

**STATE OF MINNESOTA
PROFESSIONAL AND TECHNICAL SERVICES
MASTER CONTRACT
INDUSTRIAL HYGIENE SERVICES FOR ASBESTOS AND OTHER HAZARDOUS
MATERIAL ABATEMENT PROJECT MANAGEMENT, TESTING, AND SURVEYS**

This master contract is between the State of Minnesota, acting through its Commissioner of Administration ("State") and Nova Consulting Group, Inc., 1107 Hazeltine Blvd., Suite 400, Chaska, MN 55318 ("Consultant").

Recitals

1. Under Minnesota Statute § 15.061 the State is empowered to engage such assistance as deemed necessary.
2. The State is in need of industrial hygiene services for asbestos and other hazardous material abatement project management, testing, and surveys.
3. The Consultant represents that it is duly qualified and agrees to perform all services described in this master contract and performed under work order contracts to the satisfaction of the State.

Master Contract

1 Term of Master Contract

- 1.1 **Effective Date:** July 1, 2012, or the date the State obtains all required signatures under Minnesota Statute § 16C.05, subdivision 2, whichever is later.
The Consultant must not accept work under this master contract until this master contract is fully executed and the Consultant has been notified by the State's Authorized Representative that it may begin accepting Work Order Contracts.
- 1.2 **Work Order Contracts.** The term of work under work order contracts issued under this master contract may not extend beyond the expiration date of this master contract.
- 1.3 **Expiration Date:** June 30, 2014.
- 1.4 **Survival of Terms.** The following clauses survive the expiration or cancellation of this master contract and all work order contracts: 8. Indemnification; 9. State Audits; 10. Government Data Practices and Intellectual Property; 13. Publicity and Endorsement; 14. Governing Law, Jurisdiction, and Venue; and 18. Data Disclosure.

2 Scope of Work

The Consultant, who is not a state employee, may be requested to perform any of the following services under individual work order contracts:

The Scope of Work for this master contract includes but is not limited to the tasks described below for the Categories and Descriptions listed in Attachment 1. A complete detailed description of required work will be furnished in each work order contract issued.

Project Management

- On-site observation of project work
- Preparation of recommendations and reports

Air Monitoring, Sampling, and Testing

- On-site monitoring and daily log reports in electronic and email format
- On-site and off-site sample analysis, testing reports
- Industrial hygiene sampling following the American Conference of Governmental Industrial Hygienists (ACGIH), Occupational Safety & Health Administration (OSHA), National Institute of Occupational Safety & Health (NIOSH) or other applicable regulatory or industry best guidelines.

Collection and Analysis

Bulk material analysis and reports
Analysis compared to ACGIH, OSHA, NIOSH or other applicable regulatory or industry best guidelines. An American Industrial Hygiene Association (AIHA) or comparable accredited lab to complete lab work.

Surveys and Reports

Surveys, electronic database files, and written reports

Emergency Response

Respond to emergency request for the presence of hazardous materials on site.

An individual performing work under this master contract must possess a current license issued by the Minnesota Department of Health for the type of work being done.

The Consultant understands that only the receipt of a fully executed work order contract authorizes the Consultant to begin work under this master contract. Any and all effort, expenses, or actions taken before the work order contract is fully executed is not authorized under Minnesota Statutes and is under taken at the sole responsibility and expense of the Consultant. A sample work order contract is attached and incorporated into this master contract as Exhibit A.

The Consultant understands that this master contract is not a guarantee of a work order contract. The State has determined that it may have need for the services under this master contract, but does not commit to spending any money with the Consultant.

3 Time

The Consultant must comply with all the time requirements described in work order contracts. In the performance of work order contracts, time is of the essence.

4 Consideration and Payment

4.1 Consideration. The State will pay for all services satisfactorily performed by the Consultant for all work order contracts issued under this master contract. The total compensation of all work order contracts may not exceed \$1,000,000.00 annually.

Travel Expenses. There are no allowable travel or other reimbursable expenses. All such expenses are included in the Consultant's fee schedule of hourly rates.

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Consultant as a result of any work order contract will be reimbursed in same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget A copy of the Commissioner's Plan is available on the web at: at <http://www.mmb.state.mn.us/comp-commissioner> (click on "Commissioner's Plan" in the right side column. The Consultant will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

4.2. Payment

- (A) **Invoices.** The State will promptly pay the Consultant after the Consultant presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely no more frequently than monthly.
- (B) **Retainage.** Under Minnesota Statute § 16C.08, subdivision 5(b), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's agency head. The balance due will be paid when the State's agency head determines that the Consultant has satisfactorily fulfilled all the terms of the work order contract.

