

# **AGREEMENT BETWEEN OWNER AND COMMISSIONING AUTHORITY**

This Agreement is made: December 16, 2022

Between the Owner:

Fayette County Board of Education  
c/o Melinda Joseph-Dezarn, AIA, Director  
Facility Design & Construction  
450 Park Place  
Lexington, KY 40509

And the Commissioning Authority:

Shrout Tate Wilson Engineers  
628 Winchester Road  
Lexington, KY 40505

For the following Project:

New Combined CTE School  
100 Midland Avenue  
Lexington, KY 40508

The Owner and Commissioning Authority agree as follows:

## **ARTICLE 1 – SCOPE OF WORK**

### **I. List of Systems to be commissioned**

See attached RFP #73-22 prepared by EOP Architects and Commissioning Authority's Response to RFP dated November 4, 2022, attached to this contract, which are incorporated herein by reference.

### **II. Construction Phase Responsibilities**

Commissioning Authority shall perform the following responsibilities during the construction of this project:

1. Organize and lead the commissioning team
2. Review shop drawings for components of commissioned systems for compliance with the Owner's project requirements and basis of design. Return comments to the design team.
3. Modify and update the commissioning plan as required based on submittals for shop drawings, equipment, controls, etc.
4. Schedule and lead commissioning meetings to be held during regular construction progress meetings

5. Maintain a tracking system for resolution items including documents and photographs as required
6. Coordinate all activities with the project schedule throughout the construction phase to ensure that commissioning activities are properly coordinated; provide feedback to the designer as required
7. Perform on-site observations during construction and record observations with documents and photographs as required
8. Monitor and verify correct component and equipment installation and document all observations with reports and photographs as required.
9. Witness HVAC equipment and system start-ups and ensure complete documentation. System start-ups are to include all dedicated outdoor air systems (DOAS) and the first two heat pumps to be started to establish the procedure for the remaining heat pumps. Heat pumps shall be of different sizes.
10. Witness domestic hot water equipment and system start-ups and ensure complete documentation.
11. Witness lighting controls and start-ups and ensure complete documentation.
12. Develop all System Verification Checklists for all equipment being commissioned.
13. Verify that Owner training for operating personnel has been satisfactorily completed.

### **III. Construction Acceptance Phase Responsibilities**

Commissioning Authority shall perform the following responsibilities during the construction acceptance phase of this project:

1. Review and inspect on a sample basis the testing, adjusting and balancing work that has been carried out by another agency with respect to air and hydronics. Testing and Balancing will be performed by a TAB contractor hired directly by the Owner. TAB report shall be reviewed by CxA.
2. Conduct functional performance testing of all sub-systems, systems, and interaction between systems, leading to acceptance of the completed work. Document results of all tests witnessed.

### **IV. Post-Acceptance Phase Responsibilities**

Commissioning Authority shall perform the following responsibilities during the construction acceptance phase of this project:

1. Conduct functional performance testing of all sub-systems, systems, and interactions between systems that could not be carried out prior to acceptance due to unsuitable weather conditions or other.
2. Prepare and submit a final commissioning report
3. Provide follow-up for quality of performance during the guarantee period
4. Develop a systems manual which provides future operating staff the information needed to understand and optimally operate the commissioned systems.

## **ARTICLE 2 - TRANSFER OF COPYRIGHT**

The Commissioning Authority acknowledges and agrees that documents or works prepared by, or hereafter to be prepared by, the Commissioning Authority, in whole or in part, in connection with the project, are intended to be the sole property of the Owner. The Commissioning Authority hereby expressly transfers to the Owner the exclusive right to any copyright interest in the documents.

## **ARTICLE 3 - TERMINATION, SUSPENSION OR ABANDONMENT**

In the event of the Owner termination, suspension or abandonment of the project, the Commissioning Authority shall be equitably compensated by the owner for services performed to the date of termination, suspension or abandonment.

Either the Commissioning Authority or the Owner may terminate this Agreement with or without cause after giving no less than seven (7) days written notice to the other party.

In the event of termination, suspension, abandonment or completion of the project, the Consultant shall deliver to the Owner within seven (7) days Documents, whether complete or incomplete, not previously delivered to the Owner during the course of the project. The Owner, as the holder of the exclusive right to any and copyright interest in the Documents, as provided in Article 2, shall have the right to use and reuse any and Documents for any purpose in connection with the project, including, but not limited to, its completion using entities other than the Commissioning Authority, at the Owner's sole discretion and at no additional cost to the Owner.

## **ARTICLE 4 - MISCELLANEOUS PROVISIONS**

This agreement shall be governed by the law of the Commonwealth of Kentucky.

The Owner and Commissioning Authority respectively bind themselves, their partners, successors, assigns and legal representatives to this Agreement. Neither party to this Agreement shall assign the Contract as a whole without prior written consent of the other.

The Commissioning Authority, its agents, employees, or consultants shall not harass or discriminate against any person regarding employment because of race, sex, religion, creed, color, genetic information, national or ethnic origin, political affiliation, age or disabling condition, gender identity, or sexual orientation.

During the Commissioning the Consultant will provide certain insurance coverage. These include in part: amounts satisfactory to the Owner, Comprehensive General Liability, Auto Liability, and Worker's Compensation.

General Liability -- \$1,000,000

Auto Liability -- \$300,000 / \$1,000,000; Personal Injury / \$500,000 / \$1,000,000 Property  
Damage

Workers Comp -- \$100,000

Professional Liability / E & O -- \$1,000,000

Owner shall be named as an additional insured on policies of insurance. Insurance policies shall incorporate provisions requiring insurance carriers to notify Owner thirty days (30) prior to canceling, non-renewal, or material modification of the policies. The certificate of insurance to be supplied MUST also name "The Owner Name, its officers, agents and employees" as an additional insured for the general liability and auto liability coverages.

**ARTICLE 5 – COMPENSATION AND PAYMENTS**

For Commissioning Services and any other services defined in this Agreement as Commissioning Services, Basic Compensation shall be as follows: A fixed fee. Any additional fees for substantial changes of scope must be negotiated and an addendum added to this contract, or with prior agreement of the parties the fee may be established as "NOT TO EXCEED" amount.

FEE: \$62,050.00 (Sixty-two Thousand, Fifty Dollars)

**ARTICLE 6 - OTHER PROVISIONS**

(Insert description of other services and modifications to the terms of this Agreement here or as an attachment.)

Request for Proposal (FCPS #73-22)  
Commissioning Authority Proposal dated: November 4, 2022

This Agreement entered into as of the day and year first written above.

OWNER:

COMMISSIONING AUTHORITY:

\_\_\_\_\_  
Demetrus Liggins, PhD, Superintendent  
Fayette County Board of Education  
c/o Facility Design & Construction  
450 Park Place  
Lexington, KY 40511

\_\_\_\_\_  
Ralph Lee Whitley, Principal  
Shrout Tate Wilson Engineers  
628 Winchester Road  
Lexington, KY 40505

Director's Approval:

\_\_\_\_\_  
Melinda Joseph-Dezarn, AIA                      Date  
Director, FCPS Facility Design & Construction



**FAYETTE COUNTY PUBLIC SCHOOLS**

**REQUEST FOR PROPOSAL**

**COMMISSIONING SERVICES  
FOR**

**NEW COMBINED CTE SCHOOL**

PROJECT ARCHITECT



architecture | interiors

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

## PART 1 – BIDDING INFORMATION

### 1.1 SOLICITATION OF PROPOSAL

- A. On behalf of the Fayette County Public Schools (FCPS) hereinafter referred to as the “Owner”, EOP Architects is soliciting proposals from qualified Commissioning Authorities for commissioning services for the New Combined CTE School, located at 100 Midland Avenue, Lexington, Kentucky.
- B. The project will consist of full renovation of the existing Lexington Herald Leader Building. The existing facility is approximately 174,000 square foot. The project will consist of four (4) levels. The project will consist of multiple Career and Technical programs ranging from Welding, Automotive, Carpentry, Culinary, Electrical, Nursing, Law Enforcement, and more. The HVAC system shall be geothermal water-source heat pump with full dedicated energy recovery. There will be an alternate bid for Boiler / Tower system. There will be various vehicle exhaust and dust collection system. There will be dedicated make-up and exhaust for Culinary Labs. The lighting systems will be LED, and power systems will be per ASHRAE 90.1-2013.
- C. The Architect for this project is EOP Architects and the Mechanical and Electrical Engineers are Shrout Tate Wilson (STW).
- D. The successful commissioning authority will have a contract directly with the Owner and will provide services during the phases of Construction, Acceptance, and Post Acceptance.
- E. A digital set of contract documents (plans and specifications) may be downloaded from Lynn Imaging website.
  - 1. It is the responsibility of all contractors providing a proposal for this work to download and fully review all drawings and specifications prior to submitting a proposal. This includes all addenda items issued during bidding process.
- F. All questions regarding Commissioning Scope, specifications, etc. shall be addressed in writing to Jason Dunn, EOP Architects, and transmitted via email to [jdunn@eopa.com](mailto:jdunn@eopa.com). All questions must be submitted no later than Noon, Wednesday, October 26, 2022.

### 1.2 SUBMITTAL OF PROPOSAL

- A. All proposals shall be addressed to Fayette County Public Schools, 450 Park Place, Lexington, Kentucky 40511 and shall be delivered in a sealed envelope to Fayette County Public Schools Office of Facility Design, located at 128 Walton Avenue, Lexington, KY 40505 by 12:00 PM on November 4, 2022
  - 1. Construction Bid Openings will occur at 1:30pm. Commissioning proposals will be opened and reviewed following Construction Bid Opening.
- B. Any Commissioning Authority submitting a proposal must honor their pricing for a minimum of 60 days. This will provide the owner time to process contracts.

### 1.3 TAXES

- A. All taxes, fees, permits, etc. are to be included in the proposal.

#### 1.4 INVOICES AND PAYMENT

- A. Invoices shall be addressed to Fayette County Public Schools and will be submitted monthly to Fayette County Public Schools. A copy of the invoice should be submitted with the monthly pay application from the GC for comment and review by the engineer. Upon review the engineer will make recommendation of payment and invoice can be sent to FCPS for processing. Invoices should not be sent to FCPS without review by engineer.
- B. Upon review and approval by STW and the Owner, payments will be mailed directly to the Commissioning Authority from FCPS within 30 days of the invoice date.

#### 1.5 COMPLIANCE WITH LAWS

- A. The successful commissioning authority may be subject to background checks, and the successful commissioning authority shall provide background checks as requested by the Owner at any time. Per the intent of KRS 160.380(4), employment of workers convicted of sex crimes is prohibited on this project. Any monetary damages or costs incurred due to the Authority's violation of this provision shall be at the sole expense of the Authority.
- B. All items and services furnished under this contract shall comply with all Federal, State, and local laws and regulations; and shall have all proper labeling where applicable.
- C. The Owner reserves the right to reject any item, piece of equipment, or service in the event of a violation of the requirements of this RFP or the commissioning specifications.

