



County of Jefferson

State of Missouri

Maple Street Annex
725 Maple Street · PO Box 100
Hillsboro, Missouri 63050

Ken Waller

County Executive

DEPARTMENT OF PUBLIC WORKS

Jason Jonas, P.E. - Director

Kristy Yates, P.E. - Deputy Director

Telephone: 636-797-5340 · Fax: 636-797-5565

Web Address: www.jeffco.org

William E. Blackwell
Highway Division Superintendent
797-5340

John T. Zulpo, Jr.
Technical Division Superintendent
797-5342

David C. Mikusch
Fleet Services Manager
797-6017

Kerry W. Rogers
Facilities Services Manager
797-5311

August 18, 2014

Dear Consultant:

Jefferson County is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than four (4) pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

Jefferson County will evaluate firms based on a) experience and competence, b) the capacity of the firm to perform the work in the timeframe needed, c) past performance, and d) proximity to and familiarity with the project area. (23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291)

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 4:00 pm, October 3, 2014 at the Jefferson County Department of Public Works, PO Box 100, Hillsboro, Missouri 63050.

Sincerely,

Jason Jonas, P.E.
Director of Public Works

Attachment

Jefferson County, 2015-2016 On-Call Roadway Design Services

Project No.:	Not available at this time
Location:	Various locations throughout Jefferson County
Proposed Improvement:	Various roadway repair and reconstruction projects
Approximate Cost of Consultant Contract:	On-call services will not exceed a contract limit of \$250,000.00 with each firm selected and is subject to budgetary limitations
Consultant Services Required:	Roadway Design Services of each project may include: Retaining walls, drainage structures, pavement designs, roadway repairs/reconstructions/realignments, pavement surface preservations, storm water facilities, NPDES permit compliance, erosion control, traffic control, traffic operations, signing, striping, roadside development, etc.
Other Comments:	
Contact:	Jason Jonas, P.E. Director of Public Works PO Box 100 Hillsboro, MO 63050 636-797-5369 jjonas@jeffcomo.org
Deadline:	October 3, 2014 at 4:00 pm

CONSULTANT SELECTION RATING:

On-Call Roadway Engineering Contract

Committee Member - Overall Score (combination of members)

COMMITTEE MEMBERS:

1. Jason Jonas

2. Chris Ehlen

Consultant	1 RFQ Submittal Compliance (YES or NO)	2 Existing County On-Call Contracts (YES or NO)	3 Existing County On-Call Contracts (50 pts. Max)	4 Related Experience & Technical Competence (50 pts. Max)	5 Capacity & Capability (50 pts. Max)	6 Past Record of Performance (50 pts. Max)	7 Location & Proximity (50 pts. Max)	8 Total Score (250 pts.)
Horner & Shifrin	YES	YES	40	43	38	37	35	193
Oates Associates	YES	YES	20	42.5	40	38.5	35	176
Hurst-Rosche Engineers, Inc.	YES	YES	20	34	45	31	50	180
Cochran	YES	YES	40	42	37	36	40	195
VonArx Engineering, Inc.	YES	NO	50	42.5	37.5	42	50	222
Jacobs Engineering Group Inc.	YES	NO	50	40	50	37	35	212
Civil Design, Inc.	YES	NO	50	40	35	40	35	200
BFA, Inc.	YES	NO	50	35.5	35.5	23	30	174
Thouvenot, Wade & Moerchen, Inc.	YES	NO	50	42.5	43.5	36	35	207
Access Engineering, Inc.	YES	NO	50	38	38	33	40	199
CDG Engineers	YES	NO	50	43	41	48	35	217
Crawford, Murphy & Tilly	YES	NO	50	43.5	40	41.5	35	210
Juneau Associates, Inc.	YES	NO	50	40.5	41	31.5	35	198
Lochmueller Group	YES	NO	50	42.5	39	26.5	30	188
EFK Moen, LLC	YES	NO	50	40	40	40	40	210

COLUMN NOTES:

- 1 - Did the consultant submit a letter of interest that met the stated deadline and did not exceed four (4) pages total (excluding a cover letter or memo)?
Did the consultant submit an Affidavit of Compliance with the federal work authorization program along with a copy of their E-Verify MOU?
- 2 - Does firm have existing Jefferson County on-call contracts?
- 3 - Assign points to firms that do not have other on-call contracts in the following manner:
a. 0 contract = 50 points
b. 1 contract = 40 points
c. 2 contract = 30 points
c. 3 contract = 20 points
- 4 - Rate the firm on their related experience and technical competence as demonstrated in the LOI .
- 5 - Rate the firm on their staff capacity and capability to take on this contract as demonstrated in the LOI.
- 6 - Rate the firm on their past record of performance as demonstrated in the LOI.
- 7 - Rate the firm on their location within the St. Louis region as demonstrated in the LOI.
- 8 - Total score is the sum of columns 3 thru 7.
- 9 - Highlight indicates firm was chosen (top three).

CONSULTANT SELECTION RATING:
On-Call Roadway Engineering Contract
Committee Member -

JASON JONAS

COMMITTEE MEMBERS:
1. Jason Jonas
2. Chris Ehlen

Consultant	1 RFQ Submittal Compliance (YES or NO)	2 Existing County On-Call Contracts (YES or NO)	3 Existing County On-Call Contracts (50 pts. Max)	4 Related Experience & Technical Competence (50 pts. Max)	5 Capacity & Capability (50 pts. Max)	6 Past Record of Performance (50 pts. Max)	7 Location & Proximity (50 pts. Max)	8 Total Score (250 pts.)
Horner & Shifrin	YES	YES	40	46	36	44	40	XXXXXXXXXXXX
Oates Associates	YES	YES	20	15	40	42	40	XXXXXXXXXXXX
Hurst-Rosche Engineers, Inc.	YES	YES	20	38	40	42	50	XXXXXXXXXXXX
Cochran	YES	YES	40	44	34	42	40	XXXXXXXXXXXX
VonArx Engineering, Inc.	YES	NO	50	45	40	44	50	XXXXXXXXXXXX
Jacobs Engineering Group Inc.	YES	NO	50	45	50	44	40	XXXXXXXXXXXX
Civil Design, Inc.	YES	NO	50	40	35	40	40	XXXXXXXXXXXX
BFA, Inc.	YES	NO	50	36	36	36	30	XXXXXXXXXXXX
Thouvenot, Wade & Moerchen, Inc.	YES	NO	50	45	42	42	40	XXXXXXXXXXXX
Access Engineering, Inc.	YES	NO	50	36	36	36	40	XXXXXXXXXXXX
COG Engineers	YES	NO	50	46	42	46	40	XXXXXXXXXXXX
Crawford, Murphy & Tilly	YES	NO	50	42	40	38	40	XXXXXXXXXXXX
Juneau Associates, Inc.	YES	NO	50	41	42	38	40	XXXXXXXXXXXX
Lochmueller Group	YES	NO	50	45	38	28	40	XXXXXXXXXXXX
EFK Moen, LLC	YES	NO	50	40	40	40	40	XXXXXXXXXXXX

COLUMN NOTES:

- 1 - Did the consultant submit a letter of interest that met the stated deadline and did not exceed two pages total (excluding a cover letter or memo)?
Did the consultant submit an Affidavit of Compliance with the federal work authorization program along with a copy of their E-Verify MOU?
Is the consultant listed in MoDOTs Approved Consultant Prequalification List?
- 2 - Does firm have existing Jefferson County on-call contracts?
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CONSULTANT SELECTION RATING:
On-Call Roadway Engineering Contract
Committee Member - C. EHLEN

COMMITTEE MEMBERS:
1. Jason Jonas
2. Chris Ehlen

Consultant	1 RFQ Submittal Compliance (YES or NO)	2 Existing County On-Call Contracts (YES or NO)	3 Existing County On-Call Contracts (50 pts. Max)	4 Related Experience & Technical Competence (50 pts. Max)	5 Capacity & Capability (50 pts. Max)	6 Past Record of Performance (50 pts. Max)	7 Location & Proximity (50 pts. Max)	8 Total Score (250 pts.)
Horner & Shiffrin	YES	YES	40	40	40	30	30	XXXXXXX
Oates Associates	YES	YES	20	40	40	35	30	XXXXXXX
Hurst-Rosche Engineers, Inc.	YES	YES	20	30	50	20	50	XXXXXXX
Cochran	YES	YES	40	40	40	30	40	XXXXXXX
VonArx Engineering, Inc.	YES	NO	50	40	35	40	50	XXXXXXX
Jacobs Engineering Group Inc.	YES	NO	50	35	50	30	30	XXXXXXX
Civil Design, Inc.	YES	NO	50	40	35	40	30	XXXXXXX
BFA, Inc.	YES	NO	50	35	35	10	30	XXXXXXX
Thouvenot, Wade & Moerchen, Inc.	YES	NO	50	40	45	30	30	XXXXXXX
Access Engineering, Inc.	YES	NO	50	40	40	30	40	XXXXXXX
CDG Engineers	YES	NO	50	40	40	50	30	XXXXXXX
Crawford, Murphy & Tilly	YES	NO	50	45	40	45	30	XXXXXXX
Juneau Associates, Inc.	YES	NO	50	40	40	25	30	XXXXXXX
Lochmueller Group	YES	NO	50	40	40	25	20	XXXXXXX
EFK Moen, LLC	YES	NO	50	40	40	40	40	XXXXXXX

COLUMN NOTES:

- 1 - Did the consultant submit a letter of interest that met the stated deadline and did not exceed two pages total (excluding a cover letter or memo)?
Did the consultant submit an Affidavit of Compliance with the federal work authorization program along with a copy of their E-Verify MOU?
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VonArx Engineering, Inc.



Civil Engineering Services

Honesty · Integrity · Experience

10785 Business 21, Suite A, Hillsboro, Missouri 63050 • 636-797-8425

October 3, 2014

Mr. Jason Jonas, P.E.
Director of Public Works
P.O. Box 100
Hillsboro, Missouri 63050

Re: Letter of Interest
Jefferson County, 2015-2016 On-Call Roadway Design Services

Dear Mr. Jonas:

VonArx Engineering, Inc. is pleased to submit this Statement of Qualifications to Jefferson County for On-Call Roadway Design Services. VonArx Engineering, Inc. has significant roadway design experience on Jefferson County projects. VonArx Engineering, Inc and our predecessor firm, Associated Land Surveyors & Engineers, Inc. have been in business since 1977. We offer civil engineering services from our Jefferson County office located in Hillsboro, Missouri. The customer service philosophy of our firm is simple, the clients are first, the employees are second and profits are third. This philosophy is applied to our approach to each project and client, and serves to guide our performance with respect to meeting our client's expectations and needs. Our principle goal is to provide high-quality roadway design solutions with honesty, integrity and experience.

