

REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING SERVICES  
**RFP #13-2014**  
MARCH 2014



## **CONTRACT 4**

# **Structures or Bridge Design**



*Projects Designed by JMC for the Lexington-Fayette Urban County Government*

Presented by:

**JMC** J.M. Crawford & Associates  
Consulting Engineers  
131 Prosperous Place • Townhouse 18A  
Lexington, KY 40509 • (859) 263-4399

*Crawford. We're what predictability looks like.*

# TABLE OF CONTENTS

<u>Title</u>	<u>Section</u>
<b>Letter of Transmittal</b> .....	<b>1</b>
<b>Contract 4 – Structures or Bridge Design</b>	
<b>Firm Qualifications</b> .....	<b>2</b>
<b>Kentucky Transportation Cabinet Prequalification Letter</b>	
<b>Project Team</b> .....	<b>3</b>
<b>Client List</b> .....	<b>4</b>
<b>Similar Projects</b> .....	<b>5</b>
<b>Local Office</b> .....	<b>6</b>
<b>Disadvantaged Business Enterprise (DBE) Involvement</b> .....	<b>7</b>
<b>Miscellaneous</b> .....	<b>8</b>
<b>Affidavit</b>	
<b>Affirmative Action Policy (<i>in the original proposal only</i>)</b>	
<b>Equal Employment Opportunity/Affirmative Action Policy Statement</b>	
<b>Equal Opportunity Agreement</b>	
<b>Workforce Analysis Form</b>	
<b>MBE/WBE Participation Form</b>	
<b>General Provisions</b>	
<b>Certificates of Insurance</b>	
<b>Addendums (<i>if any</i>)</b>	

# **Section 1**

## **Letter of Transmittal**

### **Contract 4 Structures or Bridge Design**

**JMC** J.M. Crawford & Associates  
Consulting Engineers  
131 Prosperous Place • Townhouse 18A  
Lexington, KY 40509 • (859) 263-4399

March 25, 2014

Ms. Theresa Maynard – Buyer Senior  
Lexington-Fayette Urban County Government  
Room 338, Government Center  
200 East Main Street  
Lexington, Kentucky 40507

Re: **RFP #13-2014**  
**Request for Qualifications for Professional Engineering Services**  
**Contract 4 – Structures or Bridge Design**

Dear Ms. Maynard:

J.M. Crawford & Associates, Inc. is pleased to submit this proposal to the Lexington-Fayette Urban County Government for the “Qualifications for Professional Engineering Services – Contract 4 – Structures or Bridge Design.”

J.M. Crawford & Associates, Inc. has been providing services to LFUCG for more than 39 years. We are prequalified with the Kentucky Transportation Cabinet for “Structure Design – Spans under 500 feet” for the past 46 years.

Bridge projects designed by J.M. Crawford & Associates for the LFUCG include the **Martin Luther King Jr. Boulevard Bridge** in downtown Lexington, three bridges on **Citation Boulevard**, five bridges on **Man O’ War Boulevard** and **Clays Mill Road**, **Virginia Avenue** over Norfolk-Southern Railroad, **Alexandria Drive** over Town Branch Creek and **Star Shoot Parkway** over Liberty Trail. We are currently designing three bridges on the **New Circle Road Widening** project for the Kentucky Transportation Cabinet and the **Brighton Rail Trail Bridge** over Man O’ War Boulevard for the LFUCG. Additionally the firm has designed a pedestrian bridge over KY 32 in Morehead and a pedestrian bridge over US 60 in Versailles, Kentucky.

We greatly appreciate the opportunity to submit this proposal and look forward to the possibility of continuing our service to the LFUCG. Thank you for your consideration.

Sincerely,



Joseph H. Hodskins, PE, PLS

## **Section 2**

# **Firm Qualifications**

**JMC** J.M. Crawford & Associates  
Consulting Engineers  
131 Prosperous Place • Townhouse 18A  
Lexington, KY 40509 • (859) 263-4399

## Section 2

# FIRM QUALIFICATIONS

### Introduction/J.M. Crawford & Associates, Inc.

Established in 1967, J.M. Crawford & Associates, Inc. is a multi-faceted civil engineering firm located in Lexington, Kentucky. Since its inception, the firm has collaborated with public works agencies throughout the region to complete hundreds of significant projects. Bridge and highway design have been the cornerstone of the firm from the outset and those services have been provided to the Lexington-Fayette Urban County Government (LFUCG) for more than 39 years and to the Kentucky Transportation Cabinet (KYTC) for 46 years. Relevant projects demonstrating the firm's specialized technical and project management experience include:

- Bridge projects for the LFUCG including: Martin Luther King Jr. Boulevard bridge in downtown Lexington, Citation Boulevard over Cane Run Creek, five bridges on Man O' War Boulevard and Clays Mill Road, Virginia Avenue over Norfolk-Southern Railroad, Alexandria Drive over Town Branch Creek and Star Shoot Parkway over Liberty Trail. Currently we are designing the Brighton Rail Trail Bridge over Man O' War Boulevard.
- Bridge projects for the KYTC designed under the "Statewide Structure" contract including: KY 502 over Clear Creek in Hopkins County, Fairview Road over Bluegrass Parkway in Washington County, KY 974 over Mountain Parkway in Clark County, CR 1531 over Mistaken Creek in Grayson County, US 460 over the East Fork of Indian Creek in Menifee County, KY 627 over I-64 in Clark County, Hal Rogers Parkway over KY 451 in Perry County, KY 1665 over Stoney Creek in Franklin County, CR 1774 over Licking River in Magoffin County, US 460 over Dog Trot Fork in Menifee County, and Flyover ramp for KY 3 over KY 645 in Martin County. Currently we are designing the CSX Railroad Bridge over KY 393 in Oldham County and KY 196 over Sputter Creek in Pulaski County.
- Three bridges in Fayette County, currently being designed, on the New Circle Road Widening project for the KYTC.

J.M. Crawford & Associates is prequalified with the Kentucky Transportation Cabinet for "Structure Design – spans under 500 feet" (see attached prequalification letter). The firm is thoroughly familiar with relevant nationally accepted standards for design of bridges and related structures including the AASHTO *LRFD Bridge Design Specifications*.



**TRANSPORTATION CABINET**

Frankfort, Kentucky 40622  
www.transportation.ky.gov/

**Steven L. Beshear**  
Governor

**Michael W. Hancock, P.E.**  
Secretary

April 10, 2013

Mr. Joseph Hodskins  
J.M. Crawford & Associates, Inc.  
131 Prosperous Place, #18A  
Lexington, KY 40509

Dear Mr. Hodskins:

The Cabinet's Consultant Prequalification Committee wishes to inform you that your qualifications to perform services for the Kentucky Transportation Cabinet have been updated to include the following:

- Rural Roadway Design
- Urban Roadway Design
- Surveying
- Structure Design spans under 500'
- Construction Project Supervision

Your firm remains eligible to be considered for contract negotiations whenever the Cabinet's needs required consulting engineering services of the type for which your firm has been prequalified to perform.

Please note that April 1, 2014 is the Anniversary Date of your firm's qualifications. It will be your responsibility to renew your firm's qualifications on your anniversary date. This letter will be the only notification by this agency of the need for your firm to renew its qualifications.

Sincerely,

Claressa Hamilton  
Consultant Prequalification Committee

**RECEIVED**

**APR 18 2013**

**J.M. CRAWFORD & ASSOCIATES**  
CONSULTING ENGINEERS



# **Section 3**

## **Project Team**

**JMC** J.M. Crawford & Associates  
Consulting Engineers  
131 Prosperous Place • Townhouse 18A  
Lexington, KY 40509 • (859) 263-4399



## Section 3

# PROJECT TEAM

### Introduction/J.M. Crawford & Associates, Inc.

J.M. Crawford & Associates, Inc. has been one of the leading engineering firms in Kentucky since its founding in 1967. JMC's involvement in the development of Kentucky's infrastructure has been an effective partnership through more than 275 projects.

The JMC project team is especially qualified to provide the engineering services necessary for the successful completion of this contract. The team's vast experience with similar projects and capacity available for this work ensure the timely and efficient completion of all tasks.

