



STATEMENT OF QUALIFICATIONS - RFQ #5-2024

Professional Services Lane Allen Sidewalk Connectivity Project – Traveller Rd to Harrodsburg Rd

Lexington-Fayette Urban County Government

January 31, 2024



engineering | architecture | geospatial

GRW | 801 Corporate Drive Lexington, KY 40503 | 859.223.3999



engineering | architecture | geospatial

Proposal

RFP #5-2024 | Engineering Services Lane Allen Sidewalk Connectivity – Traveller Road to Harrodsburg Road Lexington-Fayette Urban County Government Division of Engineering

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COVER LETTER



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801 Corporate Drive | Lexington, KY 40503

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January 31, 2024

Mr. Jake Stephens, PE
Project Manager
Lexington-Fayette Urban County Government
Lexington, KY 40507

Re: RFP #5-2024: Professional Services | Lane Allen Sidewalk Connectivity Project

Dear Mr. Stephens and Selection Committee Members:

GRW has enjoyed being a partner with the Lexington-Fayette Urban County Government (LFUCG) over the past 60 years – and we're ready to continue working with you on the upcoming Lane Allen Sidewalk Connectivity Project – Traveller Road to Harrodsburg Road. We're pleased to share with you our experience and qualifications in this proposal and offer the following GRW highlights:

- **Understanding, Experience, Familiarity:** Having completed design for the first section of the Lane Allen Connectivity project, GRW is in a unique position to understand the intention to create a continuous sidewalk system and to ensure pedestrian safety. You can see a few photos, and review highlights from our visit along the current sidewalk (including possible challenges) in **Section 4.0**.

Our proposed team has experience with sidewalks, intersections, drainage, and pedestrian crossings including projects for LFUCG. Our team brings a long history of planning, design, and/or construction phase services for more than 30 KYTC LPA projects. **Sections 2.0** and **3.0** outline our project experience.

- **Team Readiness:** Our Lexington-based team will be led by **Roderick Saylor, PE**, GRW Sr. Vice President and head of the firm's Civil Engineering Division. He'll receive close, in-house support from **Seth Mittle, PE**, an experienced civil engineer with recent experience working with LFUCG, as well as **Eric Fister, PE, PTOE**, and **Jake Rose**. Eric is an experienced GRW transportation engineer, who worked on Lexington's Liberty/Todds Road Section 2 widening project and has completed many projects with KYTC. Jake is a skilled designer on track to become a registered landscape architect; his growing resume already includes more than two dozen projects including work for LFUCG. We are pleased to include as part of our team **Cornerstone Engineering** (MBE) as a subconsultant to provide structural engineering services, **S&ME** as a subconsultant to provide geotechnical engineering and LPA inspection services and **Cultural Resource Analysts, Inc.** will consult on historic preservation. Meet our entire team in **Sections 1.0** and **2.0**.

Putting Our Clients First. We look forward to further discussing your goals and objectives for the Lane Allen Sidewalk Connectivity project. If you have any questions, please do not hesitate to contact me, and thank you again for this opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Saylor'.

Roderick Saylor, PE
GRW Project Manager

rsaylor@grwinc.com | (859) 223-3999 x208



SECTION 1.0

Introduction

- KYTC Prequalification & Subconsultants

1.0 Introduction

GRW’s Multidiscipline Team

GRW is a Kentucky-based multidiscipline engineering, architectural, and geospatial services consulting firm with more than 60 years of experience. Headquartered in Lexington, KY, GRW is an employee-owned corporation with two additional offices in Kentucky, as well as branch offices in Indiana, Tennessee, and West Virginia. GRW and its two wholly-owned subsidiaries – GRW Aerial

Surveys and Chapman Technical Group – are centrally managed from our Lexington office. With a staff of more than 120 professionals in Kentucky, GRW offers comprehensive technical expertise for all types of infrastructure design from concept design through construction administration and inspection.

Our wide range of professional services includes:

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> ▪ Transportation Engineering ▪ Civil/Site Engineering ▪ Landscape Architecture ▪ Water, Wastewater and Stormwater Engineering ▪ Electrical Engineering ▪ Mechanical Engineering ▪ Structural Engineering ▪ Architecture | <ul style="list-style-type: none"> ▪ Construction Administration and Resident Project Representation (Inspection) ▪ Master Planning ▪ Aerial Photography, Mapping and Surveying ▪ Ground Surveys ▪ LiDAR ▪ Geographic Information Services ▪ Operations & Management Support | <ul style="list-style-type: none"> ▪ Cost Estimating ▪ Alternative Project Delivery Methods (Design/Build, CM) ▪ Sustainable Design ▪ Anti-Terrorist Force Protection and Physical Security ▪ Three-Dimensional Modeling ▪ AutoCAD, Microstation, and BIM Deliverables |
|--|---|--|

GRW & KYTC



Over the past three decades, GRW has completed more than 50 KYTC projects throughout its 12 highway districts. In addition, we have provided engineering services meeting KYTC guidelines to more than 100 cities across Kentucky.

KYTC has prequalified GRW in the following service areas:

Construction Engineering

- Construction Project Supervision

Roadway Design

- Urban Roadway Design
- Surveying
- Advanced Drainage Analysis & Design
- Rural Roadway Design

Traffic Engineering

- Electrical Engineering Roadway

Lighting

Utility Design

- Communication
- Electrical Level 1
- Gas Level 1
- Petroleum
- Utility Construction Inspection
- Utility Preconstruction Coordination
- Water & Sewer Level 1
- Water & Sewer Level 2

Transportation Planning

- Pedestrian & Bicycle Planning & Design
- Conceptual Transportation Planning
- Transportation Planning Engineering

Aviation

- Airport Design
- Airport Master Planning
- Airport Project Inspection

Subconsultants

Structural MBE | Cornerstone Engineering

GRW has selected Cornerstone Engineering as a subconsultant to provide structural engineering services for LFUCG's proposed shared used trail project.

Cornerstone's Lexington office is located at 1450 North Broadway.



Cornerstone is a **certified MBE/DBE/SBE with LFUCG, as well as KYTC**, the State of Kentucky and others.

Using state-of-the-art computer resources, Cornerstone's staff is experienced and equipped to provide structural analysis and design necessary. They have experience with all stages of project development, including:

- Scoping
- Design Development
- Budgetary Cost Estimating
- Construction Document Preparing

The firm's transportation experience has involved:

- Bridges
- Tunnels
- Culverts
- Roadways
- Airport Terminals and Hangars
- Additions & Modifications

Geotechnical Engineering & Inspection Services | S&ME

GRW has selected Solid ground as a subconsultant to provide geotechnical engineering and KYTC LPA Guide compliant inspection services for LFUCG's proposed sidewalk connectivity project.

S&ME's Lexington office is located at 2020 Liberty Road.



S&ME delivers engineering, design, environmental, and construction services for the built environment. Founded in 1973, S&ME operates in over 30 offices across North Carolina, South Carolina, Georgia, Florida, Alabama, Tennessee, Kentucky, Ohio, Indiana, and West Virginia. S&ME is owned by our 1,000+ employees who remain faithful to our core values of safety, quality, honesty, and integrity. Our goal is to provide practical solutions to our clients' infrastructure, development, and environmental challenges. We care about our clients and devote our abundant resources and technical expertise to helping them safely and efficiently meet their objectives.

S&ME certified technicians will perform materials testing such as slump, air content, and temperature on freshly mixed concrete. In addition to performing fresh properties testing, concrete cylinders will be molded for compressive strength testing. If needed, S&ME personnel may also perform in place moisture and density tests on soil, aggregate, or asphalt. Tests will be performed in general accordance with applicable KYTC, AASHTO, or ASTM standards. S&ME will issue reports documenting field observations and test results.

Cultural and Historic Preservation | Cultural Resource Analysts, Inc. (CRA)

GRW has selected CRA as a subconsultant to provide cultural and historic preservation services for LFUCG's proposed sidewalk connectivity project. CRA's Lexington office is located at 151 Walton Avenue.



CRA routinely assists local communities, non-profit organizations, state and federal agencies, architects, and others working to preserve and manage irreplaceable historic properties.