#### 1.6 COMPLIANCE WITH RFP REQUIREMENTS

- A. It is the responsibility of all commissioning agents providing a proposal for this work to be in full compliance with this RFP document and contract specifications:
  - 1. 01 91 13 – GENERAL COMMISSIONING REQUIREMENTS.
  - 2. 22 06 00 – PLUMBING SYSTEMS DEMONSTRATION, TRAINING, AND COMMISSIONING.
  - 3. 23 08 00 – COMMISSIONING OF HVAC
  - 4. 26 09 23 – LOW VOLTAGE LIGHTING CONTROLS
- B. Exclusions to items specifically required in this document and other contract documents are not permitted.

#### 1.7 PROPOSAL EVALUATION AND AWARD

- A. The owner and architect will review all proposals thoroughly to ensure compliance with the requirements herein. The owner will decide and issue a notice to proceed to the successful Commissioning Authority. This Notice to Proceed may be issued at any time by the Owner and is not subject to any requirements for an interview or negotiation with Commissioning Agent's submitting a proposal.
- B. In addition to the requirements of the RFP the selection of the commissioning agency will be based on a Commissioning Scoring Rubric. Refer to Section 1.10.

- C. The Owner reserves the right to negotiate, accept, and reject any or all proposals, as well as evaluate all proponents based on criteria including but not limited to the following:
  - 1. Experience and Qualifications
  - 2. Proposal Quality
  - 3. References
  - 4. Fees
  - 5. Interviews
  - 6. Architect / Engineers Recommendations
- D. All commissioning agents shall be willing and prepared to attend an interview if so, chosen by the Owner. Commissioning Agents submitting a proposal for this job may be required to provide a presentation, sample documents, qualifications, key staff, relevant experience, etc. during said interview.

## 1.8 QUALIFICATIONS AND EXPERIENCE

- A. The commissioning authority shall have the minimum qualifications:
  - 1. At least 5 years of experience in the commissioning field, and with the types of HVAC controls, HVAC systems, lighting control systems and buildings included in this project.
  - 2. Knowledge of operation and maintenance requirements.
  - 3. A thorough understanding of Testing and Balancing procedures.
  - 4. Knowledge and experience with all applicable building codes prescribed in the contract documents.
  - 5. Certification of commissioning process expertise. The following certifications are acceptable. Owner reserves the right to accept or reject certifications as evidence of qualification.
    - a. Certified Commissioning Professional (CCP), by Building Commissioning Association.
    - b. Certified Building Commissioning Professional (BCxP), by American Society of Heating, Refrigerating and Air-Conditioning Engineers.
    - c. Certified Commissioning Authority (CxA), by AABC Commissioning Group
- B. The commissioning authority shall submit the following with their proposal:
  - 1. Certificate of Insurance for the following:
    - a. Professional Liability
    - b. General Liability
  - 2. Non-collusion affidavit

## 1.9 SUBMITTAL REQUIREMENTS

- A. The proposal shall include the following:

1. A statement of qualifications.
2. A list and resume of all persons who will be working on the project.
3. An outline of the services to be rendered and the procedures to implement.
4. Three (3) references for projects that are similar in scope including the name of project, client name and contact information, building type, building location, and a general description of the scope of work.
5. A firm fixed fee quotation to perform commissioning services during the construction, acceptance, and post acceptance phases of the project.
6. A sheet of hourly rates in the event that the Owner elects at any time during the project to request additional services not included in the scope of this proposal.
7. A technical narrative describing any and all technical approaches that the commissioning agent proposes to use in providing the commissioning services.
8. A list of reports that will be made available to the Owner to demonstrate compliance of the construction, acceptance, and post acceptance phases with the design requirements.

#### 1.10 SCORING RUBRIC

- A. Each commissioning authority has the chance to receive up to 100 points on their proposal for commissioning. There are five scoring categories:
  1. Price
  2. Prior Experience/Past Performance
  3. Technical Qualifications
  4. Responsiveness to Proposal
- B. PRICE
  1. There are 20 possible points for price. Points will be awarded as follows:
    - a. 20 points will be awarded to the lowest quote received in response to the Commissioning Services Request for Proposal (RFP).
    - b. 15 points will be awarded to the second lowest quote received in response to the Commissioning Services Request for Proposal (RFP).
    - c. 10 points will be awarded to the third lowest quote received in response to the Commissioning Services Request for Proposal (RFP).
    - d. 5 points will be awarded for subsequent quotes received in response to the Commissioning Services Request for Proposal (RFP).
- C. PRIOR EXPERIENCE/PAST PERFORMANCE
  1. There are 20 possible points for prior experience/past performance related to MEP services. Prior experience/past performance could include but not be limited to evaluation of:

- a. Prior commissioning projects completed for the Owner. (10pts)
- b. Prior experience with the Commissioning Team members. (5pts)  
(Owner, Engineer experience with Commissioning Authority)
- c. References for Commissioning on Completed Projects (5pts)

**D. TECHNICAL QUALIFICATIONS**

- 1. There are 25 possible points for technical qualifications and staffing. Evaluation of technical qualifications could include but not be limited to:
  - a. Professional Engineers on Staff.
  - b. Certified Commissioning Authorities on Staff.
  - c. Commissioning Experience for employees.

**E. RESPONSIVENESS TO PROPOSAL**

- 1. There are 40 possible points for how responsive the entity is to the proposal. Evaluation of responsiveness to proposal is based on addressing ALL items requested in the RFP.
  - a. A total of five (5) points maximum will be awarded for each completed section of the RFP response.

**F. SCORING TEMPLATE**

Category	Example	Service Provider #1	Service Provider #2	Service Provider #3
Price	20			
Past Experience / Past Performance	20			
Technical Qualifications	20			
Responsiveness to Proposal	40			
<b>TOTALS</b>	100			

**PART 2 - SCOPE OF COMMISSIONING SERVICES**

**2.1 SYSTEMS TO BE COMMISSIONED**

- A. The commissioning agent is to include verification of the below listed through the Construction, Acceptance, and Post Acceptance phases.
- B. The scope of work included in this section shall be provided for the following systems:
  - 1. ALL Supply, Return, and Exhaust Air Systems
  - 2. Air Terminal Devices
  - 3. Exhaust Fans
  - 4. Culinary Program Hoods & Make-up Air

5. Dust Collection System
6. Vehicle Exhaust Systems (Automotive & Diesel Engine)
7. Water Source Heat Pumps
  - a. Geothermal Field (BASE BID)
  - b. Boiler / Tower System (BID ALTERANTE)
8. Hydronic System (Pumps, VFDs, etc.)
9. Energy Recovery Units (ERUs)
  - a. Demand Control Ventilation System
10. HVAC Control System
11. Domestic Hot Water System
12. Interior Lighting Control System and devices
13. Receptacle Load Control
14. Exterior Lighting Controls

## 2.2 OWNER PROJECT REQUIREMENTS

- A. The HVAC, Domestic Hot Water, and Lighting Control Systems shall be energy efficient systems that comply with ASHRAE 90.1-2010 and Fayette County's Building requirements.

## 2.3 CONSTRUCTION PHASE

- A. During the construction phase, the commissioning agent shall carry out the services outlined in 1.6 - COMPLIANCE WITH RFP REQUIREMENTS. The below is a general outline, not to supersede those listed in 1.6 - COMPLIANCE WITH RFP REQUIREMENTS.
  1. Organize and lead the commissioning team.
  2. Review the design drawings and specifications.
  3. Review shop drawings and equipment submittals for information affecting the commissioning process.
  4. Modify and update the commissioning plan as required based on submittals for shop drawings, equipment, controls, etc.
  5. Schedule and lead commissioning meetings
  6. Maintain a tracking system for resolution items including documents and photographs as required.
  7. Coordinate all activities with the project schedule throughout the construction phase to ensure that commissioning activities are properly coordinated; provide feedback to the commissioning team as required.
  8. Perform on-site observations during construction and record observations with documents and photographs as required.
  9. Monitor and verify correct component and equipment installation and document all observations with reports and photographs as required.

10. Witness equipment and control systems start-ups and ensure complete documentation through service verification checklists (SVC's).

B. Acceptance Phase

1. During the Acceptance Phase, the commissioning agent shall carry out the services outlined in 1.6 - COMPLIANCE WITH RFP REQUIREMENTS. The below is a general outline, not to supersede those listed in 1.6 - COMPLIANCE WITH RFP REQUIREMENTS:
  - a. Review and inspect on a sample basis the testing, adjusting and balancing work that has been carried out by another authority with respect to air.
  - b. Conduct functional performance testing of systems, sub-systems, and interaction between systems, leading to acceptance of the completed work. Document results of all tests witnessed.
  - c. Lighting control devices and the control system shall be tested to ensure that all hardware and software is calibrated, adjusted, programmed, and in proper working condition.
  - d. Assist Contractors in preparation of the Systems Manual
  - e. Assist Contractors in coordination of Owner Training
  - f. Track status of issues thru resolution tracking forms (RTF's).

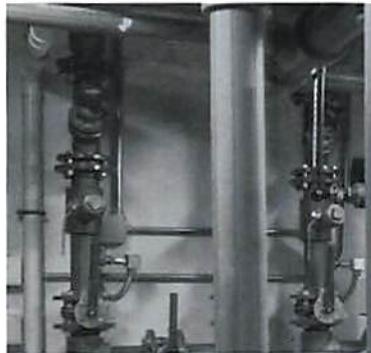
C. Post-Acceptance

1. During the post-acceptance phase the commissioning agent shall carry out the services 1.6 - COMPLIANCE WITH RFP REQUIREMENTS. The below is a general outline, not to supersede those listed in 1.6 - COMPLIANCE WITH RFP REQUIREMENTS:
  - a. Conduct functional performance testing of sub-systems, systems, and interactions between systems that could not be carried out prior to acceptance due to unsuitable weather conditions.
  - b. Prepare and submit a final commissioning report.
  - c. Provide follow-up for quality of performance during the guarantee period.