VonArx Engineering, Inc. has been focused on Jefferson County throughout our history and David Vonarx has been primarily performing roadway design and civil engineering in Jefferson County since 1993. We feel uniquely qualified to provide the requested services based upon our level of technical experience, our community involvement and understanding of the needs and challenges that face the County. None of these unique qualifications are easily or quickly obtained. They only occur through years of continued service to our Jefferson County clients, serving on boards and committees in our County and living and owning our business in Jefferson County.

Please review the information provided herein which we feel demonstrates our unique qualifications and provides a brief look into our ability to serve the County with On-Call Roadway Design Services.

Sincerely,

David Vonarx, P.E.
President

1) Experience & Competence

VonArx Engineering, Inc. has a staff with extensive roadway design experience with completion of many projects in Jefferson County, St. Louis County and Indiana. The principle of the firm, David Vonarx, P.E. has 25 years of professional experience including three years as a design engineer for the Indiana Department of Transportation in the Road Design section. During his tenure with INDOT, Mr. Vonarx completed numerous roadway projects including the route relocation of a four-mile section of SR 67 near Muncie, Indiana. He also performed several intersection improvement projects, culvert and bridge replacement projects, landslide repairs, and road reconstruction projects. In addition to this experience Mr. Vonarx has completed the following roadway engineering solutions in Jefferson and St. Louis County.

- 1) ***Franks Road Improvements***, City of Byrnes Mill, Mr. Tony Whitby, Director of Public Works (636) 671-0021. This project addresses pavement failure from a landslide and improves dangerous roadway geometrics. The project improves 400 feet of roadway with the construction of a retaining wall, installation of guardrail and improved cross section and drainage. The estimated construction cost was \$145,000.
- 2) ***Missouri Avenue Road Improvements***, City of Crystal City, Mr. Kerry Friedmeyer, Street Superintendent (636) 937-4614. This project is located on Missouri Avenue in Crystal City, Missouri. The project included topographic and property survey, construction staking, and preparation of construction documents for ½-mile pavement widening and drainage improvements to Missouri Avenue from Crystal Heights Road to Riverview Bend Estates. The estimated construction cost was \$100,000.
- 3) ***Seckman/Lion's Den and Old Lemay Ferry Road and Intersection Realignment***, Jefferson County Public Works, Mr. William Koehrer, Director (636) 797-5410. This project was located in Imperial, Missouri and it included the realignment of Seckman Road/Old Lemay Ferry Road intersection to the south, the creation of Seckman Spur and improved Seckman/Lion's Den cross section. The project provided significant safety improvements by eliminating a very dangerous intersection and provided significant volume capacity improvements. The estimated construction cost was \$650,000. Performed while at a previous employer.
- 4) ***Londell Road Bridge***, Jefferson County Public Works, Mr. William Koehrer, Director (636) 797-5410. This project is located on Londell Road in Arnold, Missouri. The project included design of 40-foot span precast concrete box beam bridge and 1000 feet of roadway realignment and drainage improvements over a tributary of the Meramec River. The estimated construction cost was \$285,000. Performed while at a previous employer.
- 5) ***Suson Hills Drive/Keller Road Connector***, St. Louis County Highways & Traffic, Mr. Dan Naumann (314) 615-8504. This project was located in St. Louis County, Missouri and it included the realignment of Keller Road to connect to Suson Hills Drive near Tesson Ferry Road in South County. The project provided significant safety improvements by eliminating a very dangerous intersection and provided significant volume capacity

improvements. The estimated construction cost was \$1,550,000. Performed while at a previous employer with Bentley Microstation.

- 6) ***Old Lemay Ferry Bridge Replacement***, City of Arnold, Mr. Bob Ead, Director of Public Works (636) 282-2386. The project included the construction of a unique twin-cell box culvert with curved wing walls and 1200 feet of roadway improvements, installation of guardrail and, Missouri. The estimated construction cost was \$550,000. Performed while at a previous employer.
- 7) ***Starling Airport Bridge Replacement***, City of Arnold, Mr. Bob Ead, Director of Public Works (636) 282-2386. The project included the construction of a corrugated metal arch structure and 400 feet of drainage and roadway improvements, installation of guardrail and. The estimated construction cost was \$190,000. Performed while at a previous employer.

2) **Capacity of the firm to perform the work in the time frame needed.**

VonArx Engineering provides timely solutions relative to roadway design projects through the management of personnel, the application of our experience and through the masterful use of the latest design software and computers. The firm is managed by David Vonarx, PE who takes an active role in all design projects and our team uses AutoCAD Civil 3D which is effectively used to determine alternatives and select the tools we use include XPSWMM, Hydraflow Hydrographs, and Heated Methods Pond Pack including the interconnected pond module, our own in-house spreadsheet for pipe hydraulics and HEC-RAS and HEC-HMS. We pride ourselves on creative cost effective solutions that are mindful of long-term feasibility.

David L. Vonarx, P.E., President – President of the firm since 2002, Mr. Vonarx has over 25 years' experience with roadway design and site improvement projects for municipal, institutional, and private clients. Mr. Vonarx has a MSCE from Purdue University in 1993, and a BSCE from University of Missouri Rolla, 1989. Mr. Vonarx was the City Engineer for Winchester, Missouri for 15 years and the Village Engineer for Twin Oaks, Missouri for 6 years. Mr. Vonarx has responsible charge of the engineering performance of the firm and takes an active role in the development of design work and the production of plans.

Ms. Brenda Mattingly, AutoCAD Manager - a member of the firm since 2005, Ms. Mattingly has over 20 years' experience with roadway design, infrastructure improvements, drainage and storm water projects relative to development and redevelopment site improvement projects for municipal, institutional, and private clients.

John Fingerhut AutoCAD Technician DCADDs a member of the firm since 2013, Mr. Fingerhut over 15 years technical experience with infrastructure and site improvement projects for municipal, and private clients.

Kelley Vonarx, Administration-a member of the firm since 2013, Mrs. Vonarx has responsibility for our internal project administration, financial monitoring and invoicing. She also has responsibility for human resources and compliance with government requirements relative to the staff and

financial issues. Mrs. Vonarx has a B.S. in Business Administration from the University of Missouri and has 18 years of professional experience.

3) Past Performance.

VonArx Engineering, Inc. employs a business plan that includes marketing the firm and managing the project work load so that quality and service are always maintained. This management and personal service philosophy allows us to be responsive to our clients with respect to starting and finishing the project within the expected time periods. Currently, we are looking for roadway design opportunities to keep our professional staff engaged in meaningful projects. We keep a very close watch on the projects with respect to scope, schedule and budget. We feel that the quality must always be maintained at all costs, while tracking the scope, schedule and budget.

VonArx Engineering, Inc. has a healthy project workload, but more importantly we have procedures and methods established to manage the scheduling of work to insure that projects are performed within the expected time frame. San Gabriel Place Storm Water improvement project for the City of Bella Villa is a typical example of our successful past project performance. It is described below:

The San Gabriel Place Storm improvements project was designed, bid and constructed for the City of Bella Villa in 2010. The engineering was completed in accordance with the project schedule which was set by St. Louis County Community Development Grant Department. The responsive low bid was \$6,000 lower than the granted funds, and the work was performed without any time or cost change orders. The work was performed on private property which was sensitive and required the acquisition of easements which VonArx Engineering, Inc. facilitated.

4) Proximity to and familiarity with the project area.

VonArx Engineering, Inc. is located in Jefferson County and has been focused on Jefferson County throughout the history of the firm. David Vonarx has been a Jefferson County resident since 1993 and served 13 years on the Jefferson County Parks and Recreation board. The other members of the firm have significant experience with Jefferson County projects including commercial, institutional and residential facilities. Other significant Jefferson County projects include the Public Works Light Fleet facility, the Jefferson County Sheriff's Administration building and the County Juvenile Detention facility. VonArx Engineering has also performed several projects for the Hillsboro R3 School District including the Intermediate School, the High School football stadium and track, the Alternative School building, the Primary School parking facility, and the Elementary School playground ADA improvements.

We feel we are uniquely qualified through our involvement with our extensive resume of Jefferson County engineering projects, through our community involvement and our business and personal investment in Jefferson County.



County of Jefferson

State of Missouri

Maple Street Annex
725 Maple Street · PO Box 100
Hillsboro, Missouri 63050

Ken Waller

County Executive

DEPARTMENT OF PUBLIC WORKS

Jason Jonas, P.E. - Director

Kristy Yates, P.E. - Deputy Director

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Kurt Wengert, P.E.
Highway Division Superintendent
797-5427

Deborah Lehnhoff, P.E.
Tech Division Senior Engineer
797-5570

David C. Mikusch
Fleet Services Manager
797-6017

Kerry W. Rogers
Facilities Services Manager
797-5011

October 28, 2014

David Vonarx, P.E.
VonArx Engineering, Inc.
10785 Business 21, Suite A
Hillsboro, MO 63050

Re: On-Call Roadway Design Services – County of Jefferson
Various Projects during the Calendar Year of 2015-2016

Dear Mr. Vonarx:

We have received your letter of interest in participating in the above-mentioned project. We would like to award you an on-call contract for this work. In order for us to do that the following is required if not previously provided:

1. Paid tax receipts for the last three years for any real and personal property owned in Jefferson County OR a notarized letter on company letterhead stating that your company does not own any real or personal property in Jefferson County.
2. Insurance Certificate with General Liability limits of \$1,000,000 each occurrence, \$2,000,000 general aggregate and products-com/op agg; automobile \$1,000,000 combined single limit; Professional ("Errors and Omissions") Liability: \$1,000,000, each claim and in the annual aggregate and proof of workers compensation insurance.
3. E-verify Affidavit and 13 page E-verify MOU.

We would like to get this on the November 10th County Council meeting for approval which means we would need this information by November 4th at 11:00 a.m. After approval at the meeting we will send you a contract for your signature and get everything in order so we will be ready to proceed with the arrival of the New Year. If you prefer not to go forward or are no longer interested in pursuing a contract with us please notify us at your earliest convenience.

Should you have any questions or need additional information please call me at 636-797-5556.

Sincerely,

Della A. Butler, Contracts Manager
Public Works Department

Enclosure

Sent by
email
10/28/14
8:51 AM DAB

VonArx Engineering, Inc.



Civil Engineering Services

Honesty · Integrity · Experience

10785 Business 21, Suite A, Hillsboro, Missouri 63050 • 636-797-8425

October 28, 2014

Della A. Butler, Contracts Manager
Public Works Department
P.O. Box 100
Hillsboro, Missouri 63050

Re: On-Call Roadway Design Services – County of Jefferson
Various Projects during the Calendar Year of 2015-2016

Dear Mrs. Butler:

As President of VonArx Engineering, Inc., I certify that VonArx Engineering, Inc. does not own any real or personal property in Jefferson County, Missouri.