- Archaeology
- Architectural History
- Historic Preservation
- Compliance
- Heritage Tourism
- Cemetery Studies
- Geophysics and Remote Sensing

SECTION 2.0

Project Team Qualifications & Experience

- Degree of Local Employment

2.0 Project Team Qualifications & Experience

We're pleased to introduce our team members here; *abbreviated resumes for key personnel are provided as space allows.*

Roderick Saylor, a GRW Sr. Vice President and head of the firm's Civil Engineering Division, is our team's Principal. He'll provide oversight and resources needed for your project's success. **Seth Mittle** is our team's Project Engineer; he brings to the team a mix of planning skills, design experience with similar projects, drainage analysis, permitting and other engineering services as required. Available to provide electrical engineering design for any lighting and/or crosswalk systems is

Monty Maynard. Eric Fister, a GRW senior transportation engineer, will serve as a technical advisor. **Jake Rose**, whose growing resume includes more than two dozen projects with GRW, including recent work with LFUCG is available to provide landscape architecture design consulting. GRW's **Brian Novy, CST II**, is our survey manager, working alongside **Dan Marsh, PLS. Ray Shear, PLS**, provides GRW's easement services.

On board also are our assigned subconsultants: **Cornerstone Engineering** (MBE). providing structural engineering services, **Cultural Resource Analysts, Inc.**

assisting with historic preservation services, and **Solid Ground** for geotechnical engineering and KYTC LPA Guide compliant inspection services.

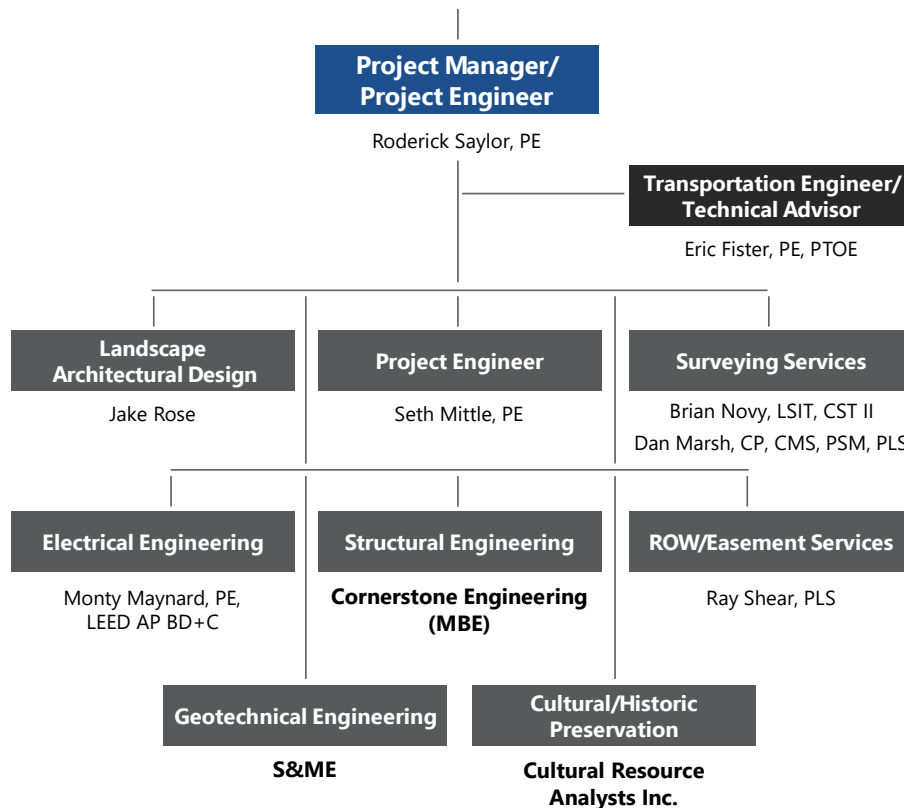
Degree of Local Employment – 100%

All (100%) of GRW team members for LFUCG's proposed project are located in Lexington. The GRW employees assigned to your project team are all located at our Lexington headquarters, 801 Corporate Drive. Our subconsultants both also maintain corporate headquarters and/or team members based in Lexington.



LEXINGTON

Lexington-Fayette Urban County Government



LPA (Local Public Agencies) Program Experience

GRW has been one of several firms approved to provide design services for a wide variety of projects at the direction of the Kentucky Transportation Cabinet and various Local Public Agencies that have contracted with KYTC to administer projects on an as needed basis. Services may be used for state-funded and federal-aid projects, including but not limited to TAP, MPO (Metropolitan Planning Organization), and CMAQ funds.

In working with the highly specialized LPA program, GRW's architectural and engineering design team members have worked within KYTC and Federal Highway Administration processes and requirements.

As part of GRW's statewide LPA contracts, we have been responsible for the design and/or construction administration of these LPA-funded projects:

- Holt House Renovation and Structural Stabilization, Hardinsburg, KY
- Nicholasville Signalization Replacement Project, Nicholasville, KY
- Rebecca Newland House/Stephenson Homestead Rehabilitation and Stabilization, Stanford, KY
- Trigg County Transportation Museum, Cadiz, KY
- Louisville Metro Urban Bicycle Network, Louisville, KY
- Louisville Metro Sidewalk Improvements (various locations along KY-1932 / KY-1747), Louisville, KY
- Safe Routes to School Sidewalks, Ashland, KY
- Safe Routes to School Sidewalks, Pendleton County, KY
- Safe Routes to School Sidewalks, Greenup County, KY
- Safe Routes to School Sidewalks, Liberty, KY
- Polo Club Boulevard, Lexington, KY
- West Sixth Street and Scott Boulevard Streetscape Improvements, Covington, KY
- Bluegrass Commerce Park Infrastructure Improvements, Jeffersontown, KY
- Shared Use Path and Sidewalks, Glasgow, KY
- Sphar & Company Building Restoration, Winchester, KY
- West Main Street Streetscape, Scottsville, KY
- Liberty/Todds Road Improvements, Lexington, KY
- Crossfield Drive Extension, Versailles, KY
- Safe Routes to School Sidewalk Renovations, Carlisle, KY
- Safe Routes to School Sidewalks, Murray, KY
- Safe Routes to School Sidewalks, KY 18- Burlington Elementary Burlington, KY
- Man O' War Intersection, Lexington, KY
- Veterans Way Extension, Boone County, KY
- Bromley-Crescent Springs Rd, Kenton County, KY
- Bluegrass Parkway Bicycle and Pedestrian Trail, Jeffersontown, KY
- Safe Routes to School Sidewalks, Spencer, IN
- Dearborn County Stateline Road Realignment, Dearborn County, IN
- Multi-use Path, I69 Pedestrian Bridge, and Enterprise Drive and Heritage Way Intersection Improvements, Town of Pendleton, IN
- Downtown Streetscape Improvements, Phases 1 & 2, LaFollette, TN

Beyond our KYTC statewide LPA contract, GRW also designed these federal grant funded LPA projects:

- Rivercenter Boulevard/Johnson Street Pavement and Sidewalk Replacement, Covington, KY
- Downtown Revitalization and Roundabout, Hodgenville, KY
- Fred M. Vinson Birthplace / Visitor Center Renovation, Louisa, KY

GRW's in-house professionals are well versed in financing options and funding programs available through state and federal agencies. GRW has assisted our clients with funding acquisition from numerous local, regional, and federal programs, including but not limited to:

- Transportation, Community and System Preservation Program (TCSP) Grant
- Congestion Mitigation and Air Quality Improvement (CMAQ) Grant
- Surface Transportation Program SLO (dedicated for Louisville)
- Transportation Alternatives Program (TAP)
- Transportation Enhancement (TE)



YEARS OF EXPERIENCE:

With GRW: 18

Total: 18

EDUCATION

B.S., Civil Engineering, 2006,
University of Kentucky

REGISTRATION

Professional Engineer:
KY, FL, IN, OH, KS, MD,
NY, NE, TN

Roderick Saylor, PE

GRW Principal – Project Manager/Project Engineer

RELEVANT PROJECT EXPERIENCE

LFUCG Man O' War Boulevard Intersection Improvements, Lexington, KY

– Project Engineer. Preliminary and final design, survey, contract documents, and cost estimates for **improvements at three intersections**: Pink Pigeon Parkway, Richmond Road, and Alumni Drive. **Includes sidewalks**, striping, erosion control, and maintenance of traffic.

LFUCG Polo Club Boulevard Connection, Lexington, KY – Civil Engineer.

Survey and final design services including new 200'-long, double 16' x 4' box culvert to convey existing stream and runoff of 350-acre watershed; **included sidewalk, bike lanes, curb/gutter, and landscaping enhancements**.

LFUCG Beaumont YMCA Shared Use Trail and Low Water Crossing, Lexington, KY – Project Engineer.