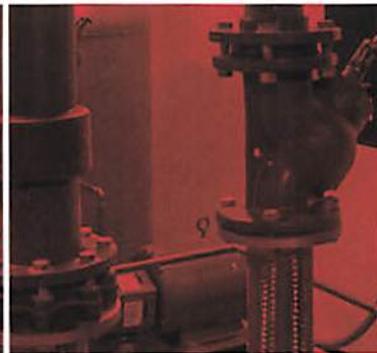
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# SHROUT TATE **MECHANICAL AND ELECTRICAL ENGINEERS** WILSON



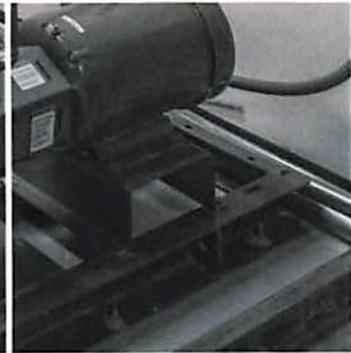
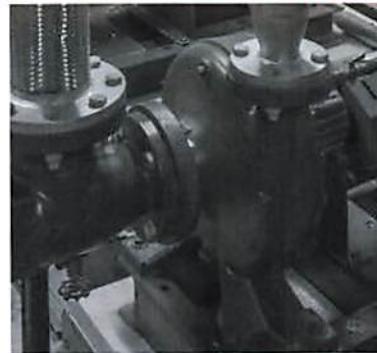
Commissioned  
**1.5 Million** <sup>sq</sup>ft  
of Building Space



Over **40**  
**projects**  
Completed

## Commissioning Services

Performed by Professional Engineers -  
Technical experts with the muscle to  
identify and resolve complicated  
system issues successfully.



November 4, 2022

Fayette County Public Schools  
450 Park Place  
Lexington, KY 40511

Re: New Combined CTE School Commissioning

Fayette County Public Schools,

For 40 years STW has provided top tier design services for Kentucky and the surrounding states. During this time, we have seen an ever-increasing need for a way to ensure that the finished product does not fall victim to the ever-increasing complexity of the project. The introduction of Commissioning sought to resolve some of these issues, but even still we noticed our client's disappointment with what Commissioning accomplished.

We sought to bring the best of both worlds together. Commissioning but better. We are more than JUST Commissioning Agents, more than checklists and paperwork. We are Design Engineers, Control Specialists, Electricians, and Test and Balance Technicians. Our philosophy is focused on quick and efficient resolutions. It's not just writing items on a list, it's solving issues. We get our hands dirty because we know that's what is needed to get the job done. It's giving owners an experience where they are confident in their facilities ability to perform as they were intended to.

We started our commissioning division to do just this. I can't thank you enough for the opportunity to be able to provide this service to you at the new Combined CTE School. Inside this proposal, you'll find more information about our story, our staff, our qualifications, and our project approach.

**New Combined CTE School Commissioning Lump Sum Cost: \$62,050.00**

Systems to be Commissioned:

- Supply, Return, and Exhaust Air Systems
- Air Terminal Devices
- Exhaust Fans
- Culinary Program Hoods & Make-up Air
- Dust Collection System
- Vehicle Exhaust Systems (Automotive & Diesel Engine)
- Water Source Heat Pumps
  - Geothermal Field (BASE BID)
  - Boiler / Tower System (BID ALTERANTE)
- Hydronic System (Pumps, VFDs, etc.)
- Energy Recovery Units (ERUs)

- Demand Control Ventilation System
  - HVAC Control System
  - Domestic Hot Water System
  - Interior Lighting Control System and devices
  - Receptacle Load Control
  - Exterior Lighting Controls

Thank you again for this consideration. Quick efficient communication is imperative to a successful team. Should you have any questions about us please feel free to email or call my personal cell phone number listed on the bottom of this letter.

Respectfully,



Trent M. Turner, PE, CxA, BCxP, LEED AP O+M  
Commissioning Authority  
[Trent.Turner@stweng.com](mailto:Trent.Turner@stweng.com)  
(502) 321-7283



Ralph Lee Whitley, PE, CxA, LEED AP, CEM  
Principal  
[Ralph.Whitley@stweng.com](mailto:Ralph.Whitley@stweng.com)

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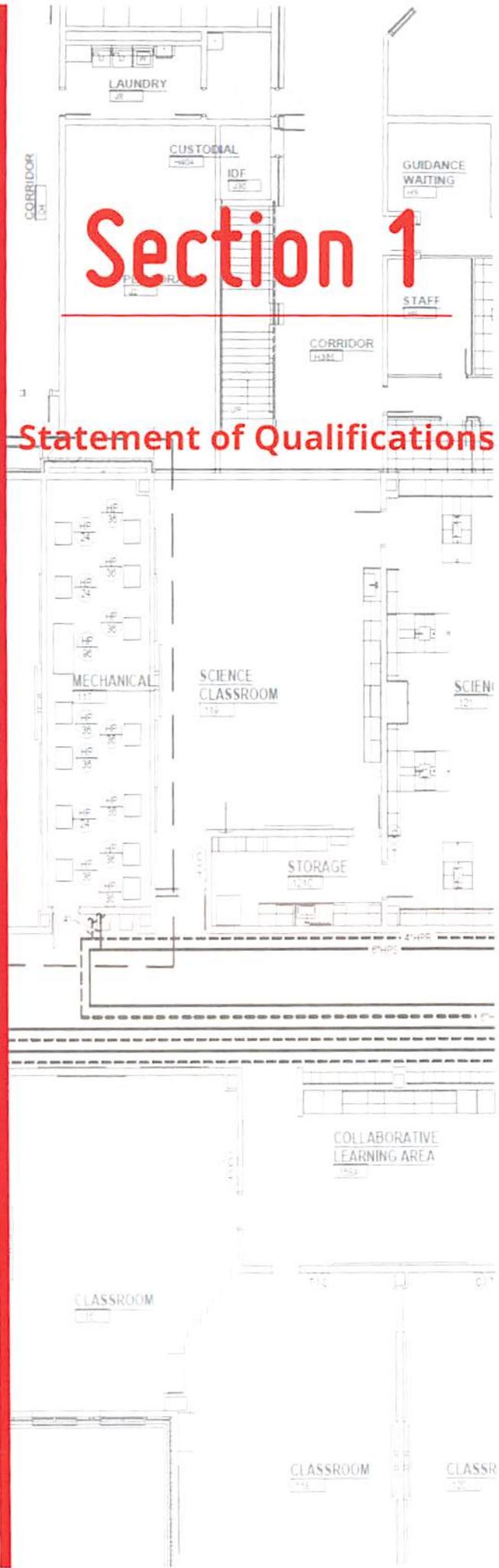
Report List

## Section 8

Attachments

# Section 1

## Statement of Qualifications



SECTION 1

DOCUMENT STATEMENT OF QUALIFICATIONS

## Statement of Qualifications

Shrout Tate Wilson Engineers (STW) is a solution oriented, innovative, people-first engineering and commissioning firm specializing in energy-efficient mechanical and electrical systems.

*Our projects focus on the places where people learn, play, live, work, worship, eat, heal, and connect.*

We currently work with over 175 clients including architectural partners and building owners serviced by our offices in Lexington, Louisville and Charleston, South Carolina.

Our areas of expertise include classical and progressive MEP systems, distillation engineering and commissioning of mechanical and electrical systems.

*We live at the forefront of the sustainability movement by designing the first LEED Platinum building in the state of Kentucky.*

We continue this practice today with (7) seven Net Zero Achievable buildings and progressive designs that implement photovoltaics, geothermal HVAC, peak shaving battery storage systems, and user friendly control strategies that optimize energy performance.

Since 1981, Shrout Tate Wilson has been involved in ELECTIVELY commissioning the most functionally complex and high risk designs that our firm has produced. Ranging from critical healthcare installations to innovative HVAC and Electrical systems. In 2020, STW formally opened a Commissioning Division in response to the request from our clients to commission their projects and solve problems that others could not.

Commissioning has given us the chance to have a true hand in the implementation of what we create behind the desk. Our design expertise, combined with the diverse field experience of our staff, allows us to bring Commissioning to the next level. We believe Commissioning is not about finding problems but solving them. We take true responsibility in ensuring that at the end of the day, you feel comfortable and confident in your facility.

**1.5 MILLION**  
SF COMMISSIONED

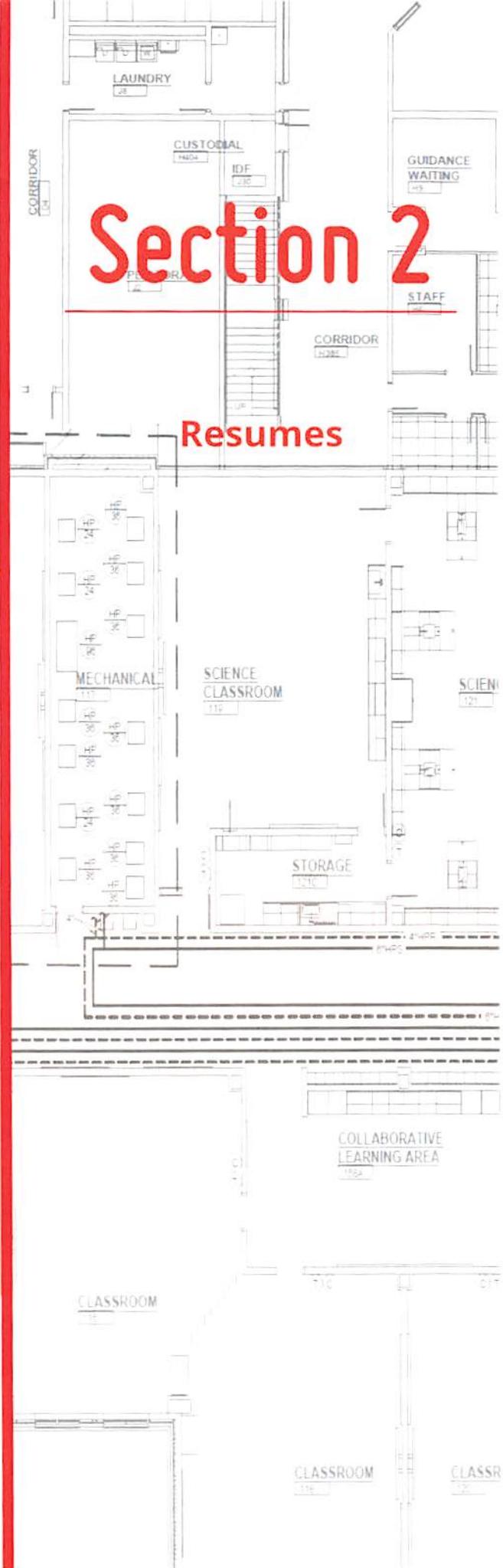
**50** Team Members  
**10** Professional Engineers  
**10** LEED AP's  
**5** CxAs

**7** NET ZERO ACHIEVABLE PROJECTS  
**77** ENERGY STAR PROJECTS

**FOUNDED 1981**



*STW Principals: James Troutman, Whitley Casey, Tyler Wilson, Ralph Whitley, Nick Morgan*



## RALPH L. WHITLEY, P.E., LEED AP, CEM, CxA

*Principal-in-Charge*



### Related Experience

- Mason County Middle School - Maysville, KY
- Allen County High School Renovation - Scottsville, KY
- ARH Hazard Central Chiller Plant Renovation - Hazard, KY
- ARH Tug Valley Central Chiller Plant Renovation - Hazard, KY
- Transylvania University Student Center - Lexington, KY
- ARH Hazard Joe Craft Tower - Hazard, KY
- ARH Middlesboro Cath Lab - Middlesboro, KY
- ARH Whitesburg Residency Renovation - Whitesburg, KY

### Professional Experience

#### Shrout Tate Wilson Consulting Engineers

2010-Present

Responsible for the design, specification, estimation, and construction administration of the plumbing, fire suppression, and mechanical departments at Shrout Tate Wilson as well as participating in business development and Commissioning. System designs include: VAV Air Handling Unit systems, Operating Room HVAC, Central Chilled Water systems, Central Boiler systems, Central Geothermal systems, Central Geothermal Modular Heat pumps with Variable Primary Flow, Chilled Beam Design, Energy Recovery Units, Hybrid Geothermal, Solar Hot Water Heating, and Geothermal Domestic Water.