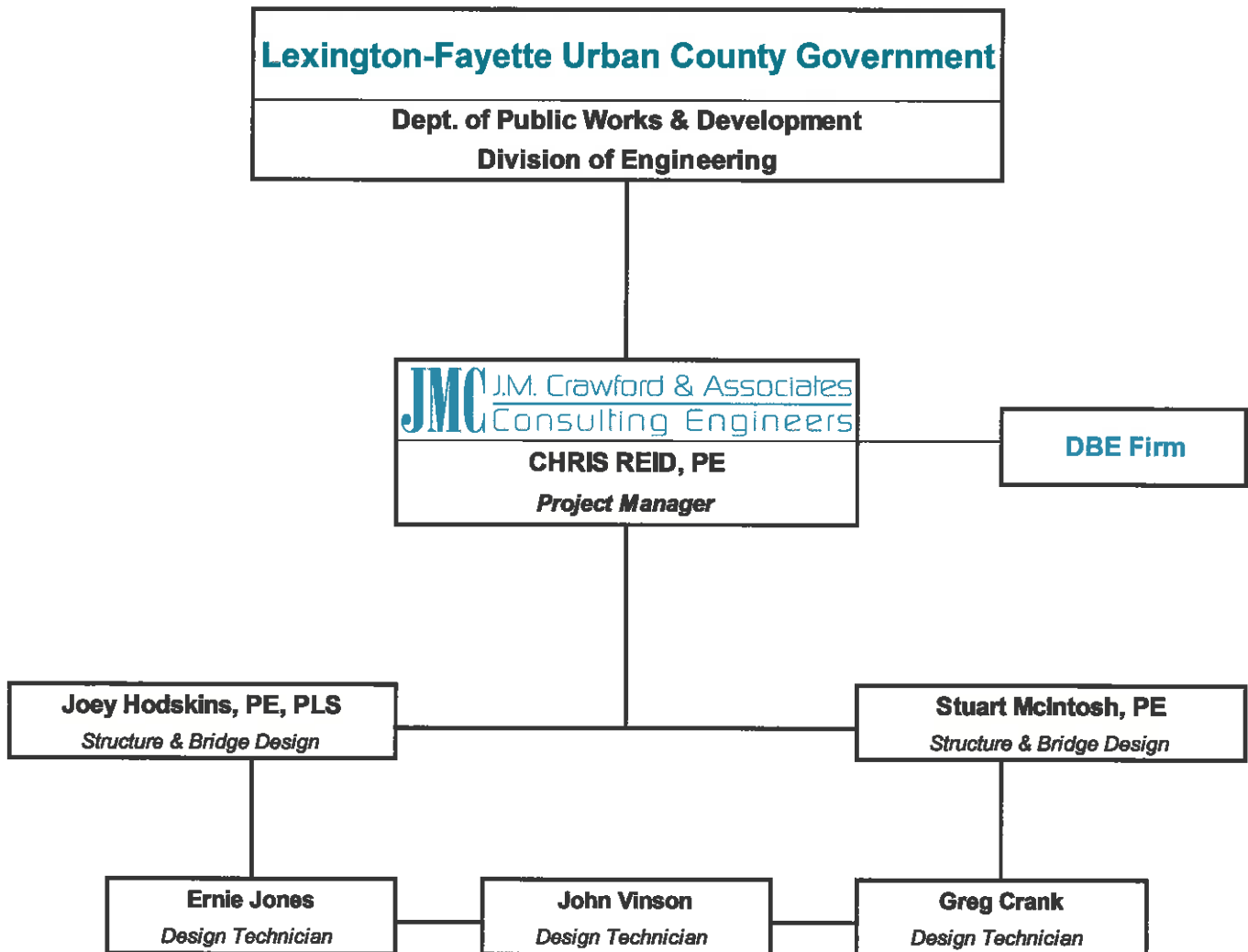
JMC's work has been repeatedly recognized as excellent. The firm is a past recipient of the Kentucky Transportation Cabinet's "*Achievement Award for Quality in Design*," and its average performance rating over the last five years is 94.5 out of 100. Additionally, the West Virginia Department of Transportation recognized JMC as one of four finalists for the Engineering Achievement Award in the large bridge category for the firm's design of the I-64 bridge over 40th Street west of Charleston.

The JMC project team has extensive design experience within the city of Lexington. In addition to Lexington, the firm has provided design services for other cities, counties, states, companies such as Toyota, and other engineering firms.

The engineers on this team are: Chris Reid, PE with 39 years of experience, Project Manager; Joseph Hodskins, PE, PLS with more than 38 years of structure design experience; and, Stuart McIntosh, PE with more than 24 years of experience. This team is familiar with all aspects of structure and bridge design and has the added experience of several years of construction inspection.

JMC enjoys a long and successful relationship with the city of Lexington and the KYTC. We take pride in the quality of our work and in knowing that the firm has been commended through performance ratings and awards. JMC has available capacity among our transportation staff to successfully complete any work the LFUCG may require. Figure 3-1 presents the "Project Team Organizational Chart."

**Figure 3-1  
Project Team Organization Chart**



## **Christopher L. Reid, PE – Project Manager**

*Vice President, J.M. Crawford & Associates, Inc.*

### **Education**

University of Kentucky, BSCE, 1979 (Structures Emphasis)

### **Registration**

Registered Professional Engineer

Commonwealth of Kentucky (1982), *Also WV, TN, AR, OH, NC, GA*

### **Applicable Technical Training**

Bridge Engineering Seminar

LRFD for Highway Bridges, FHWA

Bridge Design Manual Seminar, PCI

ASCE/SEI Structures – Bridge Technical Sessions

Seismic Bridge Design, NHI Workshop

SIMON (Steel Girder Analysis), NSBA

Economical & Fatigue Resistant Steel Bridge Details, FHWA

River Hydraulics using HEC-2, Vanderbilt University

Urban Stormwater & Drainage Design, Hydrocon, Inc.

Traffic Management Plan Development

Thinking Beyond the Pavement

KTC Design Partnering Workshop

Microstation, Pellissippi State Technical Institute

### **Similar Projects**

Chris joined the staff of J.M. Crawford & Associates, Inc. in 1974. He worked part-time while attending college and joined the staff full-time upon his graduation from UK. Presently Chris is Vice President of the firm and provides design engineering on highway and bridge projects. Chris has worked on these similar projects:

**LFUCG; Fayette County; Citation Boulevard over Bracktown Branch and proposed bicycle/pedestrian path – 2013** – Chris was structural project manager. He was in charge of determining the most efficient, cost effective structural system and supervised all structural design and plan preparation. Chris coordinated with other LFUCG agencies to ensure the bridge allowed for the necessary vertical and horizontal requirements for the bicycle/pedestrian path.

**LFUCG; Fayette County; Citation Boulevard over Norfolk-Southern Railroad – 2013** – Chris was structural project manager. He was in charge of determining the most efficient, cost effective structural system and supervised all structural design and plan preparation. Chris coordinated all horizontal and vertical clearances with the railroad company.

**KYTC; Fayette County; Old Frankfort Pike over New Circle Road – 2013** – Chris was structural project manager. He was in charge of developing a bridge that would allow for the widening of New Circle Road and new ramp construction onto Old Frankfort Pike. Chris supervised all structural design and plan preparation including the phase construction required to maintain traffic on New Circle Road.

### **Additional Projects as Design Engineer:**

LFUCG; Fayette County; Star Shoot Parkway over Liberty Trail

KYTC; Fayette County; Citation Boulevard over Cane Run Creek

LFUCG; Fayette County; Martin Luther King Jr. Boulevard

LFUCG; Fayette County; Virginia Avenue over Norfolk-Southern Railroad

# Stuart McIntosh, PE

*Design Engineer, J.M. Crawford & Associates, Inc.*

## Education

University of Kentucky, BSCE, 1990

## Registration

Registered Professional Engineer

Commonwealth of Kentucky (1996), *Also IN, OH, GA*

## Applicable Technical Training

Bridge Engineering Seminar

SIMON (Steel Girder Analysis), NSBA

Bridge Design Manual Seminar, PCI

LRFD for Highway Bridge Substructures

Bridge Girders with Carbon Fiber Strands

Transportation Research Board annual meeting seminars

Seismic Bridge Design, NHI Workshop

Design and Construction of Drilled Shafts

Economical & Fatigue Resistant Steel Bridge Details

Seismic Retrofitting for Highway Bridges

Traffic Management Plan Development

National Quality Initiative

Quality Management Initiative

Thinking Beyond the Pavement

## Similar Projects

Stuart joined the staff of J.M. Crawford & Associates, Inc. in early 1999. He also has nine years' experience designing highway and structures with the Division of Bridges at the Kentucky Transportation Cabinet. He will provide design engineering services on highway and bridge projects. Stuart has worked on these three similar projects:

**LFUCG; Fayette County; Citation Boulevard over Bracktown Branch and proposed bicycle/pedestrian path – 2013** – Stuart served as design engineer. His primary responsibilities were to ensure that the geometric alignment (horizontal and vertical) met clearance requirements for right-of-way, pedestrians' and cyclists' headroom and hydraulic design. Aesthetic treatments were a major consideration for these dual bridges. The LFUCG, owner of the proposed bridges, wanted these to match the appearance of the bridge over Cane Run Creek – previously constructed as part of Citation Boulevard in a prior phase. Treatments include the use of artificial stone masonry, railing baluster posts and painted steel handrails.

