



**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

TRC Engineers, Inc.  
16000 Commerce Parkway, Suite B  
Mt. Laurel, NJ 08054

August 1, 2023

Re: Warning Letter  
Public Works Employment Verification Act  
Project: ECMS Highway Construction/Contract 115662

Dear TRC Engineers, Inc.:

This correspondence shall serve as official notice that, as a result of an investigation conducted by the Department of General Services, TRC Engineers, Inc. has been found to be in violation of the Public Works Employment Verification Act (the Act):

*5(1) Failed to verify the employment eligibility of a new employee hired after January 1, 2013, through the federal E-Verify Program.*

The Act was effective January 1, 2013, and requires every public works contractor and subcontractor to utilize the federal E-Verify Program, operated by the United States Department of Homeland Security, to verify the employment eligibility of new employees hired on or after January 1, 2013. Public works contractors and subcontractors must be in compliance with the Act prior to the award of the contract. An employee hired after the award of the public works contract must be verified within five (5) business days of his or her start date.

By letter dated June 14, 2023, the Department requested TRC Engineers, Inc. provide specific information establishing compliance with the Act. A review of the documentation submitted reveals that TRC Engineers, Inc. was awarded a public works contract by PennDOT on February 10, 2021. TRC Engineers, Inc. submitted a Public Works Employment Verification form acknowledging that it was in compliance with the Act as of January 14, 2021. According to the information submitted in response to the investigation, TRC Engineers, Inc. did not initiate verification of one (1) employee. Therefore, it is the Department's conclusion that TRC Engineers, Inc. did not utilize the EVP system to verify new employees in accordance with the Act and is in violation of Section 5(1) of the Act.

This is TRC Engineers, Inc.'s first violation under the Act. As required by Section 6(d)(1) of the Act, 43 P.S. § 167.6(d)(1), this first violation warning letter will be posted to the Department's publicly accessible website at [www.dgs.pa.gov](http://www.dgs.pa.gov). If TRC Engineers, Inc. fails to comply with the Act or commits subsequent violations thereof, TRC Engineers, Inc. may be subject to civil penalties as well as debarment by the Department as provided for in Section 6 of the Act.

To appeal this determination, you must submit a written request for an administrative hearing setting forth all of the facts upon which the appeal is based, within ten (10) calendar days of the date of this letter, to the Deputy Secretary for Capital Programs, Department of General Services, 1800 Herr Street, Harrisburg, PA, 17125. A filing fee of \$100.00, in the form of a certified check or money order payable to the Commonwealth of Pennsylvania Department of General Services, must be enclosed with the request.

Please refer to the Department's web site, [www.dgs.pa.gov](http://www.dgs.pa.gov), for additional information on the requirements of the Act and the appeal procedures to be followed if TRC Engineers, Inc. requests an administrative hearing. Your cooperation with the Department in complying with the Act is appreciated.

Sincerely,

Rebecca Dombrowsky

Employment Verification Administrator