#### Green Mechanical Construction Inc.

2006-2010

Responsible for preparing proposal drawings for general contractor review and final cost projections to the owner. Designed commercial and industrial HVAC and plumbing systems in accordance with scope of the proposal drawings. Industrial systems include chilled water, cooling towers, compressed air, process distribution, welding gas dust collection, Class 5 clean room design, heat reclaim, make-up air, large volume air conditioning, geothermal heat pumps, lift stations, machine room exhaust, energy recovery systems, kitchen exhaust. Coordinated design meetings. Responsible for supporting project managers with technical issues during construction.

### Education

#### Bachelor of Science in Mechanical Engineering, May 2001

University of Kentucky College of Engineering

#### Bachelor of Science in Physics, May 2001

University of Kentucky

### Registrations

- PE (Professional Engineer) KY Registration # 24966
- LEED (Leadership in Energy and Environmental Design) Accredited Professional
- CEM (Certified Energy Manager)
- CxA (Certified Commissioning Authority)

### Professional Affiliations

- ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers)
- Kentucky Society of Professional Engineers
- National Society of Professional Engineers
- National Fire Protection Association
- US Green Building Council Member

### Community Involvement

- Rotary Club Member since 2014
- Lexington Montessori School Board 2013-2015
- Leadership Lexington Class of 2016

## WHITLEY C. CASEY, P.E, LEED AP, CEM, CxA, L.S.I.T

### Electrical Engineer



#### Related Experience

- Mason County Middle School - Maysville, KY
- The MET Mixed Use Development - Lexington, KY
- Raven Run Nature Sanctuary - Lexington, KY
- Asbury Aldersgate Residence Hall - Wilmore, KY
- Eastern Kentucky University New Dining Facility - Richmond, KY
- Kentucky State University Hathaway Hall Renovation - Frankfort, KY
- ARH Hazard Medical Center Patient Tower Expansion and Central Plant Upgrade - Hazard, KY
- Administrative Office of the Courts Headquarters Office - Frankfort, KY

#### Professional Experience

##### Shrout Tate Wilson Consulting Engineers

2003-Present

Mr. Casey leads STW's team for the firm's most challenging projects. His responsibilities also include the design of lighting, power distribution, emergency power systems, fire alarm, sound/intercom, telephone/data and miscellaneous control systems for our Healthcare, P-12 and Post-Secondary Education, Municipal, Commercial and Historic projects. Whitley incorporates systems into contract documents using AutoCad and Revit MEP. He also models and simulates building performances using EQuest software to verify designs meet Energy Star requirements.

#### Education

##### Bachelor of Science in Electrical Engineering, May 2003

University of Kentucky College of Engineering

##### Minor in Mathematics, May 2003 Magna Cum Laude

University of Kentucky College of Engineering

#### Primary Areas of Experience

- Lighting Design
- Energy Conservation
- Fire Alarm Systems
- Communication Systems
- Power and Distribution
- Special Systems
- Computer Network Systems
- Theatrical Systems
- Professional Sound Systems

#### Registrations

- PE (Professional Engineer) KY Registration # 25711
- PE (Professional Engineer) SC Registration # 39046
- LEED (Leadership in Energy and Environmental Design) Accredited Professional
- CEM (Certified Energy Manager)
- CxA (Certified Commissioning Authority)
- L.S.I.T. (Land Surveyor in Training)

#### Professional Affiliations

- US Green Building Council Member
- Kentucky Society of Professional Engineers
- National Society of Professional Engineers
- Association of Energy Engineers

#### Community Involvement

- One to One Reading Program at William Wells Brown Elementary

## TRENT TURNER, P.E., BCxP, CxA, LEED AP O+M

### Commissioning Authority



#### Professional Experience

##### Shrout Tate Wilson Consulting Engineers

2020-Present

Lead commissioning services provided by STW. Assist design team with late project issue diagnostic and resolution. Responsible for documentation creation, coordinating meetings and progress reports, performing system verification and functional performance testing, organizing owner training, and various other commissioning services.

##### Performance Commissioning Agency

2016-2020

Responsible for leading commissioning services for various commercial, industrial, and private facilities across the state. Coordinated commissioning team meetings. Supported owners through training and operation of new facilities. Organized, developed, and performed testing for HVAC, Lighting, and domestic water systems. Helped resolve and diagnose acceptance phase issues for laboratories, hospitals, classrooms, distilleries, showrooms, factories, government facilities, etc.

#### Education

Bachelor of Science in Mechanical Engineering, May 2016  
University of Kentucky College of Engineering

#### Related Experience

- Mason County Middle School - Maysville, KY
- Brown-Forman Howard Building - Louisville, KY
- Buffalo Trace Bottling - Frankfort, KY
- Clay County High School Renovation - Manchester, KY
- Collins Lane Elementary - Frankfort, KY
- Galen College of Nursing - Louisville, KY
- Knox County Detention Center - Barbourville, KY
- Perry County Hall of Justice Renovation - Hazard, KY
- Waterfront Botanical Gardens - Louisville, KY

#### Registrations

- PE (Professional Engineer) KY Registration # 35839
- Building Science Thermologist # 18004 (Kentucky Thermal Institute)
- BCxP (Building Commissioning Professional) by ASHRAE
- CxA (Certified Commissioning Authority) By ACG
- LEED (Leadership in Energy and Environmental Design) Accredited Professional O+M

#### Professional Affiliations

- OSHA 10 Certified
- ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers)

## MICHAEL WARREN, *Construction Administration*



### Professional Experience

#### Shrout Tate Wilson Consulting Engineers

2019-Present

Michael joined the STW team in February of 2019 working in Construction Administration after 14 years of performing Test and Balance as a certified Test and Balance Engineer. Michael also has 6 years working as a Certified Commissioning Authority. He has worked in healthcare facilities, data centers, office buildings, science labs, and many schools throughout the state of Kentucky.

Michael's primary role as a Construction Administrator is essentially an extension of the firm's MEP designers to the field. During the construction process, Michael works closely with Owner's, Architects, and Contractors to maintain construction quality and conformance to specifications. His excellent communication skills and problem solving approach helps to keep projects on schedule and always progressing forward. Michael's background in Commissioning and Test & Balance provides a wealth of knowledge and expertise when it's necessary to troubleshoot and commission Shrout Tate Wilson's most complex and progressive designs.

### Related Experience

- Mason County Middle School - Maysville, KY
- Bryan Station High School - Lexington, KY
- Pleasure Ridge Park High School - Louisville, KY
- Sandersville Elementary - Lexington, KY
- University of Kentucky College of Pharmacy - Lexington, KY
- King's Daughters' Hospital - Madison, IN
- Knox Central High School - Knox County, KY
- Ft. Knox High School - Ft. Knox, KY
- Marriott Hotel - Louisville, KY

### Thermal Balance

2004-2019

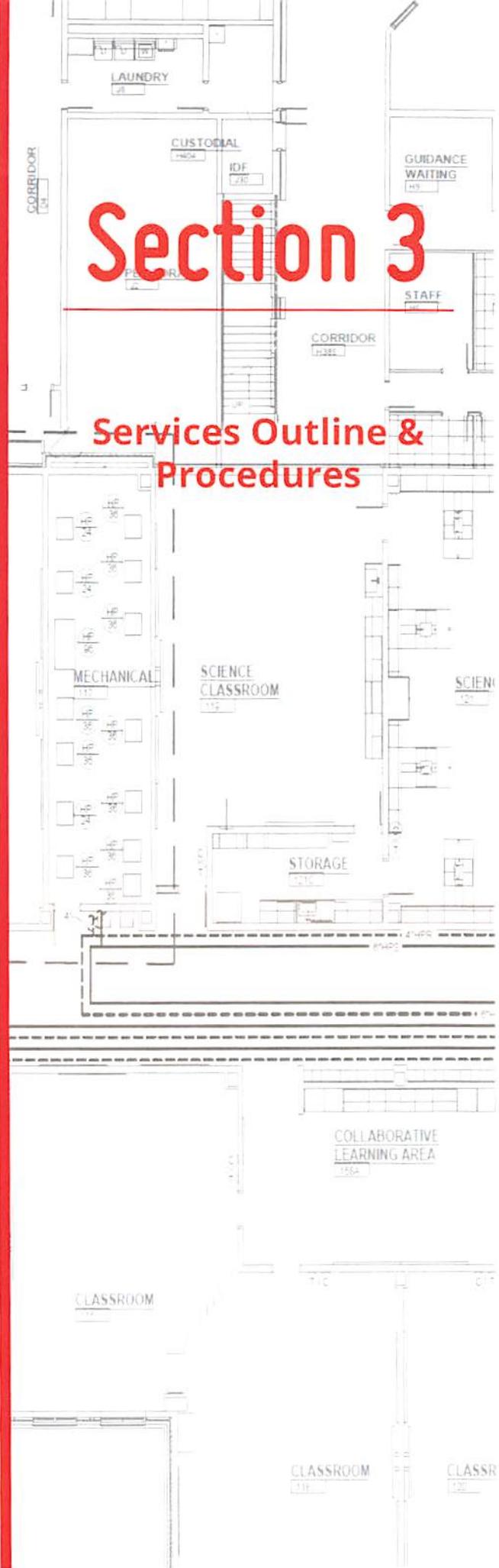
Prior to working at STW, Michael spent 14 years performing Test and Balance services as a certified Test and Balance Engineer (TBE) and 6 years working as a certified Commissioning Authority (CxA). Michael led Balancing and Commissioning projects for healthcare facilities, data centers, office buildings, laboratories, schools, industrial facilities, and government projects across the state of Kentucky. His time as a Commissioning Authority and Balance Engineer gave him an in-depth understanding of mechanical systems, as well as the skills necessary to effectively coordinate today's most time sensitive, complex construction projects.

