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RFP #29-2020

# Water Monitoring for Haley Pike

Lexington-Fayette Urban County Government



Submitted by:  
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27 October 2020

Ms. Sondra Stone  
Central Purchasing  
Lexington-Fayette Urban County Government  
200 East Main Street, Room 338  
Lexington, Kentucky 40507

**RFP #29-2020**  
**Water Monitoring for Haley Pike**

Dear Ms. Stone:

The Lexington-Fayette Urban County Government (LFUCG) has had occasion over the past 12 years to experience the dedication to client service, safety, and technical quality that comes with retaining Wood Environment & Infrastructure Solutions, Inc. (Wood). We have very much appreciated the opportunity to provide water monitoring and other services at the Haley Pike Landfill, including collecting and analyzing more than 900 surface water samples and groundwater samples. We are intimately familiar with the scope of work. Our office location allows for quick access to the site to check for flow during rainstorms, which is a key element of the sampling contract. We trust you have found our association beneficial, and will choose to continue using our professional consulting services for this project.

Thank you for the opportunity to present the enclosed proposal for your consideration. We will be happy to answer any questions you may have, or schedule an interview where we can speak in person to assure you we are LFUCG's best choice for this contract.

Respectfully,

Sarah M. Donaldson, PG  
Project Manager

Bertisabel M. Custer, CHMM  
Environmental Service Line Manager

TGH

Enclosure: RFP response





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## 1. Estimated cost of services

**Wood is committed to providing you the best services for your professional consulting dollar.**

LFUCG will maintain cost efficiency as Wood continues to offer pricing that reflects our familiarity and understanding of the project requirements. We remain committed to providing pricing that is inclusive of the effort and reflects our long-term understanding of the scope of work. As in the past, we view our role as a partner, committed to being flexible and working with you to meet the permit requirements, thus avoiding unanticipated change orders, add-on pricing requests, or difficulties in coordination.

### Rates for extra work

Wood is pleased to offer LFUCG rates that are similar to the rates in our current contract (#63-2014). We provide efficiencies during project execution, which we have gained over the 12 years we have performed these same services. The following table summarizes the personnel rates we offer LFUCG for Extra Work on this project. While we will always provide the best technical resources available for each project need, we will also always use project and staff level professionals for tasks that fit that role rather than always defaulting to more costly senior professionals.

Job function	Hourly rate	Job function	Hourly rate
Senior Associate	\$160.00	CADD / Drafting	\$65.00
Senior Project Manager	\$150.00	Senior Technician	\$55.00
Project Manager	\$125.00	Technician II	\$40.00
Senior Professional	\$110.00	Technician I	\$35.00
Project Professional	\$85.00	Clerical II	\$60.00
Staff II	\$75.00	Clerical I	\$40.00
Staff I	\$65.00		
Non-labor costs		Cost	
Mileage (4WD Truck)	\$0.65/mi		
Other*			
Notes: Wood field personnel all have Occupational Safety and Health Administration (OSHA) Hazardous Waste Operations and Emergency Response (HAZWOPER) 40-hour training and annual 8-hour updates.			
*Rates for company-owned equipment are available on request. Laboratory analytical rates are provided in the table on the next page. All other non-labor expenses will be charged at cost plus 10%.			





### Laboratory analysis rates

Wood proposes to continue its successful, established partnership with Pace Analytical (Pace) to provide laboratory analytical services for this project. The analytical rates that will apply to this project are listed in the following table:

Analysis	Cost per sample
Total Dissolved Solids	\$11.00
Total Suspended Solids	\$11.00
Total Solids	\$3.30
Hardness	\$16.50
Metals (Ag, As, Ba, Be, Cd, Co, Cr, Cu, Fe, Hg, Na, Ni, Pb, Sb, Se, Ti, V, Zn)	\$11.00 each metal
Chloride	\$13.20
Sulfate	\$13.20
Ammonia as N	\$16.50
Phosphorus	\$22.00
CBOD5	\$33.00
BOD5	\$33.00
COD	\$18.70
TOC	\$22.00
TOX	\$110.00
Nitrate	\$16.50
Alkalinity	\$16.50
BTEX	\$33.00
App 9 SVOCs (a-Terpineol, Benzoic Acid, p-Cresol, Phenol)	\$181.50
VOC	\$71.50
Note: The rates shown include sample containers, preservatives and shipping supplies, as well as sample shipping costs. There is also an additional \$16.50 fee per invoice.	

Analytical methods Pace uses for this project will be appropriate to detect pollutant levels at or below the required effluent limit. Lab analysis will comply with the Kentucky Pollutant Discharge Elimination System (KPDES) permit and Kentucky Division of Waste Management (KDWM) landfill permit requirements, and applicable regulations.

Pace is certified by the Commonwealth of Kentucky, Energy and Environment Cabinet Wastewater Laboratory Certification Program in accordance with Kentucky Revised Statute (KRS) 224.10-670 and 401 KAR Chapter 5:320, and with the Drinking Water Laboratory Certification Program (certificates attached).

Wood is also certified by the Commonwealth of Kentucky, Energy and Environment Cabinet Wastewater Laboratory Certification Program in accordance with Kentucky Revised Statute (KRS) 224.10-670 and 401 KAR Chapter 5:320 for the field collection of pH and DO as required for the KPDES sampling. Wood has held this certification since 2015. A copy of our current certification is attached.





### Estimated fees for requested scope of work

We have carefully reviewed the request for proposals (RFP), and have developed budgets for each element of the basic services requested, based on the schedule of rates (labor and analytical) listed above.

Below are the estimated fees for each of the proposal elements. Fees have been invoiced in the past as a lump sum (current six-year contract) and as time and material basis (previous six-year contract). Wood is flexible in working with LFUCG to bill fees in the manner that works best for LFUCG, and can continue billing in a similar manner as that established over the last six years if no changes are requested. Please note fees may need to be adjusted if permit sampling requirements change over the contract term.

#### 1. Fee for waste management required monitoring (Permit SW03400007)

Wood's fee for monitoring required by the KDWM Solid Waste Permit (SW03400007) will be:

- \$6,550.00 per quarter
- \$26,200.00 per year

Additional information on the scope of work covered by this fee is provided below.

#### 2. Fee for KPDES required monitoring (Permit KY0092100)

Wood's fee for monitoring required by the Division of Water KPDES Permit (KY0092100) will be:

- \$3,750.00 per quarter
- \$15,000.00 per year

Additional information on the scope of work covered by this fee is provided below.

#### 3. Fee for leachate sampling

Wood's fee for additional sampling requested by LFUCG will be:

- \$1,000.00 per quarter
- \$4,000.00 per year

Additional information on the scope of work covered by this fee is provided below.

**To clarify the basis for the fee budgets provided above, the following sections offer details on our understanding of the scope of work associated with each element of the basic services.**

#### 1. Scope for waste management required monitoring (Permit SW03400007)

Wood worked successfully with LFUCG in 2013 on permit modifications approved by the KDWM, to reduce the number of wells and the parameters required for long-term water quality monitoring at the landfill. This historical work resulted in cost savings on the order of \$25,000 per year for LFUCG.

The Solid Waste Permit for the Haley Pike Landfill (SW03400007) currently requires quarterly monitoring of 7 groundwater wells (MW-1S, MW-2S, MW-2D, MW-3S, MW-3D, MW-4D, MW-5S) and 2 surface water monitoring points (Southwest Branch and Stream at Avon).

Monitoring includes collecting field parameters (temperature, pH, and specific conductance, as specified in the permit), and water level measurements in the wells. Flow measurements at the surface water sampling points are not required by the permit, but we have provided them as part of the sampling services. The analytical requirements are summarized in the following table:





Sampling Group	Locations	Parameter	Frequency
GMNP0001	<u>Surface Water</u> SW Branch, Avon	Field Measurements (pH, SC, flow)	Quarterly
GSTR0001 GSTR0002	<u>Monitoring Wells</u> MW-1S, MW-2S, MW-2D, MW-3S, MW-3D, MW-4D, MW-5S	Field Measurements (temperature, pH, SC, water level)	Quarterly
GSTR0001 GSTR0002 GMNP0001	<u>Monitoring Wells</u> MW-1S, MW-2S, MW-2D, MW-3S, MW-3D, MW-4D, MW-5S <u>Surface Water</u> SW Branch, Avon	Metals (Fe, Na)	Quarterly
GSTR0001 GSTR0002 GMNP0001	<u>Monitoring Wells</u> MW-1S, MW-2S, MW-2D, MW-3S, MW-3D, MW-4D, MW-5S <u>Surface Water</u> SW Branch, Avon	Total Dissolved Solids	Quarterly
GMNP0001	<u>Surface Water</u> SW Branch, Avon	Total Suspended Solids	Quarterly
GMNP0001	<u>Surface Water</u> SW Branch, Avon	Total Solids	Quarterly
GMNP0001	<u>Surface Water</u> SW Branch, Avon	Sulfate	Quarterly
GSTR0001 GSTR0002 GMNP0001	<u>Monitoring Wells</u> MW-1S, MW-2S, MW-2D, MW-3S, MW-3D, MW-4D, MW-5S <u>Surface Water</u> SW Branch, Avon	Chemical Oxygen Demand	Quarterly
GSTR0001 GSTR0002 GMNP0001	<u>Monitoring Wells</u> MW-1S, MW-2S, MW-2D, MW-3S, MW-3D, MW-4D, MW-5S <u>Surface Water</u> SW Branch, Avon	Total Organic Carbon	Quarterly
GSTR0001 GSTR0002	<u>Monitoring Wells</u> MW-1S, MW-2S, MW-2D, MW-3S, MW-3D, MW-4D, MW-5S	Total Organic Halides	Quarterly





Sampling Group	Locations	Parameter	Frequency
GSTR0001 GSTR0002 GMNP0001	<u>Monitoring Wells</u> MW-1S, MW-2S, MW-2D, MW-3S, MW-3D, MW-4D, MW-5S <u>Surface Water</u> SW Branch, Avon	Chloride	Quarterly
GSTR0002	<u>Monitoring Wells</u> MW-4D	Benzene	Quarterly
GSTR0001 GSTR0002	<u>Monitoring Wells</u> MW-1S, MW-2S, MW-2D, MW-3S, MW-3D, MW-4D, MW-5S	Full VOCs	Annually
GSTR0001 GSTR0002	<u>Monitoring Wells</u> MW-1S, MW-2S, MW-2D, MW-3S, MW-3D, MW-4D, MW-5S	Metals (Ag, As, Ba, Be, Cd, Co, Cr, Cu, Hg, Ni, Pb, Sb, Se, Ti, V, Zn)	Annually
GSTR0001 GSTR0002	<u>Monitoring Wells</u> MW-1S, MW-2S, MW-2D, MW-3S, MW-3D, MW-4D, MW-5S	Nitrate Total	Annually

Wood proposes to continue using the same field methods, data management, and reporting procedures that have been established over the past 12 years, and accepted by the KDWM, to accomplish the monitoring.

We will time sampling in each quarter to take advantage of weather and antecedent moisture conditions, to avoid dry sampling points to the extent possible. In the event that a well produces insufficient flow for complete sampling, we will collect samples for as many of the required parameters as possible from that well. In the event a surface water sampling point has insufficient flow for sampling, we will return a second time in the same quarter to inspect the stream and collect a sample on the second visit if possible.

Statistical analyses of groundwater results will follow the previously-established (Sheward Control Chart) method. The routine analysis (comparison to previously-calculated control limits for each parameter in each well) is included in the fees for this element. We have also included the required control limits re-calculation every 2 years in the fees since 2015 capturing the effort within the proposed budgets. We propose to continue to perform the control limit recalculations in a similar fashion under the new contract.

**2. Scope for KPDES required monitoring (Permit KY0092100)**

Six surface water discharges are required to be monitored monthly or quarterly under the active permit, including discharge from the facility’s wetland treatment system (005) and 5 storm water monitoring points. Collecting field parameter readings and flows required by the permit is included in Wood’s scope of work. The following table summarizes analytical requirements in the permit:







Locations	Parameter	Frequency
KPDES Outfalls 001, 002, 004 and 006	Field Measurements (pH, flow)	Quarterly
KPDES Outfall 003	Field Measurements (pH, flow, dissolved oxygen)	Monthly
KPDES Outfall 005	Field Measurements (pH, flow)	Monthly
KPDES Outfalls 001, 002, 004 and 006	Total Suspended Solids	Quarterly
KPDES Outfalls 001, 002, 004 and 006	Metals (Fe, Cd)	Quarterly
KPDES Outfalls 001, 002, 004 and 006	Hardness	Quarterly
KPDES Outfall 006	Lead	Quarterly
KPDES Outfalls 003 and 005	Total Suspended Solids	Monthly
KPDES Outfalls 003 and 005	Hardness	Monthly
KPDES Outfalls 003 and 005	Iron	Monthly
KPDES Outfall 003	Cadmium	Monthly
KPDES Outfall 005	Zinc	Monthly
KPDES Outfalls 003 and 005	Ammonia as N	Monthly
KPDES Outfall 003	Phosphorus	Monthly
KPDES Outfall 003	CBOD5	Monthly
KPDES Outfall 005	BOD5	Monthly
KPDES Outfall 005	App 9 SVOCs	Monthly

Wood proposes to continue using the same field methods, data management, and reporting procedures that have been established over the past 12 years, and accepted by the Division of Water (including electronic submittal via NetDMR), to accomplish the monitoring.

We will sample each month to take advantage of weather and precipitation, and to avoid dry sampling points to the extent possible. Wood, if a surface water sampling point has insufficient flow for sampling, will return multiple times to collect samples (up to eight visits). No flow or insufficient flow will be reported for that sampling point if sampling is not possible during the eighth visit. We will promptly report to LFUCG employees if there are any issues preventing sample collection (such as ponding due to vegetation entrapment, access, issues, etc.) so a solution can be implemented and sampling can continue.





### 3. Scope for leachate sampling

Quarterly monitoring of the landfill leachate was requested as part of the RFP. Analytical and field measurement collection requirements are summarized in the following table:

Location	Parameter	Frequency
Landfill Leachate	Field Measurements (pH, specific conductance, temperature)	Quarterly
Landfill Leachate	Chloride	Quarterly
Landfill Leachate	BOD5	Quarterly
Landfill Leachate	Ammonia (as Mg/L N)	Quarterly
Landfill Leachate	Alkalinity	Quarterly
Landfill Leachate	Total Recoverable Iron	Quarterly
Landfill Leachate	Total Dissolved Solid	Quarterly
Landfill Leachate	BTEX	Quarterly

Wood currently samples leachate quarterly and proposes to continue using the established field methods, data management, and reporting procedures. A leachate sample will be collected from the leachate collection sump at the west end of the landfill using a disposable bailer and, as requested in the RFP, the sampling will occur at the same time as the groundwater sampling (and concurrent to that month's sample from Outfall 005).





## 2. Specialized experience and technical competence

**Wood has been providing groundwater and surface water monitoring services at the Haley Pike Landfill for the past 12 years. LFUCG will experience no interruption in services and no learning curve or additional costs associated with transition to a new consultant.**

**Wood has also provided additional services such as wastewater pre-design studies and design services along with monitoring services at Haley Pike Landfill.**

LFUCG has experienced the quality, timeliness, and thoughtfulness of Wood's environmental consulting and engineering design services for the Haley Pike Landfill, and we would genuinely appreciate the opportunity to continue to serve you.

As you know, we are a specialty environmental, geotechnical, materials, construction, design and water resource consultant, offering full-service solutions to our clients throughout the world. This allows our experienced local managers to bring to bear considerable expertise to support client needs, regardless of project size and complexity.

Wood has been providing a full array of environmental consulting services throughout Kentucky for more than a half century. We have offices in Lexington and Louisville providing more continuous environmental consulting services in Kentucky than any other firm in our state. LFUCG is assured of an experienced Kentucky-based technical team with just the right specialized experience in the fields of surface and groundwater and landfill leachate, brought to bear in our 12 years of performing consulting services at the Haley Pike Landfill. We have established relationships with Kentucky and federal regulatory agencies, and a "can do" reputation with the Kentucky Department for Environmental Protection (KDEP). We work with all KDEP branches and sections, including Superfund, hazardous waste, underground storage tank (UST), water, air, and enforcement, and, most relevantly with the KDWM Solid Waste Branch.



Wood personnel have technical expertise in LFUCG's required areas of environmental services, including geologists, risk assessors, toxicologists, planners, groundwater modelers, statisticians, chemists, biologists, archeologists, historians, soil gas experts, certified asbestos professionals, construction managers, grant writers, and seasoned project managers.





## Groundwater and surface water monitoring

### Groundwater collection and analysis



Wood has had the privilege of providing LFUCG groundwater assessment services for the Haley Pike Landfill for 12 years. We propose to continue following a similar protocol unless scope changes are requested. The seven wells listed in the RFP are the wells in the current monitoring well network. Each well is purged using a down-hole Whale-brand electric pump. Once all the wells are purged, samples are collected using disposable polyethylene bailers within 24 hours of completing the purging process. Field parameter results are measured in the field, from bailed water collected in an open-top container, using a Hanna HI 9812-5 meter calibrated at the start of the day.



### Surface water collection and analysis

Wood has provided surface water sample collection on a variety of sites, from those sampling to meet permit requirements to those sampling to determine if contamination is present as part of an environmental assessment.

Proper sampling point selection and collection methodology selection is essential in meeting surface water monitoring objectives. Methods for collecting surface water samples vary from hand sampling procedures at a single point to more sophisticated multi-point sampling techniques.

LFUCG has trusted us to provide surface water assessment services for the Haley Pike Landfill since 2009. Samples are collected each quarter at both of the Solid Waste Permit-required surface water sampling stations (Southwest Branch and Stream at Avon). Wood proposes to continue following a similar protocol unless scope changes are requested. We collect pH and specific conductance measurements onsite during each quarter, using a calibrated water quality meter (typically a handheld Hanna® Instrument meter or YSI Water Quality Meter). We calculate flow using a variety of methods based on field conditions such as Velocity-Area Method for gauging stream flow, the bucket method, or using visual estimation. Samples for laboratory analysis are grab samples collected per the permit requirements. The sample container is held carefully just beneath the water surface to avoid disturbing the streambed and stirring the sediment. The container's mouth is positioned so it faces upstream, while the sampling personnel are standing downstream. A clean laboratory-provided jar is typically used as a transfer device to collect the sample and transfer contents to the appropriate container containing the preservative.



**Wood has collected and analyzed more than 900 surface water samples and groundwater samples for the Haley Pike Landfill since 2009**

We have also collected surface water samples over the last 6 years, as required by a Kentucky Pollutant Discharge Elimination System (KPDES) permit, Permit KY0092100. We are familiar with the NetDMR system, and currently manage submitting results to the system.





In addition to the Haley Pike Landfill, Wood has provided surface water and groundwater monitoring and assessment services for:

- LFUCG at three other KPDES storm water monitoring sites (Fleet Services, Streets & Roads, and the Municipal Recycling Facility)
- Lextran in Fayette County, Kentucky – KPDES services, plan preparation, reporting
- Multiple commercial and industrial sites in Lexington, Frankfort, and Louisville

### **KPDES and solid waste landfill permitting requirements**

Wood assists numerous municipal, and commercial and industrial companies in Kentucky with Clean Water Act (CWA), compliance including permitting assistance, regulatory negotiations, storm water sample collection, data review, and reporting.

We can provide documentation, design drawings, and data necessary to obtain permits such as a CWA Section 401 Water Quality Certifications from the Kentucky Division of Water (KDOW) and Section 404 Dredge and Fill Permits from the United States Army Corps of Engineers. Permitting issues include wetland and stream impacts, potential threatened and endangered species habitat impacts, and floodplain impacts. We know the reviewing agencies and the permitting process.

*Wood frequently works on our clients' behalf with state and federal regulatory agencies to meet regulatory requirements while meeting our clients' needs in the most cost-effective manner possible. Our project teams include specialists extensively familiar with applicable regulatory requirements.*

Wood frequently works on our clients' behalf with state and federal regulatory agencies to meet regulatory requirements while meeting our clients' needs in the most cost-effective manner possible. Our project teams include specialists extensively familiar with applicable regulatory requirements. Environmental analyses, prepared pursuant to National Environmental Policy Act and state-level regulations, have often required preparing supporting studies as well as formal interagency coordination including:

- Endangered Species Act Section 7 consultations
- CWA Section 401 and 404 permitting
- National Historic Preservation Act Section 106 consultations
- Air quality compliance studies
- Hazardous materials evaluations
- Land use studies

### **Statistical analyses**

Groundwater results statistical analyses will follow the previously-established (Sheward Control Chart) method. The routine analysis (comparison to previously-calculated control limits for each parameter in each well) is included in the lump sum fee for this element. Re-calculating the control limits every two years is also included. As in past years, Mr. Tim Glover will serve as the senior geochemist and statistician for Haley Pike Landfill, supported by Mr. Tyler Henningsen and Ms. Sarah Donaldson, PG. Mr. Henningsen has been involved in the control limit re-calculation since 2015, assisting Mr. Glover with data analysis.