5 Conditions of Payment

All services provided by the Consultant under a work order contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Consultant will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representatives and Project Managers

The State's Authorized Representative for this master contract is Jerome Ryan, Project Manager, available at 651.201.2393, or his/her successor, and has the responsibility to monitor the Consultant's performance.

The State's Project Manager will be identified in each work order contract.

The Consultant's Authorized Representative is Paul Johnson at 952.361.8688, paul.johnson@novaconsulting.com. If the Consultant's Authorized Representative changes at any time during this master contract, the Consultant must immediately notify the State.

The Consultant's Project Manager will be identified in each work order contract.

7 Assignment, Amendments, Waiver, and Contract Complete

7.1 Assignment. The Consultant may neither assign nor transfer any rights or obligations under this master contract or any work order contract without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this master contract, or their successors in office.

7.2 Amendments. Any amendment to this master contract or any work order contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.

7.3 Waiver. If the State fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or its right to enforce it.

7.4 Contract Complete. This master contract and any work order contract contain all negotiations and agreements between the State and the Consultant. No other understanding regarding this master contract or work order contract, whether written or oral, may be used to bind either party.

8 Indemnification

In the performance of this contract by Consultant, or Consultant's agents or employees, the Consultant must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Consultant's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Consultant may have for the State's failure to fulfill its obligation under this contract.

9 State Audits

Under Minnesota Statute § 16C.05, subdivision 5, the Consultant's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this master contract.

10 Government Data Practices and Intellectual Property

- 10.1. **Government Data Practices.** The Consultant and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute Ch. 13, as it applies to all data provided by the State under any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Consultant under the work order contract. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Consultant or the State.

If the Consultant receives a request to release the data referred to in this Clause, the Consultant must immediately notify the State. The State will give the Consultant instructions concerning the release of the data to the requesting party before the data is released.

10.2. **Intellectual Property Rights**

- (A) **Intellectual Property Rights.** The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under work order contracts*. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Consultant, its employees, agents, and subconsultants, either individually or jointly with others in the performance of this master contract or any work order contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Consultant, its employees, agents, or subconsultants, in the performance of a work order contract. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Consultant upon completion or cancellation of the work order contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Consultant assigns all right, title, and interest it may have in the Works and the Documents to the State. The Consultant must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

(B) **Obligations**

1. **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Consultant, including its employees and subconsultants, in the performance of the work order contract, the Consultant will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

2. **Representation.** The Consultant must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Consultant nor its employees, agents, or subconsultants retain any interest in and to the Works and Documents. The Consultant represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Consultant will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Consultant's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Consultant will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Consultant's or the State's opinion is likely to arise, the Consultant must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11 Affirmative Action Requirements for Contracts in Excess of \$100,000 and if the Consultant has More than 40 Full-time Employees in Minnesota or its Principal Place of Business

The State intends to carry out its responsibility for requiring affirmative action by its Consultants.

11.1 **Covered Contracts and Consultants.** If the Contract exceeds \$100,000 and the Consultant employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Consultant must comply with the requirements of Minnesota Statute § 363A.36 and Minnesota Rule Parts 5000.3400-5000.3600. A Consultant covered by Minnesota Statute § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.

11.2 **Minnesota Statute § 363A.36.** Minnesota Statute § 363A.36 requires the Consultant to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights ("Commissioner") as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

11.3 **Minnesota Rule Parts 5000.3400-5000.3600.**

(A) **General.** Minnesota Rule Parts 5000.3400-5000.3600 implement Minnesota Statute § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a Consultant's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minnesota Rule Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.

(B) **Disabled Workers.** The Consultant must comply with the following affirmative action requirements for disabled workers.

- (1) The Consultant must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Consultant agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- (2) The Consultant agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- (3) In the event of the Consultant's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minnesota Statutes Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- (4) The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Consultant's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
- (5) The Consultant must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Consultant is bound by the terms of Minnesota Statutes Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

- (C) *Consequences.* The consequences for the Consultant's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.
- (D) *Certification.* The Consultant hereby certifies that it is in compliance with the requirements of Minnesota Statute§ 363A.36 and Minnesota Rule Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

12 Workers' Compensation and Other Insurance

Consultant certifies that it is in compliance with all insurance requirements specified in Exhibit D1.