Survey and design for **1,200 LF, 12-foot wide, shared-use trail** and replacement of pedestrian bridge with low water crossing to connect Beaumont YMCA to Harrods Hill Park. TAP Funding.

LFUCG South Elkhorn Multi-use Trail, Lexington, KY – Principal.

Design services, including development of three conceptual designs, for a 10-foot-wide, **1,050-LF shared use trail** improving passage from nearby neighborhoods to the Waveland State Historic Site.

McDonald's Site Development Multiple Locations – Project Manager.

Site investigation reports, development plans and construction documents for **more than 100 McDonald's** restaurants in Kentucky, Indiana, and Ohio. **Included are ADA-compliant sidewalks with ADA pads for parking as well as connections to the public walk.**

NYRA Belmont Park Tunnel & Infield Access & Stormwater/Drainage Management, Elmont, Queens & Saratoga Springs, NY – Project Manager.

Pedestrian paths, typically 15-foot wide, included in project - one extending from the North Lot to the infield with a tunnel, and one extending from the grandstand to the infield with a tunnel, as well as path for pedestrians and horses with a tunnel.

The Fountains at Palomar Mixed-Use Site Development, Lexington, KY – Project Manager.

Planning and design services for 118,466 SF, mixed-use project. Work included preliminary development plan; cost estimates; zoning amendment submittal; mass grading plan; construction documents for parking, **shared access roads, sidewalks, retaining walls** needed to create marketable sites, and utilities; and permitting (building, site, stormwater, and signage) assistance.

UK Soccer Field Improvements, Lexington, KY – Project Manager.

Design-build renovation of UK's NCAA regulation-sized soccer field to include new drainage system capable of allowing percolation of 6-inch-per-hour rainfall within 30 minutes of storm event.

Asbury Theological Seminary Student Housing Complex, Wilmore, KY – Civil Engineer.

Site design services included design charrette and design of sidewalks, roadway alignments, water mains, and storm and sanitary sewers.



Seth Mittle, PE

GRW Project Engineer

Seth has managed and provided engineering design, specifications, modeling for numerous floodplain and floodway analysis, and letter of map revisions for FEMA. He has been responsible for managing and assisting in projects involving Phase I Environmental Site Assessments, stream bank erosion mitigation, mineral reserve classification, landfill life estimates, etc. He has broad experience in environmental compliance, stormwater, and groundwater pollution prevention and protection plans. He is also uses AutoCAD, Carlson, Civil 3D, AggFlow, HydroCAD, and HEC-RAS.

YEARS OF EXPERIENCE:

With GRW: 1

Total: 14

EDUCATION

B.S., Mining Engineering, 2010,
University of Kentucky

REGISTRATION

Professional Engineer:
KY, VA, WV

RELEVANT PROJECT EXPERIENCE

Lexington Sidewalk Improvements at Rosemont Garden, Lexington, KY – Construction Administration. Design of approximately **1,400 LF of sidewalk along both sides** of Rosemont Garden from Southland Drive to existing sidewalk between Southport and Cherrybark. Scope includes items such as comprehensive stormwater study and analysis with design of header curb and storm catch basins as needed, intersection study to **improve pedestrian access and safety**, and retaining walls to minimize front yard disturbance, as well as coordination with another nearby sidewalk project.

Lexington South Elkhorn Multi-use Trail, Lexington, KY – Project Manager. Design services, encompassing development of three conceptual designs, for a 10-foot-wide, 1,050-LF, shared use trail **improving passage from nearby neighborhoods** to the Waveland State Historic Site to assist with navigating existing structures, provide safety and security for the trail, farm, and railroad.

Eastern Kentucky University Kit Carson Drive Crosswalk Improvements, Richmond, KY – Project Manager. Design, bidding, and construction phase services for **crosswalk and drainage improvements to enhance safety at the three (3) locations**. Features included speed table/traffic calming.

Versailles High Street Sidewalk, Versailles, KY – Construction Admin. New 0.89-mile **(4,699 LF), 5-foot-wide sidewalk**, built in part for use by students sidewalk along High Street from Minary Road to Falling Springs Boulevard. Sidewalk options to be evaluated include 4-foot, 5-foot, 6-foot with curb.

Jeffersontown Watterson Trail Bicycle and Pedestrian Trail, Phase II, Jeffersontown, KY – Project Manager. Review and completion of design of two-phase, 10-foot-wide, 0.8-mile-long paved bicycle and pedestrian path, part of Jeffersontown Gaslight Recreational and Workplace Bicycle and Pedestrian Trail. Included significant coordination with utility companies.

Ravenna Stormwater Improvements, Ravenna, KY – Project Engineer. Preliminary engineering report and identification of solutions to persistent flooding problems related to runoff from the hillside north of town. GRW has identified two viable alternatives; the recommended alternative will add additional curb inlets and increase pipe capacity in the current location.

Glasgow Village Circle Stormwater Project, Glasgow, KY – Project Engineer. Design to alleviate backlot drainage issues from swale that runs near area of 101 and 111 Village Circle. Work includes stormwater modeling, drawings and specifications, cost estimate, and an erosion control plan/BMP.



Eric Fister, PE, PTOE

GRW Transportation Technical Advisor

RELEVANT PROJECT EXPERIENCE

Lexington Liberty/Todds Road (KY 1927) Section 2, Lexington, KY – Project Engineer. Final design services for widening to three lanes of 1.6-mile section 2 of KY 1927 Liberty/Todds Road in Fayette County. Project includes typical three-lane urban roadway section with **bicycle lanes, sidewalks, handicap ramps, etc.** Included field data collection and survey work.

KYTC District 7 East Danville Connector, Boyle County, KY - Project Manager. GRW has completed a Data Needs Analysis Scoping Study for a new **two-mile roadway to improve safety, mobility, and connectivity.** The proposed new route would connect KY 34 (E Lexington Road) with US 150 (Stanford Ave) in eastern Danville. Recommended as part of the scope is a 10-foot shared use path from KY 34 to Henson Park.

Versailles Crossfield Drive Extension, Versailles, KY – Project Engineer. Corridor planning and design for approximately 0.5-mile connector road between Lexington Street and US 60 Bypass in Versailles to relieve nearby congestion and create opportunities for infill development. Project affects major intersections of two main arterials and includes stream crossing and associated environmental permitting.

KYTC District 7, KY 52, Madison County, KY – Project Manager. Preliminary and final design for six-mile section (beginning near Wallace Mill Road and terminating at Duncannon Lane interchange with Interstate 75). Final design involved working with KYTC District 7 staff to help correct deficient geometry and alleviate safety concerns by providing most efficient and cost effective design possible.

KYTC I-64 and KY 67 (Industrial Parkway) Interchange, Carter/Boyd/Greenup Counties, KY – Project Engineer. Modifications to improve safety, mobility, access, and connectivity along Industrial Parkway/KY-67 from I-64 to Technology Drive to promote economic development in Eastpark Industrial Center.

KYTC U.S. 27 (Garrard County), Garrard County, KY – Project Engineer. Design for Phase I of 6 alternate alignments for improvement of 5.2 miles of US 27 corridor. Involved consideration of Civil War site, Camp Dick Robinson, in determining preferred alternate.

KYTC – Hurstbourne Lane KYTC – Section 4 – Jefferson Co., KY - Project Engineer. Preliminary and Final Roadway Design, with a focus on traffic and congestion management, for the widening of Hurstbourne Lane in a heavily congested commercial area. Drainage and utility were critical elements.

Kentucky Transportation Cabinet US 25W, Whitley County, KY – Project Engineer. Development of final roadway plans for commercially developed corridor along US 25W at I-75 interchange in Corbin (Exit 25). Improvements include 3-lane curb and gutter urban section from KY 727 to Family Circle, and new eastbound lane added between interstate ramps and Corbin Center Drive to further accommodate the arena events. Project funding through BUILD grant.

YEARS OF EXPERIENCE:

With GRW: 22

Total: 27

EDUCATION

B.S., Civil Engineering,
1997, University of
Kentucky

REGISTRATION

Professional Engineer:
KY, WV, TN, PA, SC, NC,
CO, ND, TX, NM, AZ, VA,
MO, IN

Professional Traffic
Operations Engineer
(PTOE)

PROFESSIONAL AFFILIATIONS AND TRAINING

KBT (Kentuckians for
Better Transportation)
Board Member; Chair,
Membership Committee
Kentucky Society of
Professional Engineers
American Society of
Civil Engineers



Jake Rose

GRW Landscape Architectural Designer

RELEVANT PROJECT EXPERIENCE

Lexington Sidewalk Improvements at Rosemont Garden, Lexington, KY

– CADD Designer. Design of **approximately 1,400 LF of sidewalk** along both sides of Rosemont Garden from Southland Drive to existing sidewalk between Southport and Cherrybark. Scope includes items such as comprehensive stormwater study and analysis with design of header curb and storm catch basins as needed, intersection study to improve pedestrian access and safety, and retaining walls to minimize front yard disturbance, as well as coordination with another nearby sidewalk project.