## Extra work

Wood has already performed "Extra Work" beyond the landfill monitoring services at Haley Pike Landfill and at other location for LFUCG as described. The following sections express our general capabilities to provide these services.

### Landfill leachate monitoring

Wood has collected leachate samples from the leachate collection sump at the west end of the landfill as part of our current contract with LFUCG. We propose to continue following a similar sampling protocol unless changes are requested.

### Environmental assessments (ESA)s

#### Phase I ESAs

Phase I ESAs can be conducted using local government funds or through federal grants. They do not typically include collecting environmental samples, but are more focused on gathering a property's historical background. Wood has conducted Phase I ESAs for large complex sites such as the former Rhodia facility in Louisville to much smaller facilities such as light manufacturing and warehouse buildings. Federally-funded projects require a higher level of project management and reporting requirements. We have considerable experience performing Phase I ESAs for all types of private and public sector clients.

Wood employees have relevant education, certification, and credentials needed to perform Phase I ESAs according to the American Society for Testing and Materials (ASTM) Guidance Document E 1527-05: Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process.

Our Lexington and Louisville offices have prepared hundreds of Phase I ESAs as well as scaled-back property file reviews. We have evaluated properties ranging from one-acre undeveloped parcels (typically referred to as green fields) to multi-county assessments and commercial / industrial properties.

We have prepared Phase I ESAs for many government entities and agencies, including

- Municipalities
- Federal agencies (Army, Navy, Air Force, National Guard, and the United States Environmental Protection Agency [USEPA])
- Kentucky area development districts
- Downtown development corporations
- Housing authorities
- Development authorities.

#### Phase II / III ESAs

Phase II / III ESAs typically involve collecting and analyzing environmental samples. Federally-funded projects require additional quality assurance / quality control reporting requirements, including a quality assurance project plan, sampling and analysis plan, health and safety plan, and quality management plan. Phase II ESAs have ranged from simple soil and or groundwater assessments to more complex hazardous waste studies and issues that could have potentially been a potential threat to human health and the environment. Our approach has always been to provide a cost-effective method that meets our clients' expectations while ensuring environmental regulations compliance.





Senior staff members have substantial experience with Phase II ESAs involving soil, groundwater, and surface water media sampling used to resolve issues identified in Phase I ESAs. Our experience with Phase II ESAs allows senior project managers to identify recognized or potential environmental conditions during the Phase I ESA that otherwise might be overlooked. Our Phase II ESA experience also allows us to more accurately predict costs and timelines to evaluate additional needs. Wood's experience with the



Kentucky Brownfields Program and KDEP allows us to accurately assess available options to cost-effectively address contaminated sites. Many recent changes in environmental regulations have made it more cost-effective to remediate and manage historically-impacted properties.

Wood's experienced professionals provide environmental Phase II ESA services to define properties' historical use and identify current or historical "high risk" features. These assessments often precede formal remediation investigation / feasibility study investigations or Phase I ESAs, and are designed to determine whether past or potential contaminant

releases may constitute a threat to human or ecological receptors. Should remedial activities be desired or necessary, Wood has extensive experience preparing remedial alternatives analyses including feasibility studies (Comprehensive Environmental Response, Compensation, and Liability Act) and corrective measures studies (Resource Conservation and Recovery Act). We are experienced with groundwater aquifer tests, soil studies, in-situ remedial alternatives, and groundwater treatability options. This experience also extends to karst areas of Kentucky and other nearby states. Recommended testing is conducted so a broad range of remedial options can be identified and cost-effectively evaluated. These include technical feasibility, cost-effectiveness, and human health and the environment protection. The remedial selection process must often satisfy a number of conditions, including cleanup standards set by the regulators, owner or responsible party financial resources, and local community needs.

### Treatability studies

Treatability investigations are the next-to-last phase of the remedial investigation / feasibility study process. Treatability investigations are conducted primarily to:

- Provide sufficient data to allow treatment alternatives to be fully developed and evaluated and support remedial design of selected alternatives
- Reduce cost and performance uncertainties for treatment alternatives to acceptable levels so a remedy can be selected.

### Certifications and licenses

Kentucky's solid waste regulations require that specific documents, including monitoring reports, be certified by professional engineers and / or professional geologists licensed in the Commonwealth of Kentucky. Ms. Sarah Donaldson, PG and Mr. Jamin Frommel, PG are Kentucky-registered professional geologists and can certify monitoring reports. Ms. Kathleen Regan, PE and Mr. Dean Duncan, PE are Kentucky-registered professional engineers and can certify engineering documents that may be required as "Extra Work."





A majority of our senior staff members have a secondary level education beyond a bachelor's degree. These staff members also have a registration or certification within their professions, including professional engineers, professional geologists, and certified hazardous material managers. Many of our engineers and geologists are professionally licensed in Kentucky and surrounding states. These credentials require continuous education to maintain the high standards associated with them, ensuring up-to-date knowledge of new or revised regulations and / or standards. Junior staff members are encouraged to obtain post-graduate degrees and professional registrations and / or certifications.

All field personnel are 40-hour OSHA HAZWOPER trained. Key personnel certificates are attached.

## Laboratory

Your project team for water monitoring at Haley Pike Landfill will provide continuity by offering the services of Pace Analytical (Pace), the industry-leading and nationally-certified laboratory that has worked hand-in-hand with Wood for the last 12 years on the Haley Pike Landfill project. Pace's Mt. Juliet lab location was historically known as ESC, which has provided long-term support on the project. In addition, Wood has used Pace's lab location in Indianapolis more recently for analyzing the monitoring well samples. We would like to transition back to a single laboratory location with a single point of contact for the project, transitioning both the surface water and groundwater samples to the Pace location in Mt. Juliet.



***Pace, an industry-leading and nationally-certified lab, will continue to provide laboratory analysis for LFUCG and Wood***

Pace's value includes:

- Continuity to seamlessly identify potential variances in the sample results, helping the lab and Wood ensure quality and identify issues
- Single point of contact and Web-based reporting increase efficiency
- Intimate knowledge of project requirements with established lab records, analyte lists, shipping records, and accounts for the project, which helps avoid some of the common start up hiccups that can be associated with using a new laboratory.







### 3. Capacity

#### **LFUCG has access to more than 75 Kentucky and 3,600 nationwide Wood resources to fulfill its professional consulting services needs**

Selecting us to continue providing professional environmental consulting services for the Haley Pike Landfill will give the LFUCG access to local experts who can also reach out to additional in-house resources throughout the world. Wood maintains 70 offices in the United States, employing more than 3,600 personnel. Our Kentucky offices have more than 75 professional and technical staff ready to assist on this contract. Therefore, we have more than adequate capacity to perform environmental consulting projects for LFUCG and meet the required schedules.

When you hire us, you can be assured of a Lexington-based project team grounded in considerable experience with landmark as well as lesser-known projects. Our local office has been part of the Lexington / Fayette County community for 36 years, and we have been pleased to be your consultant for the Haley Pike Landfill water monitoring for the past 12 years. As described in Section 4 below, Wood’s Lexington office (working with personnel from our Louisville office and others) has successfully completed a number of projects for LFUCG in the past twelve years, demonstrating our capacity as well as our commitment for working for the Urban County Government. Support personnel Dana Williams, Stephen Williams and Jamin Frommel, along with Sarah Donaldson, have all performed field sampling at the landfill and because of the robust local staff, we are able to perform any necessary storm water sampling 7 days per week. Our staff watches the forecasts and plans for rain events, always putting a person “on call” on the weekends, should a significant rain event occur over the weekend.

Wood has a reputation for finding solutions in sensitive and challenging environments. Should the need arise, our Kentucky staff can also be a conduit to Wood’s considerable skills around the world.

<b>Discipline</b>	<b>Kentucky</b>	<b>Nationwide</b>
<b>Chemical engineer</b>	1	37
<b>Civil engineer</b>	6	231
<b>Environmental engineer</b>	2	156
<b>Environmental scientist</b>	6	336
<b>Geologist</b>	4	319
<b>Hydrogeologist</b>	1	57
<b>Technicians</b>	25	607





## 4. Past record and performance

### **LFUCG has allowed us to provide important professional consulting services throughout the years. We value that relationship and your trust.**

Wood has a proven record of performance for the LFUCG, and we are eager to continue proving ourselves in service to local government. Our performance providing water quality monitoring services at the Haley Pike Landfill from 2009 to the present is a testament to the value we provide to LFUCG professional consulting services. The following paragraphs highlight our performance on other projects completed for the LFUCG, both at Haley Pike and across Fayette County.

#### **Haley Pike Landfill leachate line cleaning and inspection**

Wood completed cleaning and inspection of a portion of the perimeter leachate lines at Phase 2 of the Haley Pike Landfill in October 2018. The work included high-pressure water-jetting and explosion-proof video inspection of the leachate lines between manholes L8 and L20 (more than 3,000 feet of leachate line). Leachate and silt from the manholes were removed with a vac-truck during the cleaning process, and approximately 6,000 gallons were transported to LFUCG's Town Branch Wastewater Treatment Plant and placed in the facilities drying bed. The leachate piping inspected appeared to be in good condition with no cracking, splitting, or crushed pipe identified, and was considered to be fully functional.

#### **Haley Pike Landfill closure period certification report**

In June 2016, Ms. Kathleen Regan, PE provided an engineer's certification on activities completed during the closure care period, as specified in the "Closure and Post Closure Care" section of the Approved Closure Plan for Haley Pike Landfill, Unit I, Phase 2. She reviewed the required documentation and closure requirements and provided the required engineer's certification summary.

#### **Haley Pike Landfill methane monitoring point installation**

Wood installed five property boundary methane monitoring points at the Haley Pike Landfill in May 2016. The points were installed to the east, south, and southwest of the LFUCG Compost Pad, Mulch Pond, and Private Compost Pad.

#### **LFUCG KPDES storm water monitoring and permit renewal**

Wood has been performing KPDES required storm water monitoring at 3 locations since 2015: Division of Fleet Services on Byrd-Thurman Drive, Division of Streets & Roads on Old Frankfort Pike, and the Municipal Recycling Facility on Manchester Street. Monitoring (sample collection, analysis, and reporting) has been performed in accordance with each site's permit requirements, and results have been reported on the KDOW-required DMR forms required, for LFUCG review and signature.

#### **Haley Pike Landfill, KPDES permit renewal**

We prepared the permit renewal application for the landfill KPDES permit in 2010. The KDOW is especially backed up on KPDES permit reviews, and LFUCG personnel handled interim negotiations. The new 5-year permit was issued effective 1 December 2014.





### **Haley Pike Landfill wastewater treatment evaluation and upgrade design**

Wood evaluated hydraulic and water quality treatment performance in 2010 and 2011 at the wetland treatment system used to treat leachate at the Haley Pike Landfill. We also prepared design drawings under the direction of LFUCG personnel, for an upgrade of the treatment facility that was subsequently bid and constructed.

### **Haley Pike Landfill solid waste permit modifications**

We worked with LFUCG personnel and met with personnel from the KDWM, Solid Waste Branch to prepare modifications to the Solid Waste Permit for the Haley Pike Landfill In 2013. The modifications, which are incorporated into the current Solid Waste permit, resulted in a significant reduction of the number of wells and the number of parameters to be monitored at the facility, resulting in significant savings to the LFUCG (on the order of \$25,000 per year).

### **Haley Pike Landfill outfall upgrade designs**

LFUCG retained Wood in 2014 to prepare design drawings for upgrade of 2 of the KPDES-monitored outfalls at the Haley Pike Landfill. The purpose of the upgrades is to provide facilities that can handle the flow hydraulically, limit erosion, and provide more representative samples of storm water quality.

### **Haley Pike Landfill land application feasibility study**

LFUCG retained us in 2014 to perform a feasibility study for land application of the water in the mulch water containment pond. The purpose of the study is to evaluate feasibility of removing the mulch water from the wastewater stream currently being treated by the onsite wastewater treatment plant, so the plant is better able to meet ammonia limits on its discharge. Land application of mulch water is currently included on the new KPDES permit, and the study will provide technical recommendations on the area, spacing, and timing of the application.

### **LFUCG asbestos and lead surveys**

LFUCG retained Wood in 2019 to perform asbestos surveys of various buildings along Old Frankfort Pike / Manchester Street as part of a redevelopment project in the area. The original scope of work was for surveys at four properties in the corridor, but, because the project was under budget and on schedule, Wood was able to add a sixth structure that required a survey. Structures surveyed included the city-owned former Canine Unit Dog Training center building (1313 Old Frankfort Pike) as well as various privately-owned buildings in the Distillery District.

### **LFUCG Winchester Road and Richmond Road rock surveys**

LFUCG retained Wood in 2018 to perform bedrock and shelf rock surveys to determine frequency and location of shallow bedrock / shallow refusal in the area of roadside beautification projects along Winchester Road and Richmond Road. Georeferenced drawings of the landscape plans provided were loaded into a mobile application prior to the field investigation, and used on site to understand locations of planting areas. Wood had subsurface utilities marked using the KY811, Kentucky's Before You Dig public utility location service to supplement the private utility location already performed and as required prior to any subsurface work. Grid patterns were established over the project areas to perform the rock survey. A manual push probe was used to perform subsurface tests to determine areas where refusal indicative of bedrock or larger float rock was encountered. A graphical summary of each project area was provided to LFUCG along with refusal information from the push probe investigations.





### LFUCG USEPA brownfield assessments

LFUCG selected us in 2011 / 2012 as the contractor to execute environmental assessments funded by two USEPA brownfield grants for petroleum and hazardous waste site assessments. Fifteen properties participated in the USEPA Brownfield Assessment Grant program including the Old Courthouse and Old City Incinerator. The program resulted in developing an inventory of properties; several community outreach programs; completing 15 Phase I ESAs, 9 Phase II ESAs, and 6 analyses of brownfield cleanup alternatives. The grants were completed on time and within budget.

### Various Phase I ESAs

Wood has completed numerous Phase I ESAs for LFUCG over the past 15 years. Properties have included developed and undeveloped land. The projects were completed on time and within budget.





## 5. Project familiarity

**Because LFUCG has entrusted us with providing water monitoring services at Haley Pike Landfill for the last 12 years, we have more familiarity with the project details than any other firm.**

Because of our familiarity and successful completion of monitoring services at the Haley Pike Landfill over the past 12 years, we are confident we offer LFUCG the best choice for continued monitoring. You can count on us to deliver, because of our experience and in-depth familiarity with:

- Sampling locations, including remote stream monitoring points, outfalls, the leachate collection sump, and the monitoring well network
- Monitoring methods, including not just sample collection method, but the most efficient methods for measuring flow and collecting field parameter readings
- Required analytical methods, supported by our laboratory partner, Pace
- Reporting formats, both hard copy and electronic, including the established templates for data compilation and screening, graphs, and state-required forms
- Agency personnel and preferences.

Ms. Sarah M. Donaldson, PG and our sampling personnel (Mr. Stephen Williams; Mr. Jamin Frommel, PG; and Ms. Dana Williams) are personally familiar with the landfill, its physical setting, the water sampling stations, and water quality issues. Other personnel in the Lexington and other offices (Ms. Kathleen Regan, PE and Mr. Dean Duncan, PE) have been involved in sampling logistics and other projects associated with the Haley Pike property.

We have carefully reviewed the Scope of Work in the RFP and associated documents provided by LFUCG through the Economic Engine website. We have also reviewed the requirements contained in the two permits driving the monitoring: Solid Waste Permit SW03400007 and KPDES Permit No. KY0092100.

The following sections describe our understanding of the project requirements. Additional information concerning the specific scope of work for landfill water quality monitoring is summarized in the Estimated Cost of Service section of this response. We understand water quality monitoring services are to begin with monthly sampling in June 2021, and that the period of this contract is 3 three years (through 2024), with an option to review for 3 additional years.



*Wood has already climbed the learning curve for monitoring services at the Haley Pike Landfill. Our transition would be seamless in accepting another contract to continue serving you.*





## Water quality sample collection and analysis

The following tasks are included in the scope of work for this item:

- Monthly KPDES monitoring (flow and field parameter measurement, sample collection, and analysis) at 2 surface water stations (Outfalls 003 and 005) according to the parameter list and frequency provided in the RFP (excerpts from KPDES Permit No. KY0092100)
- Quarterly KPDES monitoring (flow and field parameter measurement, sample collection, and analysis) at 4 additional surface water stations (Outfalls 001, 002, 004, and 006) according to the parameter list and frequency provided in the RFP (excerpts from KPDES Permit No. KY0092100)
- Quarterly monitoring (field parameter measurement, sample collection, and analysis) of the landfill leachate according to the parameter list and frequency provided in the RFP (landfill leachate in accordance with Table 1 in the RFP)
- Quarterly surface water monitoring (flow and field parameter measurement, sample collection, and analysis) at 2 surface water stations, SW Branch and Avon, according to the parameter list and frequency provided in the RFP (excerpts from Permit No. SW03400007)
- Quarterly monitoring (well gauging, sample collection, and analysis) at 7 existing monitoring wells, including analyzing samples for the parameters listed in Permit No. SW3400007).

## Reporting

Wood will provide reporting services and prepare the following deliverables for LFUCG:

- Monthly KPDES DMRs, to be submitted directly to LFUCG prior to the 20th of the month following the sample collection (electronic submittal).
- Draft monthly electronic KPDES DMRs to be submitted by the 20th of the month following sample collection through NetDMR.
- Quarterly water monitoring reports, due 10 days prior to the end of each quarter (1 hard copy and an electronic PDF copy). An email summary of any exceedances will be submitted to LFUCG within 48 hours of receipt of the final laboratory report and after completion of the statistical analysis. The full report will include data tables (with comparison to statistical control limits), charts, the KDWM reporting form for groundwater (DEP8046), potentiometric maps, text highlighting exceedances, and discussion of trends.

Report formats will follow established formats unless LFUCG requests changes.

## Landfill engineering consulting

We understand LFUCG may require, on an as-needed basis, professional services related to landfill engineering and leachate / water quality treatment, specifically in the areas of landfill permitting, corrective actions, and wetland treatment cell design and operation. As illustrated in this proposal, Wood is fully competent to provide the necessary services in these areas, and has assigned individuals to perform these services if needed.





## 6. Local employment

### Keeping Lexington projects in Lexington.

All of the field and reporting services for compliance monitoring will be performed by Wood staff in our Lexington office. The Lexington staff also has the ability to draw on expertise from our in-house staff in the nearby Louisville office, as well as the Wood offices in the rest of North America and around the world for additional landfill technical and design services if needed.

Wood's Lexington office is located in the northeast portion of the city very close to the I-75 / I-64 interchange. Our location provides easy and quick access to the Haley Pike Landfill as well as the Urban County Government offices downtown.





## Why choose Wood?

### Wood is LFUCG's best value choice to provide water monitoring for the Haley Pike Landfill.

As you know, Wood has the specialized experience, technical competence, and capacity to provide outstanding services for LFUCG – a highly-valued client. Our record of performance is a testament to our capabilities. But any professional consulting firm is likely to make such assertions. There are even more compelling reasons to choose Wood to continue providing services for the proposed contract.

### Project familiarity

We are the most familiar with the details and current circumstances of the requested project, including sampling locations, field and laboratory analytical methods, and reporting requirements. We have been privileged to provide similar services to LFUCG over the last 12 years, and sincerely hope to continue providing these services. We look forward to working with LFUCG to continue improving the efficiency, and reducing the cost, of long-term maintenance and monitoring activities at the Haley Pike property.

### Local resources, national recognition

Wood's Lexington office is comprised of individuals from Lexington and central Kentucky. We are familiar with the area, regulatory agencies, and Haley Pike Landfill. We also have national name recognition and resources beyond Lexington, should challenges arise that require specialty technical expertise.

### Focus on safety

Wood's strong health, safety, and environment culture and commitment is evident in the many awards from our clients and industry groups and in safety performance indicators that are dramatically better than industry averages. No job is so urgent the work cannot be performed safely. Wood management provides appropriate training, equipment, and facilities to promote high standards for our staff's personal health and safety. We incorporate this process in every aspect of a project from day one. Our emphasis on safety in design has resulted in consistent improvements in our overall safety performance.

### Value added

We can be more efficient than any other firm right out of the gate given our knowledge and experience and the systems already in place for the Haley Pike landfill at Wood's Lexington office. We have the right equipment and are using a laboratory already familiar with the required analytical methods, detection limits, and reporting.

We value our partnership on this important project for LFUCG. Our staff work hard to manage this project to allow LFUCG employees to focus on other important tasks. We hope our attentiveness has assured LFUCG project managers the sampling will be scheduled, prioritized, and completed without worry and without reminders from LFUCG.

