riddle Equine Hospital
- Rood & Riddle Equine Clinic
- Chevy Chase Animal Clinic Addition



**Brian D. Scott, PE**

Project Role: Structural Engineer-of-Record

Brian Scott is the Vice President and one of the partners in the firm. He serves as the Engineer of Record, Project Manager, and Principal in Charge depending on the project and/or client. Mr. Scott has over 20 years of experience in the field of engineering and has been with the firm since 1994. While at the firm, Mr. Scott has produced proficient engineering designs in virtually every construction material and project scale ranging from small renovations to several hundred thousand square feet projects. In addition to his engineering skills, Mr. Scott is well versed in construction administration and has experienced a good working relationship with both clients and contractors which has allowed him to produce successful projects.

**Registrations**  
Kentucky / 21768  
+11 Others

**Education**  
B.S. / Civil Engineering  
University of Kentucky  
M.S. / Civil Engineering  
University of Kentucky

**Organizations**

- SEAK

**Relevant Experience**

- Locust Trace AgriScience VoTech Farm
- Center for Rural Health / UK
- Shaebel Veterinary Clinic
- Pikeville Medical Center Cath Lab Renovation
- Pike County Judicial Center
- Ashford Stud Breeding Barn
- Rood & Riddle Equine Hospital
- Frankfort Cancer Center Addition
- Mt. Sterling Healthcare
- St. Joseph Healthcare / Cancer Center

**ELEMENT DESIGN**

At Element, they believe the environment is dynamic and involves adaptation and change. They also believe their work should be transformational and responsive to clients, environment and community. They seek the greater narrative of a site and its context, with a commitment to the artful execution of the details. They utilize research, creativity and technical expertise to approach all projects with a comprehensive look at how successful sites function and change over time, and how their design best meets the needs and vision of our clients and communities. As a full-service site design firm, Element provides a truly comprehensive approach to site planning, design and engineering. They have the experience and technical expertise in all aspects of site design to fully execute a successful, creative and visionary project. Element is a Women Owned Business Enterprise certified through WBENC and the Kentucky Transportation and Finance Cabinets and offer professional design services.



**Registrations**  
Kentucky / 661  
+1 Other

**Education**  
B.S. / Arts in Education  
Idaho State University  
B.S. / Landscape  
University of Kentucky

**Organizations**  
LEED  
CLARB

**Ramona Fry, RLA, ASLA, LEED AP BD+C**

Project Role: Site Design Principal-in-Charge

Ramona Fry is a registered Landscape Architect with over 18 years of experience in project design and management in a wide variety of project types and scales. Her professional experience includes master planning, site design and development, preparation of construction documents and contract administration, with a great emphasis in both municipal and state public sector work. Fry served as the site project manager for multiple recent LFUCG projects, as well as large scale public facility projects like the KYTC central office building in downtown Frankfort, the UK College of Pharmacy and the new Lexington Convention Center / Rupp Arena. Ramona is also heavily involved in the development of final design documents for the Town Branch Greenway through downtown Lexington.

**Relevant Experience**

- LFUCG Canine Facility Study
- Town Branch Greenway
- Lexington Convention Center
- KY Transportation Cabinet Office Building
- Lexington Senior Center @ Idle Hour
- LFUCG Family Care Center
- LFUCG Jacobson Park Playground
- LFUCG Thompson Road Park
- LFUCG Lower Cave Run Storage Building
- Henry County Courthouse Renovation
- Elizabethtown Sports Park



**Education**  
B.S. / Landscape  
University of Kentucky

**Billie Motsch**

Project Role: Landscape Architecture Project Manager

Billie Motsch has over 12 years of experience in planning, landscape architectural design and development of construction documents. Her experience includes commercial, residential, military and industrial planning and design. She is an experienced project manager with the ability to take projects from design concept through construction completion. Ms. Motsch has also assisted with LEED documentation/ certification for numerous projects in Louisville and Virginia. She has a strong background in the Nursery and Landscape Construction industry and she reviews and oversees landscape design projects and species selection and specifications for the firm. She will further assist the team with the development of plan graphics as part of the public facilitation process, as well as construction documents.

**Relevant Experience**

- LFUCG Canine Facility Study
- Town Branch Greenway
- Lexington Convention Center
- KY Transportation Cabinet Office Building
- Lexington Senior Center @ Idle Hour
- LFUCG Family Care Center
- LFUCG Jacobson Park Playground
- LFUCG Thompson Road Park
- LFUCG Lower Cave Run Storage Building
- Henry County Courthouse Renovation
- Elizabethtown Sports Park


**R. Derek Motsch, PE**

Project Role: Civil Engineering Project Engineer

Derek Motsch is a registered Professional Engineer with over 10 years of experience in hydrology, hydraulics, grading, sanitary sewer and water distribution design. He will serve as the Project Engineer. He specializes in water and wastewater treatment and distribution and civil site utility design.