**LFUCG; Fayette County; Citation Boulevard over the Norfolk-Southern Railroad – 2013** – Stuart served as design engineer on this bridge project. These dual bridges are to be built as part of phase two of the Citation Boulevard construction. The primary consideration for this crossing was to ensure that design of the structures provides the horizontal and vertical clearances required by Norfolk-Southern and AREMA. With a design speed of 45 mph, special barriers were erected on the bridges to provide additional protection for pedestrians and cyclists.

**KYTC; Fayette County; Old Frankfort Pike over New Circle Road – 2013** – Stuart served as a design engineer on this project. The primary purpose of this project was to provide a new bridge that allows for the widening of New Circle Road to three lanes in each direction and for a new ramp configuration of the interchange.

# Joseph H. Hodskins, PE, PLS

*President, J.M. Crawford & Associates, Inc.*

## Education

Western Kentucky University, BSCE, 1975

## Registration

Registered Professional Engineer  
Commonwealth of Kentucky (1981)

Professional Land Surveyor  
Commonwealth of Kentucky (1982)

## Applicable Technical Training

Bridge Engineering Seminar  
Roundabouts Design Workshop  
Traffic Management Plan Development  
Erosion Control Plan Development  
Engineering Project Management Seminar  
Highway Design Workshop  
Urban Drainage Design Seminar  
National Quality Initiative  
Thinking Beyond the Pavement  
KTC Design Partnering Workshop  
Land Surveying (8 PDH/year) Continuing Education Workshops

## Similar Projects

Joey joined the staff of J.M. Crawford & Associates, Inc. in 1976. Currently, Joey is President of the firm. He has served as Project Manager on highway design projects for more than 30 years. Joey has significant experience in coordinating Public Involvement projects and has conducted Public Hearings to solicit local input on numerous projects. He will provide design engineering services on highway and bridge projects. Joey has worked on these similar projects:

**LFUCG; Fayette County; Citation Boulevard over Bracktown Branch and proposed bicycle/pedestrian path – 2013** – Joey served as design engineer. His primary responsibilities were checking the geometric alignment (horizontal and vertical) calculations and checking the detail plans. Joey also developed the quantity calculations.

**LFUCG; Fayette County; Citation Boulevard over Norfolk-Southern Railroad – 2013** – Joey served as design engineer. His primary duties included checking the plan details and the quantities for this bridge project.

**KYTC; Fayette County; Old Frankfort Pike over New Circle Road – 2013** – Joey served as design engineer. His primary duties were checking portions of the design calculations and the plan details. Joey also checked the quantity calculations for this bridge project.

## Additional Projects as Design Engineer:

LFUCG; Fayette County; Loudon Avenue Improvement Project  
KYTC/LFUCG; Fayette County; Richmond Road Widening Project  
(New Circle Road to Man O' War Boulevard)  
LFUCG; Fayette County; Virginia Avenue over Norfolk-Southern Railroad

## Ernie Jones

*Design Technician, J.M. Crawford & Associates, Inc.*

### Education

Eastern Kentucky University, BS, 1977  
Industrial Technology  
37 years' experience in Detailing Highway  
and Structure Plans

### Applicable Technical Training

Microstation Intergraph Training  
AutoCad Training  
Cogo Training  
RoadCalc Highway Design Training  
KTC Design Partnering Workshop

Ernie joined J.M. Crawford & Associates, Inc. in 1977. Ernie is experienced using Microstation CADD-based highway design and drafting techniques. He has been involved on Citation Boulevard over Bracktown Branch, Citation Boulevard over Norfolk-Southern Railroad and the Old Frankfort Pike over New Circle Road bridge projects. He is thoroughly familiar with all Kentucky highway design and detailing procedures for roadway and bridge plans. He is proficient in all highway bridge design computer applications including Microstation, AutoCAD, RoadCalc and KyCogo.

## John Vinson

*Design Technician, J.M. Crawford & Associates, Inc.*

### Education

University of Kentucky, attended 3½ years  
US Army Corps of Engineers,  
Hydrology/Hydraulic Section, 2½ years  
30 years' experience in Detailing Highway  
and Structure Plans

### Applicable Technical Training - continued

Introduction to GIS  
Flood Hydrology using HEC-HMS  
Advanced Water Surface Profiling and Floodplain  
Analysis using HEC-RAS  
Applying InRoads  
Scour Analysis Workshop  
Microstation Intergraph Training  
Cogo Training  
RoadCalc Highway Design Training

### Applicable Technical Training

Roadside Design Seminar  
Drainage Design Workshop  
KTC Design Partnering Workshop

John joined J.M. Crawford & Associates, Inc. in 1984. His 30 years of experience has made him knowledgeable and proficient in the hydraulic analysis of projects, especially the hydraulic design of bridges, culverts, and pipes for highway and street projects. John has worked on Old Frankfort Pike over New Circle Road, Citation Boulevard over Norfolk-Southern Railroad and the Citation Boulevard over Bracktown Branch bridge projects. John is proficient in using Microstation CADD-based highway design and drafting techniques including various other computer and hydraulic applications.

## Greg Crank

*Design Technician, J.M. Crawford & Associates, Inc.*

### Education

Central Kentucky Vo-Tech School  
2-year Drafting Degree, 1984  
30 years' experience in Detailing Highway  
and Structure Plans

### Applicable Technical Training

Microstation Intergraph Training  
AutoCad Training  
Cogo Training  
RoadCalc Highway Design Training  
KTC Design Partnering Workshop

Greg joined J.M. Crawford & Associates, Inc. in 1983. He has continuously been involved in the development of plans for bridges and highways and is proficient using Microstation CADD-based highway design and drafting techniques. Greg has worked on Citation Boulevard over Norfolk-Southern Railroad, Citation Boulevard over Bracktown Branch and the Old Frankfort Pike over New Circle Road bridge projects. He is experienced in all bridge and highway design computer applications including Microstation, AutoCAD, RoadCalc and KyCogo.

# **Section 4**

## **Client List**

**JMC** J.M. Crawford & Associates  
Consulting Engineers  
131 Prosperous Place • Townhouse 18A  
Lexington, KY 40509 • (859) 263-4399

Section 4

# CLIENT LIST

**Lexington-Fayette Urban County Government**

101 East Vine Street, Suite 400

Lexington, KY 40507

Contact: Keith Lovan, PE

Phone: 859.258.3478

Email: [KLovan@lfucg.com](mailto:KLovan@lfucg.com)

Projects: Brighton Rail Trail Bridge over Man O' War Boulevard  
Star Shoot Parkway over Liberty Trail

**Kentucky Transportation Cabinet**

Division of Structural Design

200 Mero Street

Frankfort, KY 40622

Contact: Bill McKinney

Phone: 502.564.4560

Email: [William.McKinney@ky.gov](mailto:William.McKinney@ky.gov)

Projects: Citation Boulevard over Norfolk-Southern Railroad  
Citation Boulevard over Bracktown Branch

**Pendleton County Judge/Executive**

233 Main Street, Room 4

Courthouse Square

Falmouth, KY 41040

Contact: Judge Henry W. Bertram

Phone: 859.654.4321

Email: [pendjud@fuse.net](mailto:pendjud@fuse.net)

Project: Bishop Ridge Road Bridge over Blanket Creek

**H.A. Spalding Engineers, Inc.**

651 Skyline Drive

Hazard, KY 41701

Contact: Lisa Townes, PE

Phone: 606.436.2151

Email: [Lisa.Townes@haspaldingengineers.com](mailto:Lisa.Townes@haspaldingengineers.com)

Project: KY 451 over CSX Railroad and North Fork Kentucky River  
KY 979 over Mud Creek  
CR 1339 over North Fork Kentucky River



# **Section 5**

## **Similar Projects**

**JMC** J.M. Crawford & Associates  
Consulting Engineers  
131 Prosperous Place • Townhouse 18A  
Lexington, KY 40509 • (859) 263-4399

## Section 5

# SIMILAR PROJECTS

The current staff of J.M. Crawford & Associates, Inc. (JMC) has designed the following projects:

- **Citation Boulevard over Norfolk-Southern Railroad – 2013**  
JMC provided all structural design and plan development for this bridge in Fayette County, KY that is currently under construction. The Construction Cost is \$1,450,000.
- **Citation Boulevard over Bracktown Branch – 2013**  
JMC provided all structural design and plan development for this bridge in Fayette County, KY that is currently under construction. The Construction Cost is \$1,230,000.
- **Old Frankfort Pike over New Circle Road – 2013**  
JMC provided all structural design and plan development for this bridge in Fayette County, KY. This project is a portion of the New Circle Road Widening that will be let to construction in the summer of 2014. The Construction Cost is \$1,900,000.
- **Citation Boulevard over Cane Run Creek – 2006 (*below left*)**  
JMC staff performed all design and plan development for this bridge in Fayette County, KY. The Construction Cost is \$800,000.