**Please allow us to continue to put our expertise to work for you! We'll work hard to make certain you're glad you did!**





# Attachments

Addendum

Affirmative Action Plan

Affidavit

Equal Employment Opportunity

- Equal Opportunity Agreement

- Workforce Analysis Form

Proposal Form

MWDBE Participation

- LFUCG MWDBE Participation Form

- MWDBE Quote Summary Form

- LFUCG Statement of Good Faith Efforts

- MWDBE Participation Statement

General Provisions

Certifications

- Key Personnel Certifications

- Laboratory Certifications



# Addendum

Addendum 1



MAYOR LINDA GORTON



**LEXINGTON**

TODD SLATIN  
DIRECTOR  
CENTRAL PURCHASING

**ADDENDUM #1**

RFP Number: #29-2020

Date: October 19, 2020

Subject: Water Monitoring for Haley Pike

Address inquiries to:  
Sondra Stone  
(859) 258-3320

**TO ALL PROSPECTIVE SUBMITTERS:**

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

RFP opening has been extended to October 28, 2020, 2:00 pm.

Todd Slatin, Director  
Division of Central Purchasing

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

COMPANY NAME: Wood Environment & Infrastructure Solutions, Inc.

ADDRESS: 2456 Fortune Drive, Suite 100, Lexington, Kentucky 40509

SIGNATURE OF BIDDER:



# **Affirmative Action Plan**



**WOOD ENVIRONMENT & INFRASTRUCTURE  
SOLUTIONS, INC.  
Equal Employment Opportunity  
Affirmative Action Program**

**2020 - 2021**

**US PLAN**

**1105 Lakewood Parkway, Suite 300, Alpharetta, GA 30009  
Lytle Troutt  
President, E&I Americas**

**Establishment EEO/AAP Coordinator: Diane Woodall  
Vice President, People & Organization – E&I Americas**

**SUBJECT TO A CLAIM OF CONFIDENTIALITY**

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## CONFIDENTIALITY

The material set forth in this program is deemed to be confidential commercial and financial data, the public disclosure of which could cause substantial competitive harm to Wood Environment and Infrastructure Solutions, Inc. (hereinafter "The Company"). In addition, all statistical components of this program, including any and all data pertaining to employee compensation, workforce structure (including the ratios between and among job groups and EEO-1 categories), the organizational profile, final availability and placement rate goals, job group analysis report, identification of problem areas and supporting information pertaining to employment activity, determinations of adverse impact and determinations of problems in workforce distribution and employment policies and practices, or the analyses of any of the foregoing, are deemed to constitute trade secrets, operations information, confidential statistical data and other confidential commercial and financial data within the meaning of the Freedom of Information Act (FOIA) 5 USC §552 et. Seq., Title VII of the Civil Rights Act of 1964, as amended, 42 USC § 2000e et seq., the Trade Secrets Act, 18 USC § 905, and 44 USC § 3508, the disclosure of which is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions. This material has not been disclosed to the public, and should not be, since such disclosure could cause substantial competitive harm to the Company. Therefore, in accordance with 29 CFR § 70.26(c) – (e), we expect that the Company will be notified in writing [ATTN: Diane Woodall, Vice President, People & Organization -- E&I Americas, [diane.woodall@woodplc.com](mailto:diane.woodall@woodplc.com)] by the agency prior to disclosure of any request for information pertaining to all or any part of this program, and that the Company shall be given an opportunity to present its objections to disclosure.

## PRELIMINARY STATEMENT

The Company has prepared this affirmative action program voluntarily as a reaffirmation of its commitment to equal employment opportunity and affirmative action. In preparation of this plan, the terminology used in Executive Order 11246 and its implementing regulations has been used as a guide. Therefore, the use of such terms as "deficiency," "underrepresentation," "concentration," "expected number," "problem area," "affected class," etc., should not be construed as an admission that in fact either minorities or women have been or presently are being discriminated against in any way in violation of federal, state or local fair employment practice laws. Further, nothing contained in this material or the data supporting this program should be construed as an admission by the Company that it has contravened any such federal, state or local fair employment practice laws.

In developing and implementing this program, the Company has been guided by its established policy of providing equal employment opportunity. Any goals, which are established herein, are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this program. The use of goals in this program is not intended to discriminate against any individual or group of individuals with respect to any employment opportunity for which they are qualified on the grounds that they are not the beneficiaries of affirmative action themselves. Nothing herein is intended to sanction the discriminatory treatment of any person. Thus, this plan has been developed in strict reliance upon the affirmative action guidelines issued by the Equal Employment Opportunity Commission (EEOC). *Affirmative Action Appropriate Under Title VII of the Civil Rights Act of 1964, As Amended.*

**PART I:**

**MINORITIES**

**AND**

**FEMALES**

## **1. WORKFORCE ANALYSIS (41C.F.R. § 60-2.11)**

As permitted by 41 C.F.R. § 60-2.11, the Company has completed a Work Force Analysis of its current work force. It lists each job title, as appears in any payroll records, ranging from the lowest paid to the highest paid within each department or other similar organizational unit, including departmental or unit supervisors. For each job title the total number of male and female incumbents and the total number of male and female incumbents in the following groups have been given: Blacks, Hispanics, American Indians and Alaskan Natives, and Asians and Pacific Islanders. It also includes the wage rate or salary range for each listed job title in coded form, and the Company will make available to any appropriate representative of the OFCCP the key to the code and the actual pay rates in the case of an audit. The organizational units lacking complete balance of work force have been noted and every reasonable effort will be made to create a work force within each unit that is representative of the relevant labor area.

For purposes of this affirmative action program, an organizational unit is defined primarily as any discrete component of the Company's corporate structure at which there is a level of supervision responsible and accountable for establishing the employment terms and conditions (e.g., selection, compensation, etc.) of the employees therein. In addition, this establishment's organizational units may also include discrete components of the establishment's structure that are monitored separately for cost, accounting, payroll or other operational purposes.

Where jobs located at this establishment have been included in another establishment's affirmative action program, the workforce analysis report has been annotated to identify the program in which the jobs have been included.

The Workforce Analysis is provided in Part III.A.

## **2. JOB GROUP ANALYSIS (41 C.F.R. § 60-2.12)**

As required by 41 C.F.R. § 60-2.12, the Company has prepared a job group analysis report for this establishment as part of its affirmative action program. The job group analysis report lists all job titles that comprise each job group.

For purposes of this affirmative action program, the Company has combined job titles with similar content, wage rates and opportunities into job groups. Among the relevant factors considered by the Company when establishing job groups at this establishment are:

- physical location
- the duties and responsibilities of the job titles;
- training, transfers, promotions, pay mobility, and other career enhancement opportunities, and
- the number of incumbents in each job group.

The job group analysis reports lists all job titles for all positions located at the establishment.

Where jobs located at other establishments have been included in this establishment's affirmative action program, the job group analysis report has taken into account the physical location of those jobs at other establishments.

Part III.B contains a list of job groups and their constituent job titles for this establishment.

### **3. PLACEMENT OF INCUMBENTS IN JOB GROUPS (41 C.F.R. § 60-2.13)**

As required by 41 C.F.R. § 60-2.13, the Company has separately stated the percentage of minorities and the percentage of women it employs in each job group. These percentages are stated in the job group analysis provided in the Job Group Analysis at Part III.B.

#### 4. DETERMINING AVAILABILITY (41 C.F.R. § 60-2.14)

As required by 41 C.F.R. § 60-2.14, the Company has separately determined the availability of minorities and women for each job group. The Company's determination of availability complies with OFCCP's regulations that require consideration of at least two factors -- internal availability and external availability -- to determine the theoretical availability of minorities and women for the job groups the Company has established. This determination of availability has several steps.

##### A. Consideration of Factors

The table below sets forth the documentation of the Company's consideration of the two factors specified in 41 C.F.R. § 60-2.14 ( c):

Regulation	Factor	Consideration
41 C.F.R. § 60-2.14(C )(1)	Requisite skills in the reasonable recruitment area	The Company has identified reasonable recruitment areas for each job group. They are identified in the section immediately following. The methodology for determining requisite skills is set forth in Section D below.
41 C.F.R. § 60-2.14(C )(2)	Promotable, transferable and trainable	For each job group, the Company has identified the job groups and/or job titles from which employees historically have been promoted or transferred. In addition, the Company has considered those employees within the organization who could, with appropriate training provided by the Company, be promoted or transferred during the affirmative action program year. The methodology is explained in Section D below.

Pursuant to 41 C.F.R. § 60-2.14 (d), when considering the factors necessary to determine availability, the Company has used the most current and discrete statistical information reasonably available.

## **B. Determining Appropriate Geographic Areas/Feeder Pools**

The Company determines the reasonable recruitment area(s) for each job group based on the requirements set forth in C.F.R. § 60-2.14 ( c) (1) and C.F.R. § 60-2.14 ( e). The Company has not drawn its reasonable recruitment areas in such a way as to have the effect of unreasonably excluding minorities or women.

The Company has identified the reasonable recruitment area(s) for all job groups and identified it on the Availability Analysis, Part III.C.

## **C. Census Data**

Data from the 2010 United States census was used to determine external availability. The Census Bureau releases data in several databases. One, reflecting all employees in a given geographic area in 975 individual occupations classification categories, is the most widely used, and was used for most of the job groups at the Company. If an individual occupations classification category was not a match, the EEO Occupational Aggregations were used.

## **D. Requisite Skills Data and Determining Composite Availability**

Pursuant to the requirements of 41 C.F.R. § 60-2.14 (g), the Company has calculated availability for minorities and women in such a way as to allow for a determination as to whether separate job titles within each job group had availability rates different enough to warrant calculation of a composite availability figure.

### External Availability

Each job group's availability was calculated with consideration of the specific job titles comprising each job group. Because the Company's external availability calculation was performed in this manner, it was possible to get a reasonably accurate match between job content, compensation and opportunity by matching Occupational Classification Codes (OCCs) from the 2010 census with the job titles within job groups. Each title was matched to a single OCC where possible. If an appropriate OCC match was not possible, EEO Occupational Aggregations were used.

### Internal Availability

Internal availability was calculated by reviewing actual historical hiring and internal placement activities and reviewing demographic data for those employees who could, with appropriate training provided by the Company, become promotable or transferable during the affirmative action program year.



### Composite Availability

Where a job group was comprised of job titles with rates of availability different enough to warrant a composite availability calculation, the Company calculated such a composite availability by:

- (1) determining the availability of each job title,
- (2) determining the proportion of job group incumbents employed in each job title,
- (3) weighting the availability for each job title by the proportion of job group incumbents employed in each job title within that job group, and
- (4) adding the weighted availability estimates for all job titles within the job group.

### **E. Calculating Final Availability**

Pursuant to the requirements of 41 C.F.R. § 60-2.14(b), the Company has separately determined final availability rates for minorities and women. These data are provided in Part III.C.

**5. COMPARING INCUMBENCY TO AVAILABILITY**  
**(41 C.F.R. § 60-2.15)**

Pursuant to the requirements of 41 C.F.R. § 60-2.15, the Company has compared the percentage of minorities and women in each job group with the rates of availability for those job groups.

Where the percentage of minorities or women was less than would reasonably be expected given their availability, the Company established a placement rate goal in accordance with 41 C.F.R. § 60-2.16.

Pursuant to the terms of the OFCCP's Notice of Proposed Rulemaking, the Company has used the "two standard deviation" method with the application of a "one-person" rule when making its determinations as to whether the percentage of minorities or women was less than would reasonably be expected given their availability. See 65 Fed. Reg. 26087, 26098 (2000) (to be codified at 41 C.F.R. 60).

The results of the Company's comparisons are provided in Part III.D.

## **6. PLACEMENT GOALS (41 C.F.R. § 60-2.16)**

Pursuant to the requirements of 41 C.F.R. § 60-2.16, the Company has established percentage annual placement rate goals for minorities and/or women in those job groups where the percentage of minorities and/or women employed was less than would reasonably be expected given their availability.

Pursuant to the requirements of 41 C.F.R. § 60-2.16 ( c), the placement rate goals established by the Company always equal at least the estimated availability rate for minorities and/or women in that particular job group.

Pursuant to the requirements of 41 C.F.R. § 60-2.16(d), the Company has, where required, established a single goal for all minorities.

The Company has adhered to the following principles when establishing its placement rate goals:

- The Company has established these goals as objectives or targets reasonably attainable by means of applying every good faith effort to make all aspects of its affirmative action program work.
- These goals are not rigid and inflexible quotas which must be met. They are not considered as either a ceiling or a floor for the employment of particular groups.
- In all employment decisions, the Company's policy requires that selection decisions be made in a nondiscriminatory manner. Goals will not be used as a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of race, color, religion, sex or national origin.
- The Company does not use placement goals to establish set-asides for specific groups, nor are they used to achieve proportional representation or equal results.
- The Company's policy does not permit these goals to supersede merit selection principles.

The Company engages in good faith efforts during the affirmative action program year to place individuals into job groups where a goal or goals have been set such that the proportion of minority and/or female placements (whichever is applicable) during the year will roughly equal their availability for the job group.

The Company's placement rate goals for this establishment are reported in Part III.D. Action-oriented programs to address these goals are discussed in Section 9.

## **7. DESIGNATION OF RESPONSIBILITY**

### **41 C.F.R. § 60-2.17(a)**

Pursuant to the requirements of 41 C.F.R. § 60-2.17(a), the Company has assigned Diane Woodall, Vice President, People & Organization -- E&I Americas, as the official of this establishment responsible for the implementation of equal employment opportunity and the affirmative action program (EEO/AAP Coordinator).

The position descriptions for these individuals have been updated to include the responsibilities of the EEO/AAP Coordinator.

To ensure effective implementation of the affirmative action program, the EEO/AAP Coordinator has the authority, resources, support of and access to the establishment's senior operational executives. The EEO/AAP Coordinator's responsibilities include, but are not limited to:

- Conducting or participating in an in depth analyses of the establishment's total employment process to determine whether and where impediments to equal employment opportunity exist. (see Section 8)
- Developing and implementing action-oriented programs designed to correct problem areas identified. (see Section 9)
- Designing and implementing auditing systems to ensure implementation of the affirmative action program. (see Section 10)
- Reviewing internal EEO reports with all levels of the establishment's management team on scheduled basis. (see Section 10)
- Advising top management at the establishment of the program's effectiveness and submitting recommendations to improve unsatisfactory performance. (see Section 10)
- Drafting appropriate portions of the affirmative action program consistent with the implementation of the Company's affirmative action policies and procedures.
- Serving as liaison between the government and the establishment.
- Serving as liaison between the establishment and appropriate organizations in the community upon which the Company may rely in fulfilling program obligations.

## **7. DESIGNATION OF RESPONSIBILITY**

### **41 C.F.R. § 60-2.17(a)**

Pursuant to the requirements of 41 C.F.R. § 60-2.17(a), the Company has assigned Diane Woodall, Senior P&O Manager, as the official of this establishment responsible for the implementation of equal employment opportunity and the affirmative action program (EEO/AAP Coordinator).

The position descriptions for these individuals have been updated to include the responsibilities of the EEO/AAP Coordinator.

To ensure effective implementation of the affirmative action program, the EEO/AAP Coordinator has the authority, resources, support of and access to the establishment's senior operational executives. The EEO/AAP Coordinator's responsibilities include, but are not limited to:

- Conducting or participating in an in depth analyses of the establishment's total employment process to determine whether and where impediments to equal employment opportunity exist. (see Section 8)
- Developing and implementing action-oriented programs designed to correct problem areas identified. (see Section 9)
- Designing and implementing auditing systems to ensure implementation of the affirmative action program. (see Section 10)
- Reviewing internal EEO reports with all levels of the establishment's management team on scheduled basis. (see Section 10)
- Advising top management at the establishment of the program's effectiveness and submitting recommendations to improve unsatisfactory performance. (see Section 10)
- Drafting appropriate portions of the affirmative action program consistent with the implementation of the Company's affirmative action policies and procedures.
- Serving as liaison between the government and the establishment.
- Serving as liaison between the establishment and appropriate organizations in the community upon which the Company may rely in fulfilling program obligations.

## 8. IDENTIFICATION OF PROBLEM AREAS 41 C.F.R. § 60-2.17(b)

Pursuant to the requirements of 41 C.F.R. § 60-2.17(b), the establishment periodically performs in-depth analyses of its total employment process to determine whether and where impediments to equal employment opportunity exist. These analyses include an evaluation of the establishment's:

- workforce by organizational unit and job group to determine whether there are any problems of minority or female utilization or of minority or female distribution;
- personnel activity, including applicant flow, hires, terminations and promotions to determine whether there are selection disparities;
- compensation system to determine whether there are gender-, race- or ethnicity-based disparities;
- selection, recruitment, referral, and other personnel procedures to determine whether they result in disparities in the employment or advancement of minorities or women; and
- other areas that might impact the success of the affirmative action program.

The results of these analyses are as follows:

### 41 C.F.R. § 60-2.17(b)(1)

Job groups in which the rates of minority and/or female employment were less than would reasonably be expected are reported in Part III.D.

Organizational units where minorities and/or women were underrepresented or concentrated have been noted and good faith efforts will be made to correct imbalances over time.

### 41 C.F.R. § 60-2.17(b)(2)

Impact ratio analyses were performed to determine whether the establishment's selection practices for hiring, promotions and terminations had a disparate impact on women or minorities. These analyses included use of the "80 percent test" and, where appropriate, other tests for statistical significance commonly recognized by the courts and federal civil rights enforcement agencies as acceptable methods for determining whether adverse impact is present. These analyses did not indicate that the establishment's employment practices had a statistically significant disparate impact on minorities or women after taking into account legitimate nondiscriminatory factors.

41 C.F.R. § 60-2.17(b)(3)

The establishment's compensation information can be found in Part IV, Tab N.

Analysis of the compensation system included a proper review of all compensation components.

The establishment first determined what factors are used to establish compensation levels for each job within the establishment.

The establishment then analyzed its compensation processes and systems to determine whether there were indications of systemic discrepancies in pay that appear to be based on gender, race or ethnicity.

These instances were further analyzed to determine whether actual compensation discrimination occurred.

It was determined that there were no gender-, race- or ethnicity-based statistically significant disparities after taking into account legitimate nondiscriminatory factors.

41 C.F.R. § 60-2.17(b)(4)

The establishment has reviewed its selection, recruitment and referral procedures to determine whether they resulted in disparities in the employment or advancement of minorities or women with the conclusion that they did not.

41 C.F.R. § 60-2.17(b)(5)

The establishment periodically reviews those policies and practices it believes may impact the success of the affirmative action program to determine whether impediments to equal employment opportunity appear to exist.

**9. ACTION-ORIENTED PROGRAMS**  
**41 C.F.R. § 60-2.17(c)**

The establishment has developed and plans to execute action-oriented programs designed to correct the problem areas identified in Section 6 and 8 of affirmative action program.

When developing these programs, the establishment reviewed them to ensure that they did not consist solely of the same procedures that previously have produced inadequate results.



**10. INTERNAL AUDIT & REPORTING SYSTEM**  
**41 C.F.R. § 60-2.17(d)**

The establishment has developed and implemented a system that periodically measures the effectiveness of its affirmative action program. This system includes the following:

- periodically monitoring progress toward goals;
- periodically monitoring records pertaining to hiring, promotions and terminations;
- periodically monitoring records pertaining to other selection procedures, including referrals, placements and transfers;
- periodically monitoring records pertaining to compensation;
- conducting scheduled internal reporting on the degree to which equal employment opportunity and organizational objectives as established in Section 9 have been attained;
- reviewing reports with all levels of management at the establishment;
- advising top management at the establishment of the affirmative action program's effectiveness; and
- recommending to top management at the establishment methods to improve unsatisfactory affirmative action performance.

The establishment's EEO/AAP Coordinator is responsible for executing these internal audit and reporting responsibilities.

# 11. COMPLIANCE WITH RELIGIOUS AND NATIONAL ORIGIN DISCRIMINATION GUIDELINES

## Minorities and Females

(60-50)

### Equal Employment Policy

The Company does not discriminate against employees or applicants for employment because of religion or national origin. The Policy of the Company is to provide equal employment opportunity to qualified individuals without regard to religion or national origin through a positive, continuing Affirmative Action Program designed to ensure that applicants are employed, and employees treated during employment, without regard to their religion or national origin. This Policy covers all personnel practices, including, but not limited to, employment, upgrading, demotion or transfer, recruitment or recruitment advertising, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

### Outreach and Positive Recruitment

The Company has reviewed its employment practices and determined that members of various religious or ethnic groups are receiving fair consideration for job opportunities, with special attention directed toward management level positions.

The Company has undertaken the following outreach recruitment activities:

- (1) The Company communicates internally its obligation and Policy to provide equal employment opportunity without regard to religion or national origin by:
  - (a) Including the Policy in the new hire orientation packages.
  - (b) Discussing the Policy in employee orientation and management training programs.
  - (c) Posting the Policy on employee bulletin boards.
  - (d) Offering access to those portions of the Affirmative Action Program that will enable employees to avail themselves of its benefits.
- (2) The Company uses the same internal procedures to ensure that the Company's obligation to provide equal employment opportunity without regard to religion or national origin is being fully implemented as it does to ensure the implementation of its overall Affirmative Action Policy. These procedures include the assignment to our Managers of full responsibility for the implementation of all Affirmative Action Programs, and a review of potential problem areas with respect to religion and national origin.