**Registration**  
Kentucky / 28439

**Education**  
B.A. / Physical Science  
Asbury University  
B.S. / Civil Engineering  
University of Kentucky

Motsch is very skilled at the production of construction documentation and technical details. He is also adept at computer / three-dimensional modeling and uses his modeling skills to assist in making design decisions and in the production of construction drawings.

**Relevant Experience**

- Henry County Courthouse Renovation
- US Equestrian Headquarters
- Transylvania Campus Center
- BCTC / Newtown Campus
- Athens Boonesboro Elementary
- Magoffin County Industrial Park Master Plan\*
- Michael Hall Group Reclamation\*
- Kentonlown Water Line Extension\*
- City of Manchester Pennington Hill pump station\*
- Maysville Utility Commission Lawrence Creek force main


**E-TECH CONSULTANTS**

E-Tech Consultants, PLLC is an established Kentucky-based consulting firm, consisting of uniquely qualified individuals with Mechanical and Electrical Engineering experience as well as efficiencies in the production of construction documents using computer aided design technologies. This combination makes them the most uniquely qualified and most experienced consultant available. Having the experience of both Mechanical and Electrical Building Systems Design, E-Tech's prime professional, W. Grant Wilson, PE interfaces with each client on all phases of your project. Not only does this give the client the opportunity to provide input and discussion into the design and schematic phases, but it also provides an enhanced feeling of commitment and professionalism throughout the construction phase.

**W. Grant Wilson, PE**

Project Role: MEP Engineering Project Manager

**Registrations**  
Kentucky / 17178  
+4 Others

**Education**  
B.A. Engineering  
University of Kentucky  
MBA  
University of Kentucky

**Organizations**  
ASHRAE  
KSPE  
IEEE

Grant Wilson will serve as Project Manager for all MEP disciplines. He is currently registered in five states, including the Commonwealth of Kentucky. An interesting fact on Mr. Wilson is that he also holds an MBA and was a Certified Energy Manager, which gives him strength in business administration and energy efficient designs. He has held leadership offices in several Professional Organizations as Chair and President in the Lexington, Kentucky Area. His leadership as a young professional was recognized by his peers, including all licensed professional engineers in the Commonwealth of Kentucky, as the 1999 Young Engineer of the Year.

**Relevant Experience**

- Blazer Hall Living Learning Program / UK
- Keeneland Hall / UK
- Grehan Journalism Building / UK
- Funkhouser Kitchen Lab / UK
- Mass Media & Technology Hall / WKU
- Lancaster Pedestrian Bridge / ECU
- Perkin's Building / ECU

## FIRM EXPERIENCE & REFERENCES

A / Madison County EMS Station #2 / Berea, KY

### PROJECT DESCRIPTION

A detailed needs assessment and existing facility study was performed for Station #2 following site selection. Working closely with Station staff, using the context of their existing facilities, we helped the Owner fine-tune their program. Upon discovery that the site the Owner had selected was outside the bounds of city utilities, we were able to assist in reducing the scope to accommodate the increases in cost without sacrificing on function or basic needs.

### PROJECT INFO

• Use	Civic / EMS
• Square Footage	8,400 sf
• Estimated Cost	\$2,340,000
• Actual Cost	\$2,330,000
• Completed	2016

### RELEVANCE

- Emergency Services Project
- Similar Scope/Scale
- Challenging Site Conditions

### REFERENCE / CONTACT

Carlos Coyle  
Director, Madison County EMS  
ccoyle@madisoncountylems.com  
859-623-5121



**FIRM EXPERIENCE & REFERENCES**  
A / Madison County EMS Station #2 / Berea, KY



**FIRM EXPERIENCE & REFERENCES**  
B / Eastern Branch Public Library / Floyd County, KY

**PROJECT DESCRIPTION**

Not only did the design team perform a thorough feasibility study and needs assessment for the Floyd County Library, but also assisted in site selection. Originally, the Owner requested preliminary design and feasibility assessments for two possible project sites. While pleased with the architectural concepts, this process helped the Library understand that the locations would not be appropriate in terms of their long-term needs – so we recommended they keep shopping. Eventually, an existing building was found in a better location and the third and final feasibility study was performed. The project was completed on the new site just this year.