Sincerely,

David L. Vonarx, P.E.

IN WITNESS WHEREOF, **VonArx Engineering, Inc.**, has executed these presents the day and year first above written.

David L. Vonarx

STATE OF MISSOURI)

COUNTY OF Jefferson)

On this 31st day of October, 2014 before me personally appeared David L. Vonarx, to me known to be that he executed the same as his free act and deed, as the authorized representative of VonArx Engineering, Inc.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the County and State aforesaid, the day and year first above written.

NOTARY

My term expires: 3/23/18



DAWN REESE
My Commission Expires
March 23, 2018
Jefferson County
Commission #14868108



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/30/2014

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).

PRODUCER Assurance Risk Managers, Inc. 10651 East Bethany Drive Suite 300 Aurora CO 80014		CONTACT NAME: Sarah Quagliaroli PHONE (A/C, No, Ext): (303) 454-9562 FAX (A/C, No): (303) 454-9564 E-MAIL ADDRESS:	
INSURED VonArx Engineering, Inc. 7997 Old Lemay Ferry Road Barnhart MO 63012		INSURER(S) AFFORDING COVERAGE INSURER A: RLI Insurance Co INSURER B: Hanover Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL1481921764

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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		PSB0003718	8/16/2014	8/16/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PSA0001864	8/16/2014	8/16/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	PSW0002755	8/16/2014	8/16/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	PROFESSIONAL LIABILITY CLAIMS MADE POLICY		LH4 A208409	1/31/2014	1/31/2016	EACH CLAIM \$ 1,000,000 AGGREGATE \$ 1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**Jefferson County
725 Maple Street
PO Box 100
Hillsboro, MO 63050

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

Lisa Isom/SRS

AFFIDAVIT of COMPLIANCE

Section 285.530.2

State of Missouri) **ss**

County of Jefferson)

Now this 3rd **day of** OCTOBER, **20**14, **the undersigned,**
being first duly sworn, deposes and says:

- 1. I am more than 18 years of age.**
- 2. I make this affidavit from my personal knowledge of the facts stated herein or upon information and facts available to me as a duly authorized owner, partner, corporate or LLC officer or Human Relations Director of** VonArx Engineering, Inc.
(name of Corporation, LLC, sole proprietorship or partnership)
- 3. I am authorized to make this affidavit on behalf of**
VonArx Engineering, Inc.,
(name of business entity, same as above)
- 4. I state and affirm that** VONARX ENGINEERING, INC. **is enrolled and is**
(name of business entity, same as above)
currently participating in E-Verify, a federal work authorization program or another equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986.
- 5. Further,** VonArx Engineering, Inc. **does not knowingly employ**
(name of business entity, same as above)

any person who is an unauthorized alien.

6. Further, VonArx Engineering, Inc. has performed an electronic
(name of business entity, same as above)
verification check as described above on all workers hired since
January 1, 2009 or obtained documents required for completion of a
federal I-9 form before it began participating in e-verify.

7. Attached to this affidavit is a true and accurate copy of this
company's Memorandum of Understanding with the United States
concerning the use of e-verify.

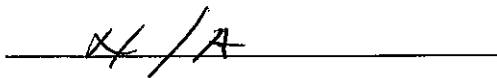
I certify under penalty of perjury that the statements above are
complete, true and accurate to the best of my knowledge and belief.



Authorized Agent, Partner, Owner or Officer

*If business has a Human Relations Director or equivalent that person
must sign as an affiant as well.*

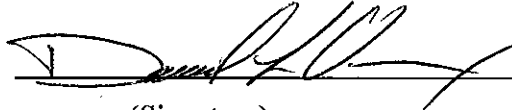
I certify under penalty of perjury that the statements above
are complete, true and accurate to the best of my knowledge and
belief.



Human Relations Director

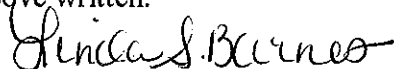
*This form is promulgated pursuant to 15CSR 60-15-.020. Use of this form
is not required but the Attorney General has deemed this affidavit
sufficient in form to satisfy the requirements of section 285.540, RSMo.,
Supp. 2008.*

FURTHER THE AFFIANT SAYETH NOT


(Signature)

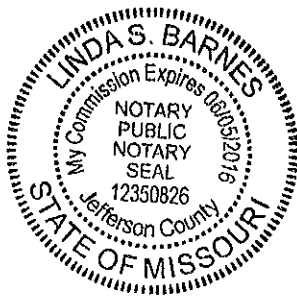
On this 3rd day of October in the year 20 14, before me, Linda S. Barnes
a Notary Public in and for said State, personally appeared David Vonarx, known to me
to be the person who executed the within affidavit, and acknowledged to me that he/she executed the
same for the purposes therein stated.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the
county and State aforesaid, the day and year first above written.



Notary Public

My Commission Expires: June 5, 2016



**THE E-VERIFY
MEMORANDUM OF UNDERSTANDING
FOR EMPLOYERS**

**ARTICLE I
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the VonArx Engineering, Inc. (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II
RESPONSIBILITIES**

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

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4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
 5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
 - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
 6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
 - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
 - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
 8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
 - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

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(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

- g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

- a. Automated verification checks on alien employees by electronic means, and

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- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

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case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.

4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

Company ID Number: 815330

Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

Company ID Number: 815330

Approved by:

Employer VonArx Engineering, Inc.	
Name (Please Type or Print) Kelley Vonarx	Title
Signature Electronically Signed	Date 09/19/2014
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 09/19/2014

Company ID Number: 815330

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	VonArx Engineering, Inc.
Company Facility Address	10785A Business 21 Hillsboro, MO 63050
Company Alternate Address	7997 Old Lemay Ferry Rd. Barnhart, MO 63012
County or Parish	JEFFERSON
Employer Identification Number	431098538
North American Industry Classification Systems Code	541
Parent Company	
Number of Employees	1 to 4
Number of Sites Verified for	1

Company ID Number: 815330

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

MISSOURI

1 site(s)

Company ID Number: 815330

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name David Vonarx
Phone Number (636) 797 - 8425
Fax Number
Email Address dvonarx@vonarxengineering.com

Name Kelley L Vonarx
Phone Number (636) 797 - 8425
Fax Number
Email Address kvonarx@vonarxengineering.com

Company ID Number: 815330

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October 3, 2014

One Campbell Plaza
St. Louis, Missouri 63139
T. 314 781 7770 F. 314 781 9075

www.cdngineers.com

Mr. Jason Jonas, P.E.
Director of Public Works
JEFFERSON COUNTY
P.O. Box 100
Hillsboro, Missouri 63050

**RE: Statement of Qualifications for
On-Call Roadway Design Services
Contract for 2015 – 2016
CDG Qualifications No. Q14093.05**

Dear Mr. Jonas:

In response to the County's request for consulting firms to perform on-call professional services for roadway design and per our meeting with Jason Jonas on September 26, 2014, CDG Engineers, Inc. ("CDG") submits this letter of interest. We have tailored this submittal to highlight similar experience to the potential projects Mr. Jonas discussed with us including hydraulic studies, intersection improvements, roadway reconstruction and realignment studies.

CDG is a 65-person A/E firm located in the City of St. Louis. Its main disciplines are civil and structural engineering, with in-house capabilities in electrical and mechanical engineering, architecture and construction administration/inspection services. A significant portion of the firm's business consists of performing engineering design assignments for public works and infrastructure improvement or replacement projects. Throughout its history, undertaking task order assignments under indefinite delivery, indefinite quantity contracts for public agencies and private industry has also been a significant company activity. The following list represents some of the "open-end, on-call" contract relationships that CDG has had:

- Missouri Division of Facilities Management, Design & Construction
- Missouri Department of Transportation, General Services Division (Building Work)
- St. Louis District of the Army Corps of Engineers
- Ameren, Various Engineering Groups and Several Contracts since 1992
- City of St. Louis, Board of Public Service and other City-sponsored agencies
- City Engineer Services for the City of Brentwood in St. Louis County (since 1994)
- City Engineer Services for the City of Black Jack in North St. Louis County (since 2001)
- City of Clayton and its Public Works Department (projects since 1993)
- City of Fenton and its Public Works Department (projects since 2004)

CDG typically performs engineering services for roadway projects that include:

- Roadway Reconstruction
 - Mill & Overlay
 - Complete Removal & Replacement to Sub-base
 - Selective Concrete Slab Replacement/Overlay
- Hydraulic Studies for Bridge/Culvert/Storm Drainage; and Erosion Control
- Roadway Realignment Design and Studies
- Intersection Improvements
- Storm Water Improvements
- Addition of Curb and Gutter; Sidewalk Additions and Compliance with ADA
- Permitting Assistance
- Utility Installation and Relocation



Mr. Jason Jonas
October 3, 2014
Page 2

Key Personnel:

Glenn A. Smith, P.E. (Principal/Structural Engineer) – Glenn specializes in the performance of project management and structural engineering with design services for bridges, culverts and highway projects. Glenn has 32 years of experience, most of which has been for public works projects. Glenn has directed work on Jefferson County projects since 1985.

Brandt M. Genz, P.E. (Project Manager/Civil Engineer) – Brandt has ten years of experience for civil engineering work on numerous municipal public works and infrastructure projects in the St. Louis Metropolitan Area. He also has experience in roadway improvements, bridge replacements and storm water control system upgrades, as well as construction engineering/inspection services.

Michael J. Caruso, P.E. (Civil Engineer) – Mike has ten years of civil engineering and design experience for streets, highways, utilities, culverts and storm water drainage sewer systems and other public works associated with site and infrastructure improvement work.

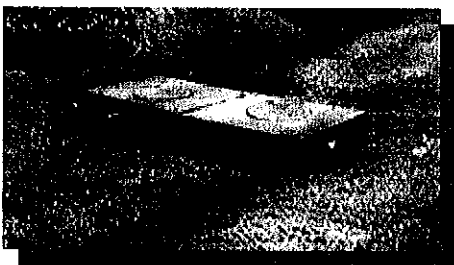
Teresa L. Entwistle, P.E., CFM (Civil Engineer) – Terry has twenty-five (25) years of civil engineering analysis and design experience. Engineering work has included street layouts and pavement design; storm water drainage system layout and design; utility relocations and installations, site grading and drainage design; permitting assistance and construction site administration and inspection.

Daniel J. Rieck, P.E. (Civil Engineer) – Dan has over eight years of civil engineering analysis and design experience. He has performed engineering for street improvement projects, storm water drainage and control systems design work, site reconnaissance for utility installation/relocation work, property research for public works improvement projects and permitting assistance. He is experienced in ADA compliance issues as well.