### Education

Lexington Catholic High School Class of 1996  
University of Kentucky (attended for 2 years)

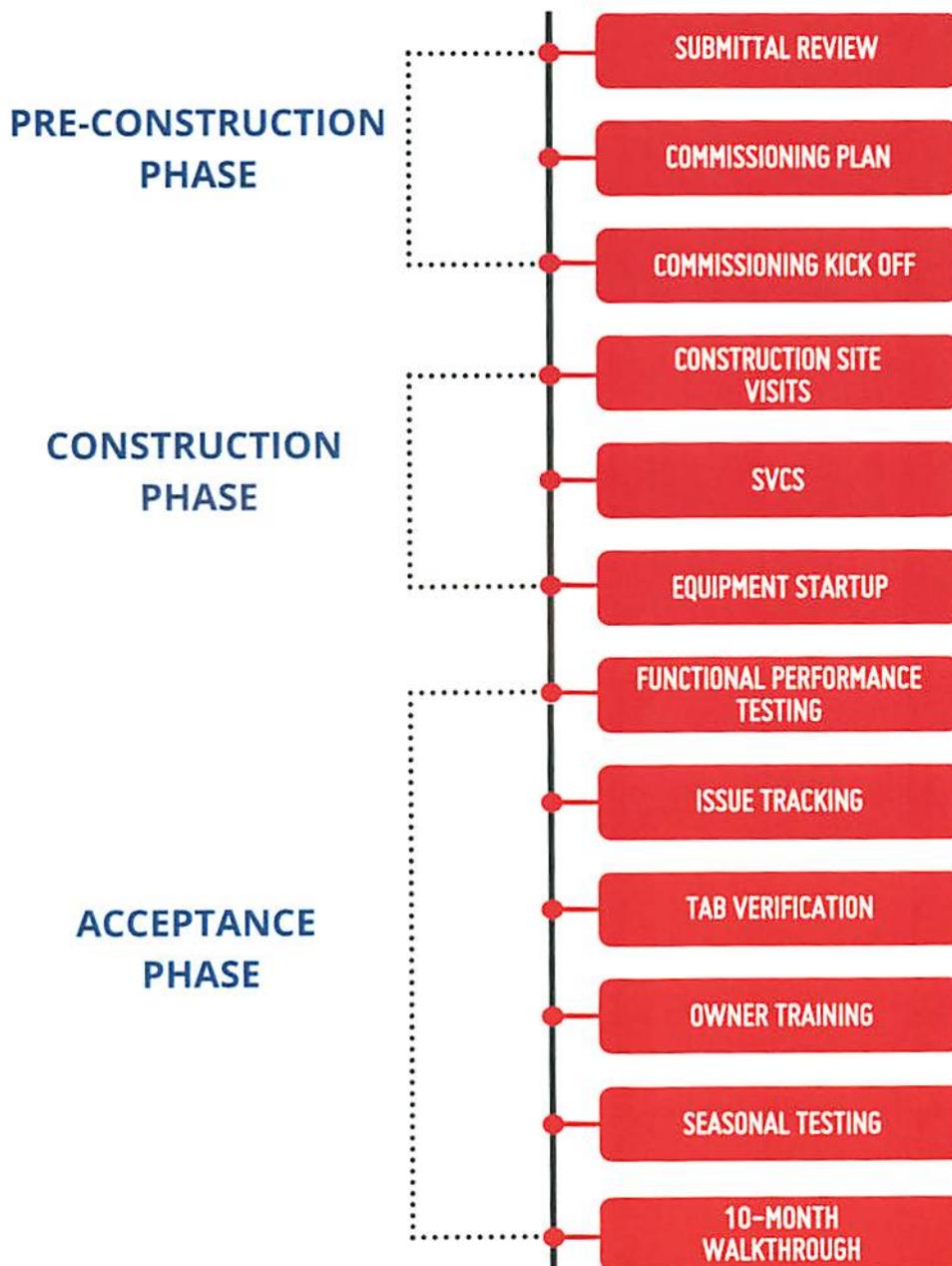
# Section 3

## Services Outline & Procedures



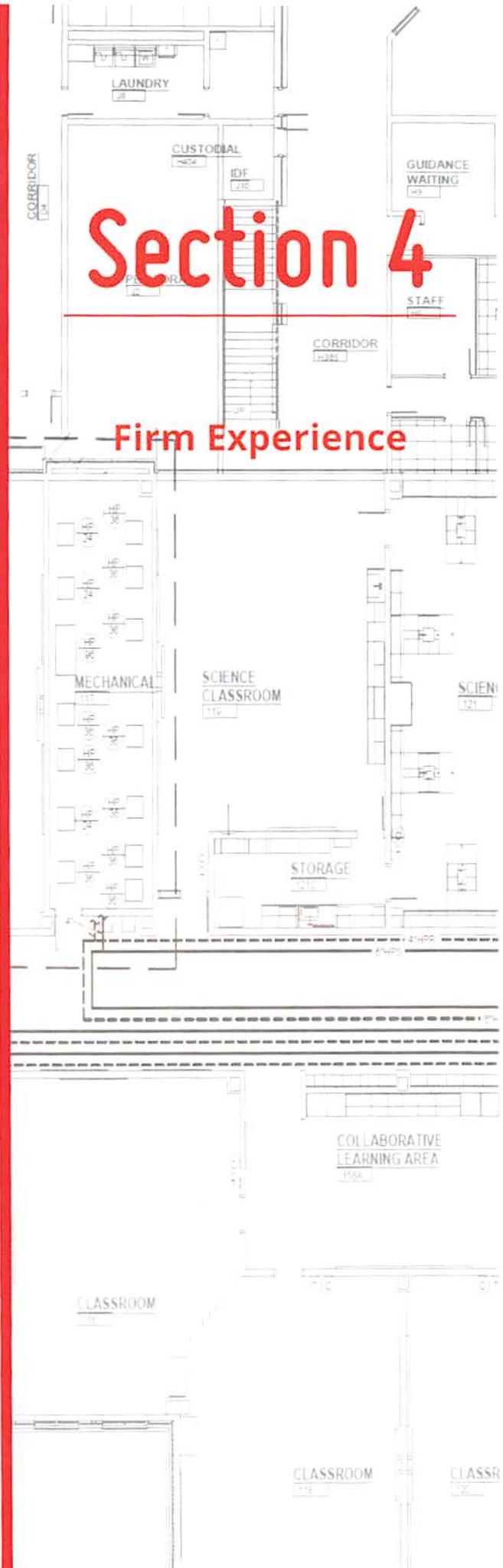
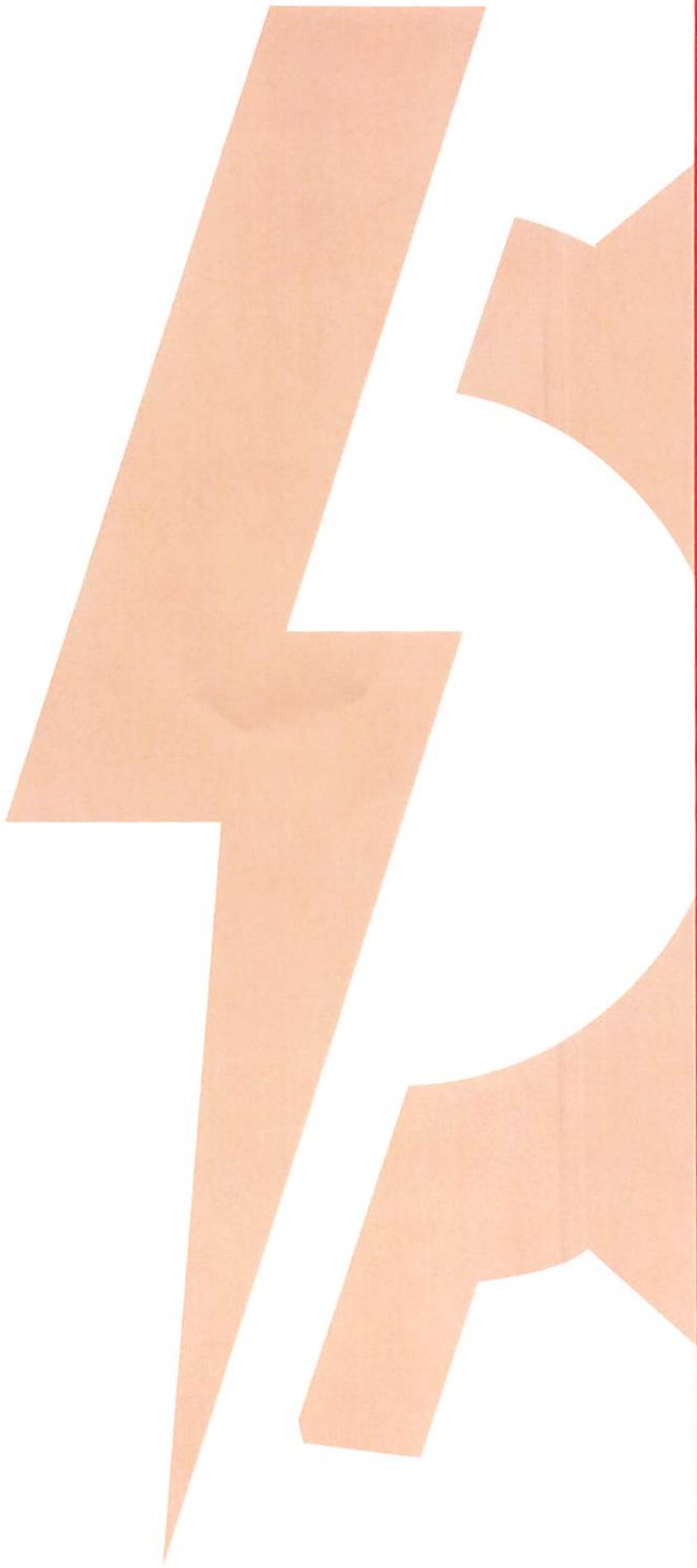
## Project Approach

From start to finish, STW operates on the idea that the Commissioning agent should do more than just write issues onto a piece of paper. From the beginning, we are working side by side with the Design Team to find ways to improve the usability and ease of maintenance for the project. During construction, we are consistently looking to identify minor problems before they grow into major ones. Once the project is near completion, we are not only finding the hidden issues that would not have been found without testing, but working directly with the team to determine effective resolutions and get them implemented as efficiently as possible.