Further, the Consultant certifies that it is in compliance with Minnesota Statute§ 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The Consultant's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the State's obligation or responsibility.

13 Publicity and Endorsement

13.1 *Publicity.* Any publicity regarding the subject matter of a work order contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Consultant individually or jointly with others, or any subconsultants, with respect to the program, publications, or services provided resulting from a work order contract.

13.2 *Endorsement.* The Consultant must not claim that the State endorses its products or services.

14 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this master contract and all work order contracts. Venue for all legal proceedings out of this master contract and/or any work order contracts, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15 Payment to Subconsultants

(If applicable) As required by Minnesota Statute§ 16A.1245, the prime Consultant must pay all subconsultants, less any retainage, within 10 calendar days of the prime Consultant's receipt of payment from the State for undisputed services provided by the subconsultant(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subconsultant(s) on any undisputed amount not paid on time to the subconsultant(s).

16 Minnesota Statute§ 181.59 The vendor will comply with the provisions of Minnesota Statute§ 181.59 which requires:

Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Consultant agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Consultant, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no Consultant, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That

a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

17 Termination

17.1 **Termination by the State.** The State or commissioner of Administration may cancel this master contract and any work order contracts at any time, with or without cause, upon 30 days' written notice to the Consultant. Upon termination, the Consultant will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

17.2 **Termination for Insufficient Funding.** The State may immediately terminate this master contract and any work order contract if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Consultant. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Consultant will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Consultant notice of the lack of funding within a reasonable time of the State's receiving that notice.

18 Data Disclosure

Under Minnesota Statute § 270C.65, Subdivision 3 and other applicable law, the Consultant consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring the Consultant to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities.

19 E-Verify Certification (In accordance with Minn. Stat. §16C.075)

For services valued in excess of \$50,000, Consultant certifies that as of the date of services performed on behalf of the State, Consultant and all its subconsultants will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. Consultant is responsible for collecting all subconsultant certifications and may do so utilizing the E-Verify Subconsultant Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc>. All subconsultant certifications must be kept on file with Consultant and made available to the State upon request.

20 Schedule of Exhibits

The following exhibits are attached and incorporated into this Master Contract.

Attachment 1: Service Categories & Descriptions

- Exhibit A: Sample Work Order
- Exhibit B: Fee Schedule
- Exhibit C: Consultant's Qualifications
- Exhibit D1: State Insurance Requirements
- Exhibit E: Affirmative Action Certification
- Exhibit F: Certification Regarding Lobbying
- Exhibit G: Not Used
- Exhibit H: Not Used
- Exhibit I: Affidavit of Noncollusion

IN WITNESS WHEREOF State has caused this Agreement to be duly executed in its behalf and the Consultant has caused the same to be duly executed on its behalf.

1. CONSULTANT – Nova Consulting Group, Inc.
The Consultant certifies that the appropriate person(s) have executed the contract on behalf of the Consultant as required by applicable articles or bylaws.

By: *Paul E Johnson*
Printed Name: Paul E Johnson
Title: Vice President
Date: 6-13-2012

2. STATE AGENCY – Department of Administration

By: *Gordon Christofferson*
(with delegated authority)