- (3) The Company enlists the assistance and support of all recruitment sources, including employment agencies, college placement directors, and business associates, for the Company's commitment to provide equal employment opportunity without regard to religion or national origin at the same time as it informs these recruitment sources of the Company's overall Equal Employment Opportunity Policy and its Affirmative Action Program and of its desire that recruitment sources recruit and refer minorities and women for all positions.

#### **Accommodation to Religious Practices**

- (1) The Company accommodates the religious observances and practices of its employees or prospective employees, unless it cannot do so reasonably without unduly affecting the Company's business operations.
- (2) The Company makes reasonable accommodations to the religious practices of employees or prospective employees who regularly observe Friday evening and Saturday, or some other day of the week, as their Sabbath, or who observe certain religious holidays during the year and are conscientiously opposed to performing work or engaging in similar activities on those days, when accommodations can be made without unduly affecting the Company's business operations.

**PART II:**

**WORKERS WITH DISABILITIES**

**AND**

**COVERED VETERANS**

# **1. PURPOSE OF THE AFFIRMATIVE ACTION PROGRAM FOR WORKERS WITH DISABILITIES AND VETERANS**

**(60-741.1, 250.1 and 350.1)**

The Vocational Rehabilitation Act of 1973 (Section 503) requires that government contractors take affirmative action to employ and advance in employment qualified individuals with disabilities.

The Vietnam Era Veterans' Readjustment Assistance Act of 1972, as amended, requires government contractors to take affirmative action to employ and advance in employment qualified "covered veterans" as hereinafter defined.

The Company's Affirmative Action Program for workers with disabilities and covered veterans is intended to be a vehicle by which the Company insures that its Equal Employment Opportunity Policy is translated into Equal Opportunity action to employ and advance in employment qualified individuals with disabilities and qualified covered veterans.

In this connection, the Program contains specific and results-oriented procedures to which the Company has committed itself to apply every good faith effort.

The following material outlines these procedures and establishes responsibilities for their success.

## 2. DEFINITIONS

### Disabled (60-741.2)

### Veterans (60.250.2 and 60.350.2)

The Veterans Employment Opportunities Act of 1998 (VEOA), Public Law 105-339, effective October 31, 1998, increased the threshold for coverage under VEVRAA from a contract of \$10,000, or more to a contract of \$25,000 or more and extended the law's protections to "veterans who served on active duty during a war or in a campaign for which a campaign badge was authorized."

The Veterans Benefits and Health Care Information Act of 2000 (VBHCIA) amended VEVRAA to add a new category of "recently separated veterans," defined (at the time) as "any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty."

The Jobs for Veterans Act (JVA, Public Law 107-288, effective December 1, 2003, increased the threshold for coverage under 38 U.S.C. §4212 from \$25,000 to \$100,000; granted VEVRAA protection to those veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (62 Fed. Reg. 1209); changed the definition of "recently separated veteran" to include "any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty:"; and changed "Special Disabled Veterans" to "Disabled Veterans," expanding the coverage to conform to 38 U.S.C. §4211 (3).

This AAP applies to all covered veterans as defined under the Vietnam Era Veterans' Readjustment Assistance Act of 1972 (VEVRAA), as amended. For purposes of this Affirmative Action Program, the following are all considered to be "covered veterans" and will be referred to collectively as such: veterans of the Vietnam era, qualified special disabled veterans, qualified disabled veterans, other protected veterans, one-year recently separated veterans, three year recently separated veterans, and Armed Forces service medal veterans.

**Active Duty Wartime or Campaign Badge Veteran** means a person who (i) served on active duty during one or more of the periods of war outlined in 38 U.S.C. Section 101 and was discharged or released therefrom with other than a dishonorable discharge.

**Disabled Veteran** means (i) a veteran 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 Department of Veterans; or (ii) a person who was discharged or released from active duty because of a service-connected disability.

**Recently Separated Veteran** means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the United States military, ground, naval or air service.

**Armed Forces Service Medal Veteran** means a veteran who, while serving on active duty in the U.S. Military, ground, navel or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 Fed. Reg. 1209).

In accordance with the terms of the Vocational Rehabilitation Act of 1973, as amended **Individual with a disability** is any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. The term "substantially limits" means that the person is (1) unable to perform a major life activity that the average person in the general population can perform or (2) is significantly restricted as to the condition, manner or duration under which he or she can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major activity.

### **3. APPLICABILITY OF THE AFFIRMATIVE ACTION PROGRAM**

**Disabled (60-741.40, 741.41 and 741.42)**

**Veterans (60-250.40, 250.41, 250.42 and 60-350.40, 350.41, 350.42)**

- (1) The Affirmative Action Program will be reviewed and updated on an annual basis. Employees and applicants will be informed of any significant changes.
- (2) The Company has invited all applicants with offers of employment and employees who believe themselves covered by Section 503 of the Vocational Rehabilitation Act of 1973 and/or Vietnam Era Veterans' Readjustment Assistance Act of 1972 and who wish to benefit under the Affirmative Action Program to identify themselves.
- (3) The Affirmative Action Program is available for inspection to any employee or applicant for employment Monday through Friday during the normal business hours.



## **4. REAFFIRMATION OF THE EQUAL EMPLOYMENT OPPORTUNITY POLICY**

### **Disabled (60-741.44(a))**

### **Veterans (60-250.44(a) 60-350.44(a))**

The Company is dedicated to the achievement of equality of opportunity for all of its employees and applicants for employment. In this connection the policy requires at least the following:

- (1) Recruit, hire, train, and promote qualified persons in all job titles, and ensure that all other personnel actions are administered, without regard to race, color, religion, sex, national origin, disability, status as a special disabled veteran, or status as a covered veteran.
- (2) Base decisions on employment so as to further the principle of equal employment opportunity.
- (3) Ensure that promotion and other employment decisions are in accord with principles of equal employment opportunity by imposing only valid job requirements for employment opportunities and basing all employment decisions only on those valid job requirements.
- (4) Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, company sponsored training, education, tuition assistance, social and recreational programs will be administered without regard to race, color, religion, sex or national origin, disability, or status as a covered veteran.

Employees and applicants are protected from harassment, threats, coercion, intimidation, interference and/or discrimination for filing a complaint under Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act or the Rehabilitation Act; for assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of those laws or any other federal, state, or local law requiring equal opportunity for individuals without regard for race, color, religion, sex, national origin, protected disabilities, or covered veteran status; for opposing any act or practice made unlawful by the Rehabilitation Act or the Vietnam Era Veterans' Readjustment Assistance Act, their implementing regulations, or any other federal, state, or local law requiring equal opportunity for individuals with disabilities and covered veterans; or for exercising any other right protected by Executive Order 11246, the Rehabilitation Act, the Vietnam Era Veterans' Readjustment Assistance Act, or their implementing regulations.

Overall responsibility for ensuring compliance and continued implementation of the policy is assigned to Diane Woodall, Vice President, People & Organization -- E&I Americas. The EEO/AAP Officer for this facility shall coordinate this policy, monitor the facility's performance and report on its results.

## **5. AFFIRMATIVE ACTION POLICY, PRACTICES AND PROCEDURES**

### **Disabled (60-741.43 and 741.44)**

### **Veterans (60-250.43, 250.44 and 60-350.43, 350.44)**

#### **General Policy**

Pursuant to Section 503 of the Vocational Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act of 1972, as amended, the Company has committed to take affirmative action to employ and advance in employment qualified individuals with disabilities and covered veterans at all levels of employment. Such action shall apply to all employment practices.

#### **Consideration of Qualifications**

The Company has reviewed all personnel processes to ensure the careful, thorough, and systematic consideration of the job qualifications of known applicants with disabilities, disabled veterans, special disabled veterans and other covered veterans for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available. Military records are used on a non-discriminatory basis; i.e., in determining the qualifications of a covered veteran, the Company only considers that portion of the military record relevant to the specific job qualifications for which the veteran is being considered.

#### **Physical and Mental Qualifications**

All job requirements are reviewed annually to ensure that they are job related and consistent with business necessity and the safe performance of the job. They are also reviewed each time a position comes available by the EEO/AAP Officer for the facility. Whenever the Company inquires into an applicant or employee's physical or mental condition or conducts or medical examination of an employee or applicant prior to employment, information obtained as a result will be kept confidential except as otherwise provided by applicable regulations and the Americans With Disabilities Act.

## **Accommodation to Physical and Mental Limitations of Employees**

The Company will make a reasonable accommodation to the known physical and mental limitations of a qualified employee or applicant with disabilities, and a qualified disabled veteran, provided such accommodations do not result in an undue hardship to the operation of the Company's business.

## **Harassment**

The Company has developed and implemented procedures to ensure that its employees are not harassed because of their disabilities or their status as a covered veteran.

## **Compensation**

In offering employment or promotions to individuals with disabilities and covered veterans, the Company will not reduce the amount of compensation offered because of any disability income, pension, or other benefit the applicant or employee receives from another source.

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

The Company has reviewed its employment practices to determine whether its personnel programs provide the required affirmative action for employment and advancement of individuals with disabilities and qualified covered veterans. Based on the findings of this review, the Company has undertaken appropriate outreach and positive recruitment activities, including the following:

- (1) Internal communications have been developed to help all Company employees foster understanding, acceptance and support of the Affirmative Action Program.
- (2) Periodic audits are conducted to ensure that the Affirmative Action Program is being fully implemented.
- (3) The Company's Policy of Affirmative Action is disseminated to all present employees, new hires, and applicants for employment.
- (4) Where appropriate, a viable program of affirmative recruitment action is being maintained with recruiting sources and educational institutions which participate in training of persons with disabilities, disabled veterans, and other covered veterans.
- (5) Meaningful contacts are maintained with appropriate social service organizations in order to obtain advice, technical assistance and referral of potential employees.
- (6) The Company reviews, at least annually, employment records to determine the availability of promotable and transferable known qualified individuals with disabilities, disabled veterans and other covered veterans presently employed, and to determine whether their present and potential skills are being fully utilized or developed.
- (7) Help-wanted and promotional advertising indicate that the Company is an equal

opportunity employer.

- (8) Vendors and suppliers are notified of relevant obligations under the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act of 1972, as amended.
- (9) The Company will consider all qualified individuals with disabilities, qualified disabled veterans, and other covered veterans not currently in the work force having requisite skills who can be recruited through affirmative action measures.

#### **Internal Dissemination of Policy**

- (1) The EEO Policy is included in the Company's policy and procedure manual and is reviewed during new employee orientation.
- (2) Company publications contain articles which highlight the Company's policy and practice of EEO as well as highlighting the accomplishments of covered veterans and employees with disabilities.
- (3) Meetings are conducted with management groups, as well as other employees, to achieve awareness and understanding of the Company's equal opportunity obligations and Affirmative Action Program.
- (4) The Company's EEO Policy is given to all new employees as a part of their orientation and is also included in the Company's Management Training Programs.
- (5) A statement of the Company EEO policy is posted on the Company bulletin board.
- (6) All appropriate union organizations are notified of the Company's policy through meetings and in writing.

## **Responsibility for Implementation**

Diane Woodall, Vice President, People & Organization -- E&I Americas, is designated as the Equal Employment Opportunity Officer for this facility. The Equal Employment Officer also has the responsibility for aiding and assisting this location in the implementation of this Affirmative Active Program.

The Equal Employment Opportunity Officer shall, among other things:

- (1) Identify problem areas in conjunction with the line management, known employees with disabilities, and covered veterans and develop solutions.
- (2) Monitor the effectiveness of the Affirmative Action Program.
- (3) Act as a liaison between the Company and organizations of and for persons with disabilities, disabled veterans and other covered veterans.
- (4) Keep management informed of the latest development in the affirmative action area.
- (5) Act as a counsel and advisor for any employee with disabilities, disabled veterans, or other covered veterans who feel that they have been denied equal opportunity.
- (6) Ensure that known individuals with disabilities, disabled veterans, and other covered veterans are offered participation in all company sponsored educational training and social activities.

## **Development and Execution of Affirmative Action Programs**

- (1) Job qualification requirements are reviewed at least annually with all members of management.
- (2) The Company has evaluated the total selection process including training and promotion to ensure freedom from stereotyping disabled veterans, other covered veterans, and persons with disabilities in a manner, which limits their access to all jobs for which they are qualified.
- (3) All Company Human Resources employees are carefully selected and given appropriate instructions to ensure that the commitments in the Affirmative Action Program are implemented.
- (4) The Company will make special efforts to include qualified persons with disabilities, disabled veterans and other covered veterans on the Human Resources staff.
- (5) Whenever possible, employees with disabilities and employees who are covered veterans will be made available for participation in career days, youth motivation programs and related activities in the community.
- (6) Recruiting efforts at all schools will incorporate special efforts to reach covered

veterans and students with disabilities.

- (7) The Company has contacted the State Job Service and informed the agency of its desire to consider for employment qualified individuals with disabilities and covered veteran applicants.

### **Training**

The Company has trained all personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes on the Company's policies, practices, and procedures under this Affirmative Action Program to ensure that this program is fully implemented.

### **Audit and Reporting System**

The Company has designed and implemented an audit and reporting system, monitored by the Equal Employment Opportunity Officer, who will accomplish the following:

- (1) Measure the effectiveness of the Company's Affirmative Action Program;
- (2) Indicate any need for remedial action;
- (3) Determine the degree to which the Company's objectives have been obtained;
- (4) Determine whether known individuals with disabilities, special disabled veterans, and other covered veterans have had the opportunity to participate in all Company sponsored educational, training, recreational, and social activities; and
- (5) Measure the Company's compliance with the Affirmative Action Program's specific obligations.

## **6. EQUAL OPPORTUNITY CLAUSE**

### **Disabled (Subpart A-60-741.5)**

### **Veterans (Subpart A-60-250.5 and Subpart A-60-350.5)**

The Company has included the equal opportunity clauses for covered veterans and workers with disabilities in each of its covered contracts, subcontracts, purchase orders and leases. The affirmative action clauses will also be included in modifications, renewals or extensions if not included in the original.



## **7. LISTING OF EMPLOYMENT OPENINGS**

**Disabled (Subpart A-60.741.44(f)(1))**

**Veterans Executive Order 11701;  
(Subpart A-60-250.44(f)(1) and (2) and  
Subpart A-60-350.44(f)(1) and (2))**

The Company requests appropriate local offices of the appropriate state employment service system to refer qualified individuals with disabilities for consideration for job opportunities that might occur.

The Company will list all appropriate job opportunities with the local office of the state employment service system in order to aid covered veterans in their employment needs.

## **8. COMPLAINT PROCEDURES**

### **Disabled (60-741.26)**

### **Veterans (60-250.26 and 60-350.26)**

The Company has established an internal complaint procedure for the purpose of handling the complaints of individuals with disabilities and covered veteran employees.

When a complaint is filed by an employee of the Company, the complaint is investigated in a timely manner by the Equal Opportunity Officer. When the investigation is completed, the merits of the complaint are reviewed with the affected employee(s). Where appropriate remedial action is taken.

Upon referral by the Office of Federal Contract Compliance Programs of a complaint by a covered veteran or an individual with a disability, the Company will promptly investigate and attempt to satisfactorily resolve such complaint.

## **9. RECORDKEEPING**

### **Disabled (60-741.80)**

### **Veterans (60-250.81 and 60-350.81)**

The Company shall maintain for a period of not less than two years records regarding complaints and actions taken and employment or other records required by the Act.

These records will include:

- (1) Records relating to requests for reasonable accommodation;
- (2) Job advertisements and postings;
- (3) Applications and resumes;
- (4) Tests and test results;
- (5) Interview notes, and
- (6) Other records having to do with hiring, assignment, promotion, demotion, transfer, lay-off, termination, rates of pay or other terms of compensation, and selection for training or apprenticeship.

If an employee is involuntarily terminated, the Company shall maintain the personnel records of that individual for a period of two years from the date of termination.

If the Company receives notice that a complaint of discrimination based on disability or status as a covered veteran has been filed, that a compliance review under the Rehabilitation Act or Vietnam Era Veteran's Readjustment Assistance Act has been initiated, or that an enforcement action under those laws has been commenced, the company shall preserve all personnel records relevant to the complaint, compliance review, or enforcement action until final disposition of the complaint, compliance review, or enforcement action.

**PART III:**

**COMPANY ANALYSIS FOR FEMALES AND  
MINORITIES**

## APPENDIX A





















**E & I SOLUTIONS  
WORKFORCE ANALYSIS  
US PLAN**

DEPARTMENT: 3275

PAGE: 1

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Admin 2 - Receptionist	2		2													ADMN02
Admin Staff 2	1		1	1									1			ADMN02
Associate Engineer-Civil	1	1														ENPR03
Associate Engineer-Water Resources	1	1														ENPR03
Associate Engineer-Water Resources - MGMT	2	2														ENPR03
Associate Project Manager	1		1													ENPR03
CAD Technician 1	1	1														TECH01
CAD Technician 4	1	1														TECH04
Senior 1 Analyst-GIS - MGMT	1		1	1								1				ENPR01
Senior 1 Engineer-Water Resources	6	4	2													ENPR01
Senior 1 Task Manager	1	1														ENPR01
Senior 2 Analyst-GIS - MGMT	1	1														ENPR02
Senior 2 Project Manager	1		1													ENPR02
Sr Assoc Engineer-Water Resources	1	1														ENPR04
Tech Prof 1-Civil	1	1														ENSC01
Tech Prof 1-GIS Analyst	4	2	2													ENSC01
Tech Prof 1-Intern	1		1	1									1			ENSC01
Tech Prof 1-Water Resources	10	1	9	3									3			ENSC01
Tech Prof 2-GIS Analyst	1		1													ENSC02
Tech Prof 2-GIS Specialist	1		1													ENSC02
Tech Prof 2-Water Resources	3	2	1	1		1										ENSC02
Tech Prof 3-GIS Analyst	4	2	2	3					1		1	1				ENSC03
Tech Prof 3-Water Resources	3	3														ENSC03
<b>TOTAL:</b>	<b>49</b>	<b>24</b>	<b>25</b>	<b>10</b>		<b>1</b>			<b>1</b>		<b>1</b>	<b>2</b>	<b>5</b>			





**E & I SOLUTIONS  
WORKFORCE ANALYSIS  
US PLAN**

DEPARTMENT: 3281

PAGE: 1

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Associate Engineer-Civil	1	1														ENPR03
Design Technician 4	1	1														TECH04
Engineering Technician 2	1	1														TECH02
Industrial Hygiene Technician 4	1	1														TECH04
Senior 1 Engineer-Electrical	1	1														ENPR01
Senior 1 Engineer-Mechanical	1	1														ENPR01
Senior 2 Engineer-Environmental	1	1		1		1										ENPR02
Tech Prof 1-Environmental	1		1													ENSC01
Tech Prof 2-Civil	1	1		1			1									ENSC02
Tech Prof 2-Mechanical	1	1		1					1							ENSC02
Tech Prof 3-Civil	1	1														ENSC03
<b>TOTAL:</b>	<b>11</b>	<b>11</b>	<b>1</b>	<b>3</b>		<b>1</b>	<b>1</b>			<b>1</b>						







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WORKFORCE ANALYSIS  
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DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Admin 3 - Project Administrator	1		1	1										1		ADMN03
Admin Staff 3	1		1													ADMN03
Archaeology Technician 3	1		1													TECH03
Associate Planner-Environmental - MGMT	1		1													ENPR03
Principal Program Manager - MGMT	2	2														ENPR05
Principal Project Manager	1	1														FNPR08
Senior 1 Biologist	2		2													ENPR01
Senior 1 Ecologist - MGMT	1	1														ENPR01
Senior 1 Planner-Environmental	3	2	1													ENPR01
Senior 2 Biologist - MGMT	1		1													ENPR02
Senior 2 Planner-Environmental	3	2	1	2		1					1					ENPR02
Sr Assoc Planner - MGMT	1	1														ENPR04
Sr Project Coordinator	1		1													FNPR03
Tech Prof 1-Environmental	5	1	4	2					1						1	ENSC01
Tech Prof 2-Archaeology	1	1		1					1							ENSC02
Tech Prof 2-Environmental	2		2													ENSC02
Tech Prof 2-Environmental Planning	2	1	1													ENSC02
Tech Prof 3-Archaeology	2	1	1													ENSC03
Tech Prof 3-Cultural Resources	1		1	1										1		ENSC03
Tech Prof 3-Environmental	1	1														ENSC03
<b>TOTAL:</b>	<b>33</b>	<b>14</b>	<b>19</b>	<b>7</b>		<b>1</b>		<b>1</b>	<b>1</b>		<b>1</b>		<b>2</b>	<b>1</b>		