# Section 4

## Firm Experience



SECTION 4

DOCUMENT FIRM EXPERIENCE

## RECENT COMMISSIONING EXPERIENCE

### RETRO-COMMISSIONING

Allen County High School Renovation  
ARH Hazard Central Chiller Plant Renovation  
ARH Tug Valley Central Chiller Plant Renovation

### THERMOGRAPHY SERVICES

Adult Daycare Owensboro\*

### FUNDAMENTAL / CONSTRUCTION PHASE COMMISSIONING

ARH Hazard Joe Craft Tower  
Ballard County Memorial High Renovation \*  
Brown-Forman Howard Building  
Buffalo Trace Bottling\*  
Campground Elementary Renovation\*  
Clay County High School Renovation\*  
Collins Lane Elementary \*  
Corbin Primary\*  
East Bernstadt Middle Renovation\*  
Filson Historical Society Addition & Renovation  
Galen College of Nursing\*  
Hunter Hills Elementary Renovation\*  
Knox County Detention Center\*  
Mason County Middle School  
Old Corbin Middle Renovation \*  
Perry County Hall of Justice Renovation\*  
Rabbit Hole Distillery \*  
Rockcastle High School Renovation\*  
Transylvania University Student Center  
UPS Building 5 (LM) Renovation\*  
UPS Lexington\*  
UPS Maintenance Office\*  
Waterfront Botanical Gardens  
Woodford Barrel Warehouses\*



Hazard ARH Joe Craft Tower



Transylvania University Campus Center

\*Denotes Projects completed by Trent Turner  
(Commissioning Agent) prior to joining STW.

SECTION 4

DOCUMENT FIRM EXPERIENCE

PROJECT ARH JOE CRAFT TOWER EXPANSION

## ARH Joe Craft Tower Expansion

**Owner:**

Appalachian Regional Healthcare

**Contact:**

Trena Hall  
(606) 439-6956

**Building Type:**

Healthcare

**Building Location:**

Hazard, Kentucky

**Total Construction Cost:**

\$47,000,000

**Building Size:**

100,000 Square Feet

**Date Completed:**

May 2014

**Scope:**

Design & Fundamental Commissioning



The \$47 million expansion to Appalachian Regional Healthcare facilities offers residents of Perry and surrounding counties access to the largest medical center in Southeast Kentucky.

STW completed the full design, construction administration, and controls commissioning for the 100,000 square foot addition and an upgraded Central Chiller Plant. The new addition includes a new Emergency Department, a Critical Care Unit with 16 beds, and a 34-bed acute care cardiac nursing unit. A roof mounted helipad allows critical transportation directly to the hospital for the region.

System types included (3) three central VAV air handling units, VAV boxes, (2) two magnetic bearing chillers, (2) two cooling towers, (17) seventeen building pumps, a heat recovery chiller, (2) boilers, domestic hot water systems, lighting, nurse call, medical gas, emergency power distribution (life safety, critical, equipment), and (2) two diesel generators. The mechanical, electrical, plumbing, and low voltage design have demonstrated full functionality and with no down time, user complaints, or integration issues.



“A little more than a year ago, we completed construction of a 100,000 sq. ft., three story tower addition to our Hazard ARH Regional Medical Center in Hazard, Kentucky....The upgrades to the existing plant have resulted in our achieving flat energy costs in spite of significant rate increases. The mechanical, electrical, plumbing and low voltage designs in the new tower have demonstrated full functionality and we have encountered no down time, user complaints or integration issues. From my perspective, this is a significant statement, as healthcare is extremely regulated and functionally complex.”

*Trena Hall  
Former Director of Corporate Projects  
Appalachian Regional Healthcare*

SECTION 4

DOCUMENT: FIRM EXPERIENCE

PROJECT: ALLEN COUNTY HIGH SCHOOL

## Allen County High School

**Owner:**

Allen County School District

**Contact:**

Craig Aossey, AIA  
(502) 875-2290

**Building Type:**

K12

**Building Location:**

Scottsville, Kentucky

**Total Construction Cost:**

\$13,555,000

**Building Size:**

175,990 Square Feet

**Date Completed:**

August 2012

**Scope:**

Design & Fundamental Commissioning



Shrout Tate Wilson (STW) Engineers provided mechanical and electrical engineering and commissioning services for the renovation and additions to the existing Allen County High School in Scottsville, Kentucky. This project consisted of a complete renovation of the existing 161,000 square foot high school building and the addition of a 12,500 square foot band room, a new media center, and a new administration area.

STW was responsible for the design of all mechanical, electrical, and plumbing systems. Electrical systems included switchboards and panelboards, general building lighting, emergency and egress lighting, power and technology wiring, fire alarm, intercom, telecommunication, and lighting controls. The HVAC system at Allen County is the first chilled beam project to be designed in the state of Kentucky. Distribution air is provided to active chilled beams via dual wheel energy recovery units with 4 Angstrom enthalpy wheels. A central geothermal system provides simultaneous hot and chilled water to support the air handlers and the chilled beams in the building.

Shrout Tate Wilson commissioned the control systems for the central geothermal heat pumps, chilled beams, pumps, and energy recovery units for this facility. It is the 2nd chilled beam project to be designed and constructed in the state of Kentucky.

SECTION 4

DOCUMENT FIRM EXPERIENCE

PROJECT TRANSYLVANIA UNIVERSITY CAMPUS CENTER

## TRANSYLVANIA UNIVERSITY STUDENT CENTER



**Owner:**

Transylvania University

**Contact:**

Marc Matthews  
(859) 233-8100

**Building Type:**

Higher Education

**Building Location:**

Lexington, Kentucky

**Total Construction Cost:**

\$32,000,000

**Building Size:**

81,500 Square Feet

**Date Completed:**

November 2020

**Scope:**

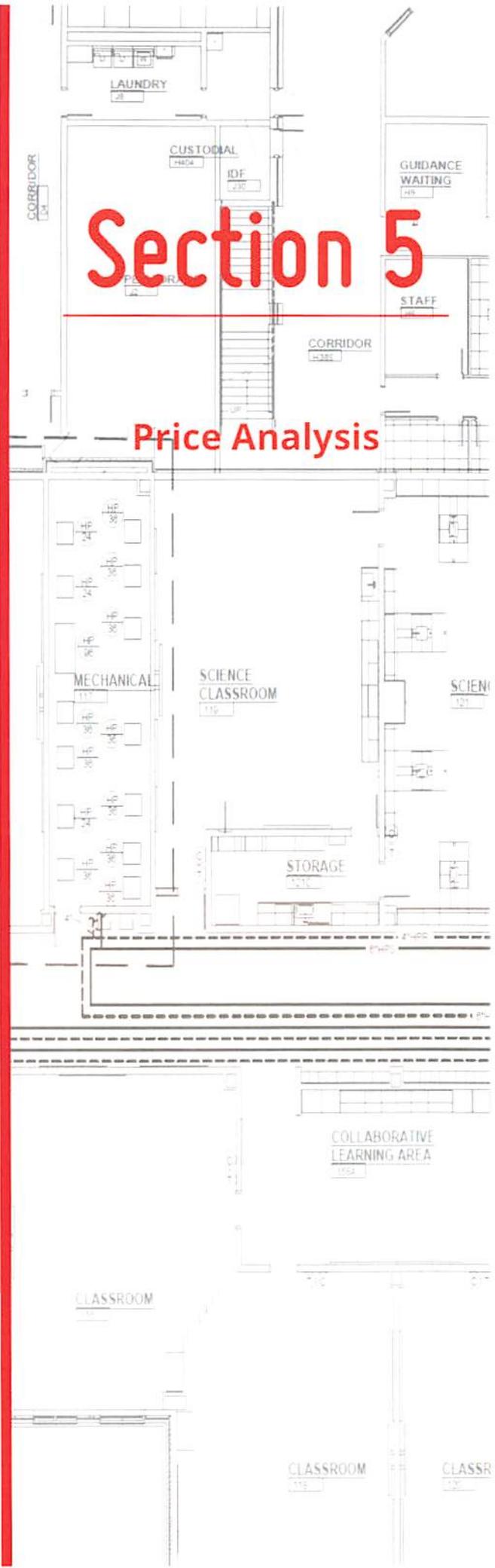
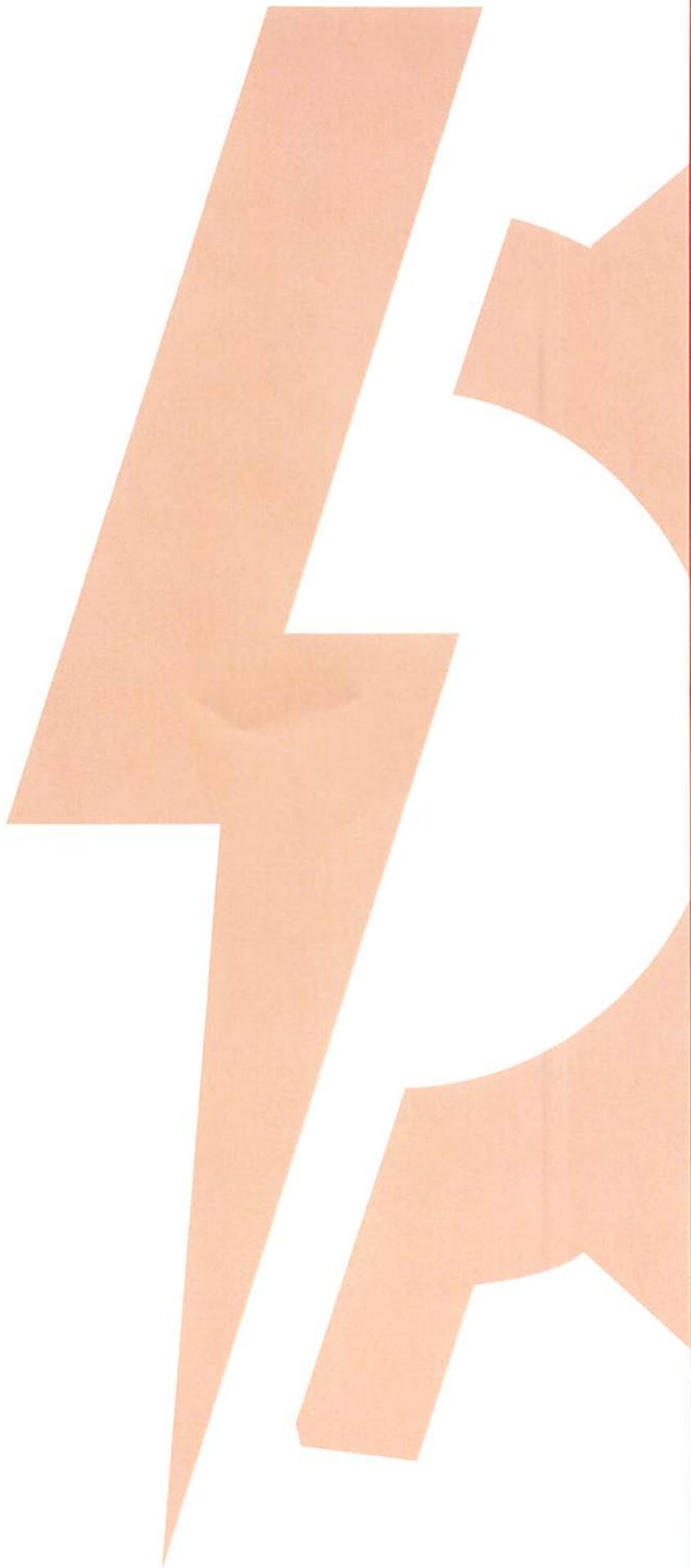
Design & Fundamental Commissioning

In partnership with a national architect, STW completed the design, construction administration, and phasing plan for a \$32,000,000 renovation and expansion of Transylvania University's Student Center. The existing facility was built in 1982 and features a gymnasium, natatorium, racquetball courts, common study areas, meeting rooms, a dining hall, kitchen and several office and conference areas.