**PROJECT INFO**

- Use Civic / Library
- Square Footage 8,000 sf
- Estimated Cost \$1,267,000
- Actual Cost \$1,040,000
- Completed 2018

**RELEVANCE**

- Renovation Project
- Compressed Budget
- Improved Energy Usage
- Similar Interiors Scope

**REFERENCE / CONTACT**

Randy Richardson  
Asbury University  
rtrichards@asbury.edu  
859-858-1733



**FIRM EXPERIENCE & REFERENCES**  
B / Eastern Branch Public Library / Floyd County, KY



**FIRM EXPERIENCE & REFERENCES**  
 B / Woodhill Community Center / Lexington, KY

**PROJECT DESCRIPTION**

Woodhill Community Center is a non-profit facility that aims to provide a safe space for kids to learn, play, and interact with one another. It was a unique design process in that design and construction occurred at cost, time and materials for construction and design were largely donated, and construction occurred as workers were made available. The programming and needs assessment, on the other hand, evolved more traditionally. By interviewing local neighborhood residents, activists, and community and industry leaders, the design team was able to develop a diverse and exciting program. With amenities like living spaces, a kitchen, a gymnasium, a fitness center, a recording studio, and open office spaces, the Community Center has already begun to see success in the community's reception of the recently completed facility.

**PROJECT INFO**

- Use Civic / Non-Profit
- Square Footage 18,000 sf
- Estimated Cost N/A (Constructed at Cost)
- Actual Cost \$2,500,000 (Includes Property Cost)
- Completed 2018

**RELEVANCE**

- Renovation Project
- Compressed Budget
- Improved Energy Usage
- Multiple Uses

**REFERENCE / CONTACT**

Randy Richardson  
 Asbury University  
 rrichards@asbury.edu  
 859-858-1733





**FIRM EXPERIENCE & REFERENCES**  
B / Woodhill Community Center / Lexington, KY



integrity/Architecture brings great passion and energy to every project we take on, balancing those characteristics with a high level of technical proficiency, accuracy and competence. The iA team is built on the unique strengths of our staff and we leverage these on all projects. Each member of our team has a clearly defined role and unique skill set that brings greater aptitude and efficiency to our process. Below is a breakdown of our approach to each phase of the design process. These descriptions illustrate how our approach will unearth and address important information, the thoughts and opinions of the Owner (and the User) and ensure that all bases are covered.

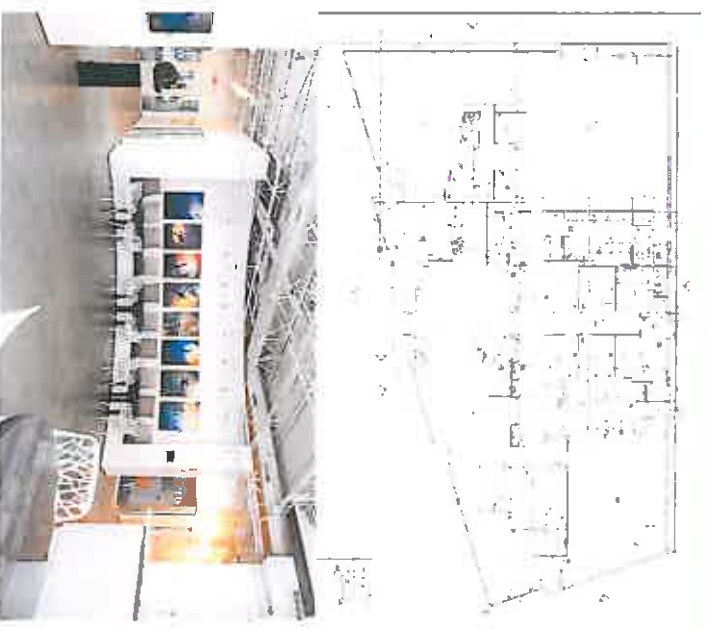
**SD** Though LFUCG has already performed preliminary investigations and Schematic Design (SD), we prefer to take nothing at face value. For the purposes of submitting for this RFP, our team has thoroughly investigated the provided documents. Upon notification to proceed, however, we will elect to do further evaluations of the current, approved design through in-house assessments as well as a review with LFUCG's project management team to further understand the processes and decisions that led to the current design. While we don't wish to waste precious time or create needless invoices for the project, we firmly believe that an Architect should become well-versed in the thought processes and research that went into creating a Program and its associated design. While it's possible no changes need to be made, we prefer to come to that conclusion with LFUCG – as a team. Preliminary SD investigations and any resulting production, coordination, and/or meetings will be managed and coordinated by firm Principal and Director of Design, Joe Rasnick.



**DD** During the Design Development (DD) phase building materials, systems and issues of code-compliance are evaluated and coordinated beyond a schematic level of design. In this stage of the project, the design team will shift its attention from "conceptual" to "constructable". At this point, the architectural design approach and engineered systems, as well as outline specifications, are developed to a level of detail that will allow for a reliable cost estimate to be produced by a third-party professional construction cost estimator prior to initiating the Construction Documents phase of the project. Owner approval of the DD budget and design package are required before moving on to the Construction Document phase of the project. All coordination and materials will be overseen by the Project Manager, Sam Montgomery.