Katerina Polovina, P.E. (Civil Engineer) – Katerina has approximately 30 years of civil engineering analysis and design experience, including work on roadways, pedestrian facilities and trails, bridges, culverts and storm water drainage as part of publically-funded site infrastructure projects. She has a wealth of experience in hydraulic analysis and studies.

Matthew M. Voss, P.E. (Civil Engineer) – Matt has over eight years of civil roadway and hydraulic design experience including a position at MoDOT District 6. Matt's CDG experience includes road, bridge, storm sewer and site development projects. He has performed hydraulic studies for several Jefferson County bridges.

Roadway and Related Design Project Experience:



Mattese Creek Tributary Improvements, City of Sunset Hills, Missouri – Civil engineering analysis and hydraulic study to identify corrective actions to alleviate soil erosion and storm water control problems in the area. Another part of the project included the replacement of deteriorated culverts for approximately nine (9) road crossings in the study area. One of the problems in the area was the addition of impervious areas (due to a large expansion of an automobile dealership and its parking lots).

Thomas Avenue Storm Sewer Improvements, City of St. Charles, Missouri – Engineering and design for installation of approximately 2,400 lineal feet of 12-inch, 24-inch and 30-inch reinforced concrete pipe for storm sewers, grated drainage inlets with side intake units, manholes, other grated inlets, area drainage inlets,



Mr. Jason Jonas
October 3, 2014
Page 3

pavement removal and replacement, water line relocations and overall site restoration and cleanup. Included preparation of easement plats, legal descriptions, title reports, permanent drainage easements and temporary easements, etc. This project served to alleviate front/side yard flooding and excessive water ponding in a residential area.

Detailed Hydraulic Analysis and Permitting, Reynolds County, Missouri – Engineering for a floodplain development permit for new construction at Lick Creek. Included evaluation of existing conditions of the hydraulic ground cover for Manning's roughness coefficients to be used for the existing conditions of surface area of study; performed detailed analysis of the Lick Creek drainage area using USGS Peak Discharge Equations for the 1% probability storm event, procedure for rural basins; performed detailed analysis of the record rainfalls for the site; calculated runoff quantities from the site using Urban Hydrology for small Watersheds program TR-55; performed detailed analysis of existing conditions of the topography of the Lick Creek drainage area using Civil 3D and RiverCAD software; created existing conditions model of Lick Creek using HEC-RAS software; created proposed conditions model based on the proposed dam design; prepared documents for a CLOMR application.

Old Gravois Signal Coordination and Right Turn Lane, City of Fenton, Missouri – This project encompassed a conceptual design report and subsequent plans and specifications for the interconnection of the traffic signals along Old Gravois Road through Old Towne Fenton to Old Highway 141 and the design of new signals at Old 141/Old Gravois intersection and the design of a right turn lane from eastbound Old Gravois Road to southbound Old Highway 141. This project required a close interface with MoDOT traffic engineers to determine the proper sequencing of proposed signals along Gravois Road with the traffic signals Highway 141.

Carrie Avenue Reconstruction, City of St. Louis SLDC/LCRA – CDG prepared preliminary and final construction plans and specifications for road improvements to Carrie Avenue. Included: repair of approximately 1,600 feet of the Carrie Avenue concrete roadway located between Terminal Railroad Association tracks and Hall Street and overlaid with asphalt; new driveway entrances, as well as resetting of granite curbs; replaced and added sidewalk and installation of ADA accessible ramps.

Des Peres Road Realignment, City of Des Peres, Missouri – Provided engineering and design services for the relocation and realignment of a portion of Des Peres Road located south of Manchester Road (Highway 100). Project included the design of various improvements, including storm water drainage, the use of earthen berms for noise buffering (control), landscaping and utility relocations. The construction of pavement for the new roadway was also included.

Sappington Barracks Roadway Improvements, City of Sunset Hills, Missouri – Performed engineering and design services required to widen and improve a section of Sappington Barracks Road between Gravois Road and Oleander Road. This project represented 2,380 lineal feet of two lane roadway located in a mixed-use area. This project called for the full depth replacement of roadway pavements. Project work included engineering and design of storm water drainage swales on both sides of the road; new storm water drainage culverts under side streets and driveways; new storm sewer pipe; and the adjustment of existing inlets. Included the accommodation of connections to adjoining streets and driveway entrances. This segment of roadway was also widened to 26 feet.





Mr. Jason Jonas
October 3, 2014
Page 4

Clay Avenue Improvements, Kirkwood, Missouri – Engineering and design services for street and sidewalk improvements to sections of Clay Avenue, a total distance of approximately 2,800 lineal feet in a residential area of the City. This project included the design of site improvements for several road intersections, the installation of new sidewalks for improved pedestrian and the replacement of a water line for the City of Kirkwood Water Department. Another major element in the project was to address water quality issues as it related to storm water drainage and control requirements for MSD.

Appalachian Trail Drive Roadway Improvements, City of Chesterfield, Missouri – Engineering design services for the removal and replacement of existing pavement structure on Appalachian Trail Drive. Also included the engineering design of new ADA curb ramps and storm water “water quality” dry swales. This engineering services assignment included the performance of periodic construction engineering (C.E./C.A.), project administration and inspection services.

Routt County Road 27 Realignment, Xcel Energy, Hayden, Colorado – As part of a much larger project for Xcel Energy, CDG engineered the relocation of 2,200 feet of Routt County Road 27 (RCR-27). Detailed scope items included: new roadway earthwork; installation of Sage Creek culverts; detour road (gravel) and signalization; construction of all abutments and piers for rail bridge over RCR-27; ground anchor retaining wall; guardrails and pier protection; removal of abandoned portion of existing RCR-27; final grading and seeding for areas affected by the RCR-27 relocation; and erosion control and BMPs.

Fee Fee Road Improvements, City of Hazelwood, Missouri – Engineering and design services were provided for Fee Fee Road Improvements North St. Louis County. The City desired to widen the road to accommodate a center turn lane, as well as to improve pedestrian access to the area through the addition of a sidewalk and another pedestrian crossing at the intersection of Fee Fee and McDonnell. Further improvements included a 450 foot landscaped median and the construction of ADA compliant curb ramps and pedestrian crossing signals, as well as storm water drainage system upgrades and improvements.

References:

Mr. Jim Eckrich, PE
Public Works Director, City of Chesterfield
(636) 537-4264 or jeckrich@chesterfield.mo.us

Mr. Denis Knock, PE
Public Works Director, City of Des Peres
(314) 835-6133 or dknock@desperesmo.org

Col. Otis Williams
Executive Director, City of St. Louis SLDC
(314) 657-3703 or williamsot@stlouis-mo.gov

Mr. David Stewart
Director of Public Works, City of Hazelwood
(314) 513-5030 or dstewart@hazelwoodmo.org

We would welcome additional engineering assignments from the Jefferson County Public Works Department for roadway and associated design. Please contact either **Glenn Smith at (314) 446-3535** or **Brandt Genz at (314) 880-4668** if additional information is needed.

Respectfully submitted,

CDG Engineers, Inc.

A handwritten signature in black ink, appearing to read "Glenn A. Smith".

Glenn A. Smith, P.E.
Principal

A handwritten signature in black ink, appearing to read "Brandt M. Genz".

Brandt M. Genz, P.E.
Project Manager



County of Jefferson

State of Missouri

Maple Street Annex
725 Maple Street · PO Box 100
Hillsboro, Missouri 63050

Ken Waller

County Executive

DEPARTMENT OF PUBLIC WORKS

Jason Jonas, P.E. - Director

Kristy Yates, P.E. - Deputy Director

Telephone: 636-797-5340 · Fax: 636-797-5565
Web Address: www.jeffcomo.org

Kurt Wengert, P.E.
Highway Division Superintendent
797-5427

Deborah Lehnhoff, P.E.
Tech Division Senior Engineer
797-5570

David C. Mikusch
Fleet Services Manager
797-6017

Kerry W. Rogers
Facilities Services Manager
797-5011

October 28, 2014

Glenn A. Smith, P.E.
CDG Engineers, Inc.
One Campbell Plaza
St. Louis, MO 63139

Re: On-Call Roadway Design Services – County of Jefferson
Various Projects during the Calendar Year of 2015-2016

Dear Mr. Glenn:

We have received your letter of interest in participating in the above-mentioned project. We would like to award you an on-call contract for this work. In order for us to do that the following is required if not previously provided:

1. Paid tax receipts for the last three years for any real and personal property owned in Jefferson County OR a notarized letter on company letterhead stating that your company does not own any real or personal property in Jefferson County.
2. Insurance Certificate with General Liability limits of \$1,000,000 each occurrence, \$2,000,000 general aggregate and products-com/op agg; automobile \$1,000,000 combined single limit; Professional ("Errors and Omissions") Liability: \$1,000,000, each claim and in the annual aggregate and proof of workers compensation insurance.
3. E-verify Affidavit and 13 page E-verify MOU.

We would like to get this on the November 10th County Council meeting for approval which means we would need this information by November 4th at 11:00 a.m. After approval at the meeting we will send you a contract for your signature and get everything in order so we will be ready to proceed with the arrival of the New Year. If you prefer not to go forward or are no longer interested in pursuing a contract with us please notify us at your earliest convenience.

Should you have any questions or need additional information please call me at 636-797-5556.

Sincerely,

Della A. Butler, Contracts Manager
Public Works Department

Enclosure

Sent by
email
10/28/14

8:45 AM

DAB



Transmittal

1 Campbell Plaza, Saint Louis, MO 63139

PROJECT: Jeff. Co. - On-Call Roadway Design Serv.
Q14093.05

DATE: 10/29/2014

SUBJECT: On-Call Roadway Design Services Contract

TRANSMITTAL ID: 00001

PURPOSE: For your use

VIA: Mail

FROM

NAME	COMPANY	EMAIL	PHONE
Glenn Smith 1 Campbell Plaza Saint Louis MO 63139 United States	CDG Engineers, Inc.	gsmith@cdgengineers.com	(314) 781-7770

TO

NAME	COMPANY	EMAIL	PHONE
Della Butler 729 Maple Street Hillsboro MO 63050 United States	Jefferson County	dbutler@jeffcomo.org	(636) 797-5556

REMARKS: As requested in your letter dated October 28, 2014, please find the associated documents listed below.

DESCRIPTION OF CONTENTS

QTY	DATED	TITLE	NOTES
1	10/29/2014	Letter Re- No Property in Jeff. Co..pdf	
1	10/29/2014	Insurance Certificate.pdf	
1	3/7/2014	E-verify with Affidavit of Compliance 2-11-14.pdf	



CDG Engineers Architects Planners, Inc.