- **Star Shoot Parkway over Liberty Trail – 2007 (*above right*)**  
JMC staff performed all design and plan development for this bridge in Fayette County, KY. The Construction Cost is \$1,020,000.
- **Man O' War Boulevard Structures – 1989 (*pictured below*)**  
JMC provided all structural design and plan development for all the bridges on MOW Boulevard in Fayette County, KY. Total Construction Cost is approximately \$4,000,000.



- **Virginia Avenue Bridge over Norfolk-Southern Railroad – 1996 (*below left*)**  
JMC provided all structural design and plan development for this bridge in Fayette County, KY. Total Construction Cost is \$492,000.



- **Martin Luther King Jr. Boulevard Bridge over Vine Street – 1990 (*above right*)**  
JMC provided all structural design and plan development for the bridge in Fayette County, KY. Total Construction Cost is \$1,200,000.
- **Greenbrier Culvert Replacement – 2008**  
JMC provided all structural design and plan development for the replacement of a reinforced box culvert in Fayette County, KY. Total Construction Cost is \$62,000.
- **Liberty Road Retaining Wall – 2007**  
JMC provided all structural design and plan development for a new retaining wall on reconstructed Liberty Road in Fayette County, KY. Total Construction Cost is \$64,000.
- **I-75 Noise Abatement Wall – 2005**  
JMC provided all structural design and plan development for a new noise abatement wall along I-75 in Fayette County, KY. Total Construction Cost is \$105,000.
- **Norfolk-Southern Railroad – Toyota Spur Track Bridge over Plant 2 Access Road – 1999 (*pictured below*)**  
JMC provided all structural design and plan development for this new bridge at the Toyota Plant in Scott County, KY. Total Construction Cost is \$520,000.



# **Section 6**

## **Local Office**

**JMC** J.M. Crawford & Associates  
Consulting Engineers  
131 Prosperous Place • Townhouse 18A  
Lexington, KY 40509 • (859) 263-4399

Section 6

# LOCAL OFFICE

## Project Team Location(s)

Prime Consultant	Location (City, State)	Date Office Established	Total Number of Employees	No. of Employees expected to work on DOE projects
Headquarters	Lexington, KY	1967	7	7
Local Office	Lexington, KY	1967	7	7
PM Location	Lexington, KY	1967		
Subconsultants				
Name:	None			
Service Provided				
Headquarters				
Local Office				

J.M. Crawford & Associates, Inc.'s main office has been in Lexington, Kentucky since 1967, the founding of our firm.

### ADDRESS

We are located at: 131 Prosperous Place  
 Townhouse 18A  
 Lexington, KY 40509  
 859.263.4399

We have been at this current location since 1989. J.M. Crawford's employees (seven) will perform 100% of the potential project services at this local office.

## **Section 7**

# **Disadvantaged Business Enterprise (DBE) Involvement**

**JMC** J.M. Crawford & Associates  
Consulting Engineers  
131 Prosperous Place • Townhouse 18A  
Lexington, KY 40509 • (859) 263-4399

Section 7

# DISADVANTAGED BUSINESS ENTERPRISE (DBE) INVOLVEMENT

J.M. Crawford & Associates is committed to meeting the goals of the LFUCG's DBE program that not less than ten percent (10%) of the total value of work conducted in this program be subcontracted to DBEs. The firm has subcontracted and developed a working relationship with numerous DBE firms over the years. These firms provide a wide range of professional services including surveying, environmental, roadway design and structure design. JMC will contract with one of these certified DBEs to provide a minimum of 10% of the total value of each Task Order awarded.

# **Section 8**

## **Miscellaneous**

**JMC** J.M. Crawford & Associates  
Consulting Engineers  
131 Prosperous Place • Townhouse 18A  
Lexington, KY 40509 • (859) 263-4399



Section 8

# MISCELLANEOUS

The following pages contain:

1. Affidavit
2. Affirmative Action Policy (*in the original proposal only*)
3. Equal Employment Opportunity/Affirmative Action Policy Statement
4. Equal Opportunity Agreement
5. Workforce Analysis Form
6. MBE/WBE Participation Form
7. General Provisions
8. Certificates of Insurance
9. Addendums (*if any*)

## AFFIDAVIT

Comes the Affiant, J.M. Crawford & Associates, Inc., and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Joseph H. Hodskins and he/she is the individual submitting the bid or is the authorized representative of J.M. Crawford & Associates, 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.

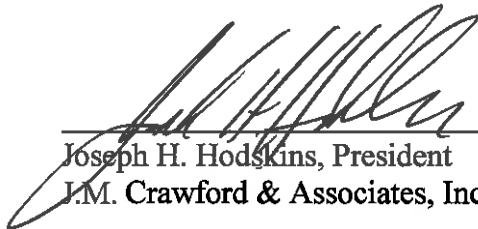
4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

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 the "Ethics Act".

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.


  
\_\_\_\_\_  
Joseph H. Hodskins, President  
J.M. Crawford & Associates, Inc.

STATE OF Kentucky

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me by Joseph H. Hodskins, President of J.M. Crawford & Associates, Inc. on this the 25th day of March, 2014.

My commission expires: 5/30/2015

  
\_\_\_\_\_  
Deborah J. Jacobs, NOTARY PUBLIC, STATE AT LARGE  
#442205

# AFFIRMATIVE ACTION POLICY FOR EQUAL EMPLOYMENT OPPORTUNITY

**JMC** J.M. Crawford & Associates  
Consulting Engineers  
131 Prosperous Place • Townhouse 18A  
Lexington, KY 40509 • (859) 263-4399

**JANUARY 2014**

# AFFIRMATIVE ACTION POLICY FOR EQUAL EMPLOYMENT OPPORTUNITY

## TABLE OF CONTENTS

Equal Employment Opportunity Statement .....	1
Dissemination of Policy .....	2
Implementation of Policy .....	3
Problem Areas and Corrective Action .....	5
Present Staffing .....	9
Subcontract Agreement .....	10
Conclusion .....	12

## **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY**

It is the policy of J.M. CRAWFORD & ASSOCIATES, INC. CONSULTING ENGINEERS to assure that all applicants for employment and all employees are treated on a fair and equitable basis without regard to their race, religion, sex, color, handicap, natural origin or age.

Such action shall include employment, promotion, demotion, recruitment or recruitment advertising, layoff or termination, rates of pay and other forms of compensation, and selection for training, whether apprenticeship and/or on-the-job training.

Furthermore, this company agrees to make special recruitment efforts to hire the protected class whenever feasible. This company also agrees to adhere to all applicable federal, state, and local laws relating to Equal Employment Opportunity for all individuals.

Joseph Hodskins has been appointed Equal Employment Compliance (EEOC) Officer and shall be available for counseling, answering questions in regards to this company policy, and to hear any complaints of discrimination. The EEOC Officer may be reached by calling (859) 263-4399.

***J.M. CRAWFORD & ASSOCIATES, INC.***

  
\_\_\_\_\_  
*Joseph H. Hodskins, President*

*March 25, 2014*  
\_\_\_\_\_  
*Date*

# DISSEMINATION OF POLICY

Our equal employment opportunity policy is and will continue to be presented to all relevant parties within and outside the firm. Our policy is conveyed in our personnel policy and manual; by discussions in staff meetings with employees; by EEO statements on bulletin boards; in newspaper advertisements when advertising for employees; by policy statements to public employment agencies, when used; and to our local vocational and area high schools when recruiting employees. Our policy will also be discussed in employee orientation programs.

# IMPLEMENTATION OF POLICY

Joseph Hodskins has been appointed Equal Employment Compliance Officer and is in charge of implementing the firm's Affirmative Action Policy and Equal Employment Opportunity program. He will continually monitor the selection, placement, transfer and promotion procedures to ensure that all employees or applicants are considered without regard to race, creed, sex, religion, national origin or age (40-70).