Versailles Multi-Use Trail, Versailles, KY

– CADD Designer. Design and construction of **multi-use trail** along abandoned railroad embankment, **Trail will be approximately 10-foot wide**, constructed of asphalt and extend from Douglas Avenue to Crossfield Drive, and connect existing sidewalks at Crossfield Drive, paths at Douglas Park, as well as Douglas Avenue sidewalk.

The Fountains at Palomar Mixed-Use Site Development, Lexington, KY

– Construction Administration. Work included construction documents for parking, **shared access roads, sidewalks, retaining walls** needed to create marketable sites, and utilities; and permitting (building, site, stormwater, and signage) assistance.

McDonald's Site Development Multiple Locations

– CADD Designer. Included in the more than 22 projects Jake as worked on are **ADA-compliant sidewalks with ADA pads for parking as well as connections to public walk**. Also provided building, site, stormwater, signage permitting.

Eastern Kentucky University Kit Carson Drive Crosswalk Improvements, Richmond, KY

– CADD Designer. Design, bidding, and construction phase services for **crosswalk and drainage improvements** to enhance safety at the three locations along Kit Carson Drive. Features included speed table/traffic calming.

NYRA Belmont Park Tunnel & Infield Access & Stormwater/Drainage Management, Elmont, Queens & Saratoga Spri, NY

– CADD Designer. **Pedestrian paths** include one extending from the North Lot to the infield with a tunnel, and one extending from the grandstand to the infield with a tunnel, as well as path for pedestrians and horses with a tunnel. The paths are **typically 15-foot wide**. Included design of stormwater management system, as well as underground stormwater detention system to hold up to 50-year rainfall event (per Federal Highway Administration guidelines).

Union College Football Field Storm Pipe Repair & Relocation, Barbourville, KY

– CADD Designer. Survey and engineering design services for relocating an existing storm pipe under the Union College Football field. The existing storm pipe was removed from underneath the field and properly backfilled to prevent further settlement of the field.

YEARS OF EXPERIENCE:

With GRW: 3

Total: 3

EDUCATION

B.S., Landscape Architecture,
2020, University of Kentucky

Monty Maynard, PE, LEED AP BD+C

Electrical Engineer

YEARS OF EXPERIENCE:

With GRW: 28
Total: 47

EDUCATION

B.S., Electrical Engineering, 1978, University of Kentucky

REGISTRATION

Professional Engineer (Electrical): KY, WV, IN, GA, TN, TX, NV, NC, MS, MI, AL, CA, DC, FL
NCEES Member allows reciprocity with other states
LEED Accredited Professional, Building Design + Construction

RELEVANT PROJECT EXPERIENCE

Georgetown Highway 460 Street Lighting Improvements, Georgetown, KY – Project Manager.

Scottsville West Main Streetscape, Scottsville, KY – Electrical Engineer of Record.

Covington 6th Street & Scott Boulevard Streetscape, Covington, KY – Electrical Engineer of Record.

Anderson 59th Street & 60th Street Roundabout, Anderson, IN – Electrical Engineer of Record

Spencer Street Lighting Along Morgan Street, Spencer, IN – Electrical Engineer of Record

Brian Novy, LSIT, CST II

Survey Project Manager

YEARS OF EXPERIENCE:

With GRW: 15
Total: 1

EDUCATION

Certificate of Completion, Criminal Justice
Okaloosa Walton Community College
A.A.S., Civil Engineering Technology, 2022,
Bluegrass Community & Technical College

REGISTRATION

Land Surveyor in Training #2085
Certified Remote Pilot #4046295
NSPS CST Level II Field #0819-6657
Open Roads Certificate

Mr. Novy has over fifteen years of experience as a Surveyor and is extremely skilled in GPS and conventional surveying procedures. He is very proficient on complex survey projects, including airport obstruction surveys, military base mapping, as well as topographic and planimetric data collection. Mr. Novy utilizes the latest survey technology and has accomplished similar projects across the nation.

Dan Marsh, CP, CMS, PSM, PLS

Certified Mapping Scientist

YEARS OF EXPERIENCE:

With GRW: 38
Total: 38

EDUCATION

A.S., Engineering Science, 1983, Morehead State University
B.S., Civil Engineering, 1985, University of Kentucky

REGISTRATION

LS, CP, CMS, PSM, SP
PLS: KY, AL, FL, MS, SC
PSP: VA

PROFESSIONAL AFFILIATIONS AND TRAINING

ASPRS
MAPPS

RELEVANT PROJECT EXPERIENCE

Lexington-Fayette Urban County Government -

Accomplished analytical triangulation for an airborne GPS photogrammetric base mapping project for all of Fayette County, Kentucky (approximately 295 square miles). The project involved aerial photography at negative scales of 1"=1900' and 1"=660', digital data compilation; Arc/Info processing; and digital orthophotography. All impervious surfaces were captured and processed with highly specialized processes to facilitate storm water runoff calculation, and a 2' contour set was created for the urban area.

Ray Shear, PLS

Engineer Technician

YEARS OF EXPERIENCE:

With GRW: 34
Total: 46

EDUCATION

B.A., Geography, 2004, University of Kentucky

REGISTRATION

PLS: KY

RELEVANT PROJECT EXPERIENCE

Kentucky Transportation Cabinet KY 2335

(Ware Road), Lexington, KY – CADD Designer

Kentucky Transportation Cabinet KY 864

(Beulah Church Road) Widening, Louisville, KY

Lexington Polo Club Boulevard Connection, Lexington, KY

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



SECTION 3.0

Past Record of Performance

- Related Projects & Client Contacts

3.0 Past Record of Performance

Related Projects & Client Contacts

GRW has designed many of miles of sidewalks/paths, streets, roads, and highways, as well as associated drainage features and interchanges. This section provides examples of a few relevant projects with many similar features to those involved with the proposed approximate 2-

mile shared use path along Alumni Drive including: **sidewalks, intersections, drainage, multi-use paths, and stormwater management**, including detention basins (design & modification), **traffic control markings and signage, field surveys, alignment**

evaluations, multimodal gaps, utility coordination/relocations, barrier/retaining walls, and use of *AASHTO’s Guide for the Development of Bicycle Facilities* (2012), and/or similar/relevant standards.

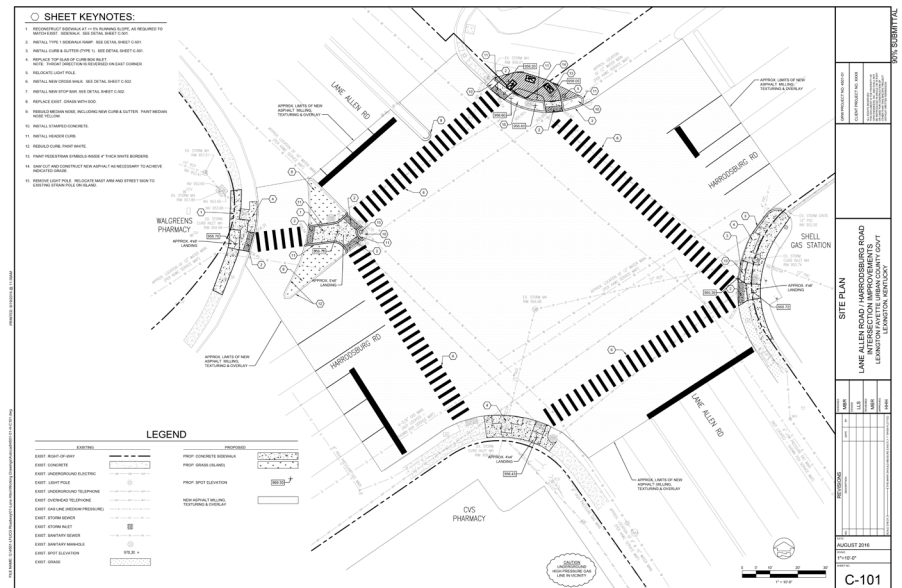
Lexington-Fayette Urban County Government

Intersection Improvements at Lane Allen Road, Lexington, KY

GRW designed intersection improvements at Lane Allen and Harrodsburg Roads, and Lane Allen Road and Alexandria Drive to meet current ADA regulations regarding handicap ramps and related pedestrian signalization. Our scope of services included topographic and boundary surveys, preliminary and final design, and easement description preparation.