One Campbell Plaza
St. Louis, Missouri 63139
T. 314 781 7770 F. 314 781 9075

October 28, 2014

www.cdgengineers.com

JEFFERSON COUNTY
725 Maple Street
P.O. Box 100
Hillsboro, Missouri 63050

**RE: Company Real or Personal Property
in Jefferson County, Missouri**

To Whom It May Concern:

This letter is to certify that CDG Engineers, Inc. has never owned real or personal property in Jefferson County, Missouri, and therefore, cannot show paid tax receipts for the past three years.

Sincerely,

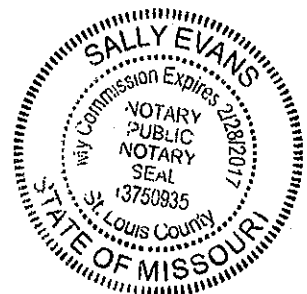
CDG Engineers, Inc.

Richard D. Lodewyck, P.E.
President

Notary Public

My Commission Expires: 02/28/2017

(Seal)





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/22/2014

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).

PRODUCER Greyling Insurance Brokerage 3780 Mansell Road Suite 370 Alpharetta GA 30022		CONTACT NAME: Carly Underwood PHONE (A/C, No. Ext.): (770) 552-4225 FAX (A/C, No.): (866) 550-4082 E-MAIL ADDRESS: carly.underwood@greyling.com	
INSURED CDG Engineers, Inc. One Campbell Plaza 59th and Arsenal St. Louis MO 63139		INSURER(S) AFFORDING COVERAGE INSURER A: RLI Insurance Company INSURER B: Alterra Excess & Surplus Ins. INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 13056 33189	

COVERAGES **CERTIFICATE NUMBER:** 14-15 **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	GENERAL LIABILITY			PSB0004053	11/1/2014	11/1/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC						\$
A	AUTOMOBILE LIABILITY			PSA0001606	11/1/2014	11/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			PSE0003091	11/1/2014	11/1/2015	EACH OCCURRENCE \$ 4,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 4,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			PSW0002245	11/1/2014	11/1/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability			MAX7PL0001518	11/1/2014	11/1/2015	Per Claim \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Jefferson County, MO is named as Additional Insured on the above referenced liability policies with the exception of workers compensation & professional liability where required by written contract.

CERTIFICATE HOLDER Jefferson County Department of Public Works P.O. Box 100 Hillsboro, MO 63050	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. AUTHORIZED REPRESENTATIVE Gregg Bundschuh/CARLY <i>Gregg Bundschuh</i>
--	---

ANNUAL WORKER ELIGIBILITY VERIFICATION AFFIDAVIT
(for joint ventures, a separate affidavit is required for each business entity)

STATE OF Missouri)
) ss
COUNTY OF St. Louis City)

On the 11th day of February, 2014, before me appeared Michael A. Augustine,
Affiant name
personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed
to this affidavit, who being by me duly sworn, stated as follows:

I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the state to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.

I, the Affiant, am the Agent of CDG Engineers, Inc. and I am duly
title business name
authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.

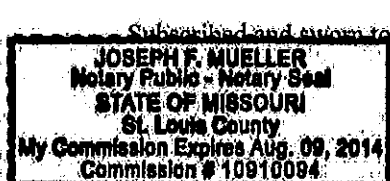
I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the Missouri Highways and Transportation Commission (MHTC). I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by MHTC, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

Michael A. Augustine
Affiant Signature



Joseph F. Mueller
Notary Public

[documentation of enrollment/participation in a federal work authorization program attached]

AFFIDAVIT of COMPLIANCE

Section 285.530.2

State of Missouri) **ss**

County of St. Louis (City))

Now this 22 **day of** February , **20** 12 , **the undersigned,**
being first duly sworn, deposes and says:

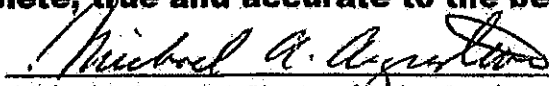
- 1. I am more than 18 years of age.**
- 2. I make this affidavit from my personal knowledge of the facts stated herein or upon information and facts available to me as a duly authorized owner, partner, corporate or LLC officer or Human Relations Director of** CDG Engineers Architects Planners, Inc.
(name of Corporation, LLC, sole proprietorship or partnership)
- 3. I am authorized to make this affidavit on behalf of**
CDG Engineers Architects Planners, Inc.
(name of business entity, same as above)
- 4. I state and affirm that** CDG Engineers Architects Planners, Inc. **is enrolled and is**
(name of business entity, same as above)
currently participating in E-Verify, a federal work authorization program or another equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986.
- 5. Further,** CDG Engineers Architects Planners, Inc. **does not knowingly employ**
(name of business entity, same as above)

any person who is an unauthorized alien.

6. Further, CDG Engineers Architects Planners, Inc. has performed an electronic
(name of business entity, same as above)
verification check as described above on all workers hired since
January 1, 2009 or obtained documents required for completion of a
federal I-9 form before it began participating in e-verify.

7. Attached to this affidavit is a true and accurate copy of this
company's Memorandum of Understanding with the United States
concerning the use of e-verify.

I certify under penalty of perjury that the statements above are
complete, true and accurate to the best of my knowledge and belief.


Michael A. Augustine, Director of Project Development
Authorized Agent, Partner, Owner or Officer

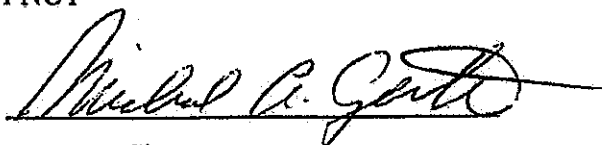
*If business has a Human Relations Director or equivalent that person
must sign as an affiant as well.*

I certify under penalty of perjury that the statements above
are complete, true and accurate to the best of my knowledge and
belief.


Karen J. Lindquist
Human Relations Director

*This form is promulgated pursuant to 15CSR 60-15-.020. Use of this form
is not required but the Attorney General has deemed this affidavit
sufficient in form to satisfy the requirements of section 285.540, RSMo.,
Supp. 2008.*

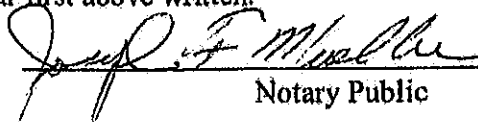
FURTHER THE AFFIANT SAYETH NOT



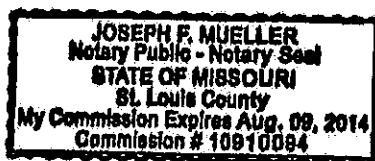
(Signature)

On this 22 day of February in the year 2012, before me, Joseph F. Mueller
a Notary Public in and for said State, personally appeared Michael Augustine, known to me
to be the person who executed the within affidavit, and acknowledged to me that he/she executed the
same for the purposes therein stated.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the
county and State aforesaid, the day and year first above written.


Notary Public

My Commission Expires: Aug 9, 2014





Employment Eligibility Verification

Welcome
Karen LindquistUser ID
KLIN1023Last Login
02:43 PM - 02/11/2014

Log Out

Click any  for help[Home](#)[My Cases](#)[New Case](#)[View Cases](#)[Search Cases](#)[My Profile](#)[Edit Profile](#)[Change Password](#)[Change Security Questions](#)[My Company](#)[Edit Company Profile](#)[Add New User](#)[View Existing Users](#)[Close Company Account](#)[My Reports](#)[View Reports](#)[My Resources](#)[View Essential Resources](#)[Take Tutorial](#)[View User Manual](#)[Contact Us](#)

Company Information

Company Name: CDG Engineers, Inc

[View / Edit](#)

Company ID Number: 182851

Doing Business As (DBA)
Name:

DUNS Number:

Physical Location:

Address 1: One Campbell Plaza, Suite 3A

Address 2:

City: St Louis

State: MO

Zip Code: 63139

County: SAINT LOUIS CITY

Mailing Address:

Address 1:

Address 2:

City:

State:

Zip Code:

Additional Information:

Employer Identification Number: 431593696

Total Number of Employees: 20 to 99

Parent Organization:

Administrator:

Organization Designation:

Employer Category: Federal Contractor without FAR E-Verify Clause

NAICS Code: 541 - PROFESSIONAL, SCIENTIFIC, AND TECHNICAL
SERVICES[View / Edit](#)

Total Hiring Sites: 2

[View / Edit](#)

Total Points of Contact: 2

[View / Edit](#)



Company ID Number: 182851

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and **CDG Engineers Architects Planners, Inc.** (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).



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4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

B. RESPONSIBILITIES OF DHS

1. After SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on alien employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer a manual (the E-Verify User Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative



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nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify, including any tutorials for Federal contractors if the Employer is a Federal contractor.

B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

- If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
- If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.



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6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the SSA verification response has been given. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking



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adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the unfair immigration-related employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as



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authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

D. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. The Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801) in addition to verifying the employment eligibility of all other employees required to be verified under the FAR. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States, whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor, the Employer must initiate verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Federal contractors already enrolled at the time of a contract award: Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to initiate verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within 3 business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must initiate verification of each employee assigned to the



CONFIDENTIAL & PRIVACY INFORMATION

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contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Institutions of higher education, State, local and tribal governments and sureties: Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), State or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

d. Verification of all employees: Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

e. Form I-9 procedures for Federal contractors: The Employer may use a previously completed Form I-9 as the basis for initiating E-Verify verification of an employee assigned to a contract as long as that Form I-9 is complete (including the SSN), complies with Article II.C.5, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor.

2. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.



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ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.
3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.
4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible



Company ID Number: 182851

after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (furnished and paid for by DHS).

7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

ARTICLE IV

SERVICE PROVISIONS

SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access the E-Verify System, an Employer will need a personal computer with Internet access.

ARTICLE V

PARTIES

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take



Company ID Number: 182851

mandatory refresher tutorials. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such a circumstance, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, that Employer will remain a participant in the E-Verify program, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

D. Nothing in this MOU is intended, or should be construed, to create any right or benefit; substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

E. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

F. The Employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.



E-Verify is a service of DHS.

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To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-484-4218.

Employer CDG Engineers Architects Planners, Inc.

Michael A Augustine

Name (Please Type or Print)

Title

Electronically Signed

Signature

01/21/2009

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

Signature

01/21/2009

Date



Company ID Number: 182851

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: CDG Engineers Architects Planners, Inc.