J.M. Crawford & Associates will:

- 1) Maintain an up-to-date written non-discrimination policy. All employees are given a Company Policy Manual indicating our Equal Employment Opportunity program and Affirmative Action Policy. This Company Policy Manual includes a form to be signed by the employee showing they have read the manual and are aware of our policies.
- 2) Designate a capable responsible employee to supervise and review the Equal Opportunity Program.
- 3) Include all advertisements for personnel the statement that the organization is an "Equal Opportunity Employer."
- 4) Recruit employees through public and private referral agencies with ability to provide qualified minority group applicants as permitted under labor agreements.
- 5) Accept applicants solely on their basis to perform the actual job task.
- 6) Maintain a record of minority group employees and report employment activity when requested.
- 7) Notify present employees of higher skilled vacancies and solicit their applications without discrimination.
- 8) Periodically evaluate the spread of wages paid within each classification to determine any evidence of discrimination in wage practice.
- 9) Include minority group employees in on-the-job and apprenticeship training programs.



- 10) J.M. Crawford & Associates will use their best efforts to utilize minority group subcontractors or subcontractors with meaningful minority group representation among their employees. We will use our best efforts to insure subcontractors' compliance with their equal employment opportunity obligations. Subcontractors will be required to sign an Equal Employment Opportunity Agreement as part of their contract. This agreement, stating they comply with all federal, state and local laws regarding Affirmative Action, along with a Work Force Analysis must be signed and returned before beginning work on a project.
- 11) Maintain a record of affirmative action efforts and accomplishments.
- 12) J.M. Crawford & Associates will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, we will promptly take corrective action.
- 13) J.M. Crawford & Associates will investigate all complaints of alleged discrimination, attempt to resolve such complaints, and will take appropriate corrective action.

# PROBLEM AREAS AND CORRECTIVE ACTION

J.M. Crawford & Associates is committed to our goals of achieving a more diverse group of applicants for employment openings and to having more minority and female opportunities within our company. As per the 2006-2010 Equal Employment Opportunity Tabulation Report (see page 6 & 7) produced by the United States Census Bureau, the following information shows:

- 1) The available minority Civil Engineers in our area is 35% of the workforce.
- 2) The available minority Engineering Technicians in our area is 17% of the workforce.

J.M. Crawford & Associates is a small firm. We have almost no turnover of employees. Two of our engineers have been employed for a minimum of 38 years with our most recent engineer employed for 15 years. Our technicians have been employed for a minimum of 25 years. Our current Minority/Female Utilization is 14%.

Due to the relatively small percentage of minority Engineering Technicians (17%) available, recruiting applicants for any future openings will be difficult. The availability of minority Civil Engineers (35%) however, make it more likely that future open positions will receive minority applicants.

Our recruitment efforts will stipulate that minority, women and older workers be actively recruited as candidates for all positions and will include advertising job openings with:

- 1) the Department for Employment Services,
- 2) the University of Kentucky (STEPS and Career Planning),
- 3) area vocational and high schools
- 4) any local minority or female professional organizations, and
- 5) the local newspaper.

Present minority and women employees will also be asked to refer friends for job vacancies.

All recruitment efforts will include our Equal Employment Opportunity Policy stating that we fully comply with the provisions of Title VI of the Civil Rights Act of 1964 and all advertisements will include the notation: *"An Equal Opportunity Employer."*

The EEO Tabulation is sponsored by four Federal agencies consisting of the Equal Employment Opportunity Commission (EEOC), the Employment Litigation Section of the Civil Rights Division at the Department of Justice (DOJ), the Office of Federal Contract Compliance Programs (OFCCP) at the Department of Labor, and the Office of Personnel Management (OPM).

Occupation Code	Subject	Total, race and ethnicity		Hispanic or Latino		Not Hispanic or Latino, one race							Not Hispanic or Latino, two or more races					Balance of not Hispanic or Latino	
		White alone	All other Hispanic or Latino	White alone	Black or African American alone	American Indian and Alaska Native alone	Asian alone	Native Hawaiian and Other Pacific Islander alone	White and Black	White and AIAN	White and Asian	Black and AIAN	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)	NHPI and White (Hawaii only)				
<b>Civil engineers 1380 (SOC 17-2051)</b>	Total, both sexes	430	0	370	20	0	40	0	0	0	0	0	0	0	0	0	0	0	
	Number	100.0%	0.0%	86.0%	4.7%	0.0%	9.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
	Male																		
	Female	330	0	285	20	0	30	0	0	0	0	0	0	0	0	0	0	0	0
	Percent	76.7%	0.0%	66.3%	4.7%	0.0%	7.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
	Number	95	0	90	0	0	10	0	0	0	0	0	0	0	0	0	0	0	
	Percent	22.1%	0.0%	20.9%	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Source: U.S. Census Bureau, 2006-2010 American Community Survey

Explanation of Symbols:

- An "..." entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
- An "..." entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
- An "..." following a median estimate means the median falls in the lowest interval of an open-ended distribution.
- An "..." following a median estimate means the median falls in the upper interval of an open-ended distribution.
- An "..." entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
- An "..." entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
- An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
- An "(X)" means that the estimate is not applicable or not available.

The U.S. Census Bureau collects race data in accordance with guidelines provided by the U.S. Office of Management and Budget (OMB). Except for the total, all race and ethnicity categories are mutually exclusive. "Black" refers to Black or African American; "AIAN" refers to American Indian and Alaska Native; and "NHPI" refers to Native Hawaiian and Other Pacific Islander. The reference to "Hawaii only" indicates that these columns are only tabulated for areas in the state of Hawaii. "Balance of Not Hispanic or Latino" includes the balance of non-Hispanic individuals who reported multiple races or reported Some Other Race alone. For more information on race and Hispanic origin, see the Subject Definitions at [http://www.census.gov/acs/www/data\\_documentation/documentation\\_main/](http://www.census.gov/acs/www/data_documentation/documentation_main/). Race and Hispanic origin are separate concepts on the American Community Survey. "White alone Hispanic or Latino" includes respondents who reported Hispanic or Latino origin and reported race as "White" and no other race. "All other Hispanic or Latino" includes respondents who reported Hispanic or Latino origin and reported a race other than "White," either alone or in combination. To get a total for "Hispanic or Latino," add the two columns for "White alone Hispanic or Latino" and "All other Hispanic or Latino."

Occupation codes are 4-digit codes and are based on Standard Occupational Classification 2010.

The EEO Tabulation is sponsored by four Federal agencies consisting of the Equal Employment Opportunity Commission (EEOC), the Employment Litigation Section of the Civil Rights Division at the Department of Justice (DOJ), the Office of Federal Contract Compliance Programs (OFCCP) at the Department of Labor, and the Office of Personnel Management (OPM).

Occupation Code	Subject	Total, race and ethnicity	Hispanic or Latino			Not Hispanic or Latino, one race					Not Hispanic or Latino, two or more races					Balance of not Hispanic or Latino			
			White alone Hispanic or Latino	All other Hispanic or Latino	White alone	Black or African American alone	American Indian and Alaska Native alone	Asian alone	Native Hawaiian and Other Pacific Islander alone	White and Black	White and AI/AN	White and Asian	Black and AI/AN	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)		NHPI and Asian and White (Hawaii only)		
<b>Engineering technicians, except drafters 1560 (SOC 17-3120)</b>	Total, both sexes																		
	Number	450	0	0	390	55	0	0	0	0	0	0	0	0	0	0	0	0	
	Percent	100.0%	0.0%	0.0%	86.7%	12.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Male																		
	Number	430	0	0	375	55	0	0	0	0	0	0	0	0	0	0	0	0	0
	Percent	95.6%	0.0%	0.0%	83.3%	12.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Female																			
Number	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Percent	4.4%	0.0%	0.0%	4.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Source: U.S. Census Bureau, 2006-2010 American Community Survey

Explanation of Symbols:

- An "..." entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
- An "." entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
- An "v" following a median estimate means the median falls in the lowest interval of an open-ended distribution.
- An "v" following a median estimate means the median falls in the upper interval of an open-ended distribution.
- An "..." entry in the margin of error column indicates that the estimate falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
- An "..." entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
- An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
- An "(X)" means that the estimate is not applicable or not available.

The U.S. Census Bureau collects race data in accordance with guidelines provided by the U.S. Office of Management and Budget (OMB). Except for the total, all race and ethnicity categories are mutually exclusive. "Black" refers to Black or African American; "AI/AN" refers to American Indian and Alaska Native; and "NHPI" refers to Native Hawaiian and Other Pacific Islander. The reference to "Hawaii only" indicates that these columns are only tabulated for areas in the state of Hawaii. "Balance of Not Hispanic or Latino" includes the balance of non-Hispanic individuals who reported multiple races or reported Some Other Race alone. For more information on race and Hispanic origin, see the Subject Definitions at [http://www.census.gov/acs/www/data\\_documentation/documentation\\_main/](http://www.census.gov/acs/www/data_documentation/documentation_main/).