The Lane Allen/Harrodsburg intersection work included:

- Evaluation of all four corners for ADA compliance and design upgrades as needed
- Rebuild of the island on the southwest corner with sidewalks
- Relocation of light poles



The Lane Allen/Alexandria intersection project involved:

- Evaluation of the three corners currently on crosswalks and upgrade as needed to comply with ADA standards
- Design of new crosswalks to the fourth (median) corner and provide pedestrian signalization
- Design of a new sidewalk through the median and add a crosswalk across the Alexandria Drive jughandle
- Evaluation and correction of poor roadway drainage areas
- Conversion of the existing asphalt median into a planted median
- Relocation of light poles

PROJECT TEAM INVOLVED: Roderick Saylor, Project Engineer

CLIENT CONTACT: Mark Feibes, PE, City Engineer, Lexington-Fayette Urban County Government, (859) 258-3410, mfeibes@lexingtonky.gov

LFUCG | Man O' War Boulevard Intersection Improvements

To assist the City of Lexington and the Lexington Area Metropolitan Planning Organization in improving transportation conditions within Fayette and Jessamine Counties, GRW was hired to provide professional engineering services to prepare design plans for improvements to three Man o' War Boulevard intersections. Specifically, the goal was to increase safety and reduce congestion at these locations, by providing additional capacity for turning movements, and mitigating backup impacts to through traffic.

Man o' War Boulevard, constructed during the 1970's and 1980's, provides a core transportation facility that has supported the development of thousands of acres of land for residential and commercial facilities. Its success has resulted in fast growing in average daily traffic counts, as well as congestion and safety issues. The improvements designed by GRW were recommended based on two congestion management studies (in 2005 and 2007).

The project added turn lanes from and onto Man 'O War. Services included preliminary and final design, survey, contract documents, and cost estimates. The project included KYTC prequalification and experience with the LPA Project Guide and NEPA requirements.

Details for each intersection are provided below:

- **Site 1 - Man o' War Boulevard & Pink Pigeon Parkway: Modifications** focused on the center medians on Man o' War and Pink Pigeon. Planning level estimates indicate approximately 800 feet of the Man o' War median south of the intersection will be impacted to introduce a second left turn lane for northbound traffic turning onto Pink Pigeon. Modifications to Pink Pigeon will be needed, at the intersection, probably continuing up to Alysheba Way. **Design included sidewalks, striping, erosion control, and maintenance of traffic.**
- **Site 2 - Man o' War Boulevard & Alumni Drive:** Three portions of the intersection are being considered for improvements. The right turn lane for southbound Man o' War traffic turning onto westbound Alumni Drive has been targeted for



lengthening. Add at least 600' of storage and a 75' taper. Termination should be based on topographic constraints. The median for the west leg of Alumni would be reworked to maximize the left turn lane length for the movement to northbound Man o' War. Third, the left turn lane from northbound Man o' War to westbound Alumni would be lengthened by approximately 600'. **Design included sidewalks, striping, erosion control, and maintenance of traffic.**

- **Site 3 - Man o' War Boulevard & Richmond Road:** Concept is to lengthen the southbound Man o' War right turn lane to inbound Richmond Road, by 400 feet -500 feet. **Design included sidewalks, striping, erosion control, and maintenance of traffic.**

PROJECT TEAM: Roderick Saylor

CLIENT CONTACT: Brian Hayes, PE, Sr. Municipal Engineer, Lexington-Fayette Urban County Government, (859) 258-3474, bhayes@lexingtonky.gov

LFUCG | Sidewalk Improvements at Rosemont Garden

The project includes the addition of approximately 1,400 LF of sidewalk along both sides of Rosemont Garden from Southland Drive to the existing sidewalk between Southport and Cherrybark. A no-rise certification will be necessary for construction in the floodplain in this area.

The scope of work includes:

- Addressing obstacles such as existing utilities and other right-of-way obstructions
- Study of stormwater flows from Southport Drive and Rosemont Garden to Southland Drive as it discharges to Wolf Run Creek, and addition of header curb and storm catch basins to direct the storm water to inlets
- Analysis of area east of Southport Drive to determine if a header curb would provide any benefit to stormwater conveyance and pedestrian safety, and presented as an option in the preliminary design
- Study of the intersection of Southland and Rosemont Garden to improve pedestrian access and safety, such as with a crosswalk and signalization
- Design of retaining walls incorporated to minimize disturbance to front yards
- Coordination with LFUCG's nearby Southland Drive Sidewalk Project consultant to ensure the two projects meet up successfully is also a part of the expected project scope.



PROJECT TEAM INVOLVED: Jake Rose, Seth Mittle

CLIENT CONTACT: Mark Feibes, PE, City Engineer, Lexington-Fayette Urban County Government, (859) 258-3410, mfeibes@lexingtonky.gov

LFUCG | Sidewalk Improvements at Oxford Circle

For the Lexington-Fayette Urban County Government, GRW designed a section of sidewalk along Oxford Circle. The addition of approximately 410 feet of sidewalk and header curb connected a gap in the sidewalk network between Cambridge Drive and Versailles Road. Situated on the west side of Oxford circle, the new sidewalk is within the right of way, with four temporary construction easements involved.

Overall services required include topographic and boundary surveys, preliminary and final design, preparation of easement and right of way drawings, as well as associated funding and regulatory paperwork.

The project was primarily funded through at Transportation Alternative Program (TAP) grant, administered through KYTC's Office of Local Programs.

CLIENT CONTACT: Thomas Clements, PE, City Engineer, Lexington-Fayette Urban County Government, (859) 258-3441, tclements@lexingtonky.gov

LFUCG | Polo Club Boulevard Connection

GRW provided survey and final design services for the connection of two pieces of Polo Club Boulevard in Fayette County from Deer Haven Lane to Todds Road. The work was done in close coordination with the LFUCG Division of Engineering and the Kentucky Department of Highways and is a Local Public Agency project.

This project is a boulevard template with curb/gutter, sidewalk, bike lanes, and landscaping enhancements. It completes a critical section of a boulevard roadway system as envisioned in the Lexington-Fayette Urban County Planning Commission Expansion Area Master Plan. Issues related to the timing of development, needed property acquisitions and availability of government funding resulted in these two segments of Polo Club Boulevard remaining unbuilt.

GRW conducted floodplain and detention analyses to both preserve the wetland and avoid floodplain and floodway impacts. These efforts included coordination with the local floodplain coordinator and FEMA.

PROJECT TEAM INVOLVED: Roderick Saylor

CLIENT CONTACT: Mark Feibes, PE, City Engineer, Lexington-Fayette Urban County Government, (859) 258-3410, mfeibes@lexingtonky.gov Lexington-Fayette Urban County Governmen



LFUCG | Sidewalk Improvements at Old Todds Road

GRW designed sidewalk improvements along Old Todds Road between Woodhill Drive and Palumbo Drive. Work included approximately 1,250 LF of sidewalks, curbs, intersection improvements, retaining walls, drainage improvements, and a pedestrian bridge.