Printed Name: Gordon Christofferson

Title: Project Operations Manager

Date: 6/14/12

3. COMMISSIONER OF ADMINISTRATION
As delegated to Materials Management Division

By: *Paul S. Mero*
Date: June 13, 2012

Attachment 1 Service Categories & Descriptions

Category #	Service Name	Description
1	Asbestos Air Sampling	Air sampling and analysis of samples collected. All sampling is to be conducted by companies and individuals credentialed by the Minnesota Department of Health (MDH) and by use of the requirements provided in Minnesota Rules 4620.3592 to 4620.3598. The State requires that air samples collected at project sites are done by a third party, and that, other than educational facilities, they are analyzed utilizing Phase Contrast Microscopy at the project site. Responder is required to have the equipment for this work. Asbestos air samples collected for educational facilities must use Transmission Electron Microscopy analysis, and will be analyzed off-site.
2	General Air Monitoring	Includes but is not limited to pre-site analysis and on-site project management, testing and analysis (excludes asbestos air monitoring).
3	Asbestos Bulk Material Analysis	Analysis of bulk material collected as part of an inspection. Analysis must be conducted by laboratories accredited according to Minnesota Rules 4620.3460.
4	Fungal Investigation and Sampling	Investigation, sampling, evaluating, reporting, and providing corrective recommendations for fungal organism concerns.
5	General Environmental Condition Evaluations	Evaluations of workplace issues that could include regulatory requirements of the EPA, Minnesota Pollution Control Agency, or Minnesota Department of Labor and Industry's Occupational Safety and Health Administration (OSHA). Examples of these conditions could include, but are not limited to, the evaluation of suspect chemical fluids, PCB (Polychlorinated Biphenyl) containing items, hazardous materials, mercury and underground storage tanks (USTs).
6	HVAC Evaluation	Investigation, sampling, evaluating, reporting, and providing corrective recommendations and designs for HVAC system conditions that could adversely affect indoor air quality in state buildings. Such recommendations could include the measurement and certification of local ventilation exhaust units.
7	Indoor Air Quality Assessment	Investigation, sampling, evaluating, reporting, and providing corrective recommendations for indoor air quality concerns. Such sampling is required to be done using recognized Industrial Hygiene standards, and could include, but not be limited to, noise, volatile compounds, particulates, chemical compounds, fumes, and other workplace contaminants.
8	Lead in Paint Sampling	Investigation, sampling, evaluating, reporting, and providing corrective recommendations for lead concerns. Such sampling is to be conducted by companies and individuals credentialed by the Minnesota Department of Health and by use of the requirements provided in Minnesota Rules 4761.2550 through 4761.2570.
9	Hazardous Material Surveys	Conduct surveys for suspect asbestos containing, or other hazardous materials, building and site materials and provide

Attachment 1
Service Categories & Descriptions

	with Electronic Database of Information	corrective recommendations. Information must be put into an electronic format, and electronic data must be converted to portable document format (pdf) on CD-R media. Asbestos surveys and management plans are to be performed by individuals credentialed by the Minnesota Department of Health and by use of the requirements provided in Minnesota Rules, parts 4620.3460 and 4620.3470.
10	Not Used	Not Used
11	Other Hazardous Material Industrial Hygiene Services	Investigation, sampling, evaluating, reporting, and providing corrective recommendations for other hazardous material concerns.

Exhibit A

SAMPLE STATE OF MINNESOTA PROFESSIONAL AND TECHNICAL SERVICES WORK ORDER CONTRACT

This work order contract is between the State of Minnesota, acting through its ____ ("State") and ____ ("Consultant"). This work order contract is issued under the authority of Master Contract T-Number 13AIH, SWIFT Number _____, and is subject to all provisions of the master contract which is incorporated by reference.

Work Order Contract

1 Term of Contract

1.1 **Effective date:** ____, or the date the State obtains all required signatures under Minnesota Statute § 16C.05, subdivision 2, whichever is later.

The Consultant must not begin work under this contract until this contract is fully executed and the Consultant has been notified by the State's Authorized Representative to begin the work.

1.2 **Expiration date:** ____, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Consultant's Duties

The Consultant, who is not a state employee, will: _____.

3 Consideration and Payment

3.1 **Consideration.** The State will pay for all services performed by the Consultant under this work order contract as follows:

(A) **Compensation.** The Consultant will be paid ____.

(B) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Consultant as a result of this work order contract will not exceed \$ ____.

(C) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Consultant under this work order contract will not exceed \$ ____.

3.2. **Invoices.** The State will promptly pay the Consultant after the Consultant presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

4 Project Managers

The State's Project Manager is _____. The State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Consultant's Project Manager is _____. If the Consultant's Project Manager changes at any time during this work order contract, the Consultant must immediately notify the State.

SIGNATURES AS REQUIRED BY THE STATE.



Exhibit B

CORPORATE HEADQUARTERS
Minneapolis, MN

Serving our clients Worldwide

Fee Schedule

<u>Employee Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Paul Johnson	CIH	\$110
Charles Easley	Senior Project Manager	\$95
Brian Meyer	Project Manager	\$85
Chris Murphy	Environmental Specialist	\$65
Jason Karpe	Environmental Specialist	\$65
Brian Dietz	Environmental Specialist	\$65
Rob Martin	Environmental Specialist	\$65

Bulk Sample Analysis for Asbestos

Nova currently uses EMSL Analytical, Inc. for bulk sample analysis. Nova's current fee agreement with EMSL listed below.