**E & I SOLUTIONS  
WORKFORCE ANALYSIS  
US PLAN**

DEPARTMENT: 4004

PAGE: 1

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Admin 3 - Project Administrator	1		1													ADMN03
Admin 4 - Project Administrator	1		1													ADMN04
Administrative Services Supervisor	1		1													ADMN06
Branch Manager	1	1														ENPR02
Environmental Technician 1	1	1														TECH01
Environmental Technician 5	1	1														TECH05
Principal Engineer-Geotechnical	1	1														ENPR05
Principal Geologist	2	2														ENPR05
Principal Hydrogeologist	2	2														ENPR05
Senior 1 Geologist	1		1													ENPR01
Senior 2 Hydrogeologist	1		1													ENPR02
Senior 2 Scientist-Environmental	1	1														ENPR02
Sr Assoc Engineer-Environmental	1	1														ENPR04
Tech Prof 1-Civil	1	1		1					1							ENSC01
Tech Prof 1-Geology	2	1	1													ENSC01
Tech Prof 2-Database Analyst	1	1		1						1						ENSC02
Tech Prof 2-Geology	2	1	1													ENSC02
Tech Prof 3-Environmental	1		1													ENSC03
Tech Prof 3-Geology	2	2		1					1							ENSC03
<b>TOTAL:</b>	24	16	8	3					2	1						

























**E & I SOLUTIONS  
WORKFORCE ANALYSIS  
US PLAN**

DEPARTMENT: 6420

PAGE: 1

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Engineering Technician 3	1	1		1	1											TECH03
Intern-Technician 1	1	1														TECH01
Marketing Coordinator 1	1		1													FNPR01
Office Manager	1	1														ENPR04
Principal Engineer-Pavement	3	2	1	1				1								ENPR05
Senior 1 Consultant	3	2	1	2	1			1								ENPR01
Senior 1 Engineer-Pavement	1	1														ENPR01
Senior 1 Task Manager	1		1													ENPR01
Senior 2 Engineer-Pavement	1	1		1		1										ENPR02
Senior 2 Engineer-Transportation	1		1													ENPR02
Sr Assoc Engineer-Pavement	1	1														ENPR04
Sr Project Coordinator	1		1													FNPR03
Tech Prof 1-Transportation	1	1		1	1											ENSC01
Tech Prof 2-Civil	1	1														ENSC02
Tech Prof 2-GIS Analyst	1	1		1					1							ENSC02
Tech Prof 3-Bridge	1		1													ENSC03
Tech Prof 3-Pavement	1		1													ENSC03
Tech Prof 3-Transportation	1		1													ENSC03
<b>TOTAL:</b>	22	13	9	7	3	1		2	1							



















**E & I SOLUTIONS  
WORKFORCE ANALYSIS  
US PLAN**

DEPARTMENT: 7382

PAGE: 1

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Admin 4 - Project Administrator	1		1													ADMN04
Associate Engineer-Geotechnical	1	1														ENPR03
Associate Engineer-Structural - MGMT	1	1														ENPR03
CAD Technician 3	1	1														TECH03
Engineering Technician 2	1	1		1	1											TECH02
Engineering Technician 6	1	1														TECH06
Field Technician 1	1	1		1	1											TECH01
Mechanical Technician 6	1	1														TECH06
NDE Technician 5	1	1		1		1										TECH05
Principal Engineer-Geotechnical	1	1														ENPR05
Senior 1 Engineer-Civil	1	1														ENPR01
Senior 1 Engineer-Geotechnical	1	1														ENPR01
Senior 2 Engineer-Structural	1	1														ENPR02
Tech Prof 1-Geotechnical	1	1														ENSC01
Tech Prof 2-Geotechnical	1		1	1								1				ENSC02
Tech Prof 3-Mechanical	1	1														ENSC03
<b>TOTAL:</b>	16	14	2	4	2	1						1				



**E & I SOLUTIONS  
WORKFORCE ANALYSIS  
US PLAN**

DEPARTMENT: 7421

PAGE: 1

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Associate Engineer-Geotechnical	1	1		1		1										ENPR03
Engineering Technician 4	1	1														TECH04
Field Technician 2	1	1		1					1							TECH02
Field Technician 4	1	1		1					1							TECH04
Materials Technician 3	1	1		1					1							TECH03
Materials Technician 4	1		1													TECH04
Senior 1 Engineer-Environmental	1	1														ENPR01
Senior 1 Engineer-Geotechnical	1	1														ENPR01
Senior 2 Engineer-Civil	1	1		1		1										ENPR02
Senior 2 Geologist	1	1														ENPR02
Senior 2 Project Manager	1	1														ENPR02
Tech Prof 1-Geotechnical	3	3														ENSC01
<b>TOTAL:</b>	14	13	1	5		2			3							







**E & I SOLUTIONS  
WORKFORCE ANALYSIS  
US PLAN**

DEPARTMENT: 7620

PAGE: 1

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Admin 4 - Project Administrator	1		1	1							1					ADMN04
Admin Staff 2	1		1													ADMN02
GIS Technician 5	1	1														TECH05
Project Accounting Analyst	1		1	1							1					FNPR03
Senior 1 Analyst-GIS	1	1														ENPR01
Senior 2 Engineer-Water Resources	1		1													ENPR02
Senior 2 Project Manager	1		1													ENPR02
Tech Prof 1-GIS Specialist	1	1														ENSC01
Tech Prof 1-Water Resources	3	1	2	1	1											ENSC01
Tech Prof 3-Environmental	1		1													ENSC03
Tech Prof 3-Water Resources	4	4														ENSC03
TOTAL:	16	8	8	3	1						2					

























## APPENDIX B



**E & I SOLUTIONS  
JOB GROUP ANALYSIS  
US PLAN**

JOB GROUP: OFFICIALS & MANAGERS - TECHNICAL\*

PAGE: 1

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Associate Archaeologist - MGMT	1	1														ENPR03
Associate Engineer-Structural - MGMT	1	1														ENPR03
Associate Engineer-Water Resources - MGMT	2	2														ENPR03
Associate Group Leader	1	1														ENPR03
Associate Planner-Environmental - MGMT	1		1													ENPR03
Associate Program Manager	1	1														ENPR03
Associate Project Manager	4	2	2													ENPR03
Principal Group Leader	1		1													ENPR05
Principal Program Manager - MGMT	2	2														ENPR05
Principal Project Manager	2	2														FNPR08
Sector Leader - Industrial Commercial	1	1														ENPR05
Sector Leader - Oil & Gas	1	1														FNPR08
Senior 1 Analyst-GIS - MGMT	1		1	1									1			ENPR01
Senior 1 Ecologist - MGMT	1	1														ENPR01
Senior 1 Project Manager	1		1													ENPR01
Senior 1 Task Manager	3	2	1													ENPR01
Senior 1-Environmental - MGMT	1	1														ENPR01
Senior 2 Analyst-GIS - MGMT	1	1														ENPR02
PAGE TOTAL:	26	19	7	1									1			







**E & I SOLUTIONS  
JOB GROUP ANALYSIS  
US PLAN**

JOB GROUP: PROFESSIONALS - TECHNICAL

PAGE: 1

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Associate Engineer-Civil	2	2														ENPR03
Associate Engineer-Environmental	1	1														ENPR03
Associate Engineer-Geotechnical	2	2		1		1										ENPR03
Associate Engineer-Mechanical	1	1		1		1										ENPR03
Associate Engineer-Water Resources	1	1														ENPR03
Associate Geologist	2	1	1													ENPR03
Associate Hydrogeologist	1	1														ENPR03
Associate Scientist	1	1														ENPR03
Associate Scientist-Environmental	1	1														ENPR03
College Intern	1	1		1					1							FNPR01
Principal Assessor-Risk	1		1													ENPR05
Principal Engineer-Civil	1	1														ENPR05
Principal Engineer-Environmental	2	2														ENPR05
Principal Engineer-Facilities	1	1														ENPR05
Principal Engineer-Geotechnical	3	3														ENPR05
Principal Engineer-Pavement	3	2	1	1					1							ENPR05
Principal Engineer-Water Resources	1	1														ENPR05
Principal Geologist	4	4														ENPR05
PAGE TOTAL:	29	26	3	4		2			2							

**E & I SOLUTIONS  
JOB GROUP ANALYSIS  
US PLAN**

JOB GROUP: PROFESSIONALS - TECHNICAL

PAGE: 2

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Principal Hydrogeologist	3	3														ENPR05
Principal Scientist-Environmental	3	1	2													ENPR05
Senior 1 Analyst-GIS	1	1														ENPR01
Senior 1 Biologist	3	1	2													ENPR01
Senior 1 Chemist	1	1														ENPR01
Senior 1 Consultant	3	2	1	2	1				1							ENPR01
Senior 1 Engineer-Civil	1	1														ENPR01
Senior 1 Engineer-Electrical	1	1														ENPR01
Senior 1 Engineer-Environmental	5	5														ENPR01
Senior 1 Engineer-Geotechnical	2	2														ENPR01
Senior 1 Engineer-Mechanical	1	1														ENPR01
Senior 1 Engineer-Pavement	1	1														ENPR01
Senior 1 Engineer-Water Resources	6	4	2													ENPR01
Senior 1 Geologist	6	5	1	2					2							ENPR01
Senior 1 Industrial Hygienist	1	1														ENPR01
Senior 1 Planner-Environmental	4	3	1													ENPR01
Senior 1 Scientist	1	1														ENPR01
Senior 1 Scientist-Environmental	4	1	3													ENPR01
PAGE TOTAL:	47	35	12	4	1				3							

**E & I SOLUTIONS  
JOB GROUP ANALYSIS  
US PLAN**

JOB GROUP: PROFESSIONALS - TECHNICAL

PAGE: 3

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Senior 1 Scientist-Remedial	2	2														ENPR01
Senior 1-Environmental	1	1														ENPR01
Senior 2 Archaeologist	3	2	1													ENPR02
Senior 2 Consultant	1	1														ENPR02
Senior 2 Engineer-Chemical	1	1														ENPR02
Senior 2 Engineer-Civil	6	5	1	1		1										ENPR02
Senior 2 Engineer-Environmental	5	4	1	1		1										ENPR02
Senior 2 Engineer-Geotechnical	2	2		1				1								ENPR02
Senior 2 Engineer-Mechanical	1	1														ENPR02
Senior 2 Engineer-Pavement	1	1		1		1										ENPR02
Senior 2 Engineer-Structural	1	1														ENPR02
Senior 2 Engineer-Transportation	2	1	1													ENPR02
Senior 2 Engineer-Water Resources	2		2													ENPR02
Senior 2 Geologist	5	5														ENPR02
Senior 2 Geoscientist	1		1													ENPR02
Senior 2 Hydrogeologist	2	1	1													ENPR02
Senior 2 Planner-Environmental	3	2	1	2		1					1					ENPR02
Senior 2 Scientist-Environmental	4	3	1													ENPR02
PAGE TOTAL:	43	33	10	6		4		1			1					

**E & I SOLUTIONS  
JOB GROUP ANALYSIS  
US PLAN**

JOB GROUP: PROFESSIONALS - TECHNICAL

PAGE: 4

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Senior 2 Specialist-Safety & IH	1	1														ENPR02
Sr Assoc Engineer-Civil	2	1	1													ENPR04
Sr Assoc Engineer-Environmental	3	2	1													ENPR04
Sr Assoc Engineer-Pavement	1	1														ENPR04
Sr Assoc Engineer-Water Resources	1	1														ENPR04
Sr Assoc Geologist	3	3														ENPR04
Sr Assoc Industrial Hygienist	1	1														ENPR04
Sr Assoc Mechanical	1	1														ENPR04
Sr Assoc Scientist-Environmental	1	1														ENPR04
Sr Project Coordinator	2		2													FNPR03
Tech Prof 1-Civil	5	5		2				2								ENSC01
Tech Prof 1-Environmental	16	8	8	2					1						1	ENSC01
Tech Prof 1-Geology	11	6	5	2					1			1				ENSC01
Tech Prof 1-Geoscience	1		1													ENSC01
Tech Prof 1-Geotechnical	4	4														ENSC01
Tech Prof 1-GIS Analyst	5	3	2													ENSC01
Tech Prof 1-GIS Specialist	1	1														ENSC01
Tech Prof 1-Intern	4	2	2	2				1						1		ENSC01
PAGE TOTAL:	63	41	22	8				3	2			1	1	1		

**E & I SOLUTIONS  
JOB GROUP ANALYSIS  
US PLAN**

JOB GROUP: PROFESSIONALS - TECHNICAL

PAGE: 5

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Tech Prof 1-Scientist	1		1													ENSC01
Tech Prof 1-Transportation	3	2	1	1	1											ENSC01
Tech Prof 1-Water Resources	16	3	13	4	1									3		ENSC01
Tech Prof 2-Archaeology	3	2	1	1				1								ENSC02
Tech Prof 2-Civil	3	3		1			1									ENSC02
Tech Prof 2-Database Analyst	1	1		1					1							ENSC02
Tech Prof 2-Environmental	5	1	4													ENSC02
Tech Prof 2-Environmental Planning	2	1	1													ENSC02
Tech Prof 2-Field	1	1		1				1								ENSC02
Tech Prof 2-Geology	6	2	4													ENSC02
Tech Prof 2-Geotechnical	1		1	1							1					ENSC02
Tech Prof 2-GIS Analyst	2	1	1	1					1							ENSC02
Tech Prof 2-GIS Specialist	1		1													ENSC02
Tech Prof 2-Mechanical	1	1		1					1							ENSC02
Tech Prof 2-Water Resources	5	3	2	1		1										ENSC02
Tech Prof 3-Archaeology	4	3	1													ENSC03
Tech Prof 3-Architectural Historian	3	2	1													ENSC03
Tech Prof 3-Bridge	1		1													ENSC03
PAGE TOTAL:	59	26	33	13	2	1	1	2	3		1		3			

**E & I SOLUTIONS  
JOB GROUP ANALYSIS  
US PLAN**

JOB GROUP: PROFESSIONALS - TECHNICAL

PAGE: 6

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Tech Prof 3-Chemistry	1		1													ENSC03
Tech Prof 3-Civil	4	3	1													ENSC03
Tech Prof 3-Construction	1	1														ENSC03
Tech Prof 3-Cultural Resources	1		1	1										1		ENSC03
Tech Prof 3-Environmental	14	8	6													ENSC03
Tech Prof 3-Geochemistry	1	1														ENSC03
Tech Prof 3-Geology	9	6	3	1				1								ENSC03
Tech Prof 3-Geoscience	1		1													ENSC03
Tech Prof 3-Geotechnical	1	1														ENSC03
Tech Prof 3-GIS Analyst	4	2	2	3					1		1	1				ENSC03
Tech Prof 3-Industrial	1	1														ENSC03
Tech Prof 3-Mechanical	1	1														ENSC03
Tech Prof 3-Pavement	1		1													ENSC03
Tech Prof 3-Safety & IH	1	1														ENSC03
Tech Prof 3-Transportation	2	1	1													ENSC03
Tech Prof 3-Water Resources	8	7	1													ENSC03
<b>TOTAL:</b>	292	194	98	40	3	7	1	12	6		3	2	5	1		





**E & I SOLUTIONS  
JOB GROUP ANALYSIS  
US PLAN**

JOB GROUP: TECHNICIANS - TECHNICAL

PAGE: 1

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2 +	AF AM	ASIAN	NA	HISP	2 +		
Archaeology Technician 1	1		1													TECH01
Archaeology Technician 2	3	2	1													TECH02
Archaeology Technician 3	21	9	12	1					1							TECH03
Engineering Technician 4	1	1														TECH04
Engineering Technician 1	3	3		1		1										TECH01
Engineering Technician 2	4	4		1	1											TECH02
Engineering Technician 3	3	3		2	2											TECH03
Engineering Technician 4	2	2														TECH04
Engineering Technician 6	1	1														TECH06
Environmental Technician 1	4	4														TECH01
Environmental Technician 2	2	2														TECH02
Environmental Technician 4	2	2														TECH04
Environmental Technician 5	2	2														TECH05
Field Technician 1	1	1		1	1											TECH01
Field Technician 2	2	2		1					1							TECH02
Field Technician 4	2	2		1					1							TECH04
GIS Technician 5	1	1														TECH05
Industrial Hygiene Technician 4	1	1														TECH04
Intern-Technician 1	1	1														TECH01
Lab Technician 1	1	1														TECH01
<b>PAGE TOTAL:</b>	<b>58</b>	<b>44</b>	<b>14</b>	<b>8</b>	<b>4</b>	<b>1</b>			<b>3</b>							



**E & I SOLUTIONS  
JOB GROUP ANALYSIS  
US PLAN**

JOB GROUP: OFFICE & CLERICAL

PAGE: 1

DATA AS OF: 05/2020

JOB TITLE	ALL EMPLOYEES				MINORITY EMPLOYEES										SORT LEVEL	
	TOTAL EMPS	TOTAL MALE	TOTAL FEM	TOTAL MIN	MALE					FEMALE						
					AF AM	ASIAN	NA	HISP	2+	AF AM	ASIAN	NA	HISP	2+		
Admin 2 - Accounting	1		1													ADMN02
Admin 2 - Receptionist	2		2													ADMN02
Admin 3 - Administrative Assistant	1		1													ADMN03
Admin 3 - Project Administrator	2		2	1										1		ADMN03
Admin 3 - Project Assistant	1		1													ADMN03
Admin 4 - Project Administrator	5		5	1							1					ADMN04
Admin 5 - Sr Project Administrator	1		1													ADMN05
Admin Staff 2	2		2	1										1		ADMN02
Admin Staff 3	2		2													ADMN03
Admin Staff 5	1		1													ADMN05
Mechanical Technician 6	1	1														TECH06
TOTAL:	19	1	18	3							1			2		

## APPENDIX C

**E & I SOLUTIONS  
AVAILABILITY ANALYSIS  
US PLAN**

**IMMEDIATE LABOR AREA:  
SOURCE:  
JOB GROUP:  
CENSUS MATCH:**

**TOTAL US  
2010 CENSUS  
OFFICIALS & MANAGERS / ADMIN**

<b>0050</b>	Marketing and Sales Managers	35%
<b>0020</b>	General and Operations Managers	45%
<b>0100</b>	Administrative Services Managers	20%

FACTORS	WEIGHT VALUE	RAW DATA		WEIGHTED DATA	
		TOTAL FEM	TOTAL MIN	TOTAL FEM	TOTAL MIN
Requisite Skills in Immediate Area:	80.00%	36.22%	19.36%	28.98%	15.48%
Requisite Skills in Recruiting Area:	0.00%	0.00%	0.00%	0.00%	0.00%
Promotable/Transferable:**	20.00%	80.00%	20.00%	16.00%	4.00%
<b>TOTAL</b>	<b>100.00%</b>			<b>44.98%</b>	<b>19.48%</b>

\*\* From Professionals / Administrative Job Group

**E & I SOLUTIONS  
AVAILABILITY ANALYSIS  
US PLAN**

**IMMEDIATE LABOR AREA:** TOTAL US  
**SOURCE:** 2010 CENSUS  
**JOB GROUP:** OFFICIALS & MANAGERS / TECH  
**CENSUS MATCH:** 0300 Engineering Managers 100%

FACTORS	WEIGHT VALUE	RAW DATA		WEIGHTED DATA	
		TOTAL FEM	TOTAL MIN	TOTAL FEM	TOTAL MIN
Requisite Skills in Immediate Area:	80.00%	8.10%	0.00%	6.48%	0.00%
Requisite Skills in Recruiting Area:	0.00%			0.00%	0.00%
Promotable/Transferable:**	20.00%	33.56%	13.70%	6.71%	2.74%
<b>TOTAL</b>	<b>100.00%</b>			<b>13.19%</b>	<b>2.74%</b>

\*\* From Professionals / Tech Job Group

**E & I SOLUTIONS  
AVAILABILITY ANALYSIS  
US PLAN**

IMMEDIATE LABOR AREA: TOTAL US  
 SOURCE: 2010 CENSUS  
 JOB GROUP: PROFESSIONALS / ADMINISTRATIVE  
 CENSUS MATCH: 0800 Accountants and Auditors 100%

FACTORS	WEIGHT VALUE	RAW DATA		WEIGHTED DATA	
		TOTAL FEM	TOTAL MIN	TOTAL FEM	TOTAL MIN
Requisite Skills in Immediate Area:	90.00%	60.00%	26.80%	54.00%	24.12%
Requisite Skills in Recruiting Area:	0.00%			0.00%	0.00%
Promotable/Transferable:*	10.00%	94.74%	15.79%	9.47%	1.58%
<b>TOTAL</b>	<b>100.00%</b>			<b>63.47%</b>	<b>25.70%</b>