PROJECT TEAM: Roderick Saylor

CLIENT CONTACT: Thomas Clements, PE, LFUCG, (859) 258-3441, tclements@lexingtonky.gov



Additional GRW Sidewalk/Path Experience

- **LFUCG Beaumont YMCA Shared Use Trail & Low Water Crossing** (12-foot-wide, approximately 1,200 LF trail project connecting the western side of the Beaumont YMCA parking lot to the southern end of Harrods Hill Park)
- **LFUCG South Elkhorn Multi-use Trail** (A shared use trail intended to improve passage from the Winthrop and Lochdale Terrace neighborhoods to the Waveland State Historic Site)
- **LFUCG Liberty/Todds Road (KY1927) Section 2,** (Three-lane urban roadway section with curbs & gutters, sidewalks, handicap ramps, and bicycle lanes)
- **Versailles Multi-Use Trail / Connection to Sidewalks, Versailles, KY** (Approximately 2,250 LF, connecting existing sidewalks and paths)
- **Glasgow Shared Use Path, Sidewalks & Bridge, Glasgow, KY** (Approximately 1,100 LF of new sidewalk and a new stormwater system)
- **The Fountains at Palomar Site Development, Lexington, KY** - GRW assisted a local development firm with a phased, 118,466 SF, mixed-use project located at the corner of Harrodsburg Road and Man O War Blvd. GRW's services included **construction documents for shared access roads, sidewalks, and retaining walls**, assistance with preparation/submission of various permits (stormwater, land disturbance, encroachment, etc.).
- **Boone County Veterans Way Extension and Multi-Use Path, Burlington, KY** (Included 1/2 mile of 10'



- multi-use path & 5' sidewalk along Veterans Way & 1,245 LF, 10' multi-use path along KY 18)
- **Paris Safe Routes to School Sidewalk Project for Bourbon County Middle School** (Approx. 4,200 LF)
- **Corbin Masters Street Sidewalk, Corbin, KY** (Approximately 2,600-LF sidewalk along north side of Masters Street)
- **Boone County KY 18-Burlington Elementary Safe Routes to School Sidewalks / Multi-Use Path, Burlington, KY** (3,155 LF, 10' wide, bituminous asphalt MUP/Sidewalk system)
- **Jeffersontown, KY, Bluegrass Parkway Bicycle and Pedestrian Trail, Phases I & II** (8- to 10-foot-wide, 3.5-mile-long paved bicycle and pedestrian path split into two phases for construction)

Client Contact List

Here are our client references for your consideration.

Kentucky Transportation Cabinet

200 Mero Street, 10th Floor
Frankfort, KY 40622

Robin Sprague, PE
(859) 246-2355
Robin.Sprague@ky.gov

Joshua Samples, PE
(859) 246-2355
joshua.samples@ky.gov

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

Versailles-Midway-Woodford

County Planning Commission
103 South Main Street, Suite 204
Versailles, KY 40383

Mary Beth Robson, PE,
Senior Engineer
mrobson@woodfordcountyky.gov

LFUCG

Division of Engineering
101 E. Vine Street
Lexington, KY 40507

Mark Feibes, PE, City Engineer
(859) 258-3410
mfeibes@lexingtonky.gov

Thomas Clements, PE, City Engineer
(859) 258-3441
tclements@lexingtonky.gov

Brian Hayes, Municipal Engineer
(859) 258-3474
bhayes@lexingtonky.gov

SECTION 4.0

Project Approach & Familiarity

- KYTC LPA Guide-Compliant Inspection Services

4.0 Project Approach & Familiarity

GRW has visited the project site, reviewed the RFQ document carefully, and has a strong understanding and familiarity with the proposed project. A description of our approach and familiarity, including an introduction to our knowledge of the LPA program is provided here. A proposed preliminary schedule also is included.

KYTC LPA Guide-Compliant Inspection Services



The Federal Highway Association (FHWA) and the Kentucky Transportation Cabinet (KYTC) share goals and responsibilities to develop and maintain safe transportation systems, buildings and various

structures using available funds through State, and Federal sources. Kentucky has developed the Federal-aid Highway Program Project Development Guide for Local Public Agencies (LPA). GRW has been one of several firms

approved to provide design services for a wide variety of projects at the direction of the Kentucky Transportation Cabinet and various Local Public Agencies that have contracted with KYTC to administer projects on an as needed basis. GRW is thoroughly familiar with the LPA Guide due to our experience completing planning, design, and/or construction phase services for **more than 30 LPA projects over the last decade. Construction administration provided by GRW or managed by GRW has been a part of most of these projects.**

Approach & Familiarity

GRW has history and knowledge of a few of the main components of the Lane Allen Sidewalk Connectivity Project.

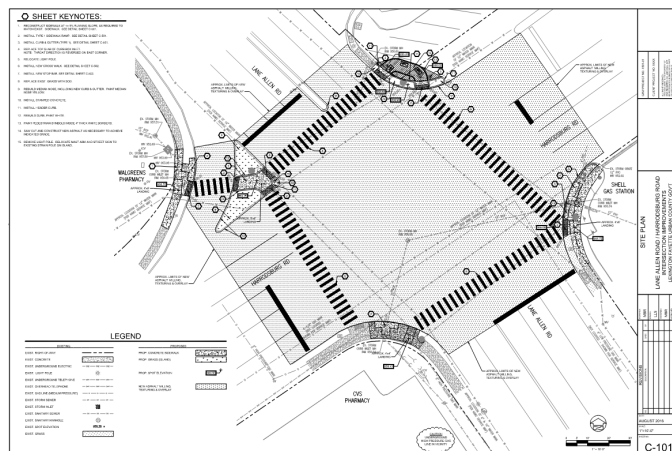
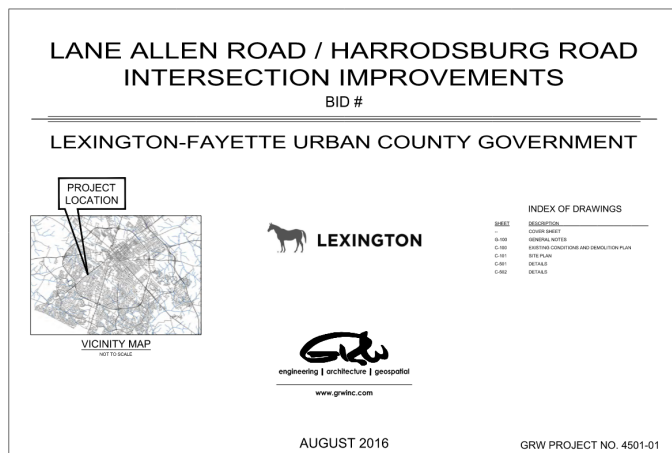
Lane Allen Drive at Harrodsburg Road and Adjacent Strip Center

In 2016, GRW was contracted by LFUCG to provide design services for the sidewalks and ADA improvements at the intersection of Lane Allen Drive and Harrodsburg Road. We understand that project is to be used as a starting point for the proposed sidewalk improvements.

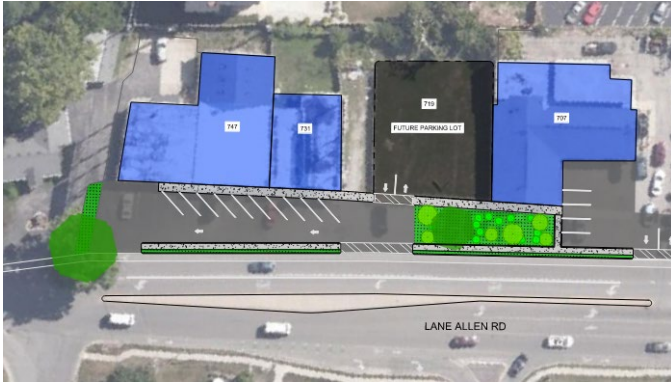
The RFQ cites several design challenges the successful engineering firm will need to address. One of which is the open/undefined access to multiple businesses along Lane Allen Road from the Harrodsburg Road intersection passed 747 Lane Allen Road.

KYTC roadway improvements in 1959 indicate the ROW was adjusted to add turn lanes and other improvements to the Lane Allen leg of the intersection. The intersection has remained largely unchanged since that time. Per the 1959 KYTC improvement plans, it appears headend parking has been utilized for the adjacent businesses since 1959. Meanwhile, traffic has increased through the change of businesses and population growth. Additionally, the design process for roadway, pedestrian and bicyclist facilities have continued to evolve. With today's efforts to increase safety with the implementation of **Complete Streets Guidance** we can benefit from the opportunity to look at the design approach through a whole new lens.

From this perspective it becomes clear the safety issues and conflicts the headend parking creates. The GRW 2016



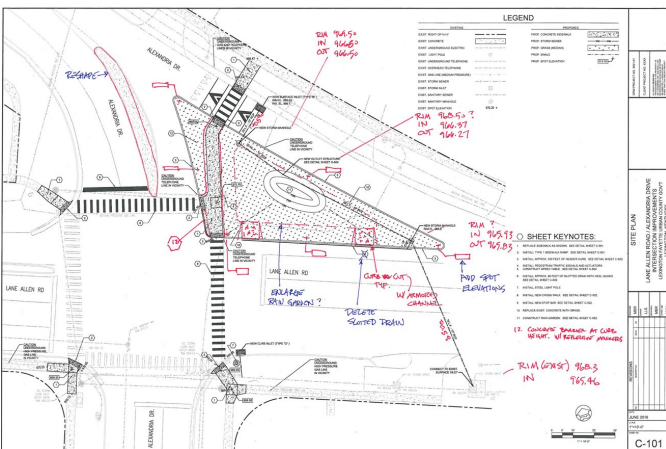
project was not intended to address the adjacent headend parking along Lane Allen Road. But could serve as a stepping off point to provide safe pedestrian and bicycle facilities. One possible solution would be to define the access points for this section.