Company Facility Address: One Campbell Plaza, Suite 3A

St Louis, MO 63139

Company Alternate
Address:

County or Parish: SAINT LOUIS CITY

Employer Identification

Number: 431593696

North American Industry
Classification Systems

Code: 541

Parent Company:

Number of Employees: 20 to 99

Number of Sites Verified

for: 2

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

- WYOMING 1 site(s)



E-VERIFY IS A SERVICE OF THE

Company ID Number: 182851

• MISSOURI

1 site(s)

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name: Karen J Lindquist
Telephone Number: (314) 446 - 3523
E-mail Address: lindquist@cdgengineers.com

Fax Number: (314) 781 - 9075

Name: Michael A Augustine
Telephone Number: (314) 446 - 3519
E-mail Address: augustine@cdgengineers.com

Fax Number: (314) 781 - 9075

September 30, 2014

Mr. Jason Jonas, P.E., Director of Public Works
Jefferson County Department of Public Works
725 Maple Street
Hillsboro, MO 63050

Dear Mr. Jonas:

Thank you for this opportunity to present our statement of qualifications for your On-Call Roadway Design Services. We have organized our submittal according to your evaluation criteria to ease your review process.

Experience and Competence

"It feels like we are working with a small firm, but with big firm resources - we have been impressed with everyone's experience in their niche. The team is plugged into the process and communication among the team works very well."

Kelly Green, P.E., Former Assistant City Manager - Development Services, City of Cape Girardeau

Jacobs has long been a preferred provider of transportation infrastructure design by the Missouri Department of Transportation, St. Louis County Department of Highways & Traffic and Public Works, and other area municipalities. We have been a top provider of engineering services in the St. Louis area for over 86 years and believe in creating long-term partnerships with our clients through trust, loyalty, and respect and by consistently providing added value to every project in everything we do. MoDOT has chosen us for their 3-year on call services contracts and Metro continues to extend our on-call services contract every year. We strive to provide high quality and cost-competitive services that result in innovative and cost-effective solutions to our clients' transportation needs. An example of our commitment to providing superior value to our clients is our long-term relationship with the City of Moberly, MO. We have been serving that community for 13 years, and they count on us for continued support in all aspects of engineering. Knowing that there are many other competent firms, they choose Jacobs over and over again for our responsiveness and consistent quality delivery of important capital projects on time and within budget.

Jacobs has recently been distinguished as No. 7 of the Top 100 Green Design Firms by Engineering News Record.

You will find the depth and experience of our team exceeds your expectations. Our proven success on roadway projects for MoDOT, St. Louis County, other departments of transportation,

and municipalities demonstrates our dedication to delighting our clients. **This experience brings the added benefit of a fresh perspective and new, proven ideas to your projects.** Additionally, Jacobs' experience working directly with contractors has provided an understanding of the types of details contractors prefer, which lower their risk and ultimately lower your construction costs. This in-house experience will prove beneficial to successfully delivering the potential projects of this on-call agreement.

Jacobs has unparalleled experience in all aspects of roadway design including retaining walls, drainage structures and stormwater facilities, traffic modeling, pavement designs, roadway repairs, reconstruction and realignment, pavement surface preservations, NPDES permitting, erosion control, traffic control, striping, signing, and roadside development. Our infrastructure engineering group, 100 professionals with

varying backgrounds, includes 30 in the structures and geotechnical group and 20 in the roadway group. Within the roadway section, we have a dedicated group of five professionals who specialize in hydraulics and hydrology with 81 years of combined experience. Their expertise in hydraulic modeling, flood studies, and NPDES management will be key in culvert replacement and stormwater facility projects by determining the optimal size of structures to correct or prevent issues such as flooding. Our recent experience on Missouri Route 141 in Chesterfield demonstrates that there is virtually no engineering challenge we cannot solve. The location of the project in the Creve Coeur Creek floodplain presented challenges in obtaining environmental clearances and the floodplain development permit that we achieved. We accomplished this in an extremely compressed timeframe, and we were also creative in fitting in the necessary detention ponds in limited right of way that were required to meet MSD stormwater discharge rate limitations and water quality

The following paragraphs briefly describe our proposed staff.

Jeff Kokal, P.E., Project Manager, specializes in drainage design, engineering for roadways, and site development. He has been project manager or lead project engineer on projects for 16 years including the planning and design of Edward Jones facilities for the past decade. Jeff's drainage design expertise includes urban drainage, detention basin, creek modeling, stormwater quality and culvert/sewer analysis. His relevant site engineering experience includes layout, planning, drainage, and utility coordination for facilities such as the Army Reserve Center in St. Louis and Naval Facilities Regional Security Operations Centers throughout the United States.

Andy Chapman, P.E., Geotechnical, has experience in geotechnical engineering, including design of deep/shallow foundations, retaining structures, dewatering systems, soil improvement, soil stabilization, soil reinforcement, and settlement analysis. Andy brings extensive experience in soil laboratory testing and static load testing of piles with broad experience in designing and constructing foundation underpinning and earth retention structures.

Andrew Ledbetter, P.E., Pavement/Retaining Walls, is responsible for transportation design including roadway, bridge, and retaining walls, and preparing traffic control plans. His experience includes the MO Route 141 Mo Route 21, and US 89-Belt North & South projects as well as ongoing work with the Great Rivers Greenway and multiple design-build projects such as the Ohio River Bridges in Louisville, KY, Page-Olive Connector in St. Louis, and I-69 in Indiana.

Amanda Brauer, P.E., PTOE, Traffic Engineering, has led/had a key role in traffic operations of varying complexity. This includes capacity and operational analysis; signal planning, design, and retiming; traffic noise modeling; and maintenance of traffic and construction staging. As lead traffic engineer, her recent projects include MO Route 141, Page-Olive Connector, I-44 over Meramec River, the Arch Ground Connector, and I-494/TH 169 interchange design-build.

Adam Garms, AICP, Transportation Planning, experienced in traffic control plans, data collection, travel demand and traffic simulation modeling, and construction staging alternatives. He has been involved in planning and designing GIS and ITS systems and is also experienced in traffic signal and sign design. Recent experience includes the Blanchette Bridges rehabilitation, Page-Olive Connector design-build, and MO Route 141 improvements.

Spencer Kelly, P.E., Permits/Drainage/Stormwater, is experienced in water resources as well as transportation and municipal engineering. He has been project engineer for planning and designing a wide range of projects including site design, highways, streets, bridges, trails, utilities, and detention/retention facilities. Spence is also experienced in hydrologic and hydraulic modeling, flood studies, municipal plan review, and NPDES Phase II program management. Recent experience includes the Moberly Stormwater Master Plan and Ohio River Bridges, Sections 1 and 3 in Kentucky.

Marty Hesterberg, P.E., Hydrology/Hydraulics, specializes in site design including sanitary and storm sewer, open channel design hydraulics/ hydrologic modeling, parking lots, and utilities. His recent work includes lead hydraulic engineer for MO Route 141, drainage and stormwater design for US 89 Belt North & South as well as MO Route 21 and hydraulics/ hydrology for I-44/US 65.

Project Name/Location	Const. Compl.	Key Staff on Project	Reference
MO Route 141 Improvements St. Louis County, MO MoDOT Evaluation – 4.3	2010	Andy Ledbetter, Roadway Adam Garms, Traffic Planning Amanda Brauer, Traffic Modeling and Signal Design Marty Hesterberg, Drainage and Stormwater Facilities	Mr. Thomas Montes-de-Oca Project Manager, MoDOT 1590 Woodlake Drive Chesterfield, MO 63017 314.453.5031
Jacobs provided conceptual, preliminary and final design to widen and/or relocate 2 miles of substandard three-lane roadway through a primarily residential area. Includes single point interchanges and a grade separation including connector loops. Involved geotechnical, roadway, bridge, retaining wall, sound wall, drainage, floodplain compensation, signals, lighting, signing, and pavement marking, and utility relocation coordination. MoDOT was responsible for completing much of the cultural and environmental analysis. We worked with MoDOT to incorporate design modifications estimated to save \$15M in construction costs without impacting safety or functionality.			
Page-Olve Connector St. Louis, MO Client Satisfaction – 92.6%	2012	Andy Ledbetter, Roadway Amanda Brauer, Traffic Modeling and Signal Design Marty Hesterberg, Drainage	Mr. Matt Gruendler St. Louis County Dept. of Highways & Traffic and Public Works 121 S. Meramec Avenue St. Louis, MO 63105 314.628.9248
Jacobs was design lead for this design-build project extending Maryland Heights Expressway 2.7 miles with a six-lane facility connecting with MO Route 141. The project included constructing two ramps for a single-point diamond interchange concurrently constructed by MoDOT and completing a loop ramp at Route 364. Also included was re-design at River Valley Drive and Route 364 to accommodate additional lanes, four prestressed concrete girder bridges with a total length of 2,234 feet, 10 MSE walls, and approximately 3,000 feet of 66-inch and 72-inch sanitary sewer. By keeping the profile as low as possible, most bridge bents were constructed as pile bents to significantly reduce substructure construction costs and speed construction. Bridge lengths were reduced based on detailed hydraulic modeling to further reduce both construction and long-term maintenance costs associated with bridge structures.			
US 89-Belt North & South Reconstruction Belt, MT	2013	Andy Ledbetter, Lead Roadway Engineer Jeff Kokal and Marty Hesterberg, Drainage and Stormwater Facilities	Mr. Mark Studt, Consultant Proj. Engr. Montana Dept. of Transportation 2701 Prospect Avenue P.O. Box 201001 Helena, MT 59620-1001 406.444.9191
We managed and designed reconstruction and widening of 17 miles of existing two-lane rural principal arterial. The reconstructed roadway will provide a new five-lane facility including four 12-foot travel lanes, a 14-foot center turn lane and 9-foot shoulders, along with upgrading substandard vertical geometrics and side slopes to meet adequate design criteria. Several drainage upgrades included analyzing 28 major culverts and 35 minor culverts, performing condition assessments and capacity analysis for existing culverts to be extended, and lining locations having adequate capacity but substandard condition with cured-in-place pipeliner prior to extension. An existing location requiring replacement had approximately 161 feet of fill over the pipe. At this location, open face pipe jacking methodology was used to install the new 54-inch RCP pipe through the embankment. An upstream trash rack and downstream energy dissipater was also part of the design. Also performed HEC-RAS model on Belt Creek to size the bridge opening and design scour counter measures as a result of the bridge replacement and prepared the U.S. A.C.E. Section 404 permit and Montana Fish & Wildlife SPA 124 permit for the project.			
MO Route 21 Improvements Jefferson County, MO	2007	Andy Ledbetter, Roadway Marty Hesterberg, Channel Hydraulics and Culvert Analysis	Mr. Greg Horn, District Engineer 1590 Woodlake Drive Chesterfield, MO 63017 314.453.1827
The project included 3.7 miles of relocated four-lane pavement and nine bridge structures. The structures include steel I-beams and prestressed concrete girders for mainline, ramps, and outer roadways. We eliminated pavement for auxiliary lanes to reduce costs and performed a detailed cost/benefit analysis of bridges vs. box culverts at Sandy Creek to verify our solution. We provided practical design solutions to acquire the best value for the community stakeholders.			
Stormwater Master Plan and Drainage Improvements Moberly, MO	2014	Spence Kelly	Mr. Keith Phipps, Director of Utilities City of Moberly 101 West Reed Street Moberly, MO 65270-1551 660.269.8705, Ext. 2046
We completed a Stormwater Master Plan and various drainage improvements for the Grimes and Grand channels. That included developing probable construction cost for 15 stormwater improvement projects to eliminate flooding issues in a planning support role to the City. The Grimes Channel included approximately 1,000 LF of channel stabilization and 490 LF of 18-inch storm sewer and related appurtenances. The Grand Channel required detailed evaluation of 1,500 LF of stream that is a tributary to Coon Creek. We developed a new model HEC-RAS and completed a topographic survey to develop channel cross sections for the model, which evaluated existing and			