\* From the Office & Clerical Job Group

**E & I SOLUTIONS  
AVAILABILITY ANALYSIS  
US PLAN**

**IMMEDIATE LABOR AREA:  
SOURCE:  
JOB GROUP:  
CENSUS MATCH:**

**TOTAL US  
2010 CENSUS  
PROFESSIONALS / TECHNICAL**

<b>1360</b>	Civil Engineers	<b>25%</b>
<b>1420</b>	Environmental Engineers	25%
<b>1520</b>	Petroleum, Mining & Geological Engineers	25%
<b>1740</b>	Environmental Scientists and Geoscientists	25%

FACTORS	WEIGHT VALUE	RAW DATA		WEIGHTED DATA	
		TOTAL FEM	TOTAL MIN	TOTAL FEM	TOTAL MIN
Requisite Skills in Immediate Area:	80.00%	18.93%	19.63%	15.14%	15.70%
Requisite Skills in Recruiting Area:	0.00%			0.00%	0.00%
Promotable/Transferable:**	20.00%	21.74%	21.74%	4.35%	4.35%
<b>TOTAL</b>	<b>100.00%</b>			<b>19.49%</b>	<b>20.05%</b>

\*\* From the Technicians / Technical Job Group



**E & I SOLUTIONS  
AVAILABILITY ANALYSIS  
US PLAN**

**IMMEDIATE LABOR AREA:  
SOURCE:  
JOB GROUP:  
CENSUS MATCH:**

**TOTAL US  
2010 CENSUS  
TECHNICIANS / TECHNICAL**

<b>1740</b>	Environmental Scientists and Geoscientists	<b>25%</b>
<b>6820</b>	Earth Drillers, excluding Oil & Gas	<b>75%</b>

FACTORS	WEIGHT VALUE	RAW DATA		WEIGHTED DATA	
		TOTAL FEM	TOTAL MIN	TOTAL FEM	TOTAL MIN
Requisite Skills in Immediate Area:	100.00%	7.83%	15.68%	7.83%	15.68%
Requisite Skills in Recruiting Area:	0.00%			0.00%	0.00%
Promotable/Transferable:*	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	<b>100.00%</b>			<b>7.83%</b>	<b>15.68%</b>

\*\* No internal feeder group for this job group

**E & I SOLUTIONS  
8-FACTOR AVAILABILITY ANALYSIS  
US PLAN**

**IMMEDIATE LABOR AREA:** TOTAL US  
**SOURCE:** 2010 CENSUS  
**JOB GROUP:** TECHNICIANS  
**CENSUS MATCH:** 1540 Drafters 100%

FACTORS	WEIGHT VALUE	RAW DATA		WEIGHTED DATA	
		TOTAL FEM	TOTAL MIN	TOTAL FEM	TOTAL MIN
Requisite Skills in Immediate Area:	100.00%	19.70%	21.10%	19.70%	21.10%
Requisite Skills in Recruiting Area:	0.00%			0.00%	0.00%
Promotable/Transferable:*	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	<b>100.00%</b>			<b>19.70%</b>	<b>21.10%</b>

\* No internal feeder group for this job group

**E & I SOLUTIONS  
AVAILABILITY ANALYSIS  
US PLAN**

**IMMEDIATE LABOR AREA:  
SOURCE:  
JOB GROUP:  
CENSUS MATCH:**

**TOTAL US  
2010 CENSUS  
OFFICE & CLERICAL**

<b>5260</b>	File Clerks	<b>10%</b>
<b>5700</b>	Secretaries and Administrative Assistants	<b>60%</b>
<b>5940</b>	Office & Administrative Support Workers	<b>30%</b>

FACTORS	WEIGHT VALUE	RAW DATA		WEIGHTED DATA	
		TOTAL FEM	TOTAL MIN	TOTAL FEM	TOTAL MIN
Requisite Skills in Immediate Area:	100.00%	87.82%	27.30%	87.82%	27.30%
Requisite Skills in Recruiting Area:	0.00%			0.00%	0.00%
Promotable/Transferable:*	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	<b>100.00%</b>			<b>87.82%</b>	<b>27.30%</b>

\* No internal feeder group for this job group

## APPENDIX D

**E & I SOLUTIONS  
UTILIZATION ANALYSIS AND GOALS  
US PLAN**

DATA AS OF 05/2020

JOB GROUP	NUMBER OF ANTICIPATED OPENINGS	TOTAL EMPLOYEES	FEMALE TOTALS		AAP GOALS		
			TOTAL FEMALES	PERCENT	PLCMT RATE (%)	FULL UTIL	HIRING GOALS*
OFFICIALS & MANAGERS / ADMIN	1	15	4	26.7%	45.0%	6	<1
OFFICIALS & MANAGERS / TECH	4	43	13	30.2%	13.2%	5	NU
PROFESSIONALS / ADMIN	0	5	4	80.0%	63.5%	3	NU
PROFESSIONALS / TECHNICAL	58	292	98	33.6%	19.5%	56	NU
TECHNICIANS	1	8	2	25.0%	19.7%	1	NU
TECHNICIANS / TECHNICAL	13	69	15	21.7%	7.8%	5	NU
OFFICE AND CLERICAL	4	19	18	94.7%	87.8%	16	NU

NU: Not Underutilized

<1: Should an opening occur, every effort will be made to place a female

**E & I SOLUTIONS  
UTILIZATION ANALYSIS AND GOALS  
US PLAN**

DATA AS OF 05/2020

JOB GROUP	NUMBER OF ANTICIPATED OPENINGS	TOTAL EMPLOYEES	MINORITY TOTALS		AAP GOALS		
			TOTAL MINORITIES	PERCENT	PLCMT RATE (%)	FULL UTIL	HIRING GOALS*
OFFICIALS & MANAGERS / ADMIN	1	15	0	0.0%	19.5%	2	<1
OFFICIALS & MANAGERS / TECH	4	43	2	4.7%	2.7%	1	NU
PROFESSIONALS / ADMIN	0	5	1	20.0%	25.7%	1	NU
PROFESSIONALS / TECHNICAL	58	292	40	13.7%	20.0%	58	11
TECHNICIANS	1	8	0	0.0%	21.1%	1	<1
TECHNICIANS / TECHNICAL	13	69	15	21.7%	15.7%	10	NU
OFFICE AND CLERICAL	4	19	3	15.8%	27.3%	5	1

NU: Not Underutilized

<1: Should an opening occur, every effort will be made to place a minority

**PART IV:**

**COMPANY ANALYSIS FOR INDIVIDUALS WITH A  
DISABILITY**

**E & I SOLUTIONS  
UTILIZATION ANALYSIS AND GOALS  
US PLAN  
DATA AS OF 05/2020**

JOB GROUP	NUMBER OF ANTICIPATED OPENINGS	TOTAL EMPLOYEES*	INDIVIDUALS WITH DISABILITIES		AAP GOALS		
			TOTAL COUNT	PERCENT	PLCMT RATE (%)	FULL UTIL	HIRING GOALS*
OFFICIALS & MANAGERS / ADMIN	1	15	0	0.0%	7.0%	1	<1
OFFICIALS & MANAGERS / TECH	4	43	2	4.7%	7.0%	3	<1
PROFESSIONALS / ADMIN	0	5	0	0.0%	7.0%	0	NU
PROFESSIONALS / TECHNICAL	58	292	5	1.7%	7.0%	20	4
TECHNICIANS	1	8	0	0.0%	7.0%	0	NU
TECHNICIANS / TECHNICAL	13	69	1	1.4%	7.0%	4	<1
OFFICE AND CLERICAL	4	19	0	0.0%	7.0%	1	<1

NU: Not Underutilized

<1: Should an opening occur, every effort will be made to place an individual with a disability



**PART V**

**COMPANY SELF ANALYSIS FOR VETERANS**

**E & I SOLUTIONS**  
**VETERAN BENCHMARK REPORT**  
**US PLAN**

DATA AS OF 05/2020

NUMBER OF ANTICIPATED OPENINGS	TOTAL EMPLOYEES*	VETERANS				
		TOTAL COUNT	PERCENT	BENCHMARK (%)	FULL UTIL	HIRING GOALS*
81	451	5	1.11%	5.7%	25	4

NU: Not Underutilized

<1: Should an opening occur, every effort will be made to place a veteran

**PART VI: SUPPLEMENTAL INFORMATION**

**EXHIBIT A**



## US - HARASSMENT FREE WORKPLACE

<b>Document number:</b>	HRM-PRO-100340
<b>Applicability:</b>	USA Effective 1-Jan-2019
<b>Document owner:</b>	P&O Presidents of Business Units operating in US
<b>Document checker:</b>	Teresa Brown, P&O Manager
<b>Document author:</b>	Sabrina Sierra, P&O Manager
<b>Revision:</b>	0
<b>Revision date:</b>	1-Jan-2019
<b>This document supports</b>	Harassment, HRM-POL-100015

**Responsibility for this document:** The functional responsibility for the development, review and maintenance of this document rests with the P&O Presidents.

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## **1 Purpose and Scope**

Wood (hereinafter referred to as "the Company") strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the workplace should be characterized by mutual trust and the absence of intimidation, oppression or exploitation. The purpose of these procedures is to provide all employees with a workplace free of harassment, bullying, intimidation, and hostility. This procedure provides the roles and responsibilities for employees and management.

This procedure applies to all worker classifications as defined in the Worker Classifications Procedure. This procedure applies equally to employee's treatment by and treatment of customers, suppliers and visitors to Company work places.

## **2 Roles and Responsibilities**

### **2.1 Employees**

Employees are responsible for:

- Their individual compliance with the terms of this procedure and for the development of a working environment in which the dignity of all personnel is respected;
- Must not commit any acts of harassment or bullying against any person;
- Employees who are aware any incidence of harassment or bullying should alert a Supervisor or P&O to enable the Company to perform an investigation.

### **2.2 People & Organization (P&O)**

To implement this procedure, P&O will:

- Provide all employees with a copy of this procedure;
- Provide appropriate training to Supervisors;
- Ensure that all complaints of harassment and bullying are dealt with promptly, seriously and confidentially and in accordance with our internal process;
- Set a good example by treating employees with fairness, dignity and respect;
- Be alert to unacceptable behavior and will take appropriate action to stop it;
- Regularly review complaints of harassment and bullying and how they have been resolved, in order to ensure that the Company's procedure and approach is working consistently and effectively.

### **2.3 Supervisors**

The main responsibility for this procedure will be carried out by P&O however, all Supervisors have a special responsibility for the following:

- Enforcing these procedures on a day-to-day basis by explaining these procedures to their direct reports and to take steps to positively promote these procedures;

- Setting a good example for other employees to follow and for intervening where necessary to protect and reassure employees;
- Ensure that harassment does not occur in work areas for which they are responsible;
- Be responsive to anyone who complains about harassment;
- Eliminate any harassment, bullying or intimidation of which they become aware;
- Supervisors, working in conjunction with their P&O Business Partner (P&O BP) wherever relevant, must investigate the complaint, provide advice on the actions to be taken and should maintain confidentiality to the fullest extent possible.

### **3 Procedure**

The Company is committed to providing employees a work environment that is free from harassment, bullying, intimidation and hostility based on the following characteristics: race, color, religion, sex, pregnancy, gender identity, sexual orientation, national origin, age, disability or genetic information and other areas protected by Federal, State and local legislation. Harassment, as defined herein will not be tolerated.

#### **3.1 Harassment**

The Company does not tolerate any form of harassment. Harassment is unwanted conduct which has the purpose or effect of violating dignity or creating an intimidating, hostile, degrading, humiliating or offensive working environment. Harassment can take many forms, occur on a variety of grounds and may be directed at an individual or group of individuals. It is the impact of the conduct on the recipient and not the intention of the alleged harasser which determines whether harassment occurred or not.

##### **3.1.1 Sexual Harassment**

Sexual Harassment consists of, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a condition of employment, or
- Submission to or rejection of such conduct becomes the basis for employment decisions, or
- Such conduct becomes a condition of salary increase or promotion, or
- Such conduct creates a hostile, intimidating or offensive work environment

Examples of the types of sexual harassment that the Company does not allow include:

- Unwelcome sexual remarks, jokes or verbal abuse
- Unwanted or unnecessary physical contact or body contact
- Unwelcome suggestive remarks, innuendo or lewd comments
- The display or distribution of pornographic or other sex related material

The above list is by way of example only and is not exhaustive.



### **3.1.2 Discriminatory Harassment**

Discriminatory Harassment may include, but not be limited to, verbal (including improper or inappropriate joking or teasing), electronic (including but not limited to email, phone, texts, written communications) or physical contact that denigrates or shows hostility or aversion to an individual and that:

- Behavior which ridicules an individual because of their gender or sexual orientation
- Racially derogatory remarks or racist jokes
- Deliberate exclusion from work activities
- Ridiculing or demeaning behavior focused towards a person or group of people because of their age
- Jokes about disability or disabled people

The above list is by way of example only and is not exhaustive.

### **3.2 Bullying and Intimidation**

The Company actively promotes a working environment free from inappropriate behavior such as bullying and intimidation. Bullying often involves threatening, abusive, intimidating or insulting behavior which may be an abuse of power, position or knowledge. Bullying could include a person in authority abusing their power and bullying subordinates, an individual bullying a colleague or a group of people picking on one individual. It is the impact of the conduct on the recipient and not the intention of the alleged perpetrator which will determine what constitutes bullying and intimidation.

#### **3.2.1 Bullying and Intimidation Examples**

- Severe verbal abuse
- Intimidating or aggressive behavior
- Excessive teasing or humiliation
- Imposing unrealistic targets inducing ridicule or personal embarrassment
- Unfair and excessive criticism, possibly in front of colleagues
- Isolating or openly ignoring someone
- Physical assault
- Sending abusive or intimidating messages by e-mail

The above list is by way of example only and is not exhaustive.

### **3.3 Reporting Procedures**

Any employee who believes he/she has been subjected to any form of harassment, bullying or intimidation should promptly take the following action:

1. Unless uncomfortable, believed futile, or fearful of unwanted hostile confrontation, the employee should talk to the alleged harasser and inform them that their behavior is unwanted, unwelcome or making them feel uncomfortable.
2. The employee should say "no" clearly and inform the harasser that the attentions are unwanted and that they should stop the behavior. If the unwanted behavior persists, the employee should notify their Supervisor or People & Organization (P&O).
  - a. The member of management who is notified should immediately notify their P&O Business Partner (P&O BP) without delay.
  - b. If the employee does not feel comfortable in notifying management or P&O, they can contact the Ethics Helpline to confidentially report unwanted behaviors.
3. Whether notified by the employee directly or through the Business Ethics Helpline, the Company must promptly conduct an investigation in which all facts are examined in a manner that is fair and impartial.
4. Should the investigation confirm that harassment or inappropriate behavior has occurred; the offending employee will be subject to appropriate corrective or disciplinary action. This may range from verbal counseling, a written warning, suspension or dismissal, depending on the circumstances.
5. If the corrective action is less than dismissal, the Company will continue to monitor the situation to ensure that there is not continuing inappropriate behavior.
6. If the investigation does not substantiate that harassment has occurred, then the allegations cannot be used in subsequent employment decisions, unless there is the repetition of an alleged offense toward the same or different parties. In this case, further investigation will be required and progressive corrective action steps may occur.
7. The Company prohibits any form of retaliation against an employee for filing a bona-fide complaint under this procedure or for assisting in an investigation.

**Confidentiality:** Although anonymity cannot be guaranteed during the process of investigating and resolving a harassment claim, confidentiality will be preserved throughout the investigation to the extent possible.

## **4 Definitions**

Not applicable.

## 5 References

Document Title	Document No.
Ethics Helpline	1-855-260-7434
Code of Conduct	COP-PLD-100008
Harassment	HRM-POL-100015
US Worker Classifications Procedure	HRM-PRO-100337
US Equal Employment Opportunity Procedure	HRM-PRO-100339
Ethics Reporting Website	woodplc.ethicspoint.com

## 6 Revision History

Rev No.	Rev Date	Summary of Changes
0	1-Jan-2019	Issued for Use

## 7 Appendices

Not applicable.

**EXHIBIT B**



## US - EQUAL EMPLOYMENT OPPORTUNITY

<b>Document number:</b>	HRM-PRO-100339
<b>Applicability:</b>	USA Effective 1-Jan-2019
<b>Document owner:</b>	P&O President of Business Units with Operations in the US
<b>Document checker:</b>	Shanna Funkhouser, VP, People & Organization
<b>Document author:</b>	Jeanne Lee, P&O Business Partner
<b>Revision:</b>	0
<b>Revision date:</b>	1-Jan-2019
<b>This document supports</b>	Equal Opportunities, HRM-POL-100014

**Responsibility for this document:**

The functional responsibility for the development, review and maintenance of this document rests with the P&O Presidents.

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## **1 Purpose and Scope**

Wood (hereinafter referred to as "the Company") is an equal opportunity employer that recognizes the value of a diverse workforce. The Company is committed to equal opportunities and will treat all employees and prospective hires in a fair and consistent manner. The Company will not tolerate any form of unlawful or unfair discrimination or harassment. Nor will the Company tolerate retaliation against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. In addition, the Company is committed to provide equal employment opportunity for individuals with a disability and veteran status, or other characteristics in accordance with applicable governing laws. The Company shall appoint, train, develop, and promote on the basis of merit, ability and suitability for work only.

This procedure applies to all worker classifications as defined in the Worker Classifications Procedure.

## **2 Roles and Responsibilities**

All Company employees are responsible for their individual compliance with the terms of this procedure.

All Supervisors have a duty to ensure that equal opportunities exist in work areas for which they are responsible, and are responsible for ensuring that they observe the procedure in the treatment of their personnel. Supervisors have a further responsibility to explain the Company's procedure to their people and to take steps to promote the procedure.

The People & Organization (P&O) function is assigned overall responsibility for the coordination of the Company's Equal Employment Opportunity and Affirmative Action efforts.

## **3 Procedure**

The Company will comply with federal anti-discrimination laws and will maintain annual Affirmative Action plans where required. As part of this commitment to equal employment opportunity, we will inform employees of their rights to be free from workplace discrimination and retaliation. In addition, the Company will provide avenues for employees to report their concerns if they feel that discrimination or retaliation have occurred.

The Company does not discriminate and does not permit its employees to discriminate against other employees or applicants based on race, color, religion, sex, pregnancy, gender identity, sexual orientation, national origin, age, disability or genetic information. This includes discrimination based on the perception that a person has any of those characteristics. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. Additionally, we will not discriminate on alien status when the individual has qualified for employment in the United States. Equal employment opportunity will be extended to all employees in all aspects of the employer-employee relationship. This includes recruiting, hiring, job upgrading, demotion, training and apprenticeship, promotion, transfer, compensation, benefits, discipline, layoffs, recall if applicable, termination, and all other privileges, terms and conditions of employment.

## **4 Work Flow**

### **4.1 Recruitment**

Qualified applicants will be recruited for vacancies in all job classifications regardless of race, creed, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, marital status, national origin, citizenship, covered veteran status, ancestry, age, physical or mental disability, genetic information, and alien status when an individual is eligible for employment in the US.

All recruiting advertisements will include the term "Equal Opportunity Employer (EOE) M/F/V/D/SO".

### **4.2 Disabled**

The Company will provide equal employment opportunities for qualified applicants and employees with disabilities and individuals associated with people with disabilities as well as Veterans. P&O will be responsible for determining whether reasonable accommodations can be made to ensure equal opportunities for disabled persons.

### **4.3 Veterans**

The Company will provide equal employment opportunities for qualified applicants and employees who are Veterans. P&O will be responsible for determining whether reasonable accommodations can be made to ensure equal opportunities for Veteran applicants and employees.

## **5 Breaches of the Procedure**

The Company cannot eliminate discrimination unless it is made aware that it is happening. Any person who believes that he/she has been subject to or is aware of discrimination is encouraged to raise it with their Supervisors, P&O or through the Ethics Helpline.

If you believe that you may have been disadvantaged on any of the unlawful grounds listed in this procedure you are encouraged to raise the matter with your Supervisors, P&O or through the Ethics Helpline.

Allegations regarding potential breaches of this procedure will be treated in confidence and investigated in accordance with the relevant procedure.

Company employees who make such allegations in good faith will not be victimized or treated less favorably as a result.

False allegations of a breach of this procedure which are found to have been made in bad faith will, however, be dealt with under the Company's disciplinary procedures.

If, after investigation, any Company employees are proven to have violated this procedure, they will be subject to the Company's disciplinary procedures, up to and including termination of employment.



## 6 Definitions

The following terms are used within this document.

Term	Definition
EEO	Equal Employment Opportunity
EOE M/F/V/D/SO	Equal Opportunity Employer for Minority/Female/Veteran/Disabled/Sexual Orientation

## 7 References

Document title	Document no.
Ethics Helpline	1-855-260-7434
Equal Opportunities	HRM-POL-100014
US Worker Classification Procedure	HRM-PRO-100337
Ethics Reporting Website	Woodplc.ethicspoint.com

## 8 Revision History

Rev no.	Rev date	Summary of changes
0	1-Jan-2019	Issued for Use

## 9 Appendices

Not applicable.