The new Campus Center includes a 61,500 square foot expansion for student life and a new dining facility plus a 20,000 square foot renovation of the existing building. The University's goal was to provide an updated dining, recreational, and communal experience for students. To achieve this, the Campus Center will feature a bookstore, bike repair shop, pool, fitness center, game room, flexible event space, a 400 person dining facility, group study areas, a health services component and several conversation areas.

During design, STW developed a phasing plan for power services to allow existing components of the building to stay active until final power could be connected. Final system types included a packaged VAV with hot water reheat, LED lighting, Access Control, IT, data networks, video surveillance, and a voice evacuation fire alarm system.

Shrout Tate Wilson performed full commissioning services for the lighting and HVAC controls for the Transylvania Student Center. The Owner took occupancy in 2020.



New Combined CTE School  
Lexington, KY

In response to...

Request for Commissioning Services		Contract Documents	
	Received on:		Dated:
Request Date	10/31/2022	Bid Documents	9/28/2022
		Addendum #1	10/14/2022
		Addendum #2	10/17/2022
		Addendum #3	10/21/2022
		Addendum #4	10/28/2022
		Addendum #5	10/31/2022

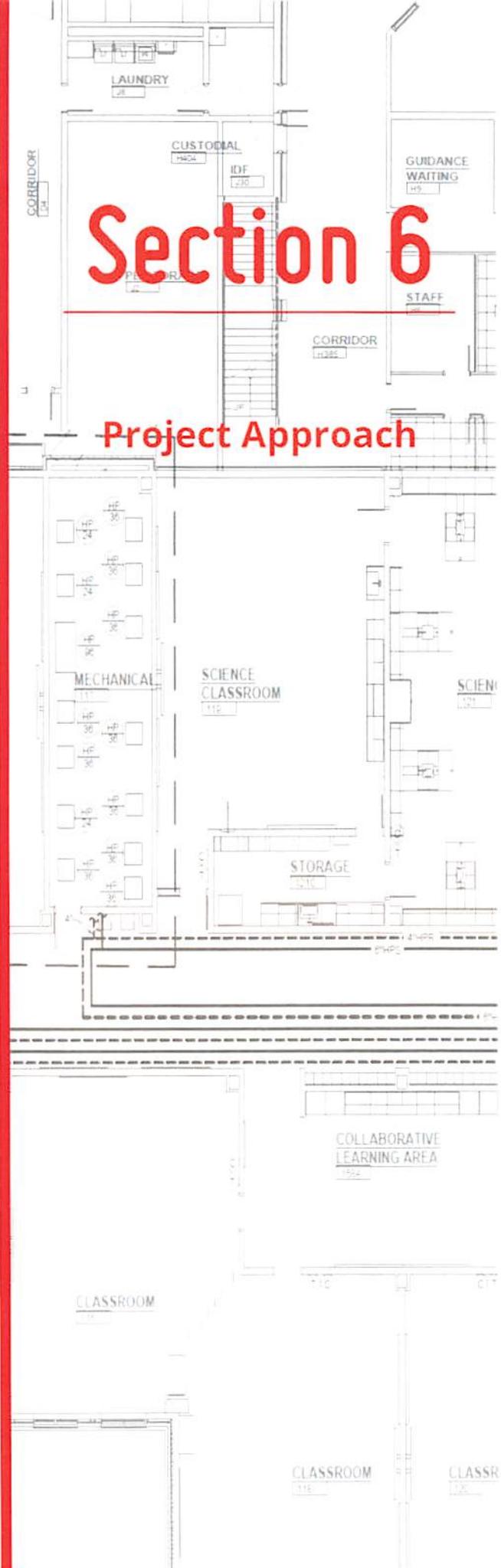
We are proposing a lump sum fee amount of **\$62,050.00** to provide Fundamental Commissioning Services for the new Combined CTE School.

Staff Hourly Rates:

PRINCIPALS.....	\$200.00
ASSOCIATE.....	\$175.00
PROCESS/DISTILLATION ENGINEER.....	\$175.00
SENIOR ENGINEER .....	\$150.00
ENGINEER .....	\$120.00
GRADUATE ENGINEER.....	\$90.00
CADD/BIM.....	\$80.00
ADMINISTRATIVE .....	\$70.00

# Section 6

## Project Approach



SECTION 6

DOCUMENT PROJECT APPROACH

## Pre-Construction Phase

### Submittal Review

Proper Test and Balance is a vital to a healthy working system. Shrout Tate Wilson Consulting Engineers (STW) has former balancers on staff to systematically evaluate each report. STW also uses our in-house test and balance equipment to diagnose various issues without the necessity of a traditional TAB contractor.

### Commissioning Kick Off

The Commissioning Kick Off Meeting serves as an introduction of the Commissioning Team and outlines future expectations. This meeting answers questions from the design team or contractors and outlines the plan for the rest of the project.

### Commissioning Plan

The Commissioning Plan is an overview of the entire Commissioning process. This document will serve as a source of information and expectations throughout the project. This document is delivered to all parties at the Commissioning Kick Off Meeting and can be used as a resource for questions at any time.

## Construction Phase

### Site Visits

Periodically through all phases of the project, the Commissioning Authority will conduct site visits to monitor various progress points. These site visits may or may not be announced. During this time, the Commissioning Authority will be assisting contractors with questions about future commissioning processes. The Commissioning Authority will also be inspecting the building for items that will cause delay in the startup of equipment. These items include uninstalled vital equipment, building cleanliness, and personnel/equipment safety concern. Any issues that the Commissioning Authority discovers while performing these inspections will be documented in an Issue Log and distributed to the Commissioning Team for comment.

### SVCs

The System Verification Checklists are created to verify that unusual or important details of installation are not missed before the equipment is put into operation. The checklists are split into two binders for the Mechanical Contractor and Electrical Contractor. These checklists will outline details for equipment and list items that are deemed important by the Commissioning and Design team. The checklists are completed as equipment is being installed. Before the start-up, the System Verification Checklist will be reviewed by the Commissioning Team and Design team. This ensures that no important item is missed before equipment operation has begun.



SECTION 6

DOCUMENT PROJECT APPROACH

## Equipment Startup

During startup, Shrout Tate Wilson Consulting Engineers (STW) will be on site to monitor and address any issues that may arise. This is done to expedite any changes that must occur before other technical contractors can complete their work. Should there be any problems, these will be addressed immediately by the staff on-site or placed into an Issue Log and sent to the Commissioning Team. Once start up is completed, STW reviews the startup reports for validation that the equipment is working as intended.

## Acceptance Phase

### Functional Performance Testing

The Commissioning Authority will create functional performance tests to evaluate all facility systems that are to be commissioned. These tests are created to ensure compliance with the design intent and the owners project requirements. Functional Tests will be made available to the Commissioning Team before scheduled testing. This provides time for the contractors and other team members to comment on these tests, or for the owner's representative to determine which tests he/she may want to witness. Once equipment is deemed ready, the Commissioning Authority will schedule functional testing on the equipment/system. This schedule will be distributed to the Commissioning Team. The Commissioning Authority will document all testing applicable conditions and record equipment/system performance. Should there be a failure during testing, the Commissioning Authority will document the issue found in an Issue Log and distribute it to the Commissioning Team.

### Issue Tracking

Once Issues are found through site visit inspections or failed functional tests, they will be documented into an Issue Log and distributed to the Commissioning Team. On this Issue Log, there will be a detailed description of the issue noticed, as well as a recommendation to address the issue (if applicable). Contractors that need to be involved in the resolution process will also be listed. It is the duty of each contractor listed to comment on each issue and re-distribute the Issue Log back to the Commissioning Team so that everyone is aware of the timeline to resolving the issue. These Issue Logs will be continuously updated and combined with Issue Logs from the Design Team so that there is a single list for all outstanding issues. This will allow contractors to prioritize the most critical issues and keep redundant issues from appearing.

### TAB Verification

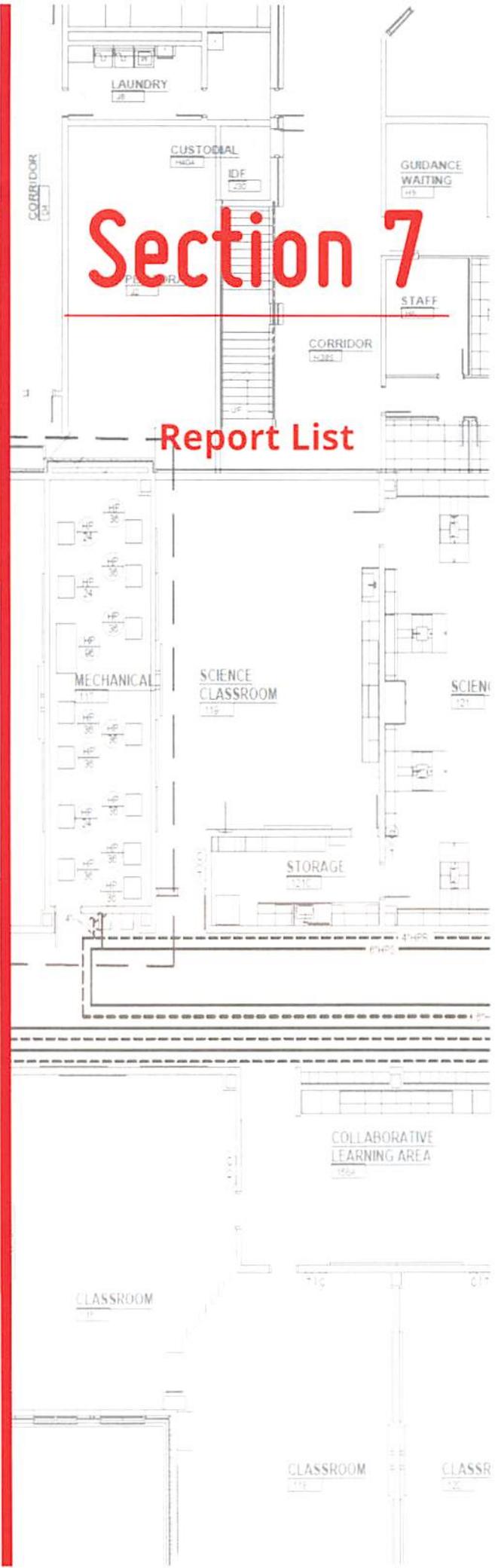
An HVAC system cannot function properly without a proper balance. Shrout Tate Wilson Consulting Engineers (STW) has the experience and equipment to verify TAB reports without the need of additional trips by TAB contractors. This process expedites the time for approval, particularly during the crunch period at the end of a project.