Race and Hispanic origin are separate concepts on the American Community Survey. "White alone Hispanic or Latino" includes respondents who reported Hispanic or Latino origin and reported race as "White" and no other race. "All other Hispanic or Latino" includes respondents who reported Hispanic or Latino origin and reported a race other than "White," either alone or in combination. To get a total for "Hispanic or Latino," add the two columns for "White alone Hispanic or Latino" and "All other Hispanic or Latino."

Occupation codes are 4-digit codes and are based on Standard Occupational Classification 2010.

## 2010 TOTAL AND NONWHITE POPULATION AND LABOR FORCE DATA IN KENTUCKY BY COUNTY

	CRITTENDEN	CUMBERLAND	DAVISS	EDMONSON	ELLIOTT	ESTILL	FAYETTE
<b>Total Population</b>	9,315	6,856	96,656	12,161	7,852	14,672	295,803
<b>16 Years and Over</b>	7,440	5,521	75,633	9,861	6,428	11,736	239,573
<b>Male</b>	3,694	2,677	36,169	4,924	3,638	5,731	116,854
<b>Female</b>	3,746	2,844	39,464	4,937	2,790	6,005	122,719
<b>Total Nonwhite Population</b>	210	316	8,522	372	346	215	71,804
<b>16 Years and Over</b>	108	194	5,552	200	291	112	49,895
<b>Male</b>	43	75	3,082	91	190	78	25,052
<b>Female</b>	65	119	2,470	109	101	34	24,843
<b>Civilian Labor Force Total</b>	4,044	3,108	48,630	5,186	3,290	6,412	152,490
<b>Male</b>	2,381	1,584	26,330	2,913	1,833	3,118	78,313
<b>Female</b>	1,663	1,524	22,300	2,273	1,457	2,518	74,177
<b>Employment Total</b>	3,638	2,735	44,231	4,490	2,892	5,645	140,359
<b>Male</b>	2,086	1,332	23,679	2,542	1,584	2,705	71,223
<b>Female</b>	1,552	1,403	20,552	1,948	1,308	2,164	69,136
<b>Unemployment Total</b>	406	373	4,399	696	398	767	12,131
<b>Male</b>	295	252	2,651	371	249	413	7,090
<b>Female</b>	111	121	1,748	325	149	354	5,041
<b>Unemployment Rate</b>	10.0%	12.0%	9.0%	13.4%	12.1%	12.0%	8.0%
<b>Male</b>	12.4%	15.9%	10.1%	12.7%	13.6%	13.2%	9.1%
<b>Female</b>	6.7%	7.9%	7.8%	14.3%	10.2%	14.1%	6.8%
<b>Civilian Labor Force, Nonwhite</b>	41	113	2,881	62	11	48	25,643
<b>Male</b>	20	63	1,671	39	11	39	13,134
<b>Female</b>	21	50	1,210	23	0	9	12,509
<b>Employment, Nonwhite</b>	37	91	2,191	39	9	48	22,052
<b>Male</b>	16	44	1,209	22	9	39	11,432
<b>Female</b>	21	47	982	17	0	9	10,620
<b>Unemployment, Nonwhite</b>	4	22	690	23	2	0	3,591
<b>Male</b>	4	19	462	17	2	0	1,702
<b>Female</b>	0	3	228	6	0	0	1,889
<b>Unemployment Rate, Nonwhite</b>	9.8%	19.5%	24.0%	37.1%	18.2%	0.0%	14.0%
<b>Male</b>	20.0%	30.2%	27.6%	43.6%	18.2%	0.0%	13.0%
<b>Female</b>	0.0%	6.0%	18.8%	26.1%	0.0%	0.0%	15.1%

All of the above estimates (excluding Total Population and Total Nonwhite Population) include only the civilian noninstitutional population and labor force of the age group 16 years and over.

# PRESENT STAFFING

As of January 1, 2014, J.M. Crawford & Associates has seven employees. Of this total, six are white males and one is a white female. The firm recruits new employees from previous employees, by recommendation by other employees and professionals in our field, and we also solicit resumes from qualified applicants by advertising job openings in local newspapers.

Employees consist of:

Engineers	(3) White Males
Technicians	(3) White Males
Administrative	(1) White Female

*Current Minority/Female Utilization is 14%.*

# EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT

## The Law

- \* Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- \* Executive Order No. 11246 on Nondiscrimination under Federal contracts 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 Compliant 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.*

\*\*\*\*\*

J.M. Crawford & Associates, Inc. practices Equal Opportunity in recruiting, hiring, and promoting. It is JMC&A'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 JMC&A, this policy carries the full endorsement of the President and Board of Directors of our company. In following this commitment to Equal Employment Opportunity and because JMC&A is the benefactor of Federal funds on some projects, it is both against JMC&A's policy and illegal for JMC&A 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 cancelled and the contractor 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 contract for work.

**SUBCONTRACTOR** - complete this page and the Workforce Analysis Form

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

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name of Business*

\_\_\_\_\_  
*Date*

# WORKFORCE ANALYSIS FORM

Name of Organization _____ Date ____ / ____ / ____									
Categories	Total	White		Black		Other		Total	
		M	F	M	F	M	F	M	F
Administrators									
Professionals									
Superintendents									
Supervisors									
Foremen									
Technicians									
Protective Service									
Para-Professionals									
Office/Clerical									
Skilled Craft									
Service/Maintenance									
<b>TOTAL</b>									

Prepared by: \_\_\_\_\_

(Submit with the Equal Employment Opportunity Agreement)



## CONCLUSION

In conclusion, J.M. Crawford & Associates is committed to the principal and practice of Equal Employment Opportunity. The firm intends to comply with Federal, State, and local law prohibiting discrimination on the basis of race, color, religion, national origin, sex, and age (40-70). We are committed to furthering the advancement of minorities and females in every possible way.

**EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION POLICY**

It is the policy of J.M. Crawford & Associates, Inc. to assure that all applicants for employment and all employees are treated on a fair and equitable basis without regard to their race, religion, sex, color, handicap, natural origin or age.

Such action shall include employment, promotion, demotion, recruitment or recruitment advertising, layoff or termination, rates of pay and other forms of compensation, and selection for training, whether apprenticeship and/or on-the-job-training.

Furthermore, this company agrees to make special recruitment efforts to hire the protected class whenever feasible. This company also agrees to adhere to all applicable federal, state, and local laws relating to Equal Employment Opportunity for all individuals.

Joseph H. Hodskins has been appointed Equal Employment Compliance (EEOC) Officer and shall be available for counseling, answering of questions in regards to this company policy, and to hear any complaints of discrimination. The EEOC Officer may be reached by calling (859)263-4399.

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

  
(Bidding Contractor)

Title: President

Date: March 25, 2014

## EQUAL OPPORTUNITY AGREEMENT

---

### The Law

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

- \* Section 503 of the Rehabilitation Act of 1973 states:

*The Contractor will not discriminate against any employee or applicant for employment because of physical or mental 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 contractor may be declared ineligible for future consideration.

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

### Bidders

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

Signature

J.M. Crawford & Associates, Inc.


Name of Business

**WORKFORCE ANALYSIS FORM**

**Name of Organization:** J.M. Crawford & Associates, Inc.

**Date:** 03 / 25 / 2014

Categories	Total	White		Latino		Black		Other		Total	
		M	F	M	F	M	F	M	F	M	F
Administrators											
Professionals	3	3									
Superintendents											
Supervisors											
Foremen											
Technicians	3	3									
Protective Service											
Para-Professionals											
Office/Clerical	1		1								
Skilled Craft											
Service/Maintenance											
<b>Total:</b>	<b>7</b>	<b>6</b>	<b>1</b>								

**Prepared by:**   
 Joseph H. Hodskins,  
 President

Firm Submitting Proposal: J.M. Crawford & Associates, Inc.

Complete Address: 131 Prosperous Pl. #18A, Lexington, KY 40509  
Street City Zip

Contact Name: Joseph Hodskins Title: President

Telephone Number: 859-263-4399 Fax Number: 859-263-2844

Email address: JHHODSKINS@JMCAA.COM



**LFUCG MWDBE PARTICIPATION FORM**

**Bid/RFP/Quote Reference # 13-2014**

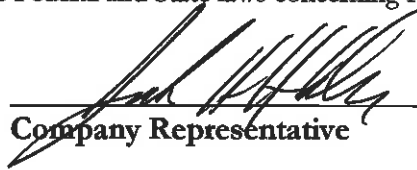
The MWDBE subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to Central Purchasing for approval immediately.

MWDBE Company, Name, Address, Phone, Email	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1.	Design		10%
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.

J.M. Crawford & Associates, Inc.  
Company

March 25, 2014  
Date

  
\_\_\_\_\_  
Company Representative  
President  
\_\_\_\_\_  
Title

## **GENERAL PROVISIONS**

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

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

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda, 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.