**CD** Upon completion and authorization to proceed beyond the SD and DD phases, the design team will focus their time and attention toward the production of drawings and specifications required for bidding, permitting and construction. By this stage of the project, all critical design and program decisions have been approved and the design team will coordinate regular review meetings at 50%, 75% and 95% milestones to ensure clear cross-coordination of all documents required for construction. In this stage, form and function will be delicately balanced to ensure the best and highest use of project funds. A final cost estimate will be solicited prior to completion of the CD Phase. Upon approval of the final cost estimate and Construction Documents, the design team will release drawings and specifications for LFUCG review and competitive bidding to general contractors. All coordination and materials will be overseen by the Project Manager, Sam Montgomery.

**CA** During the bid negotiation and Construction Administration (CA) phase of the project, the design team will work closely with the selected Contractor to ensure the Construction Documents are accurately interpreted and executed. This careful collaboration results in reduced risk to the Owner and improved construction communication between the Contractor and the design team. iA insists on client involvement at construction meetings to help supplement our client's understanding of the construction of their project. The active engagement of all parties ensures a construction experience that is efficient, transparent and will lead to a long-lasting relationship with the Owner. Services performed during the CA phase will be managed by Project Manager, Sam Montgomery, with limited assistance from Principal-in-Charge, Joey Nolasco.



**DELIVERABLES CHECKLIST**

Note: Deliverables and Services include, but are not limited to the following items. Actual deliverables will be agreed upon prior to signing of contract.



Schematic Design (\$D)	Design Development (\$DD)	Construction Documents (\$CD)	Construction Administration (\$CA)
Architectural Services	Architectural Drawings	Construction Documents	Bidding & Negotiation
Program Analysis	Floor Plans	Architectural Drawings	Bidding Documents
Existing Drawing Assessment	Roof Plan	Civil Drawings	Assistance with Bid Procedures
Preliminary Code Compliance	Building Elevations	MEPFT Drawings	Pre-Bid Meeting
Site Assessment	Building Sections	Structural Drawings	Construction Phase
3D Model (Exterior)	Major Wall Sections	Specifications	Perform On-Site Observations
3D Renderings	Construction Details	Additional Materials	Field Reports
	Limited Schedules	Project Cost Estimate	Review of Submittals and Product Data
	Civil Drawings	(3) Hard Copies of Material	Review and Coordination of Documents
	Site Plan	(1) Digital Copy of Material	Coordination of TAB Services
	Site Utilities	Additional Copies as Necessary	Project Close-Out
	Preliminary Landscape Plan	Value Engineering Services	Substantial Completion Inspection
	MEPFT Drawings		Punch List Review and Walk-Through
	Mechanical Plans		As-built Drawings
	Electrical Plans		Compilation and Transfer of Warranties
	Plumbing Plans		Compilation and Transfer of Materials
	Structural Drawings		Compilation and Transfer of Manuals
	Framing Plans		Equipment Training as Necessary
	Additional Materials		
	Outline Specifications		
	Project Cost Estimate		
	Value Engineering Services		

**UNIT COSTS**
**PROFESSIONAL SERVICES BUDGET**

For the purposes of this proposal, our design team is assuming a construction cost value of \$900,000. Lump sum costs and fees provided below, however, are based on the scope of work provided in the RFP material. It is further understood that any Schematic Design (SD) phase alterations or adjustments to the scope or schedule that may occur upon commencement of work, that corresponding adjustments in budget, fees, and schedule are also expected. All printing expenses not required under the terms of this RFP are provided at cost. We understand the importance of holding firm to a well-defined project budget. We employ highly skilled third-party cost estimators, specifically Robert Pass and Associates, to assist us in the review and development of detailed project construction cost estimates. Leveraging the expertise of industry professionals allows us to provide you with cost estimates that are based on the most current market trends and analysis. Cost estimates will be provided at the end of each design phase to ensure we maintain your project budget from the early sketches of Schematic Design through the final punch list of Construction Administration.

**COMMUNICATION + COLLABORATION**

Efficient scheduling is critical to project success. Our project leaders set and maintain an aggressive, yet attainable, project schedule without sacrificing quality, accuracy, or cost-effectiveness. We achieve this through a series of internal quality control reviews, scheduled client approvals, and a proven system of checks and balances. In addition, iA's studio arrangement allows for a high level of flexibility regarding staff assignment, allowing us to adapt our team to best fit your needs. As the project leader, iA will set the tone and level of expectation for the design team. Our consultants are selected based on experience, geographic location, efficiency and attention to detail. We review, coordinate and collaborate with our consultants throughout the design and construction process so that efficiency and quality are never compromised. E-Tech, Element Design, and Poage Engineers understand our high expectations for quality and responsive service and are well positioned to provide this for your project from the beginning of the Project to the final stages of Construction and project closeout.