Project Name/Location	Const. Compl.	Key Staff on Project	Reference
proposed conditions and was used to establish proposed channel improvements. We completed wetlands delineation and worked with the USACE to obtain a nationwide permit for channel improvements. Our services included design, procurement support and part time RPR services during construction.			
Infrastructure Improvements Joplin, MO	2016	Jeff Kokal, Project Engineer Marty Hesterberg, Hydraulics Spence Kelly, Hydraulics Andy Chapman, Geotech	Mr. Nick Heatherly, Director of Public Works, City of Joplin 602 S. Main Street Joplin, Missouri 64801 417.624.0820
The Jacobs team is performing an overview-infrastructure analysis and priority study within the disaster zone to further clarify specific stormwater and sidewalk infrastructure improvement needs. We are providing design services initially for two specific stormwater improvement projects and two sidewalk improvement projects. Jacobs is performing watershed drainage studies which include analyzing existing systems, developing solutions to alleviate capacity deficiencies, and designing enclosed sewer systems. Also included is a sidewalk study and determination of R/W impacts. Final design includes plans, specifications and estimate. Jacobs is responsible for NEPA environmental review and bidding services. Engineering services for the sidewalk improvements includes developing construction plans, specifications, and estimates for each and NEPA environmental review and construction procurement assistance.			

Capacity to Perform in Timeframe Needed

No other team can compare to Jacobs in overall experience, depth of resources, and innovative cost savings ideas as proven by our consistently high satisfaction ratings with MoDOT, St. Louis County, and other municipalities across Missouri.

With 70,000 professional and trade forces worldwide, Jacobs is one of only a handful of organizations with full technical capabilities and total in-house resources to successfully deliver major projects from planning and design to construction.

Our combined regional staff includes approximately 150 infrastructure design professionals, and our staffing concept provides maximum flexibility to keep the team right sized to match your workload.

Major projects our team is currently working on and the projected end dates are identified below. Several of our large scale projects will be ending at about the same time your project will need to begin.

Major Projects and Estimated Completion		
Client and Project	Brief Description of Services	Projected End Date
City of Joplin Infrastructure Imprvmnts. Joplin, MO	Studies, final design of roadways, drainage, sidewalks & ROW, construction admin.	2016
Kentucky Trans. Cabinet Ohio River Bridges – Downtown Louisville, KY	New cable stay bridge over the river and reconfigure interchanges on both sides	Fall 2014
Edward Jones Campus Masterplan; Sequence III Maryland Heights, MO	Site development plans for third phase of Campus Masterplan	Winter 2014
Missouri DOT I-44 over Meramec River St. Louis County, MO	Preliminary and final design	Spring 2015
Florida DOT I-4 Ultimate Imprvmt. Orlando, FL	Reconstruct 21 miles of interstate through downtown Orlando	Summer 2015

Past Performance

Jacobs is a local and world leader in providing professional services for transportation infrastructure projects. We have been extremely successful in helping our clients achieve their infrastructure goals. As stakeholders in the region, we possess a firm understanding of the issues and challenges facing Jefferson County and understand the importance of

these projects to your constituents. Jacobs employs project management tools and controls that result in delighted clients over and over again, because our projects consistently meet budget and schedule. In addition, the leadership, communication, and quality we provide is second to none as demonstrated by the repeat business we see from long standing clients such as MoDOT and St. Louis County. We have a long history of successful past performance as demonstrated by the feedback we have received:

- **Leadership** – Our Project Manager, Jeff Kokal, leads the Civil/Highways Department in St. Louis and will be your main point of contact. He brings over 16 years of relevant experience in project management, roadway design, and hydraulics for government and private sector clients. His experience includes IL Route 3 Relocation through Venice, IL, Belt – North & South in Montana as well as dozens of other roadway and site engineering projects in the St. Louis region and across the United States. Since 2008, Jeff's projects have consistently scored *100% on client satisfaction surveys*.
- **Responsiveness** – One aspect that is crucial to project success and smooth project execution is exceptional responsiveness. A job will always thrive when there is regular and consistent communication. The Illinois Department of Transportation recently acknowledged Jacobs as *"very professional and always striving to serve the client's needs."* You will see that we are extremely dedicated to delighting our clients and providing the best service possible.
- **Quality** – Our team's most recent client satisfaction survey from MoDOT on Route 141 was another "Excellent" rating of 100% and stated: *"The plans were as good as I have ever seen. The final product was better than I expected...Jacobs raised the bar on what was delivered as a final product."*
- **Technical Expertise** – Our St. Louis staff has a long history of serving clients not only locally, but regionally and across the United States. This benefits Jefferson County with a deep understanding of industry trends and new and proven techniques.

We have attracted and retained clients by providing superior customer value. In fact, over 80 percent of our work is repeat business from loyal clients. It is that loyalty that helped Jacobs Engineering Group Inc. rank No. 3 in ENR's Top 500 Design Firms of 2013 and No. 3 in ENR's Top 100 Construction Management Firms of 2013.

As an experienced provider of sustainable practices, Jacobs works with clients to reduce their environmental footprint. We

have the expertise to progressively and cost effectively reduce the environmental impact and resource intensity of projects and were recently recognized by *ENR* as No. 7 of the top 100 Green Design Firms.

The following table lists projects with similar elements to your contract and their respective schedules and budgets, demonstrating our past performance.

"It has been an absolute pleasure working with you and all the Jacobs team. Thank you so much for your expeditious delivery of such a major project. Not many companies could have done that."

Jesse Jonas, Former Resident Engineer, Missouri Department of Transportation
Missouri Route 141 Improvements

Project Elements															
Retaining Walls	Drainage Structures	Pavement Designs	Roadway Repairs	Roadway Reconstruction	Roadway Realignment	Pavement Surface Pres.	Stormwater Facilities	NPDES Permit Compliance	Erosion Control	Traffic Control	Traffic Operations	Signing	Striping	Roadside Development	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Project Name/Location	Schedule	Budget
MO Route 21 Improvements Jefferson County, MO MoDOT Evaluation - NA	Design: 2001-2006 Const: 2005-2007	Construction Eng. Est. \$39.7M Final \$43.5M
MO Route 141 Imprvments St. Louis, MO MoDOT Evaluation - 4.3 (5.0)	Design: 2001-2010 Const: 2010-2013	Construction Eng. Est. \$54.9 M Final \$57.7 M
Page-Olive Connector St. Louis County, MO Client Satisfaction - 92.6%	Design: 2009-2010 Const: 2010-2012	Construction Original \$58 M Final \$52 M
Relocated Route 3 Venice, IL Client Satisfaction - 98.15%	Design: 2008-2009 Const: 2009-2010	Construction Eng. Est. \$5.4M Final \$4.0M
US 89-Belt North & South Belt, MT Client Satisfaction - 92.6%	Phase 1 Design: 2011-2012 Phase 1 Const: 2012-2013 Phase 2 Design: 2012-2014 Phase 2 Const: NA Phase 3 Design: ongoing	Phase 1 Construction Eng. Est. \$9.5M Final \$8.1M

Project Area Proximity and Familiarity

Jacobs is uniquely qualified to assist you in achieving your maintenance, growth, and safety initiatives, having performed the same work on on-call contracts for decades with the Missouri DOT and having delivered all the same tasks as part of larger programs throughout the region. We very much want to become a trusted advisor to you and a partner in your endeavors now and into the future. Located just 17 miles from the Jefferson County line and 40 miles from Hillsboro, we are very familiar with Jefferson County and your roadways, watersheds, and drainage features.

You recently embarked on developing a 2014 Roadway Master Plan that outlines primary growth areas, the existing transportation system, future needs and goals, and a strategic highway safety plan. This document is a guide for growth and development with respect to infrastructure developments within Jefferson County.

According to the strategic highway safety plan in your 2014 Roadway Master Plan, 26 percent of fatalities on Jefferson County roads between 2007 and 2011 were due to horizontal curves or run-off-road crashes. Safety improvements such as flattening horizontal and vertical curves and adding guardrail, rumble stripes, etc. are all potential solutions to some of the safety issues identified with crashes.

In addition to safety improvements, with the age of many existing roads, there is also aging drainage infrastructure. With any rehabilitation or replacement project, it is imperative to analyze and size these structures appropriately, taking into account upstream and downstream effects.

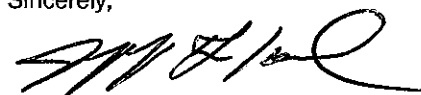
Our team has 81 years of combined experience in modeling watersheds and waterways with the latest software and methodologies to solve drainage issues associated with insufficient structure configuration and capacity. A few concepts that may be used to solve drainage problems for your region:

- If the existing drainage structures are of sufficient size and configuration, a cost-effective solution we have used on many other projects is cured-in-place pipe lining. This lining methodology effectively provides a new pipe which typically increases flow conveyance due to lower friction values. This results in significant cost savings to you through eliminating earthwork and reducing construction time and material costs.
- Another methodology proven to be cost effective in recent years for locations of high fill is micro tunneling or open face pipe jacking. Benefits are minimized earthwork, reduced construction time, and eliminated detours. This method may only be used in isolated situations, but we have the experience to put a construction plan in place and write these non-standard job special provisions as needed.
- HEC-RAS modeling will most likely be needed for larger culverts needing improvements without impacting upstream properties. We have four professionals who regularly model watercourses in our region. That versatile experience provides alternative solutions to improve flow in channels and large culverts. We have used innovative improved inlet configurations, headwalls, and channel lining materials on past projects.

Our team will provide comprehensive solutions that take into account appropriate design parameters for drainage so existing flooding problems can be mitigated.