Bulk Sample Analysis \$6.83 per Layer

EXHIBIT C - QUALIFICATIONS

<p>STATE OF MINNESOTA REAL ESTATE AND CONSTRUCTION SERVICES (State) Qualifications and General Requirements Information</p>	<p>1.a. PROJECT NUMBER (from RFP): N/A 1.b. PROJECT NAME (from RFP): Professional Industrial Hygiene Services 1.c. PROJECT LOCATION: Statewide</p>
<p>2. RESPONDER'S NAME & ADDRESS (include 9-digit zip code): Nova Consulting Group, Inc. 1107 Hazeltine Boulevard, Suite 400 Chaska, MN 55318-1049</p> <p>2a. COUNTY OF RESPONDER'S LOCATION: Carver County</p> <p>2b. DATE FIRM ESTABLISHED: March 16, 1987</p>	<p>2d. NAME, TITLE & TELEPHONE NUMBER PERSON SIGNING PROPOSAL (see Section 8): Paul Johnson</p> <p>2e. RESPONDER'S (CONTACT) TELEPHONE NO.: 952-361-8688</p> <p>2f. RESPONDER'S FAX NUMBER: 952-448-9572</p> <p>2g. RESPONDER'S EMAIL ADDRESS: paul.johnson@novaconsulting.com</p>
<p>3. RESPONDER'S STATEMENT OF INTEREST TO PERFORM THE SERVICES AS INDICATED IN THE RFP: Nova Consulting Group, Inc. (Nova) is interested in performing services as outlined in the RFP for Master Contracts for Industrial Hygiene Services.</p> <p>3a. RESPONDER'S STATEMENT ON AVAILABILITY TO START WORK PROMPTLY UPON EXECUTION OF CONTRACT AND TO PROMPTLY DELIVER SERVICES: Nova is available to start work and deliver services promptly upon execution of a new Master Contract to provide industrial hygiene services. Nova has prided itself in providing prompt service to the State of MN RECS office through the duration of the past master service agreement.</p> <p>3b. RESPONDER'S STATEMENT ON THEIR ABILITY TO WORK ON MULTIPLE PROJECTS SIMULTANEOUSLY: Three (3) or more employees AAR certified Nova possesses the ability to work on multiple projects at one time. Nova currently has seven (7) individuals in good standing on the AAR list that also possess the MDH asbestos site supervisor and building inspector certification. Nova also has five (5) individuals certified as MDH Lead Risk Assessors.</p>	

4. RESPONDER'S STATEMENT ON ABILITY, QUALIFICATIONS & APPROPRIATE LICENSURE TO PERFORM ALL SERVICE CATEGORIES 1 THROUGH 11, including Responder's ability and experience to provide air monitoring, without the use of subcontractors, during asbestos abatement activities. (See Table of Service Categories): Include statement on compliance with Minnesota Rules 4620.3300 through 3724
 [Skip this question and go to Question 4a if Responder is only seeking a master contract for Category 12. (Remediation/Abatement Design)-services.]

Nova has possesses the ability, qualifications, and appropriate licensure to perform all categories of services as requested in this RFP, with the exception of Item 3, Asbestos Bulk Material Analysis. Nova does not perform bulk analysis internally. Nova utilizes an independent third party laboratory for bulk material analysis for asbestos. Nova typically uses EMSL Analytical, Inc. for asbestos bulk material analysis. EMSL's asbestos lab credentials have been attached.

Nova shall comply with Minnesota Rules 4620.3300 through 3724.

4a. Not Used RESPONDER'S STATEMENT ON ABILITY, QUALIFICATIONS & APPROPRIATE LICENSURE TO PERFORM CATEGORY 12 (REMIEDIATION/ABATEMENT DESIGN): Include statement on compliance with MN Rules 4620.3350.

4b. RESPONDER'S STATEMENT ON SAMPLING AND LABORATORY ANALYSIS provided will be in accordance with MN Rules 4620 and Statement on sampling and that a National Institute of Science Voluntary Accreditation Program (NIST), Accredited by the National Voluntary Laboratory Accreditation Program (NVLAP), American Industrial Hygiene Association (AIHA) or comparable accredited lab will be used for laboratory work.