**QUALITY CONTROL PROGRAM**

iA's approach to Quality Control (QC) is simple. We have two basic concepts: The 50/90 approach to document coordination represents the minimum checks performed by our office for each discipline's documents. At 50% and 90% complete – in each phase – iA staff and consultants submit current design documents to iA management for review. Depending on the project's scope, scale, and complexity, more checks may be necessary. The second component of iA's QC is the Red Line / Blue Line check set concept. At the same intervals described above, the design documents submitted for QC checks are given a second review. While "red line" checks are focused on technical details and constructability – as with traditional check sets - the "blue line" checks are more subjective in nature. The purpose of the blue line check is to ensure that the overall goals of the project are still being met and that the aesthetics are not being lost as details evolve. Quality Control is managed by iA Principal, Joey Nolasco, who has more than 25 years of experience in the Architectural profession. As Principal-in-Charge, he will maintain a point of contact with the Owner and will maintain continually involvement through all phases of the project. Nolasco will be performing the red line check sets of production material at each phase, sit in on internal and Owner meetings, and will begin performing quality and conformance checks at the 50% DD stage. Furthermore, upon transition of the project to the Project Manager (Montgomery), Joe Rasnick will perform the additional, blue line quality check in the DD and CD phases.

Integrity/Architecture	
Position	Hourly Rate (\$/hr)
Principal Architect	150
Project Architect	125
Project Manager	100
Interior Designer	100
Project Associate / Intern	75
E-Tech Consultants	
Position	Hourly Rate (\$/hr)
Principal / Senior Engineer	150
Senior Engineer / Field Technician	75
Engineering Field Technician	45
Clerical	40
Senior CAD Draftsperson	70
CAD Draftsperson	45

Poage Engineers	
Position	Hourly Rate (\$/hr)
Principal Engineer	145
Sr. / Project Engineer	125
Design Engineer	90
Intern Engineer	75
Field Inspector	65
CAD Technician	60
Clerical	30
Element Design	
Position	Hourly Rate (\$/hr)
Principal Landscape Architect	125
Professional Landscape Architect	100
Landscape Designer	75
Professional Engineer	100

**PROJECT SCHEDULE**
\*Includes Thanksgiving or Christmas Holiday, respectively

Description of Work / Deliverables	Duration (# Days)	Start Date	Finish Date
<b>Design Development (DD)</b>			
Design Kick-Off Meeting	1	7/16/2018	7/16/2018
DD Production	31	7/17/2018	8/16/2018
100% DD Submittal	1	8/17/2018	8/17/2018
Owner Review Period and DD Cost Estimate (Robert Pass & Associates)	14	8/17/2018	8/31/2018
Design Team Pricing Review	7	8/31/2018	9/7/2018
DD Coordination Meeting	1	9/7/2018	9/7/2018
<b>DD Subtotal</b>	<b>53</b>	<b>7/16/2018</b>	<b>9/7/2018</b>
<b>Construction Documents (CD)</b>			
CD Production	30	9/10/2018	10/10/2018
100% CD Submittal	1	10/10/2018	10/10/2018
LFUCG Review, Permit Review Period, and CD Cost Estimate (Robert Pass & Associates)	14	10/10/2018	10/24/2018
Design Team Pricing Review	7	10/24/2018	10/31/2018
CD Coordination Meeting	1	10/31/2018	10/31/2018
LFUCG-Requested Changes / Value Engineering	7	10/31/2018	11/7/2018
Advertisement to Bid Submittal to LFUCG	1	11/7/2018	11/7/2018
<b>CD Subtotal</b>	<b>58</b>	<b>9/10/2018</b>	<b>11/7/2018</b>
<b>Bidding and Negotiation (BN)</b>			
Compile Bid Documents	5	11/7/2018	11/12/2018
Advertise for Bids*	21	11/12/2018	12/3/2018
Pre-Bid Meeting	1	11/26/2018	11/26/2018
Bids Due	1	12/3/2018	12/3/2018
LFUCG Bid Review and Contractor Selection (Council Sessions)	7	12/3/2018	12/10/2018
Construction Contract Execution	11	12/10/2018	12/21/2018
<b>BN Subtotal</b>	<b>44</b>	<b>11/7/2018</b>	<b>12/21/2018</b>
<b>Construction Administration (CA)</b>			
Pre-Construction Meeting	1	1/7/2019	1/7/2019
Construction	289	1/7/2019	10/23/2019
Substantial Completion	1	10/23/2019	10/23/2019
Punch List	21	10/23/2019	11/13/2019
Closeout Documents Production and Assembly	30	10/23/2019	11/22/2019
Final Completion	1	11/22/2019	11/22/2019
<b>CA Subtotal</b>	<b>319</b>	<b>1/7/2019</b>	<b>11/22/2019</b>