### Owner Training

Effectiveness relies on the proper training of personnel. Because Owner Training is commonly overlooked, the Commissioning Authority (CxA) will be present to answer questions and evaluate the effectiveness of the training. The CxA will ensure the training meets all the requirements outlined in the project specifications. Additionally, the CxA will also provide his own brief overview of the facility and its systems to the owner's representatives at the end of the project.

### 10-Month Walkthrough

The 10-month walkthrough serves to identify what has/has not been working effectively since the end of construction. This walkthrough also includes recommendations on changes that can be made to the system to increase usability and efficiency.



SECTION 7

DOCUMENT REPORT LIST

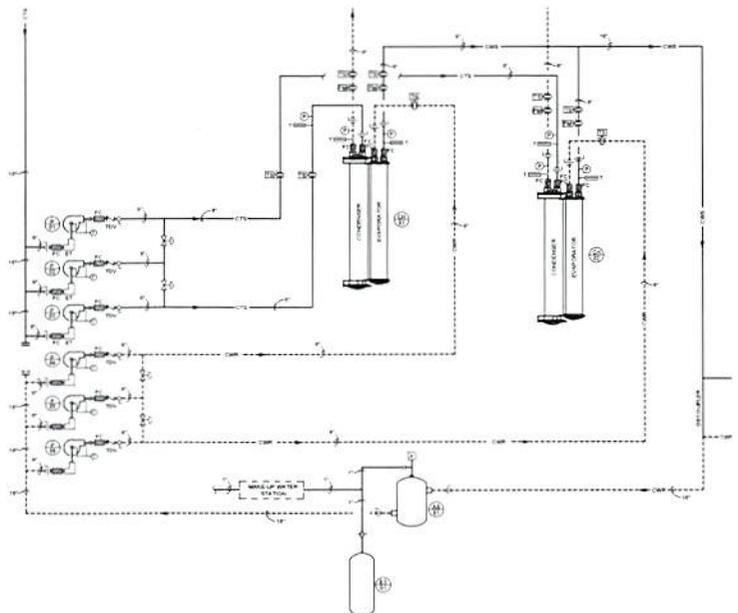
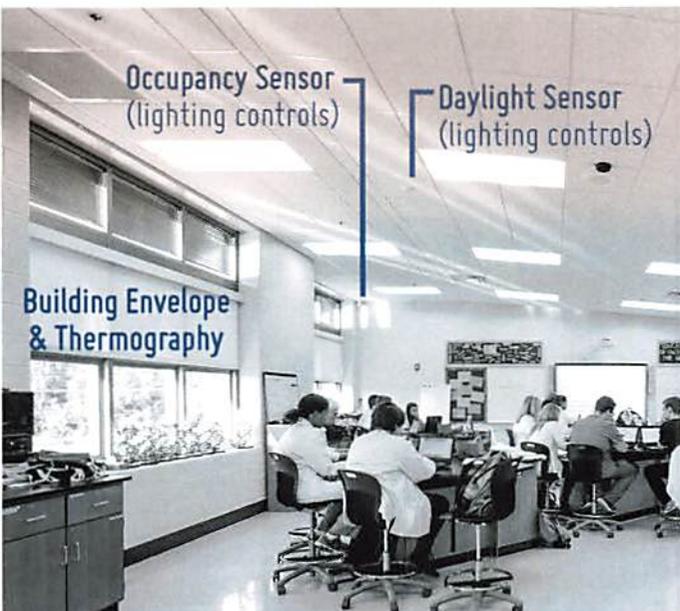
## Cx Report

The Final Commissioning Report will be distributed to the entire Commissioning Team after functional testing has been completed. This report will detail all commissioning processes throughout the project. The report will follow an outline in the following format:

- Title
- Executive Summary
- Functional Performance Tests
- Past Issue Logs
- System Verification Checklists
- Start Up Reports
- Blank FPTs
- Appendix and Additional Information

### Report Layout and Uses

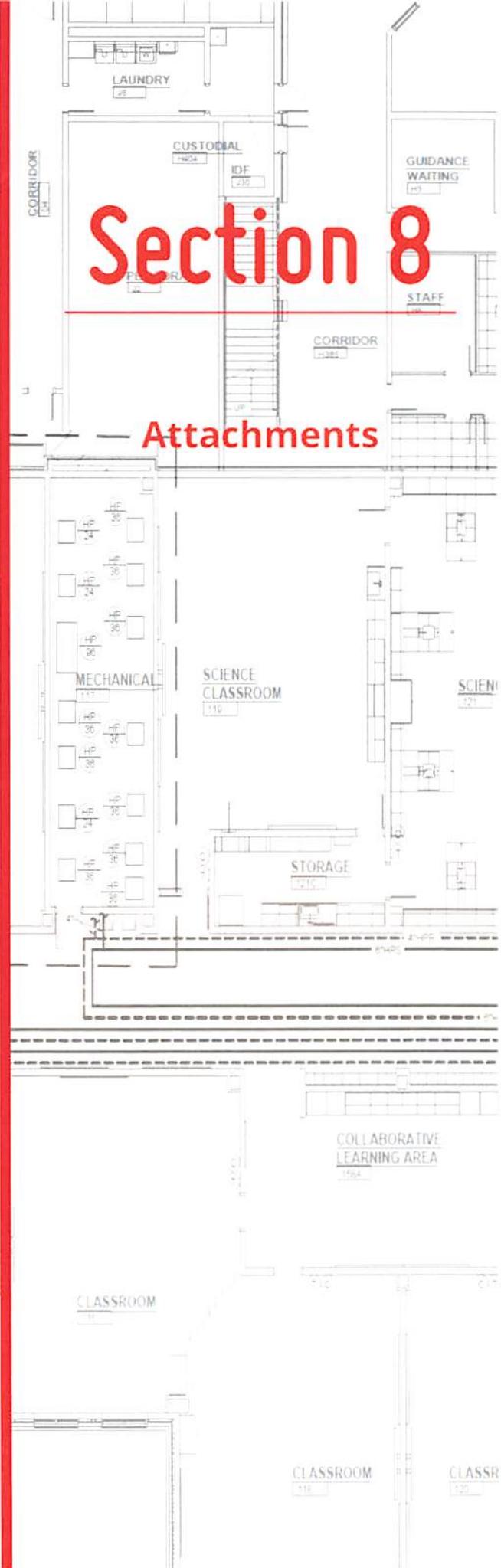
This report will serve as a condition marker for the project after the acceptance phase. This report will also contain blank versions of the FPTs used to evaluate the facility so that the owner may be able to replicate tests in the future. The Final Commissioning Report will be distributed electronically in PDF form, but hard copy versions will be made available upon request.



ARH Tug Valley Chilled Water Plant

# Section 8

## Attachments





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/02/2022

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>  The Underwriters Group, Inc. 1700 Eastpoint Parkway P.O. Box 23790 Louisville, KY 40223	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C No. Ext):</b> 502-244-1343	<b>FAX (A/C No.):</b> 502-244-1411
<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
INSURER A: XL Specialty Insurance Company		37885
<b>INSURED</b>		
Shrout Tate Wilson Consulting Engineers 628 Winchester Road Lexington, KY 40505		
<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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <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 OTHER:						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"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED 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    N/A						PER STATUT E    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			DPR9986089	11/14/2021	11/14/2022	Per Claim 2,000,000 Aggregate 2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
Project: Fayette County Public Schools Commissioning Services New Combined CTE School 100 Midland Avenue, Lexington KY 40508

<b>CERTIFICATE HOLDER</b>  EOP Architects  201 W. Short Street Suite 700  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  <i>Bruce W Ferguson</i>
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**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY) 11/01/2022

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or 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 endorsements(s).

<b>PRODUCER</b>	Al Torstrik Insurance Agency, Inc. 343 Waller Avenue Suite 101 Lexington KY 40504
<b>INSURED</b>	Shrout, Tate, Wilson Consulting Engineers, PLLC 628 Winchester Road Lexington KY 40505
<b>CONTACT</b>	Jessica Cinnamon NAME: PHONE: (859) 233-1461 FAX: (859) 281-9450 E-MAIL: jcinnamon@atorstrik.com ADDRESS: cincinnati@atorstrik.com
<b>INSURER(S) AFFORDING COVERAGE</b>	INSURER A: West American Insurance Co. MAIC # 44393 INSURER B: Ohio Casualty Insurance Co. 24074 INSURER C: Ohio Security 24082 INSURER D: INSURER E: INSURER F:
<b>COVERAGES</b>	CERTIFICATE NUMBER: 2022-2023 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	TYPE OF INSURANCE	ADDL BDRN	INSUR WBD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO <input type="checkbox"/> JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			BZ57334184	09/17/2022	09/17/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT \$ 1,000,000 (Ea accident) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AGGREGATE \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED <input type="checkbox"/> HIRED <input checked="" type="checkbox"/> AUTOS ONLY <input type="checkbox"/> NON-OWNED <input checked="" type="checkbox"/> AUTOS ONLY <input type="checkbox"/> SCHEDULED <input type="checkbox"/> AUTOS ONLY			BZ57334184	09/17/2022	09/17/2023	BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) COMBINED SINGLE LIMIT \$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> RETENTION \$ 0			US057334184	09/17/2022	09/17/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	<input type="checkbox"/> WORKERS COMPENSATION <input type="checkbox"/> AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) <input type="checkbox"/> N <input type="checkbox"/> Y/N <input type="checkbox"/> N/A DESCRIPTION OF OPERATIONS below If yes, describe under (Mandatory in NH)			XW557334184	09/17/2022	09/17/2023	E L DISEASE - POLICY LIMIT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L EACH ACCIDENT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Project: Fayette County Public Schools  
 Commissioning Services  
 New Combined CTE School  
 100 Midland Ave  
 Lexington KY 40508  
 EOP Architects and the Owner are included as additional insureds with respect to general liability and auto liability on a primary & non-contributory basis

<b>CERTIFICATE HOLDER</b>	EOP Architects 201 W Short Street Suite 700 Lexington KY 40507
<b>AUTHORIZED REPRESENTATIVE</b>	<i>Jessica Cinnamon</i>
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. CANCELLATION	