This solution would provide a curb/utility strip/sidewalk along the outside of the existing bike lane. Thus, creating defined access points to each lot. The business at 707 Lane Allen appears to use the headend parking spaces as vehicle storage. There is a vacant lot at 719 Lane Allen that could become parking for the adjacent businesses, however this may be cost prohibitive for this project. As the corridor progresses through 731 and 747 Lane Allen there is sufficient space to take the drive aisle and parking offline from the mainline of Lane Allen. Of course, this is but one solution. We are eager for the opportunity to further these thoughts and explore other possible improvement for this area.

Lane Allen Road and Alexandria Drive

The improvements at Lane Allen and Harrodsburg intersection were under the same 2016 IDIQ contract. This contract requested GRW to provide intersection improvements at Lane Allen and Alexandria, seen below.



The suggested 2016 improvements of the Alexandria intersection included items possibly outside the scope of the current RFQ. Specifically, this design approach intended to utilize a raingarden in the island to help mitigate stormwater runoff. Other improvements included a raised crosswalk/speed table to protect pedestrians crossing the north bound slip lane of Alexandria to the island. Additionally, the design provided new crosswalks, sidewalks and ADA compliant ramps. The latter improvements being more in line with requested services. While this design was not furthered to construction at the time we would be excited to have the opportunity to see the initial work to completion.

OVERVIEW of REMAINING CHALLENGES

Lane Allen Road between 801 and 837 Lane Allen Road presents grade challenges with the existing drainage channel. GRW has a strong stormwater design team capable of evaluating and designing alterations to the channel that do not negatively impact downstream structures or properties.

Interesting features such as the historical rock wall at 1029 and 783 Lane Allen Road will require research to determine if any special considerations are needed from the Kentucky Heritage Council and possibly State Historic Preservation Offices. For this effort, GRW has teamed with Cultural Resources Analysts, Inc. to determine the correct course of action that will guide our design process.

Approach Summary

Given GRW’s extensive background and knowledge of this corridor through previous design iterations with the LFUCG we feel we are best suited to address the challenges this project presents. This gives us the opportunity to move faster sooner on the design process. We will benefit from the prior survey and design work completed for two of the busiest intersections addressed in this RFQ.

GRW has a long history of successful projects with the LFUCG and are eager to carry that record forward with the next generation of LFUCG engineers and staff.

Pre-Design & Review of Existing

Upon selection, GRW, the City of Lexington, and the Office of Local Programs (OLP) will schedule a “pre-design conference.” At this meeting, all parties will review and discuss the project scope, budget, and schedule, deliverables, potential right-of-way, utility, and

environmental impacts, and the design standards. This meeting will also include a site visit. **After the meeting, the following tasks will be accomplished as quickly as possible:**

- GRW will write pre-design meeting minutes and circulate for concurrence or comment.
- When all parties agree with the scope, the GRW Project Manager will submit production hours and Fee Proposal to LFUCG LPA Coordinator for approval.
- If needed, negotiation of production hours will follow, after which GRW will enter into a Letter Agreement with LFUCG.
- Once secured, GRW will follow with a contractual agreement between the Design Team and the LPA.

GRW will review all project related information provided by LFUCG prior to preparing a field survey and researching deeds, plats, and property records.

Design Development & Utility Coordination

Once all agreements are in place, GRW will begin surveying the proposed project location. During GRW's meeting with City staff and subsequent site visit, the following preliminary scope and items will be discussed:

- Alignment and anticipated constraints/challenges.
- Intersection improvements at each crossing.
- Follow the guidelines set forth in LFUCG's Standard Drawings, KYDOH Standard Drawings, AASHTO Guide for Development of Bicycle Facilities (2012) and **KYTC Complete Streets, Roads and Highways Manual**.
- Proposed improvements will be ADA compliant and will comply with AASHTO and MUTCD Standards.

We believe strongly in thorough **collaboration and communication** among LFUCG, GRW, and all pertinent stakeholders. It is important to have regular meetings where everyone can have input on the process and various design aspects. By the time plans and specifications are submitted to LFUCG for approval, a consensus should have been reached on their content by the parties involved.

If construction budget overruns are a concern after preliminary opinions of probable cost have been provided, **GRW can break components out of the project as additive alternates**. Those alternates must be selected in the order that they are listed in the contract documents. **Alternates provide LFUCG more flexibility**, allowing construction to begin on a portion of the project

while additional funding can be sought, if needed, without holding up the entire project.

During design the plans will be shared with any utility owners affected by the project. This is a **critical piece of the puzzle to achieve construction letting on time**, as **utility companies** may need to design and schedule relocations. Once the project receives approval of the design review, GRW will be ready to submit contract documents to the District for review. At that time, KYTC will establish a DBE goal for the project for inclusion in the contract documents. It will be the responsibility of the contractor who is awarded the project to submit a DBE plan to be reviewed and approved by KYTC.

Schematic Plans & Cost Estimate

While survey is ongoing, we will begin schematic design. Using existing mapping and aerial photography. We will also prepare a preliminary cost estimate. This concept drawing will constitute a 50% schematic design. As the field survey is completed, and following the 50% schematic review meeting, we will refine our design and cost estimate.

Approvals & Permits

We will meet in person or virtually with each stakeholding agency to discuss applicable permits. GRW's permit expediting team will maintain communication throughout the design process with agency stakeholders to evaluate how any changes to the design affect necessary permits.

Construction Documents

GRW will prepare the sidewalk connection plans to fully convey the intent of the construction. The plans will depict the proposed sidewalk in plan and profile. The plans will show the limits of disturbance, any utility crossings, drainage infrastructure, entrances, and transitions to the existing road network. Cross sections will be provided at 50-foot stationing along the sidewalk and at the start and end of any retaining walls.

GRW will prepare all documents necessary for bidding and construction, including but not limited to an overall site plan; plan, profile, and cross sections; retaining wall plan (if needed), profile and section (as needed); erosion and sediment control plan; striping and signage plans (as needed), detail sheets. Technical specifications will further describe construction materials and installation requirements.

As design progresses, we will estimate quantities and prepare construction cost estimates. We can discuss the cost estimate at design review milestones 50% and 100% and adjust to stay within the project budget.

Bidding

GRW will assist the Division of Engineering and the LFUCG purchasing agent with preparing the project to be advertised for bid. If warranted, we can conduct a pre-bid meeting. We will assist in answering questions during bidding and issuing addenda as needed. Once bids are opened, we will tabulate bids and review contractor qualifications, check references, and submit our recommendation. Once a contractor is selected, we will conduct a pre-construction meeting to clarify procedures for a timely project.

Construction Phase and LPA Inspections

During construction, GRW has teamed with SM&E Inc. to provide the required LPA inspection services. Together our two firms will address each requirement under **Chapter IX** of the **LPA Guide**.

Per the LPA Guide GRW will review the Prime Contractor and their subcontractors to determine they have met the subcontracting prequalification requirements for the type of work being performed.

During construction an SM&E inspector will be on the job site at all times any work is being performed. At the end of each day the inspector will prepare the required Daily Inspection Report (DIR). The DIR will utilize the standard KYTC approved report format. The DIRs will be submitted to GRW each day. Any deviations to the approved plans will be brought to the GRW's and prime contractor's attention. Additional inspector duties include determining the participation of DBE's of the contractor and provide material testing in accordance with the KYTC Materials Field Sampling Manual.

Contractor payment will be compared to the DIR's by GRW to determine progress payments are consistent with completion of bid items. If a change order becomes necessary GRW will work with LFUCG to determine the applicability of the change order request.

Lastly, GRW will assist LFUCG in project completion inspection and acceptance of the project. GRW will schedule an initial walk through of the project to create a punch list of any necessary corrective work. Once the contractor has addressed all noted deficiencies on the punch list GRW will schedule a final walk through to verify all items have been addressed.





APPENDIX

LFUCG Forms & Required Documents

AFFIDAVIT

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

1. His/her name is Roderick Saylor and he/she is the individual submitting the proposal or is the authorized representative of GRW Engineers, Inc. (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 Procurement 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.