Signature

March 25, 2014

Date

Firm Submitting Proposal: J.M. Crawford & Associates, Inc.



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: JMC

DATE (MM/DD/YYYY)  
03/10/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>ACEC/MARSH</b> 701 Market St., Ste. 1100 St. Louis, MO 63101 Sharon L. Zach		Phone: 800-338-1391 Fax: 888-621-3173	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: <b>CRAWF-3</b>	FAX (A/C, No):
<b>INSURED</b> <b>J. M. Crawford &amp; Associates, Inc.</b> Deborah Jacobs 131 Prosperous Place, Twnsp.18a Lexington, KY 40509		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A: Hartford Insurance Company</b>		<b>NAIC #</b> <b>22357</b>
		<b>INSURER B:</b>		
		<b>INSURER C:</b>		
		<b>INSURER D:</b>		
		<b>INSURER E:</b>		
		<b>INSURER F:</b>		


**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>			84SBWCG4218	11/01/2013	11/01/2014	EACH OCCURRENCE \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ <b>10,000</b>
							PERSONAL & ADV INJURY \$ <b>1,000,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER:			PROFESSIONAL LIAB EXCL			GENERAL AGGREGATE \$ <b>2,000,000</b>
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DEDUCTIBLE						\$
	RETENTION \$						\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			84WBGPM4345	11/01/2013	11/01/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ <b>500,000</b>
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b>
							E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Engineering Proposals - When required by written contract:  
 Lexington-Fayette Urban County Government is included as additional insured for above coverages except WC.

<b>CERTIFICATE HOLDER</b>  <b>LEXINGT</b>  Lexington-Fayette Urban County Government 200 East Main Street Lexington, KY 40507	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
-------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

© 1988-2009 ACORD CORPORATION. All rights reserved.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/10/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Mountain Valley Insurance 267 Terrell Lane  Barbourville KY 40906		<b>CONTACT NAME:</b> Rachel Liford <b>PHONE (A/C, No, Ext):</b> (606) 546-4132 <b>E-MAIL ADDRESS:</b> rliford@mviweb.com		<b>FAX (A/C, No):</b> (606) 546-4146
<b>INSURED</b> J.M. Crawford & Associates, Inc 131 Prosperous Place 18 A  Lexington KY 40509		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A: CNA-Continental Casualty Comp		13188
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

**COVERAGES** CERTIFICATE NUMBER: CL142507071 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
<b>A</b>	<b>Professional Liability</b>			AEH276200096	11/22/2013	11/22/2014	\$4,000,000/\$8,000,000 \$250,000 DED
<b>A</b>	<b>D&amp;O/EPLI</b>			288299604	2/2/2014	2/2/2015	\$2,000,000/\$2,000,000 \$25K/\$50K DED

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b>  Lexington-Fayette Urban County Government 200 East Main Street Lexington, KY 40507	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Rachel Liford/RACHEL <i>Rachel Liford</i>
---------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



# VEHICLE OR EQUIPMENT CERTIFICATE OF INSURANCE

DATE (MM/DD/YYYY)  
03/14/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

This form is used to report coverages provided to a single specific vehicle or equipment. Do not use this form to report liability coverage provided to multiple vehicles under a single policy. Use ACORD 26 for that purpose.

<b>PRODUCER</b> <b>Jeff Briggs</b> 449 Lewis Hargett Cir. Suite 150 Lexington KY 40503	<b>CONTACT NAME:</b> Debbie Mallory <b>PHONE (A/C, No, Ext):</b> 859-273-8512 <b>E-MAIL ADDRESS:</b> debbie@jeffbriggs.net <b>PRODUCER CUSTOMER ID #:</b>	<b>FAX (A/C, No):</b> 859-271-5850
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> <b>J M Crawford &amp; Associates</b> 131 Prosperous Pl Suite 18A Lexington KY 40509	<b>INSURER A:</b> State Farm Mutual Automobile Insurance Company <b>NAIC #</b> 25178	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

DESCRIPTION OF VEHICLE OR EQUIPMENT				
YEAR	MAKE / MANUFACTURER	MODEL	BODY TYPE	VEHICLE IDENTIFICATION NUMBER
2012	Nissan	Quest	Van	JN8AE2KP0C9050476
DESCRIPTION			SERIAL NUMBER	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICY(IES) OF INSURANCE LISTED BELOW HAS/HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD(S) INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICY(IES) DESCRIBED HEREIN IS/ARE SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICY(IES).		

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	Y	<input checked="" type="checkbox"/> VEHICLE LIABILITY	P03-2602-A28-17M	01/28/2014	07/28/2014	COMBINED SINGLE LIMIT	\$
						BODILY INJURY (Per person)	\$ 500,000
						BODILY INJURY (Per accident)	\$ 500,000
						PROPERTY DAMAGE	\$ 100,000
		<input type="checkbox"/> GENERAL LIABILITY				EACH OCCURENCE	\$
		<input type="checkbox"/> OCCURRENCE				GENERAL AGGREGATE	\$
		<input type="checkbox"/> CLAIMS MADE					\$
INSR LTR	LOSS PAYEE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS / DEDUCTIBLE	
A		<input checked="" type="checkbox"/> VEH COLLISION LOSS	P03-2602-A28-17M	01/28/2014	07/28/2014	<input checked="" type="checkbox"/> ACV <input type="checkbox"/> AGREED AMT	\$      LIMIT
						<input type="checkbox"/> <input type="checkbox"/> STATED AMT	\$ 500      DED
A		<input checked="" type="checkbox"/> VEH COMP <input type="checkbox"/> VEH OTC	P03-2602-A28-17M	01/28/2014	07/28/2014	<input checked="" type="checkbox"/> ACV <input type="checkbox"/> AGREED AMT	\$      LIMIT
						<input type="checkbox"/> <input type="checkbox"/> STATED AMT	\$ 500      DED
		<input type="checkbox"/> PROPERTY				<input type="checkbox"/> ACV <input type="checkbox"/> AGREED AMT	\$      LIMIT
		<input type="checkbox"/> BASIC <input type="checkbox"/> BROAD				<input type="checkbox"/> RC <input type="checkbox"/> STATED AMT	\$      DED
		<input type="checkbox"/> SPECIAL				<input type="checkbox"/>	

REMARKS (INCLUDING SPECIAL CONDITIONS / OTHER COVERAGES) (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

ADDITIONAL INTEREST	CANCELLATION
Select one of the following: <input type="checkbox"/> The additional interest described below has been added to the policy(ies) listed herein by policy number(s). <input checked="" type="checkbox"/> A request has been submitted to add the additional interest described below to the policy(ies) listed herein by policy number(s).	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
<b>VEHICLE / EQUIPMENT INTEREST:</b> <input type="checkbox"/> LEASED <input type="checkbox"/> FINANCED	<b>DESCRIPTION OF THE ADDITIONAL INTEREST</b>
<b>NAME AND ADDRESS OF ADDITIONAL INTEREST</b> Lexington-Fayette Urban County Government 200 E. Main St. Lexington KY 40507	<input checked="" type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> LOSS PAYEE <input type="checkbox"/> LENDER'S LOSS PAYEE
	<b>LOAN / LEASE NUMBER</b>
	<b>AUTHORIZED REPRESENTATIVE</b>

© 1997-2010 ACORD CORPORATION. All rights reserved.



# VEHICLE OR EQUIPMENT CERTIFICATE OF INSURANCE

DATE (MM/DD/YYYY)  
03/14/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

This form is used to report coverages provided to a single specific vehicle or equipment. Do not use this form to report liability coverage provided to multiple vehicles under a single policy. Use ACORD 25 for that purpose.

<b>PRODUCER</b> <b>State Farm</b> Jeff Briggs 449 Lewis Hargett Cir. Suite 150 Lexington KY 40503	<b>CONTACT NAME:</b> Debbie Mallory <b>PHONE (A/C, No, Ext):</b> 859-273-8512 <b>E-MAIL ADDRESS:</b> debbie@jeffbriggs.net <b>PRODUCER CUSTOMER ID #:</b>	<b>FAX (A/C, No):</b> 859-271-5850
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> J M Crawford & Associates 131 Prosperous PI Suite 18A Lexington KY 40509	<b>INSURER A :</b> State Farm Mutual Automobile Insurance Company	<b>NAIC #</b> 25178
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	

### DESCRIPTION OF VEHICLE OR EQUIPMENT

YEAR	MAKE / MANUFACTURER	MODEL	BODY TYPE	VEHICLE IDENTIFICATION NUMBER
2012	Buick	Enclave	SUV	5GAKRCED3CJ119849
DESCRIPTION				SERIAL NUMBER

### COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICY(IES) OF INSURANCE LISTED BELOW HAS/HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD(S) INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICY(IES) DESCRIBED HEREIN IS/ARE SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICY(IES).