**Design Services for a New Lexington Police Canine Facility**

**Request for Proposal No. 16-2018**

**Form of Proposal**

**Consultant:**

\_\_\_\_\_ integrity/Architecture, PLLC

**Address:** 2414 Palumbo Drive, Suite 125

\_\_\_\_\_ Lexington, KY 40509

**General**

- 
- a. The undersigned Consultant, having read and examined the specifications and associated documents for the above designated work, affirms agreement to complete all work in accordance with the contract documents.
  - b. The selected Successful Consultant (SC) shall verify all mentioned requirements in these contract documents. The SC shall confirm in writing any discrepancies found within one week of being informed of successful proposal.
  - c. The undersigned agrees that this proposal constitutes a firm offer to the City of Lexington which cannot be withdrawn for one hundred twenty (120) calendar days from and after the stated closing time, or until a contract is fully executed by the City of Lexington and a third party, whichever occurs earlier.
  - d. The Consultant shall include Technical Information as required herein.
- 2. Submittal Requirements:** Interested firms are encouraged to submit their qualifications, which will include the information below. Failure to comply with this requirement may lead in disqualification of the Consultant's proposal:
- a. Signed cover letter stating interest in the project. The cover letter should indicate the proposer's willingness to enter into an agreement with the City of Lexington (see sample agreement **Attachment A**). An officer of the company who has authority to commit their firm to the proposed project must sign the letter.
  - b. Additional company information to be provided shall include company history, key management members, major accomplishments, inter-company or third party alliances or partnerships, and any major pending litigation and facts of the case(s).
  - c. Narrative on how customer satisfaction is tracked.
  - d. Copies of written continuing education/professional training program and quality control/quality assurance program.
  - e. Provide the current number of employees and employee types.

- f. Statement of general firm qualifications and capacity that should include firm location, where the work will be performed, and the firm's background and demonstrated ability to perform the required services for this project.
  - g. Project Team list including sub consultants indicating key professionals that will be specifically assigned to work on each discipline and phase of the project. Identify project manager. Detailed resumes for the key professionals and project manager should be included with the proposal. Describe team members' educational background, related experience, experience in providing like services to governmental entities, and individual references within such entities. Describe how the team has worked together on similar projects in the past.
  - h. Summary of firm's recent (5 year) experience in similar/representative projects including construction costs and references.
  - i. Conflict of Interest Statement clearly stating the proposer has no conflicts of interest in providing professional services on the project.
  - j. A narrative of design approach, preliminary design concepts, approach to project inclusive of proposed work scope, and related considerations.
  - k. Ability to meet required deadlines (**See Attachment H**). Demonstrate integration of this project into the firm's present workload through current and projected staff workload data.
  - l. References: names and contact information of previous clients on similar projects within the past five (5) years with a description of the type of project completed on schedule and on budget. A minimum of three references is required.
3. Proposals are limited to 20 single-sided pages not including the required City of Lexington documents. Proposals in excess of 20 pages may not be considered.
  4. Respondents are responsible for all costs associated with the preparation of materials in response to this RFP. The City of Lexington assumes no responsibility for such costs. The City of Lexington reserves the right to waive any formality in the submitted statements of qualifications, to reject any and all statements of qualifications or to re-advertise for additional statements of qualifications.
  5. **Work Plan:** Consultant shall provide a plan to complete the work described herein in submitted proposal within the 20 page submittal limit. Included in work plan shall be:
    - a. A checklist of what specific deliverables will be provided at each design phase and/or milestone and the team member that will provide the deliverable.
    - b. A specific budget and schedule (**See Attachment H**) to complete services described herein.
    - c. An explanation of the communication/documentation and collaboration plan.
    - d. An explanation of the approach that will be used to assure quality and well coordinated documents between all disciplines through the design process.
    - e. An explanation of the team Quality Control Program throughout all phases of design and through construction administration.

## 6. Lump Sum Pricing

- a. All Lump Sum Pricing shall include all direct labor and supervision necessary to complete the item in a manner that meets or exceeds the customer's satisfaction. It shall also include the labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A. sick and vacations, etc. disposal fees tool allowance, equipment, materials, profit and all other costs used on the job.
- b. Provide Firm Lump Sum Cost for providing the City of Lexington with services as noted in these specifications.