We know your goal is to provide a safe and reliable transportation system for Jefferson County, and we are committed to working with you to do just that.

Sincerely,



Jeff F. Kokal, P.E., Project Manager



County of Jefferson

State of Missouri

Maple Street Annex
725 Maple Street • PO Box 100
Hillsboro, Missouri 63050

Ken Waller

County Executive

DEPARTMENT OF PUBLIC WORKS

Jason Jonas, P.E. - Director

Kristy Yates, P.E. - Deputy Director

Telephone: 636-797-5340 • Fax: 636-797-5565
Web Address: www.jeffcomo.org

Kurt Wengert, P.E.
Highway Division Superintendent
797-5427

Deborah Leinhoff, P.E.
Tech Division Senior Engineer
797-5570

David C. Mikusch
Fleet Services Manager
797-6017

Kerry W. Rogers
Facilities Services Manager
797-5011

October 28, 2014

Jeff F. Kokal, P.E.
Jacobs Engineering Group, Inc.
501 North Broadway
St. Louis, MO 63102

Re: On-Call Roadway Design Services – County of Jefferson
Various Projects during the Calendar Year of 2015-2016

Dear Mr. Kokal:

We have received your letter of interest in participating in the above-mentioned project. We would like to award you an on-call contract for this work. In order for us to do that the following is required if not previously provided:

1. Paid tax receipts for the last three years for any real and personal property owned in Jefferson County OR a notarized letter on company letterhead stating that your company does not own any real or personal property in Jefferson County.
2. Insurance Certificate with General Liability limits of \$1,000,000 each occurrence, \$2,000,000 general aggregate and products-com/op agg; automobile \$1,000,000 combined single limit; Professional ("Errors and Omissions") Liability: \$1,000,000, each claim and in the annual aggregate and proof of workers compensation insurance.
3. E-verify Affidavit and 13 page E-verify MOU.

We would like to get this on the November 10th County Council meeting for approval which means we would need this information by November 4th at 11:00 a.m. After approval at the meeting we will send you a contract for your signature and get everything in order so we will be ready to proceed with the arrival of the New Year. If you prefer not to go forward or are no longer interested in pursuing a contract with us please notify us at your earliest convenience.

Should you have any questions or need additional information please call me at 636-797-5556.

Sincerely,

Della A. Butler, Contracts Manager
Public Works Department

*called
8:57AM*

Enclosure



501 North Broadway
St. Louis, Missouri 63102 U.S.A.
1.314.335.4000 Fax 1.314.335.5102

November 3, 2014

Jason Jonas, P.E - Director
County of Jefferson, State of Missouri
Public Works Department
725 Maple Street
Hillsboro, MO 63050

Dear Mr. Jonas:

This is to inform the County that Jacobs Engineering Group Inc does not own any real or personal property in Jefferson County, Missouri.

Sincerely,

David Diestelkamp, P.E.
Operations Manager
Jacobs Engineering Group Inc.

State of Missouri)
) ss
City of St. Louis)

David Diestelkamp, being first duly sworn upon his oath states that all the matters and things set out in the foregoing statement are true and correct according to the best of his knowledge, information, and belief.

Notary Public

My Commission expires: 7/30/15





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/03/2014

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).

PRODUCER LIC #0437153 1-212-948-1306

Marsh Risk & Insurance Services
CIRTS_Support@internal.jacobs.com
777 S. Figueroa StreetLos Angeles, CA 90017-5822
Fax to: 1-212-948-1306INSURED
Jacobs Engineering Group Inc.
155 North Lake Avenue, 9th Floor
Pasadena, CA 91101

CONTACT

NAME:

PHONE

(A/C No. Ext):

FAX

(A/C No.):

E-MAIL

ADDRESS:

PRODUCER

CUSTOMER ID #:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: ACE AMER INS CO

22667

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER: 42036873

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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		HDO G25529030	07/01/14	07/01/15	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 GENL AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC \$
X	COMMERCIAL GENERAL LIABILITY					
	CLAIMS-MADE	X				
X	CONTRACTUAL LIABILITY					
A	AUTOMOBILE LIABILITY		ISA H08635651	07/01/14	07/01/15	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
X	ANY AUTO					
	ALL OWNED AUTOS					
	SCHEDULED AUTOS					
	HIRED AUTOS					
	NON-OWNED AUTOS					
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DEDUCTIBLE					\$
	RETENTION \$					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		WCU C47888335 (LA, OH, TX)	07/01/14	07/01/15	X WC STATU-TORY LIMITS OTH-ER
A	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)	Y/N N	SCF C47888293 (WI)	07/01/14	07/01/15	E.L. EACH ACCIDENT \$ 1,000,000
A	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WLR C47888281 (AOS)	07/01/14	07/01/15	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	PROFESSIONAL LIABILITY "CLAIMS MADE"		EON G21655065 005	07/01/14	07/01/15	PER CLAIM/PER AGG 1,000,000 AGGREGATE 1,000,000 DEFENSE INCLUDED

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

OFFICE LOCATION: St. Louis, MO, 63102. PROJECT MGR: Jeff Kokal. CONTRACT MGR: Frank Joyce. SENIOR CONTRACT MGR: Glenn Young. RE: On-Call Roadway Design Services - County of Jefferson Various Projects during the Calendar Year of 2015-2016. CONTRACT END DATE: December 31, 2015. PROPOSAL NUMBER: CSL000CT. SECTOR: Public. *\$2,000,000 SIR FOR STATES OF: LA, OH, TX. *THIS IS A SAMPLE CERTIFICATE ONLY*. THE ACTUAL CERTIFICATE FOR THE PROPOSED PROJECT WILL COMPLY WITH THE TERMS AND CONDITIONS NEGOTIATED IN THE FINAL CONTRACT, CONSISTENT WITH POLICY TERMS AND CONDITIONS.

CERTIFICATE HOLDER

County of Jefferson, Missouri

725 Maple Street Annex; PO Box 100

Hillsboro, MO 63050

USA

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.

AUTHORIZED REPRESENTATIVE

SUPPLEMENT TO CERTIFICATE OF INSURANCE

DATE
11/03/2014

NAME OF INSURED: Jacobs Engineering Group Inc.

STATE OF Missouri)
)SS.
COUNTY OF St. Louis)

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared
David A. Diestelkamp (Name) who, by me being duly sworn, deposed as follows:

My name is David A. Diestelkamp (Name), I am of sound mind, capable of making this Affidavit, and personally acquainted with the facts herein stated:

I am the St. Louis Operations Manager (Position/Title) of Jacobs Engineering Group Inc. (Contractor).

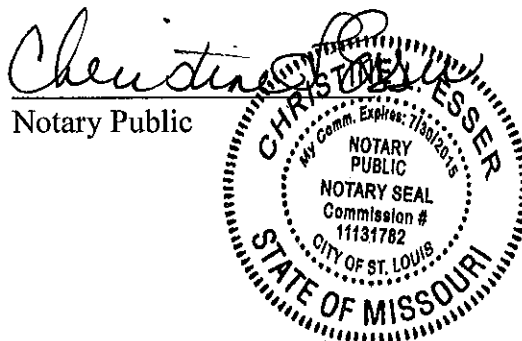
I have the legal authority to make the following assertions:

1. Jacobs Engineering Group Inc. (CONSULTANT) is currently enrolled in and actively participates in E-Verify, a federal work authorization program, or any other equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986(IRCA), as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended.
2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended, Jacobs Engineering Group Inc. (CONSULTANT) does not knowingly employ any person who is an unauthorized alien in connection with the contracted services under this Agreement.

David A. Diestelkamp
Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this 23 day of September, 2014.

My Commission Expires: 7/30/15



Note: Signature page of Memorandum of Understanding with Homeland Security for E-Verify must be submitted with proposal.



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THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and Jacobs Engineering Group (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).



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4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 9 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

B. RESPONSIBILITIES OF DHS

1. After SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on alien employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer a manual (the E-Verify User Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative



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nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify, including any tutorials for Federal contractors if the Employer is a Federal contractor.

B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

- If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

- If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.

E-Verify



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6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the SSA verification response has been given. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking



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adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(i)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the unfair immigration-related employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as



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authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (g)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

D. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. The Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801) in addition to verifying the employment eligibility of all other employees required to be verified under the FAR. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States, whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor, the Employer must initiate verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Federal contractors already enrolled at the time of a contract award: Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to initiate verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within 3 business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must initiate verification of each employee assigned to the



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contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Institutions of higher education, State, local and tribal governments and sureties: Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), State or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

d. Verification of all employees: Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

e. Form I-9 procedures for Federal contractors: The Employer may use a previously completed Form I-9 as the basis for initiating E-Verify verification of an employee assigned to a contract as long as that Form I-9 is complete (including the SSN), complies with Article II.C.5, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor.

2. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.



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ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.
3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.
4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible



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after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (furnished and paid for by DHS).

7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

ARTICLE IV

SERVICE PROVISIONS

SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access the E-Verify System, an Employer will need a personal computer with Internet access.

ARTICLE V

PARTIES

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take



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mandatory refresher tutorials. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such a circumstance, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, that Employer will remain a participant in the E-Verify program, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

D. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

E. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

F. The Employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

E-Verify



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To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer: Jacobs Engineering Group

Nancy Ownby

Name (Please Type or Print)

Title

Electronically Signed

01/09/2009

Signature

Date

Department of Homeland Security - Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

01/09/2009

Signature

Date

E-Verify



Company ID Number: 177986

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: Jacobs Engineering Group

Company Facility Address: 10916 Executive Center Dr

Suite 400, 3rd Floor

Little Rock, AR 72211-4383

Company Alternate

Address: 128 Broadway Ave

Oak Ridge, TN 37830

County or Parish: PULASKI

Employer Identification

Number: 954081631

North American Industry
Classification Systems

Code: 541

Parent Company: Jacobs Engineering

Number of Employees: 20 to 99

Number of Sites Verified:

107

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

UTAH

1 site(s)



Company ID Number: 177956

• NORTH CAROLINA 3 sites
• MISSOURI 1 site
• SOUTH CAROLINA 2 sites
• ARKANSAS 1 site

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name: Leslie Shoemaker
Telephone Number: (885) 220-4839 Fax Number: (885) 220-4872
E-mail Address: leslieshoemaker@jacobs.com

Name: Michele Walsh
Telephone Number: (885) 220-4102 Fax Number: (885) 220-4872
E-mail Address: spritmichele.walsh@jacobs.com

Name: Marie McClure
Telephone Number: (885) 220-4818 Fax Number: (885) 220-4872
E-mail Address: helenmccclure@jacobs.com

E-Verify Employment Eligibility Verification

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