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	Y	<input checked="" type="checkbox"/> VEHICLE LIABILITY	101-7091-A16-17C	01/16/2014	07/16/2014	COMBINED SINGLE LIMIT	\$
						BODILY INJURY (Per person)	\$ 500,000
						BODILY INJURY (Per accident)	\$ 500,000
						PROPERTY DAMAGE	\$ 100,000
		<input type="checkbox"/> GENERAL LIABILITY				EACH OCCURENCE	\$
		<input type="checkbox"/> OCCURRENCE				GENERAL AGGREGATE	\$
		<input type="checkbox"/> CLAIMS MADE					\$
INSR LTR	Loss PAYEE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS / DEDUCTIBLE	
A		<input checked="" type="checkbox"/> VEH COLLISION LOSS	101-7091-A16-17C	01/16/2014	07/16/2014	<input checked="" type="checkbox"/> ACV <input type="checkbox"/> AGREED AMT	\$ LIMIT
						<input type="checkbox"/> STATED AMT	\$ 500 DED
A		<input checked="" type="checkbox"/> VEH COMP <input type="checkbox"/> VEH OTC	101-7091-A16-17C	01/16/2014	07/16/2014	<input checked="" type="checkbox"/> ACV <input type="checkbox"/> AGREED AMT	\$ LIMIT
						<input type="checkbox"/> STATED AMT	\$ 500 DED
		<input type="checkbox"/> PROPERTY				<input type="checkbox"/> ACV <input type="checkbox"/> AGREED AMT	\$ LIMIT
		<input type="checkbox"/> BASIC <input type="checkbox"/> BROAD				<input type="checkbox"/> RC <input type="checkbox"/> STATED AMT	\$ DED
		<input type="checkbox"/> SPECIAL				<input type="checkbox"/>	\$ DED

REMARKS (INCLUDING SPECIAL CONDITIONS / OTHER COVERAGES) (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

### ADDITIONAL INTEREST

Select one of the following:

The additional interest described below has been added to the policy(ies) listed herein by policy number(s).

A request has been submitted to add the additional interest described below to the policy(ies) listed herein by policy number(s).

VEHICLE / EQUIPMENT INTEREST:  LEASED  FINANCED

NAME AND ADDRESS OF ADDITIONAL INTEREST

Lexington-Fayette Urban County Government  
 200 E. Main St.  
 Lexington KY 40507

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

### DESCRIPTION OF THE ADDITIONAL INTEREST

ADDITIONAL INSURED  LOSS PAYEE

LENDER'S LOSS PAYEE

LOAN / LEASE NUMBER

AUTHORIZED REPRESENTATIVE



Lexington-Fayette Urban County Government  
DEPARTMENT OF FINANCE & ADMINISTRATION

Jim Gray  
Mayor

William O'Mara  
Commissioner

**ADDENDUM #1**

RFP Number: **#13-2014**

Date: March 3, 2014

Subject: **Request for Qualifications for  
Professional Engineering Services**

Please address inquiries to:  
Theresa Maynard (859) 258-3320

**TO ALL PROSPECTIVE BIDDERS:**

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

*Paragraph two on page one should read as follows and agree with the date on the website:*

**"Sealed proposals will be received in the Division of Central Purchasing, Room 338, Government Center, 200 East Main Street, Lexington, KY, 40507, until 2:00 PM, prevailing local time, on March 26, 2014."**

*Paragraph one on page two should read as follows:*

**Deadline for questions after the Pre-proposal meeting shall be Tuesday, MARCH 12<sup>th</sup>, 2014 at 2:00 PM local time.**

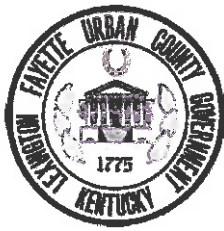
Todd Slatin, Director  
Division of Central Purchasing

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 RFP.

COMPANY: J.M. Crawford & Associates, Inc.

ADDRESS: 131 Prosperous Place, Townhouse 18A, Lexington, KY 40509

SIGNATURE OF PROPOSER: 



Lexington-Fayette Urban County Government  
DEPARTMENT OF FINANCE & ADMINISTRATION

Jim Gray  
Mayor

William O'Mara  
Commissioner

**ADDENDUM #1**

RFP Number: **#14-2014**

Date: March 7, 2014

Subject: **Request for Qualifications—  
Supplemental Legal Services**

Please address inquiries to:  
Theresa Maynard (859) 258-3320

**TO ALL PROSPECTIVE BIDDERS:**

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

LFUCG's Department of Law is seeking qualified law firms and attorneys to perform a variety of different legal work and has issued a Request for Qualifications. If you are interested in being considered, please submit a formal response to RFP No. 14-2014 by no later than 2 p.m., Friday March 28, 2013.

**All interested parties should respond regardless of whether they currently perform services for LFUCG.**

Please direct all inquiries to Theresa Maynard with LFUCG's Division of Purchasing at 258-3320.

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 RFP.

**COMPANY:** J.M. Crawford & Associates, Inc.

**ADDRESS:** 131 Prosperous Place, #18A, Lexington, Kentucky 40509

**SIGNATURE OF PROPOSER:**





Lexington-Fayette Urban County Government  
DEPARTMENT OF FINANCE & ADMINISTRATION

Jim Gray  
Mayor

William O'Mara  
Commissioner

**ADDENDUM #2**

RFP Number: **#13-2014**

Date: March 7, 2014

Subject: **Request for Qualifications for  
Professional Engineering Services**

Please address inquiries to:  
Theresa Maynard (859) 258-3320

**TO ALL PROSPECTIVE BIDDERS:**

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

*Disregard Addendum #1 issued on this page earlier today, March 7, 2014. That addendum was for RFP #14-2014 Request for Qualifications – Supplemental Legal Services and posted to the page for RFP #13-2014 in error.*

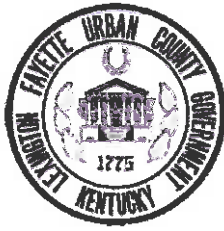
Todd Slatin, Director  
Division of Central Purchasing

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 RFP.

COMPANY: J.M. Crawford & Associates, Inc.

ADDRESS: 131 Prosperous Place, Townhouse 18A, Lexington, KY 40509

SIGNATURE OF PROPOSER: 



Lexington-Fayette Urban County Government  
DEPARTMENT OF FINANCE & ADMINISTRATION

Jim Gray  
Mayor

William O'Mara  
Commissioner

**ADDENDUM #3**

RFP Number: **#13-2014**

Date: March 17, 2014

Subject: **Request for Qualifications for  
Professional Engineering Services**

Please address inquiries to:  
Theresa Maynard (859) 258-3320

**TO ALL PROSPECTIVE BIDDERS:**

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

- Sign in sheets from March 10<sup>th</sup>, 2014 Pre-Proposal Meeting attached
- Questions and Answers attached

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 RFP.

**COMPANY:** J.M. Crawford & Associates, Inc.

**ADDRESS:** 131 Prosperous Place, Townhouse 18A, Lexington, KY 40509

**SIGNATURE OF PROPOSER:** 

## Celebrating our 47<sup>th</sup> Year of Excellence in Engineering

Engineers like *predictability*.....they do not like the need for plan corrections, contract modifications or missed deadlines. Clients who prefer *predictability* select Crawford for their projects. Some examples:

- Crawford has initiated thirty-seven contracts with the KYTC in the past 10 years. Only one was formally negotiated. *That's predictability.*
- Also in the last 10 years, Crawford has pursued only two contract modifications for “additional work,” each stemming from KYTC requests. *That's predictability.*
- Crawford has done this while earning average performance ratings of 95.5 for structures projects and 94.5 for roadway projects. *That's predictability.*

How are we able to predictably deliver high ratings with few surprises? We use the same experienced engineers project by project, every time. Our engineers average 32 years of experience - each with no less than 22 years of experience. Because we have complementary skills and work on virtually every project together, we communicate tightly, have very few handoffs, are able to resolve issues quickly and hold each other accountable for high quality work. That translates into our being able to:

- Work within the KYTC's Highway Plan Estimate 97.3% of the time.
- Request contract modifications only when absolutely necessary (they are never surprises).
- Meet schedules.

*Predictability* frees our clients to focus on all the other projects that they are juggling.

### *Crawford.*

*We are what predictability looks like.*



**JMC** J.M. Crawford & Associates  
Consulting Engineers

131 Prosperous Place • Townhouse 18A  
Lexington, KY 40509 • (859) 263-4399

Designing Bridges and Roadways for the Future  
Since 1967