Nova shall provide sampling that is in accordance with MN Rules 4620 and asbestos air samples shall be analyzed in accordance with AIHA and NIOSH methodologies.

Nova shall utilize an independent certified laboratory for all other laboratory analysis services. The laboratory shall be certified by the NIST, NVLAP, AIHA, or other governing body for the analytical method utilized.

5. QUALIFICATIONS OF RESPONDER'S KEY PERSONS AND SPECIALISTS - ADD ADDITIONAL PAGES IF NECESSARY. Following this section, insert copies of employees' licenses, certifications, credentials.

<p>a. NAME AND TITLE: Paul E Johnson CIH, VP of Operations</p>	<p>a. NAME AND TITLE: Charles E Easley Corporate Manager</p>
<p>b. PROJECT ASSIGNMENT: Report Review, Project Management, Field Services</p>	<p>b. PROJECT ASSIGNMENT: Report Review, Project Management, Field Services</p>
<p>c. NAME OF FIRM WITH WHICH ASSOCIATED: Nova Consulting Group, Inc.</p>	<p>c. NAME OF FIRM WITH WHICH ASSOCIATED: Nova Consulting Group, Inc.</p>

<p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 24 Years WITH OTHER FIRMS: 0 Years</p>	<p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 23 Years WITH OTHER FIRMS: 0 Years</p>
<p>e. EDUCATION: DEGREE(S) & CERTIFICATIONS / YEAR / INSTITUTION [insert copies following this page]</p> <p>Bachelor of Science – Biology / 1979 / Bemidji State University Bachelor of Science – Life Science (Education) / 1984 / Bemidji State University Certified Industrial Hygienist (CIH) / 2004 / American Board of Industrial Hygiene</p>	<p>e. EDUCATION: DEGREE(S) & CERTIFICATIONS / YEAR / INSTITUTION [insert copies following this page]</p> <p>Bachelor of Science – Natural Science / 1989 / St. Johns University Certified Hazardous Materials Manager (CHMM) / 2004 / Institute of Hazardous Materials Management</p>
<p>f. LICENSES & CERTIFICATIONS: YEAR / INSTITUTION [insert copies following this page]</p> <p>MDH Asbestos Site Supervisor / 1988 / Midwest Center for Occupational Health & Safety MDH Asbestos Building Inspector / 1989 / Midwest Center for OHS MDH Asbestos Management Planner / 1989 / Midwest Center for OHS MDH Asbestos Project Designer / 1989 / Midwest Center for OHS NIOSH 582E / 1989 / Environmental Institute Asbestos Analyst Registry (AAR) / In good standing OSHA 40 Hour HAZWOPER / 2004 / Nova Consulting Group, Inc. Lead Risk Assessor / 2010 / Midwest Environmental Consulting LLC</p>	<p>f. LICENSES & CERTIFICATIONS: YEAR / INSTITUTION [insert copies following this page]</p> <p>MDH Asbestos Site Supervisor / 1994 / Nova Environmental Services MDH Asbestos Building Inspector / 1990 / National Asbestos Training Center MDH Asbestos Management Planner / 1995 / Nova Environmental Services MDH Asbestos Project Designer / 1992 / University of Wisconsin NIOSH 582E / 1990 / Environmental Training Corporation Asbestos Analyst Registry (AAR) / In good standing</p>
<p>g. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP: [List projects in next section -6]</p> <p>24 years of experience in the asbestos consulting industry. Certified Industrial Hygienist (CIH) with an extensive background in mold, bacteria, and indoor air quality investigation, remediation design, and remediation project oversight.</p> <p>2 years of experience in the field of lead consulting including lead inspections, risk assessments, and clearances.</p>	<p>g. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP: [List projects in next section -6]</p> <p>23 years of experience in the asbestos consulting industry providing building inspections, project designs, management plans, and contractor oversight.</p>