**EXHIBIT C**

### Voluntary Self-Identification of Disability

Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
(if applicable)

Date: \_\_\_\_\_

#### Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

#### How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. *Disabilities include, but are not limited to:*

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

#### Please check one of the boxes below:

- Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
- No, I Don't Have A Disability, Or A History/Record Of Having A Disability
- I Don't Wish To Answer

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

**For Employer Use Only**

*Employers may modify this section of the form as needed for recordkeeping purposes.*

*For example:*

Job Title: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

# Environment & Infrastructure Solutions

## Veteran Self ID Form



### INVITATION TO SELF-IDENTIFY UNDER THE VEVRAA (1974), VEOA (1998), VBHCIA (2000), JOBS FOR VETERANS ACT (2002) AND REHABILITATION ACTS

We invite individuals to complete this form after an employment offer is made.

This organization is subject to section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veteran's Assistance Act of 1974, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities, disabled veterans, special disabled veterans, Vietnam veterans and all other eligible veterans. If you have a disability or are a veteran as defined below and would like to be considered under the affirmative action program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit about your disability will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by OFCCP or the Americans with Disabilities Act may be informed. The information provided would be used only in ways that are consistent with section 503 of the Rehabilitation Act and the Vietnam Era Veteran's Readjustment Act of 1974, as amended.

**Please Print:** Name: \_\_\_\_\_  
(Last) (First) (Middle)

Job Title Hired For: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I elect not to identify.

**Vietnam Era Veteran** - Are you a person who served on active duty for a period of more than 180 days any part of which occurred between 8/5/64 and 5/7/75 or active duty occurred in the Republic of Vietnam between 2/28/61 and 5/7/75 and was discharged or released therefrom with other than a dishonorable discharge or a service connected disability? Yes  No

**Other Protected Veteran** - Are you a person 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, other than special disabled veterans or veterans of the Vietnam era? Yes  No

**Recently Separated Veteran** - Are you a Veteran recently separated from service in the last 3 years? Yes  No   
Date of Separation: \_\_\_\_\_

**Special Disabled Veteran** - Are you a Veteran entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30% or more, or rated at 10% or 20% in the case of a veteran who has been determined to have a serious employment disability, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty? Yes  No

**Disabled Veteran** - Are you (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 required pay would be entitled to compensation) under laws administered by the Secretary of Veteran Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability?  
Yes  No

**Armed Forces Service Medal Veteran** - Are you a person who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985? Yes  No

If you are a disabled veteran, special disabled veteran or an individual with a disability, we would like to include you under the affirmative action program. It would assist us if you tell us about (i) any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind, and (ii) the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations.

**EXHIBIT D**

## Construction Foreman / Field Technician

### EEO

#### EEO

As a United States Federal Contractor, Wood is required to keep records and perform certain analyses of our applicant pool. Therefore we are asking applicants to please complete and submit the electronic forms below. Wood is an equal opportunity employer that recognizes the value of a diverse workforce. All qualified individuals will receive consideration for employment without regard to race, color, age, religion, gender, national origin, sexual orientation, gender identity, disability and/or protected veteran status in accordance with governing laws. Various agencies of the United States government require employers to collect information about applicants. Information requested in this section is for the purposes of compliance with these record keeping requirements and to determine recruiting and employment patterns. Such information will in no way affect the decision regarding your application for employment. This data will be kept confidential. Completion of this section is voluntary and is not a requirement for employment.

#### Voluntary Information

Gender\*

Ethnicity\*

Disability\*

Veteran\*

Finish Later

Submit

For Further Assistance, click [here](#). All applications must be made via the official process above.

Software Powered by ICIMS

[www.icims.com](http://www.icims.com)

At Wood we are always looking to grow our teams with talented people, just like you. As a result, we have shared this opportunity with you in the hope it is a role you would consider.

Job title: Mid-Senior Environmental Engineer

Planned number of positions: 2

Work Location: Novi MI

Overview:

Wood Environment & Infrastructure Solutions is seeking a **Mid-Senior Level Engineer** to join our team in Novi, MI.

Are you an Engineer with 5 to 10 years of environmental experience? Are you looking for an opportunity to work with Senior Staff on a variety of technically challenging projects? Are you looking for an opportunity to work with an established environmental consulting firm that values its employee's enthusiasm and technical contributions? We encourage you to apply for this opportunity. We are dedicated to providing the atmosphere to allow individuals to grow their career.

The position is approximately 15% field work and 85% office work on a variety of projects including industrial, state and federal sites. The success candidate will perform routine office assignments (technical and non-technical).

Key Responsibilities:

Responsibilities include, but are not limited to:

- Travel to project sites in Michigan and the Great Lakes Area
- Prepare conceptual site models and remedial alternatives analyses
- Prepare bidding documents and requests for proposals and assist in subcontractor procurement for environmental remediation projects
- Prepare cost estimates to implement remedial technologies
- Review contractor submittals including equipment, work plans and QA/QC plans
- Track payment applications, requests for information, change order requests and general construction phase submittals
- Self-implement or oversee implementation of remediation activities - This may include managing and/or assisting junior staff involved in the project
- Conduct project closeout activities including final inspections, completion of punch lists, record drawings, and contract closeout
- Complete operation and maintenance inspections of remediation systems under guidance of an experienced operator
- Office activities, including analysis and interpretation of analytical results and preparation of summary reports under the guidance of a Senior or Principal Scientist/Geologist or Engineer
- Manage and analyze large environmental datasets with spreadsheets and other technical software (GIS and Matlab), prepare plots and quantitative summaries, and document methods used to analyze data
- Prepare engineering calculations, engineering drawings, technical memoranda, and other deliverables related to communicating and documenting a civil/environmental engineering design
- Participate in training events, project meetings, and engineering team meetings
- Work and travel safely, follow company and site safety standards, maintain permits and training certificates

Qualifications:

Key Attributes:

The successful candidate must have the following attributes:

- Strong organizational skills, attention to detail, and ability to work effectively under deadlines and within budgets

- Strive to understand client's objectives and craft solutions that incorporate client needs tailored to site conditions
- Require nominal supervision and review of work
- Work in a team setting with other engineering disciplines and Wood offices
- Learn and stay up to date on state and federal environmental regulations and guidance
- Ability to deliver processed data in an organized fashion, following data management standards
- Maintain successful client relations; our professionals work on many projects at one time and must be able to build and sustain relationships

Basic/ Required Qualifications:

- BS degree in civil engineering, environmental engineering, or related field
- 5 to 10 years environmental experience including environmental remediation engineering
- Understanding of means and methods and ability to perform engineering calculations and designs associated with environmental remediation technologies and treatment systems including air sparging, soil vapor extraction systems, vapor mitigation, biodegradation, chemical injections, pump and treat, soil excavation and/or sediment dredging
- Strong fundamental math and statistics skills
- Proficient using GIS and Matlab software packages
- Excellent communication, both verbal and written, and organizational abilities
- Flexibility to work outside of normal business hours if required
- Must pass drug test, background check and must have a satisfactory driving record in accordance with the Company's driving (MVR) policy

Preferred Qualifications:

- Michigan PE license
- Computer literate – MS Word, Excel, CADD familiarity, etc.
- Ability to work both independently and as part of a team
- HAZWOPER 40 hour training

Physical Demands:

- Working outside in various weather conditions, uneven terrain
- Office work with computer

Please go [here](#) to see the requisition and use the following number to search for it : 2019-39637

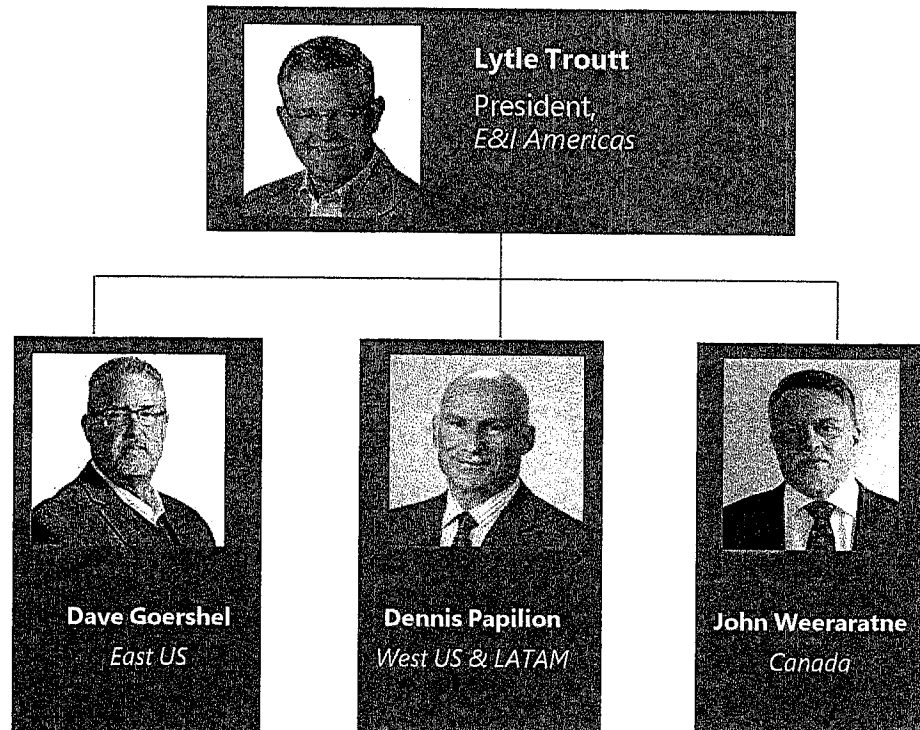


**EXHIBIT E**

# E&I Americas leadership team

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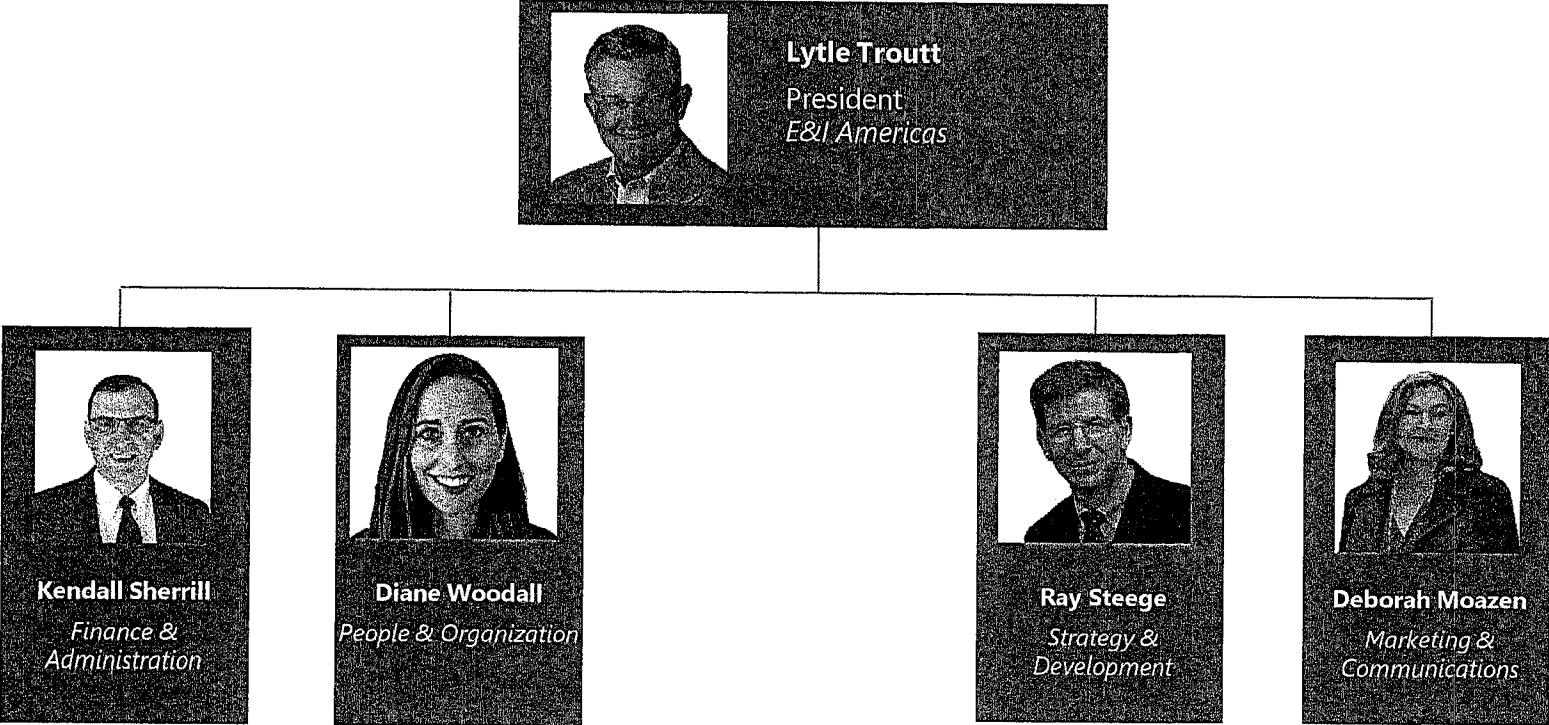
## Operational Leaders



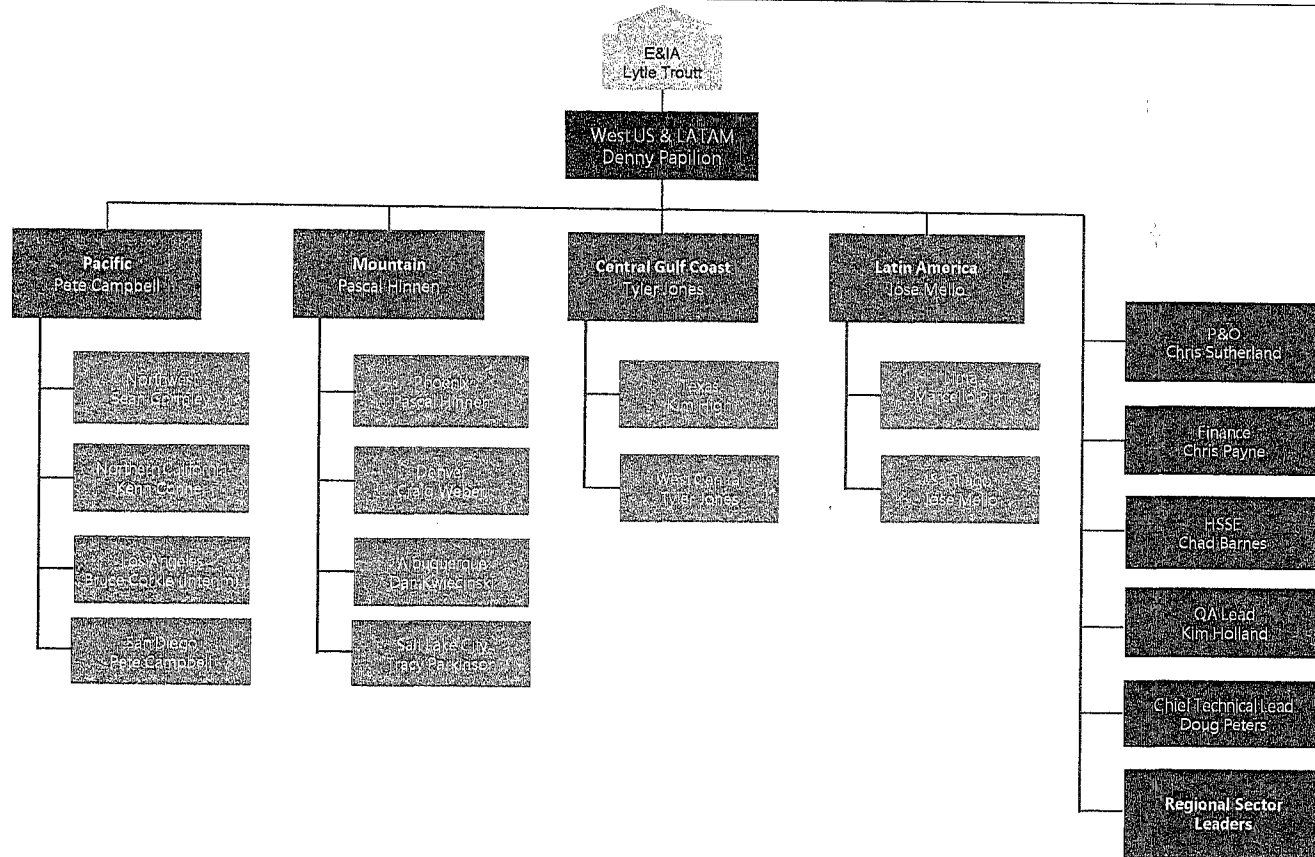
# E&I Americas leadership team

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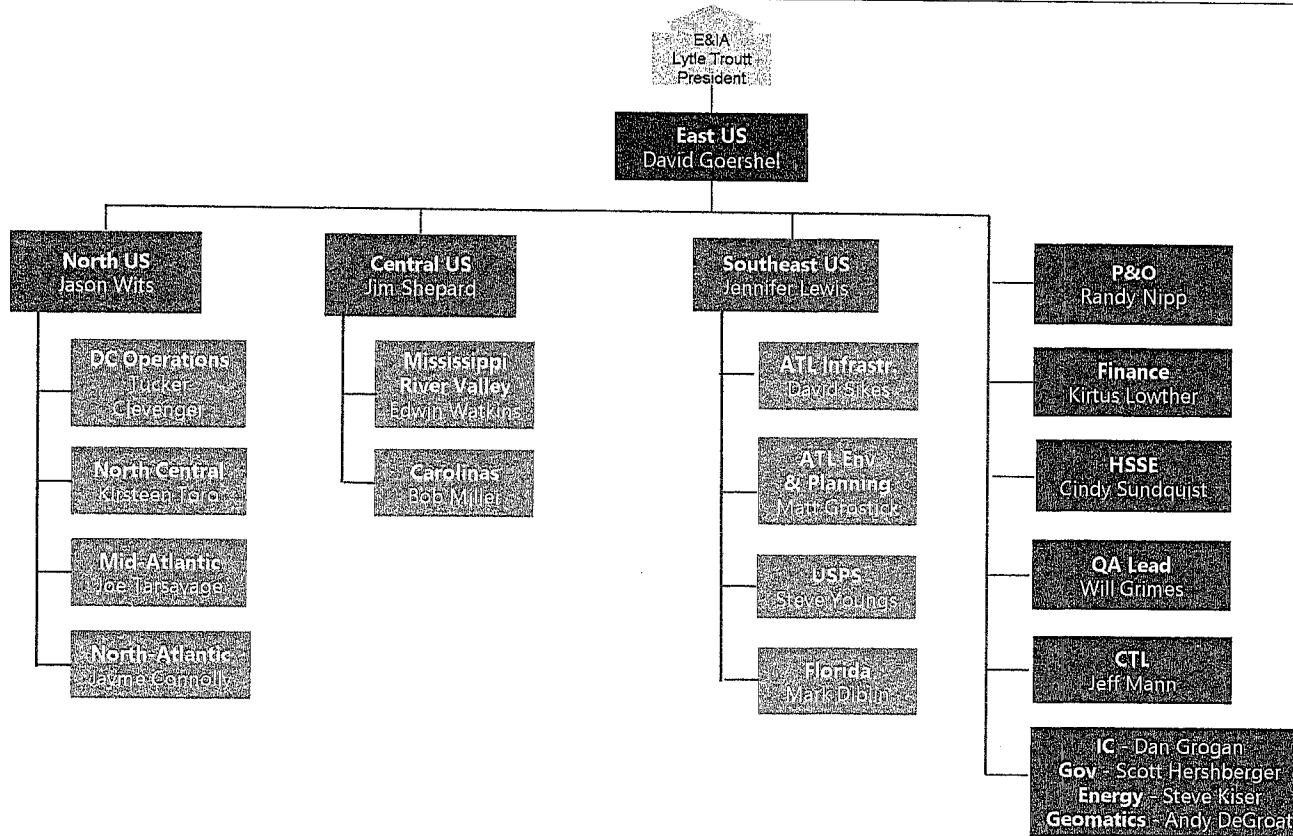
## Functional Leaders