Roderick Saylor

STATE OF Kentucky

COUNTY OF Fayette

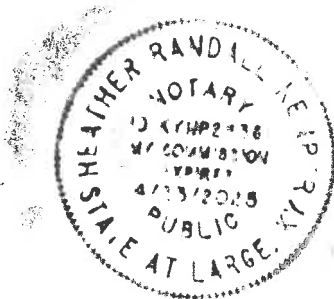
The foregoing instrument was subscribed, sworn to and acknowledged before me

by Roderick Saylor on this the 30th day

of January, 2024.

My Commission expires: 4/23/2025

Heather Randall
NOTARY PUBLIC, STATE AT LARGE #KYNP 28361



AMERICAN RESCUE PLAN ACT

AMENDMENT 1 — CERTIFICATION OF COMPLIANCE FOR EXPENDITURES USING FEDERAL FUNDS, INCLUDING THE AMERICAN RESCUE PLAN ACT

The Lexington-Fayette Urban County Government (“LFUCG”) may use Federal funding to pay for the goods and/or services that are the subject matter of this bid. That Federal funding may include funds received by LFUCG under the American Rescue Plan Act of 2021. Expenditures using Federal funds 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 (hereafter “bidder,” or “contractor”) 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 uses Federal funds, including but not limited to funding received by LFUCG under the American Rescue Plan Act (“ARPA”), toward payment of goods and/or services referenced in this bid. The bidder also agrees and understands that if there is a conflict between the terms included elsewhere in this Request for Qualifications and the terms of this Amendment 1, then the terms of Amendment 1 shall control. 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. However, if LFUCG suspects a breach of the terms of the Agreement and/or that the contractor is violating the terms of any applicable law governing the use of Federal funds, LFUCG may suspend the contractor’s ability to receive payment by giving thirty (30) days’ advance written notice. Further, either party may terminate this Agreement for cause shown with thirty (30) 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 30 days, then the Agreement shall terminate on the thirtieth day. In the event of a breach, LFUCG reserves the right to pursue any and all applicable legal, equitable, and/or administrative remedies against the contractor.
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 Federal 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 Federal 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.

16. The contractor acknowledges and certifies that it has not been debarred or suspended and further acknowledges and agrees that it must comply with regulations regarding debarred or suspended entities in accordance with 24 CFR § 570.489(1). Funds may not be provided to excluded or disqualified persons.

17. The contractor agrees and certifies that to the greatest extent practicable, it will prefer the purchase, acquisition, and use of all applicable goods, products or materials produced in the United States, in

conformity with 2 CFR 200.322 and/or section 70914 of Public Law No. 117-58, §§ 70901-52, also known as the Infrastructure Investment and Jobs Act, whichever is applicable.

18. The contractor agrees and certifies that all activities performed pursuant to any Agreement entered as a result of the contractor's bid, and all goods and services procured under that Agreement, shall comply with 2 C.F.R. § 200.216 (Prohibition on certain telecommunications and video surveillance services and equipment) and 2 C.F.R. 200 § 200..323 (Procurement of recovered materials), to the extent either section is applicable.

19. If this bid involves construction work for a project totaling \$10 million or more, then the contractor further agrees that all laborers and mechanics, etc., employed in the construction of the public facility project assisted with funds provided under this Agreement, whether employed by contractor, or contractor's contractors, or subcontractors, shall be paid wages complying with the Davis-Bacon Act (40 U.S.C. 3141-3144). Contractor agrees that all of contractor's contractors and subcontractors will pay laborers and mechanics the prevailing wage as determined by the Secretary of Labor and that said laborers and mechanics will be paid not less than once a week. The contractor agrees to comply with the Copeland Anti- Kick Back Act (18 U.S.C. § 874) and its implementing regulations of the U.S. Department of Labor at 29 CFR part 3 and part 5. The contractor further agrees to comply with the applicable provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. Section 327-333), and the applicable provisions of the Fair Labor Standards Act of 1938, as amended (29 U.S.C. et seq.). Contractor further agrees that it will report all suspected or reported violations of any of the laws identified in this paragraph to LFUCG.

A handwritten signature in black ink, appearing to be "R. S. L.", written over a horizontal line.

Signature

1/30/2024

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 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

1/30/2024
Date

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

GRW Engineers, Inc. (GRW)
Name of Business



LFUCG MWDBE PARTICIPATION FORM
Bid/RFP/Quote Reference # 5-2024

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 Procurement 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. Cornerstone Engineering, Inc. Chella Subram, PE, SECB President 1450 North Broadway Lexington, KY 40505 502-493-2717 chella@cei-engineering.com	MBE	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.
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.

GRW Engineers, Inc. (GRW)

Company

Roderick Saylor

Company Representative

1/30/2024

Date

Sr. Vice President/Principal

Title



LFUCG MWDBE SUBSTITUTION FORM
Bid/RFP/Quote Reference # 5-2024

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 Procurement 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. Not Applicable					
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.

GRW Engineers, Inc.

Company

1/30/2024

Date

Roderick Saylor, PE

Company Representative

Sr. Vice President/Principal

Title



MWDBE QUOTE SUMMARY FORM
Bid/RFP/Quote Reference # 5-2024

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.

Company Name GRW Engineers, Inc.	Contact Person Roderick Saylor, PE, Sr. Vice President/Principal
Address/Phone/Email 801 Corporate Drive, Lexington, KY 40503 859-223-3999 rsaylor@grwinc.com	Bid Package / Bid Date RFP# 5-2024 / January 31, 2024

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
1450 N. Broadway Lexington, KY 40505	Chella Subram	502-493-2717 chella@cei-engineering.com	1/29/2024	Structural Engineering	email	TBD	AS	No

(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 Engineers, Inc.

Company

1/30/2024

Date

Roderick Saylor, PE

Company Representative

Sr. Vice President/Principal

Title

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	14	3	11	0	0	0	0	0	0	0	0	0	0	0	0	0	3	11
Professionals	77	61	14	1	1	0	0	0	0	0	0	0	0	0	0	0	62	15
Superintendents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supervisors	18	16	2	0	0	0	0	0	0	0	0	0	0	0	0	0	16	2
Foremen	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	39	31	8	0	0	0	0	0	0	0	0	0	0	0	0	0	31	8
Protective Service	0	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	0
Office/Clerical	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Skilled Craft	30	29	1	0	0	0	0	0	0	0	0	0	0	0	0	0	29	1
Service/Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:	180	140	38	1	1	0	0	0	0	0	0	0	0	0	0	0	141	39

Prepared by: Jenny Dixon, Human Resources Manager Date: 10/10/2023

(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, 2023 through January 31, 2024
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, 2023 through January 31, 2024
Plan Year**

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Introduction

GRW Engineers, Inc. (GRW) has prepared this Affirmative Action Program (AAP) for the period of February 1, 2023 through January 31, 2024, 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 Jennifer Dixon as the Equal Employment Opportunity Administrator (EEO Administrator). Jennifer Dixon 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, Jennifer Dixon. Jennifer Dixon ensures the AAP complies with all applicable laws, orders, and regulations, including but not limited to Executive Orders 11246, 13496, and their progeny. Specifically, Jennifer Dixon 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 174 employees, including 3 minorities and 35 females. There were no goals for minorities and/or women in this plan.

- 1.1 - Executive/Senior Level Officials and Managers - This group consists of 12 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 6 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.
- 2 - Professionals - This group consists of 75 employees, of whom 3 are minorities and 12 are females. There is no need to set a placement goal at this time for minorities or females.
- 3 - Technicians - This group consists of 36 employees, of whom none are minorities and 8 are females. There is no need to set a placement goal at this time for minorities or females.
- 5 - Administrative Support Workers - This group consists of 14 employees, of whom none are minorities and 13 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 22 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 9 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. Jennifer Dixon, 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, 2023 through January 31, 2024
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, 2023 through January 31, 2024
Plan Year**

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Introduction

GRW Engineers, Inc. (GRW) sets forth this affirmative action program (“AAP”) for the year from February 1, 2023 through January 31, 2024, 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. Jennifer Dixon, 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.nrd.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 (a) through (e) 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, Jennifer Dixon 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, 2023 through January 31, 2024
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, 2023 through January 31, 2024
Plan Year**

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Introduction

GRW Engineers, Inc. (GRW) sets forth this Affirmative Action Program (“AAP”) for the year from February 1, 2023 through January 31, 2024, 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. Jennifer Dixon, 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);
 - 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);
 - 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);
 - 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, Jennifer Dixon 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.