**Design Development Cost (Total of Services Below)** \$ 16,500

Design Development:  
(percentage of construction costs) 1.8 %

**Construction Documents Cost (Total of Services Below)** \$ 27,500

Construction Documents:  
(percentage of construction costs) 3.0 %

**Construction Administration Cost (Total Services Below)** \$ 11,000

Bidding Assistance: \$ 2,750

Construction Administration: \$ 5,500

Punch List, Inspections, & Close Out: \$ 2,750

(percentage of construction costs) 1.2 %

**Total Architectural/ Engineering Services** \$ 55,000

## 7. Unit Pricing

- a. The City of Lexington reserves the right to increase or decrease frequencies of unit cost i.e., each task and / or services under this agreement. If Additional Services are requested, the base contract may be increased and/or decreased on the basis of these proposed unit rates. No price adjustments will be made, unless mutually agreed to in advance or as a result of temporary conditions (defined as 30 days or less from the date of the last invoice).



- b. All Unit Pricing Hourly Rates shall include all direct labor, any supervision required, labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A. sick and vacations, etc.) disposal fees tool allowance, equipment, materials, profit and all other costs used on the job. Include Unit Pricing Hourly Rates for the Consultant contracted with the City of Lexington and all Sub-Consultants contracted with the Consultant.

<u>Title/Skill Level</u>	<u>Hourly Rate</u>
<u>Principal Architect</u>	<u>150</u> \$/HR
<u>Project Architect</u>	<u>125</u> \$/HR
<u>Project Manager</u>	<u>100</u> \$/HR
<u>Interior Designer</u>	<u>100</u> \$/HR
<u>Project Associate</u>	<u>75</u> \$/HR
<u>_____</u>	<u>_____</u> \$/HR
<u>_____</u>	<u>_____</u> \$/HR
<u>_____</u>	<u>_____</u> \$/HR
<u>_____</u>	<u>_____</u> \$/HR

- c. Additional Services may require procurement beyond the base contract. Procurement shall comply with the specifications set forth herein. The Consultant markup over the invoiced price shall be 0 %
- d. Reimbursables will be based on actual costs.

## 8. Selection Criteria

- a. Proposals shall contain the appropriate information necessary to evaluate based on these criteria. A committee composed of government employees as well as representatives of relevant user groups will evaluate the proposals.

	<b>Total Points</b>
Professional qualifications and experience of the team with the type of service required.	20
Capacity of the team to perform the work, within the time limitations. Illustrated by the current volume of work in progress.	15
Demonstrated understanding of the requirements of the project.	15
Past experience with designing Animal Care Facilities.	10
Past record and performance on contracts with the City of Lexington, other governmental agencies, and private industry with respect to such factors as cost control, quality of work, and ability to meet schedule requirements.	5
Degree of local employment to be provided by the person or firm in the performance of the contract by the person or firm.	5
Fees	30
<b>Final Technical Score</b>	<b>100</b>

**AFFIDAVIT**

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

1. His/her name is Carissa Nolasco and he/she is the individual submitting the proposal or is the authorized representative of Integrity Architecture, PLLC, 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.

Carissa Nolasco

STATE OF Kentucky

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me

by CARISSA NOLASCO on this the 6th day

of June, 2018.

My Commission expires: October 2, 2021

Lenora J. Costanzo 587920  
NOTARY PUBLIC, STATE AT LARGE

**Lenora J. Costanzo, Notary Public**  
**State at Large, Kentucky**  
**My Commission Expires 10/02/2021**

## 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.

## EQUAL OPPORTUNITY AGREEMENT

### Standard Title VI Assurance

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

### The Law

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

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

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

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

\*\*\*\*\*

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

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

**Bidders**

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



***Signature***

**integrity/Architecture, PLLC**

***Name of Business***

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**WORKFORCE ANALYSIS FORM**

Name of Organization: integrity/Architecture, PLLC

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	1		1														
Professionals	5	5															
Superintendents																	
Supervisors																	
Foremen																	
Technicians	5	3	2														
Protective Service																	
Para-																	
Office/Clerical																	
Skilled Craft																	
Service/Maintenan																	
<b>Total:</b>	11	8	3														

Prepared by:  Date: 06 / 05 / 2018

*(Name and Title)*

*Revised 2015-Dec-15*



Firm Submitting Proposal: integrity/Architecture, PLLC

Complete Address: 2414 Palumbo Drive, Ste. 125 Lexington 40509  
Street City Zip

Contact Name: Joe Rasnick Title: Principal / Co-Founder

Telephone Number: 859-368-9712 Fax Number: N/A

Email address: joseph@integrityarch.com



**LFUCG MWDBE PARTICIPATION FORM**

Bid/RFP/Quote Reference # RFP #16-2018

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

MWDBE Company, Name, Address, Phone, Email	MBE WBE or DBE	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1. Element Design, PLLC Ramona Fy 400 Old Vine St. Lexington, KY 40507	WBE	Civil Engineering Landscape Architecture	\$9,800	18%
2.				
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.

integrity/Architecture, PLLC  
**Company**

06/05/2018  
**Date**

Joseph Rasnick  
**Company Representative**

Principal / Co-Founder  
**Title**



**LFUCG MWDBE SUBSTITUTION FORM**

**Bid/RFP/Quote Reference #** RFP #16-2018

The substituted MWDBE and/or veteran subcontractors listed below have agreed to participate on this Bid/RFP/Quote. These substitutions were made prior to or after the job was in progress. These substitutions were made for reasons stated below and are now being submitted to Central Purchasing for approval. By the authorized signature of a representative of our company, we understand that this information will be entered into our file for this project.