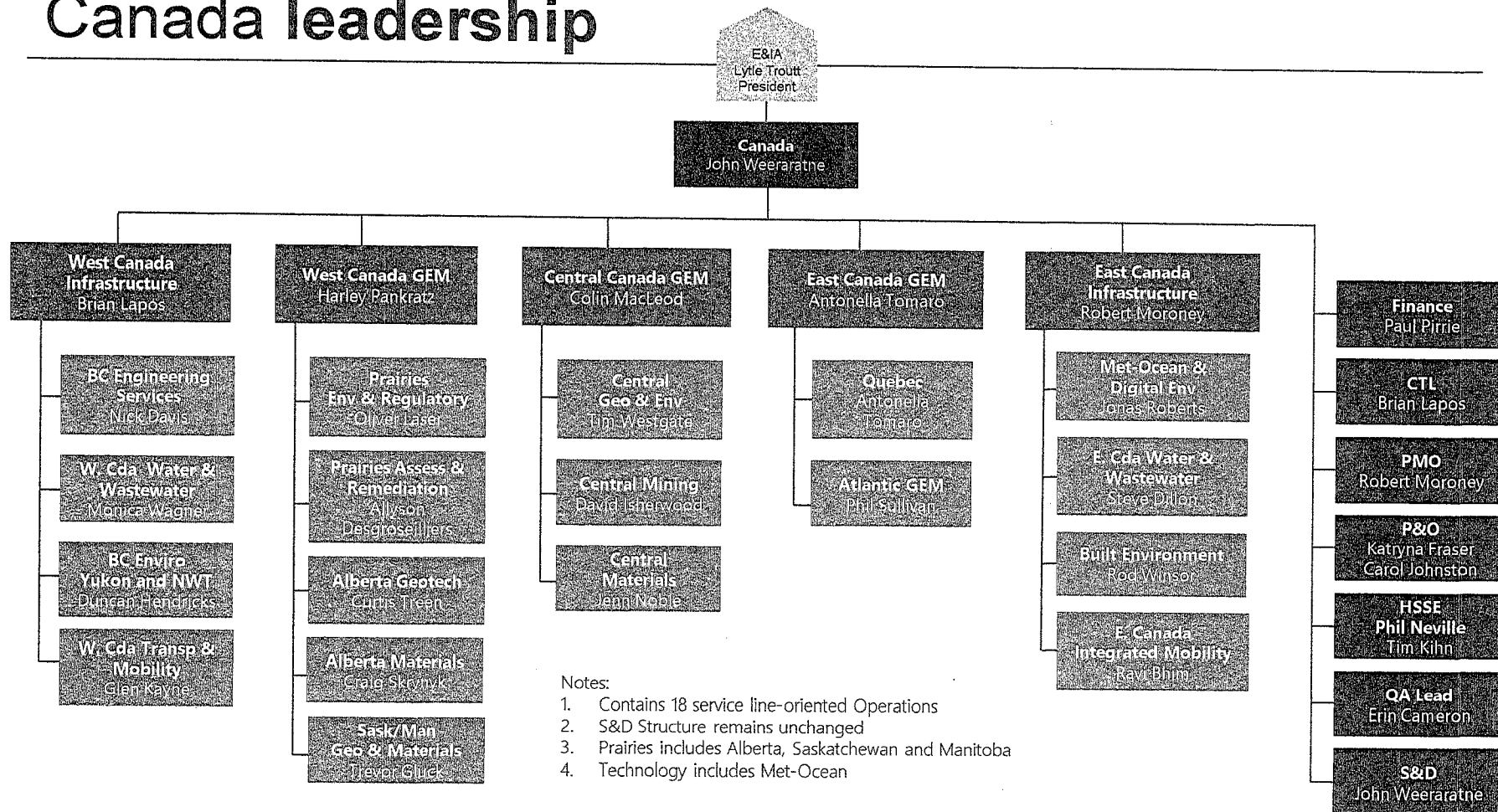
# West US & LATAM leadership



# East US leadership



# Canada leadership



**EXHIBIT F**



Date

Name  
Company  
Address

**SUBJECT: Affirmative Action for Equal Employment Opportunity**

Dear Sir or Madam:

Wood has pledged to a policy of equal employment opportunity. Our objective is to prohibit discrimination in our employment due to race, color, religion, gender, pregnancy, national origin, ancestry, age, marital status, sexual orientation, veteran status, mental disability, medical condition, political affiliation, or any other classification protected by law. In addition, we are committed under our Affirmative Action Plan to increase employment of the disabled and covered veterans, and to eliminate any under-employment in our company of women and minority persons.

We ask for your cooperation and active assistance by referring qualified women, minorities and individuals with disabilities and covered veterans for job openings so that goals of our Affirmative Action Plan can be achieved.

Thank you for your attention and cooperation.

Sincerely,

NAME  
President, People & Organization  
Wood



**EXHIBIT G**

## List of Recruiting Sources

### **Account Workflow: Broadbean Compliance + Reporting**

- Broadbean will scrape jobs off: <https://anecfw-globalhub.icims.com/jobs/search?==1&searchLocation=12781-->
- Jobs will be sent to the state boards you specified
- Jobs will be posted on the state sites within 24-hours

### **Clients State Boards:**

- All 50 States and Washington D.C.
- Puerto Rico

### **Client Diversity Boards:**

- Workplace Diversity
- VeteransConnect.com
- LGBTConnect.com
- DisabilityConnect.com
- HispanicDiversity.com
- AllDiversity.com
- JOFDAV.com (Job Opportunities for Disabled American Veterans)
- DisabledPerson.com
- Diversity Working
- Diversityworkers.com
- African American Jobsite
- Asianamericanjobsite.com
- Hispanicjobsite.com
- Jobs4women.net
- Veteranjobsite.com
- Armedservicesjobs.com
- Retiredstars.com
- Seniorjobsnetwork.com
- Disabilityjobsite.com

**EXHIBIT H**



We are an equal opportunity employer that recognizes the value of a diverse workforce. All qualified individuals will receive consideration for employment without regard to race, color, age, religion, gender, national origin, sexual orientation, gender identity, disability and/or protected veteran status in accordance with governing laws.

## APPLICATION FOR EMPLOYMENT

NAME: _____		DATE: _____	
LAST	FIRST	MIDDLE	
PRESENT ADDRESS: _____			
STREET	CITY	STATE	ZIP
HOME PHONE _____		EMAIL _____	
ALT PHONE _____			
CAN YOU SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES PERMANENTLY? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If no, what type of work authorization do you hold?			

Position or type of work desired:	Date available:	Salary desired:
-----------------------------------	-----------------	-----------------

Can you perform the essential functions of the position for which you are applying, with or without reasonable accommodations? YES  NO

Are you bound by any employment agreement or a strict covenant not to compete? YES  NO   
If yes, explain:

Have you ever worked for Wood or one of its subsidiaries (i.e. Amec Foster Wheeler, AMEC, MACTEC, Geomatrix, etc.)? YES  NO   
If yes, what location & dates?

How were you referred to Wood?

Newspaper ad       Wood Careers Website       Monster.com       State Employment Agency  
 Networking       College/University       Walk-In       Contacted by a Wood Recruiter  
 Professional Association/Career Fair/Trade Show  
 Other websites:       Other Job Board:  
 Referred by a Wood Employee – List employee's name:

Do you have any family members that currently work for Wood? Yes  No  If yes, who?

Do you have any other potential conflicts of interest? Yes  No  If yes, then please describe:

HAVE YOU BEEN CONVICTED OR RELEASED FROM PRISON FOR A CONVICTION OF A FELONY WITH IN THE LAST 7 YEARS? YES  NO   
If yes, state the circumstances. (A conviction record will not necessarily bar you from employment.):

EDUCATION	NAME AND LOCATION OF SCHOOL	# OF YEARS ATTENDED	YEAR GRADUATED	MAJOR AND DEGREE RECEIVED OR SUBJECTS STUDIED
HIGH SCHOOL			N/A	
COLLEGE				
GRADUATE SCHOOL				
TRADE, BUSINESS OR TECHNICAL SCHOOL				
OTHER				

THE FOLLOWING INFORMATION IS DESIRED FOR OUR RECORDS WITH RESPECT TO PROFESSIONAL ENGINEERS REGISTRATIONS  
 IF YOU DO NOT HAVE ANY LICENSES, CHECK HERE:

ENGINEER-IN TRAINING (EIT)	TOOK EIT EXAM?	EIT NUMBER	STATE	DATE LICENSE WAS GRANTED	STATUS
	<input type="checkbox"/> YES   <input type="checkbox"/> NO				

PROFESSIONAL REGISTRATION	LICENSE NUMBER	LICENSE SPECIALTY (i.e. PE, PG)	STATE, COUNTRY OR TERRITORY	DATE LICENSE WAS GRANTED	STATUS
					<input type="checkbox"/> Active <input type="checkbox"/> Pending If pending, date you expect to receive:
					<input type="checkbox"/> Active <input type="checkbox"/> Pending If pending, date you expect to receive:
					<input type="checkbox"/> Active <input type="checkbox"/> Pending If pending, date you expect to receive:

PROFESSIONAL SOCIETIES AND ASSOCIATIONS YOU BELONG TO:

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE (month and year)	NAME, ADDRESS AND PHONE NUMBER OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM: _____ TO: _____				
FROM: _____ TO: _____				
FROM: _____ TO: _____				
FROM: _____ TO: _____				

MAY WE CONTACT YOUR MOST RECENT EMPLOYER? YES  NO

I certify that the information contained in the application is correct to the best of my knowledge and understand that falsification of this application in any detail is grounds for disqualification from further consideration for employment or for dismissal from employment. I agree to conform to the rules and regulation of the Company, and understand that my employment and compensation can be terminated, with or without cause, and with or without prior notices, at any time, at the option of either the Company or myself unless otherwise mutually Wood, has the necessary authority to enter into such a written agreement for employment for any period of time or to make any agreement contrary to the foregoing. I further understand and acknowledge that there are no written, oral, collateral or implied agreements of any kind contrary to the foregoing. I agree to submit to physical examination and/or screening, background investigation and motor vehicle record check, if the position for which I am applying requires one. I authorize the companies, schools or person named above to give any information regarding my employment, together with any information they may have about me. I hereby release said companies, schools or person from all liability for any damage for providing such information.

I understand that I may request a copy of the application.

APPLICANT'S SIGNATURE: \_\_\_\_\_  
hr

DATE: \_\_\_\_\_

**EXHIBIT I**

## **GDOT CEI Inspector Aid**

Typically, assignments include inspecting, measuring and documenting work performed by a construction contractor and providing support as required for GDOT and consultant personnel performing inspection of construction activities.

### Key Responsibilities:

- Observe, measure and document work performed by construction contractors
- Support Project Manager in preparing pay statements and maintaining project diaries
- Perform field tests on concrete (air content, slump, prepare cylinders) and asphalt (temperature) according to prescribed procedures, processes and standards
- Support Project Manager to verify and document adherence to environmental, traffic and erosion control policies and regulations
- Abide by Safety Policies including wearing appropriate Personal Protective Equipment
- Maintain Inspector diaries
- Maintain and document vehicle preventative maintenance and mileage reports

### Qualifications:

#### Education, Experience and Skills Required:

- High school diploma, prefer one year of engineering, science or technology education or training or 0 to 2 years applicable experience
- Ability to understand procedural manuals and execute work orders
- Attention to detail
- Ability to follow directions

#### Physical Job Requirements:

- Ability to stoop, kneel, climb and lift up to 50 pounds
- Ability to drive large pick-up truck; ability to drive a trailer helpful
- Ability to use hands to operate field equipment
- Close, distance, and peripheral vision; normal auditory function
- Must complete employment physical demonstrating ability to meet job requirements, including the ability to wear a respirator, as required

#### License / Certification Requirements:

- Valid driver's license and insurable driving record
- Must pass Health and Safety Training and Defensive Driving Courses upon hire
- No professional licensing or certifications required – Entry Level

#### Machines, Tools and/or Equipment Used:

- May use a number of different pieces of equipment, i.e. Slump Cone, Air Meter, Measuring Wheel/Tape, Thermometer, etc. - Employee will be fully trained in the use of equipment necessary to accomplish their work

#### Work Environment:

- May require work at remote sites around construction equipment, drilling rigs, explosives and environment contamination
- Overtime may be required

**wood.**

# **Affidavit**





**AFFIDAVIT**

Comes the Affiant, Bertisabel Custer, CHMM, and after being first duly sworn, states under penalty of perjury as follows:

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

**Continued on next page**

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

Further, Affiant sayeth naught.

*Bertisabel Custer*

STATE OF Kentucky

COUNTY OF Jefferson

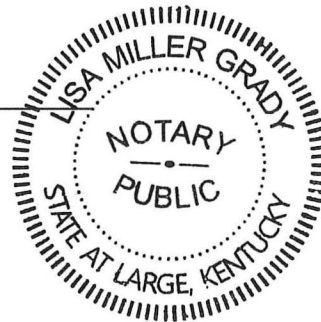
The foregoing instrument was subscribed, sworn to and acknowledged before me

by Bertisabel Custer, CHMM on this the 26th day

of October, 2020.

My Commission expires: 9-23-2023

*Lisa Miller Grady*  
NOTARY PUBLIC, STATE AT LARGE



# Equal Employment Opportunity

Equal Opportunity Agreement

Workforce Analysis Form



## 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.*

*Montserrat Gustav*

\_\_\_\_\_  
Signature

Wood Environment & Infrastructure Solutions, Inc.  
Name of Business

## WORKFORCE ANALYSIS FORM

**Name of Organization:** Wood Environment & Infrastructure Solutions, 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
<b>Administrators</b>																	
<b>Professionals</b>	1983	1047	527	85	45	38	30	5	2	89	65	4	7	19	20	1287	696
<b>Superintendents</b>																	
<b>Supervisors</b>																	
<b>Foremen</b>																	
<b>Technicians</b>	722	449	81	92	5	53	3	1	0	15	1	7	1	11	3	628	94
<b>Protective</b>																	
<b>Para-</b>																	
<b>Office/Clerical</b>	176	5	119	3	22	0	17	0	0	2	2	0	1	0	5	10	166
<b>Skilled Craft</b>																	
<b>Service/Maintena</b>																	
<b>Total:</b>	2881	1501	727	72	72	91	50	6	2	106	68	11	9	30	28	1925	956

Prepared by: Sarah Elliott HR Services Supervisor Date: 10 / 13 / 2020

*(Name and Title)*

*Revised 2015-Dec-15*

**wood.**

# **Proposal Form**



Firm Submitting Proposal: Wood Environment & Infrastructure Solutions, Inc.

Complete Address: 2456 Fortune Drive, Suite 100, Lexington, Kentucky 40509  
Street City Zip

Contact Name: Sarah Donaldson, PG Title: Project Manager

Telephone Number: 859-566-3737 Fax Number: 859-254-2327

Email address: sarah.donaldson@woodplc.com



# MWDBE Participation

LFUCG MWDBE Participation Form

MWDBE Quote Summary Form

LFUCG Statement of Good Faith Efforts

MWDBE Participation Statement





**LFUCG MWDBE PARTICIPATION FORM**

**Bid/RFP/Quote Reference #** RF-#29-2020

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

MWDBE Company, Name, Address, Phone, Email	MBE WBE or DBE	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1. See attached				
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.

Wood Environment & Infrastructure Solutions, Inc.  
**Company**

26 October 2020  
**Date**

Bertisabel Custer, CHMM  
**Company Representative**

Environmental Service Line Manager  
**Title**



**MWDBE QUOTE SUMMARY FORM**

Bid/RFP/Quote Reference # RFP #29-2020

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

<b>Company Name</b> Wood Environment & Infrastructure Solutions, Inc.	<b>Contact Person</b> Sarah Donaldson, PG
<b>Address/Phone/Email</b> 2456 Fortune Drive, Suite 100 Lexington, Kentucky 40509 859-566-3737 sarah.donaldson@woodplc.com	<b>Bid Package / Bid Date</b> RFP #29-2020 Water Monitoring for Haley Pike / 27 October 2020

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
See attached								

(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.

Wood Environment & Infrastructure Solutions, Inc.  
Company

Bertisabel Custer, CHMM *Bertisabel Custer*  
Company Representative

26 October 2020  
Date

Environmental Service Line Manager  
Title

## LFUCG STATEMENT OF GOOD FAITH EFFORTS

Bid/RFP/Quote # RFP #29-2020

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

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

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

  \*    Attended LFUCG Central Purchasing Economic Inclusion Outreach event

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

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

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

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

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

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

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

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

\* See attached

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

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

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

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

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

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

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

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

\* See attached

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

Wood Environment & Infrastructure Solutions, Inc.  
**Company**

26 October 2020  
**Date**



Bertisabel Custer, CHMM  
**Company Representative**

Environmental Service Line Manager  
**Title**

# MWDBE Participation

Wood Environment & Infrastructure Solutions, Inc. (Wood), in order to hold costs down and provide Lexington-Fayette Urban County Government (LFUCG) efficiency and continuity for these on-going services, has chosen to include only one subconsultant on our team – ESC Lab Sciences, the laboratory that has been providing analyses for Haley Pike Landfill monitoring for the past 12 years.

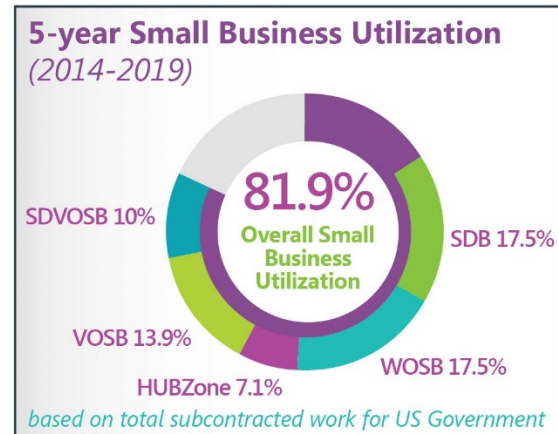
We want LFUCG to know that Wood has a strong base of diverse business partners and is committed to using them whenever it is possible and appropriate for the services requested. We have a stellar record assisting our clients with meeting their diversity subcontracting goals. Wood formally tracks supplier diversity efforts under its US Federal Government contracts and applies the same methods and practices to contracts with non-federal clients.

Wood is a large business and has had a Small Business Program in place since 1998. Our Small Business Program has received numerous national awards and achieved the highest possible ratings on the small business compliance reviews conducted by Small Business Administration (SBA) and Defense Contract Management Agency (DCMA). Wood’s small business liaison officer works closely with the procurement and project management staff to advocate for using small businesses on all government and commercial contracts. This is accomplished through annual training, policies and procedures, maintaining and expanding the small business database, internal initiatives to encourage buyers and project personnel, and most importantly, having upper management’s support of the Small Business Program.

Our commitment to supplier diversity can easily be measured through our active participation in many supplier diversity events throughout the country.

Key elements of our outreach program include:

- Strategic teaming relationships with a number of MBE/WBE/DBE/VOSB firms.
- Education of women and minority owned businesses on procurement processes as part of our local and national outreach efforts.
- A Website to allow small businesses to register in Wood’s Small Business Database, as well as keep them informed of upcoming subcontracting opportunities with Wood and outreach events.
- Helping women- and minority-owned businesses understand requirements for responsiveness and responsibility, so they may qualify for subcontract awards.
- Establishing relationships via up-front teaming agreements. Teaming agreements benefit all parties – the client, the small business, and Wood – by enhancing our capabilities, serving our clients better, and meeting or exceeding our client expectations.
- Attending exhibits and participating in small business conferences, workshops, and seminars nationwide to identify and develop relationships with women, minority, and service disabled veteran-owned businesses.



The most prestigious award a large business can win for its small business program is the Dwight D. Eisenhower Award. Wood has received it 4 consecutive times in 2007, 2011, 2015 and 2019. Companies are only eligible to win once every four years and must have the highest small business compliance review rating of Exceptional or Outstanding from either DCMA or SBA. No more than five companies, and often less, receive the award each year. We have also been recognized by Department of Defense with four Nunn Perry Awards for exceling protégés in technical assistance, growth, and impact on development.

Small Business Program Awards		
AWARD	AGENCY	YEAR
Champion of Veterans	NVSBC	2019
Dwight D Eisenhower Award for Excellence – Construction	SBA	2019
Outstanding Georgia Business	State of GA	2019
Exceptional Rating – DCMA Small Business Program Compliance Review	DCMA	2017
Large Business National Award	SAME	2017
Veteran Small Business Champion of the Year – Georgia District	SBA	2016
Champions of Veterans Enterprise	NVSBC	2016
Industry Small Business Advocate	SAME	2015
Excellence in Mentorship Award	USAID	2015
Dwight D Eisenhower Award for Excellence – Construction	SBA	2015
Outstanding Rating-Small Business Program Compliance Review	SBA	2014
Large Business National Award	SAME	2012
Large Business 2nd Place Award Pike’s Peak & Denver Metro Post	SAME	2012
Dwight D. Eisenhower Award for Excellence – Services	SBA	2011
Outstanding Rating-Small Business Program Compliance Review	SBA	2010
Nunn-Perry Award for Mentoring SDBs - CORE Engineering & Construction, Inc. (SDB) & Florida International University (MI)	DoD	2008
Veteran Small Business Champion of the Year – Eastern PA District	SBA	2008
Dwight D. Eisenhower Award for Excellence – Construction	SBA	2007
Nunn-Perry Award for Mentoring SDBs – Echota Technologies (SDB)	DoD	2006
Nunn-Perry Award for Mentoring SDBs – Zambrana Engineering (SDB)	DoD	2004
Nunn-Perry Award for Mentoring SDBs – Bering Sea Eccotech	DoD	2002

# **General Provisions**





## **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

26 October 2020

Date