SUBSTITUTED MWDBE Company Name, Address, Phone, Email	MWDBE Formally Contracted/ Name, Address, Phone, Email	Work to Be Performed	Reason for the Substitution	Total Dollar Value of the Work	% Value of Total Contract
1. N/A					
2.					
3.					
4.					

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

integrity/Architecture, PLLC  
**Company**

06/05/2018  
**Date**

Joseph Rasnick  
**Company Representative**

Principal / Co-Founder  
**Title**



**MWDBE QUOTE SUMMARY FORM**

Bid/RFP/Quote Reference # RFP #16-2018

The undersigned acknowledges that the minority and/or veteran subcontractors listed on this form did submit a quote to participate on this project. Failure to submit this form may cause rejection of the bid.

<b>Company Name</b> integrity/Architecture, PLLC	<b>Contact Person</b> Joseph Rasnick
<b>Address/Phone/Email</b> 2414 Palumbo Drive, Ste. 125 Lexington, KY 40509 859-368-9712 joseph@integrityarch.com	<b>Bid Package / Bid Date</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
N/A								

(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.

integrity/Architecture, PLLC  
Company  
06/05/2018  
Date

Joseph Rasnick  
Company Representative  
Principal / Co-Founder  
Title

**LFUCG STATEMENT OF GOOD FAITH EFFORTS**

Bid/RFP/Quote #     RFP #16-2018    

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

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

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

     Attended LFUCG Central Purchasing Economic Inclusion Outreach event

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

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

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

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

  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.

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

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

     Selected portions of the work to be performed by MWDBE firms and/or Veteran-Owned businesses in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work

items into economically feasible units to facilitate MWDBE and Veteran participation, even when the prime contractor may otherwise perform these work items with its own workforce

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

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

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

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

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

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

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

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

integrity/Architecture, PLLC  
Company  
06/05/2018  
Date

Joseph Rasnick  
Company Representative  
Principal / Co-Founder  
Title

## GENERAL PROVISIONS

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

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

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

bribe an officer or employee of the LFUCG.

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

#### A. Termination for Cause

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



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

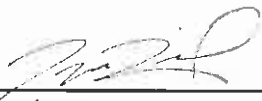
#### B. At Will Termination

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

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

other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must be signed by a duly authorized officer, agent or employee of the Respondent.

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

  
\_\_\_\_\_  
Signature

06/05/2018  
\_\_\_\_\_  
Date



# TEAM MEMBER EVALUATION

Name \_\_\_\_\_

Date \_\_\_\_\_



BELOW EXPECTATION

(Unsatisfactory)



MEETING EXPECTATION

(Satisfactory)



EXCEEDING EXPECTATION

(Excellent)

<b>KNOWLEDGE</b> Materials & Production Learning & Advancement Software	+	
	=/+	
	=	
	O/=	
	O	
<b>QUALITY</b> Design, Material Cleanliness of Material Time Management	+	
	=/+	
	=	
	O/=	
	O	
<b>COMMUNICATION</b> Clients, Peers, Staff Organization & Delegation Documentation	+	
	=/+	
	=	
	O/=	
	O	
<b>INTEGRITY</b> Honesty & Transparency Attitude & Effort Representation	+	
	=/+	
	=	
	O/=	
	O	





# TEAM MEMBER EVALUATION

How have YOU done?	
How have WE done?	
What are YOUR goals? Personal? Professional?	
What are your goals for the firm?	

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Team Member Signature	Date
Evaluator Signature	Date





# POST-DESIGN SURVEY

integrity/Architecture, PLLC

While creating a beautiful design is important to us, the *most* important thing is whether or not we have met your expectations. So now that the design process is completed, we've got a few questions for you. Please take a few moments to complete this survey and provide us with your feedback. All comments / criticisms are welcome and will only help us to serve you better.

From the entire *integrity* team, thank you for the opportunity to work with you.

How did you hear about us?

How would you rate your satisfaction with i/A during the design process?

Not at all satisfied     Somewhat satisfied     Moderately satisfied     Completely satisfied

Based on your experience with i/A, would you recommend us to others?

Yes     No

How would you describe your experience with i/A to others?

Can we quote you on our website?

Yes     No     Not Applicable