<p>a. NAME AND TITLE:</p> <p>Brian Meyer Hazardous Materials Group Manager</p>	<p>a. NAME AND TITLE:</p> <p>Chris Murphy Environmental Specialist</p>
<p>b. PROJECT ASSIGNMENT:</p> <p>Project Management, Report Review, Field Services</p>	<p>b. PROJECT ASSIGNMENT:</p> <p>Field Services</p>
<p>c. NAME OF FIRM WITH WHICH ASSOCIATED:</p> <p>Nova Consulting Group, Inc.</p>	<p>c. NAME OF FIRM WITH WHICH ASSOCIATED:</p> <p>Nova Consulting Group, Inc.</p>
<p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 12 Years WITH OTHER FIRMS: 0 Years</p>	<p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 8 Years WITH OTHER FIRMS: 0 Years</p>
<p>e. EDUCATION: DEGREE(S) & CERTIFICATIONS / YEAR / INSTITUTION [insert copies following this page]</p> <p>Bachelor of Science – Environmental Assessment and Management / 2000 / St. Cloud State University</p> <p>Mold and Mold Remediation Short Course / 2003 / School of Public Health, University of Minnesota</p>	<p>e. EDUCATION: DEGREE(S) & CERTIFICATIONS / YEAR / INSTITUTION [insert copies following this page]</p> <p>High School Diploma / 1989 / grand Rapids Senior High School</p>
<p>f. LICENSES & CERTIFICATIONS: YEAR / INSTITUTION [insert copies following this page]</p> <p>MDH Asbestos Site Supervisor / 2000 / Nova Consulting Group, Inc. MDH Asbestos Building Inspector / 2000 / Nova Consulting Group, Inc. MDH Asbestos Management Planner / 2005 / Nova Consulting Group, Inc. MDH Asbestos Project Designer / 2005 / Nova Consulting Group, Inc. MDH 2 Day Asbestos Air Sampling Course / 2000 / Nova Consulting Group, Inc. NIOSH 582E / 2000 / Nova Consulting Group, Inc. Asbestos Analyst Registry (AAR) / In good standing OSHA 40 Hour HAZWOPER / 2004 / Nova Consulting Group, Inc. Lead Risk Assessor / 2006 / Lake States Environmental</p>	<p>f. LICENSES & CERTIFICATIONS: YEAR / INSTITUTION [insert copies following this page]</p> <p>MDH Asbestos Site Supervisor / 2004 / Nova Consulting Group, Inc. MDH Asbestos Building Inspector / 2004 / Nova Consulting Group, Inc. MDH Asbestos Management Planner / 2007 / Nova Consulting Group, Inc. MDH 2 Day Asbestos Air Sampling Course / 2004 / Nova Consulting Group, Inc. NIOSH 582E / 2004 / Nova Consulting Group, Inc. Asbestos Analyst Registry (AAR) / In good standing OSHA 40 Hour HAZWOPER / 2004 / Nova Consulting Group, Inc. Lead Risk Assessor / 2005 / Midwest Environmental Consulting LLC</p>

<p>9. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP: [List projects in next section -6]</p> <p>12 years of experience in the asbestos consulting industry providing asbestos building inspections, project designs, management plans, and contractor oversight.</p> <p>9 years of consulting experience in mold, bacteria, and indoor air quality investigation, remediation design, and remediation project oversight.</p> <p>6 years of experience in the field of lead consulting including lead inspections, risk assessments, and clearances.</p>	<p>9. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP: [List projects in next section -6]</p> <p>8 years of experience in the asbestos consulting industry providing asbestos building inspections, project designs, management plans, and contractor oversight.</p> <p>6 years of consulting experience in mold, bacteria, and indoor air quality investigation, remediation design, and remediation project oversight.</p> <p>7 years of experience in the field of lead consulting including lead inspections, risk assessments, and clearances.</p>
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<p>a. NAME AND TITLE:</p> <p>Jason Karpe Environmental Specialist</p> <p>b. PROJECT ASSIGNMENT:</p> <p>Field Services</p> <p>c. NAME OF FIRM WITH WHICH ASSOCIATED:</p> <p>Nova Consulting Group, Inc.</p> <p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 4 Years WITH OTHER FIRMS: 2 Years</p> <p>e. EDUCATION: DEGREE(S) & CERTIFICATIONS / YEAR / INSTITUTION [insert copies following this page]</p> <p>Bachelor of Arts – Geography / 2003 / St. Cloud State University</p>	<p>a. NAME AND TITLE:</p> <p>Brian Dietz Environmental Specialist</p> <p>b. PROJECT ASSIGNMENT:</p> <p>Field Services</p> <p>c. NAME OF FIRM WITH WHICH ASSOCIATED:</p> <p>Nova Consulting Group</p> <p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 6 Years WITH OTHER FIRMS: 0 Years</p> <p>e. EDUCATION: DEGREE(S) & CERTIFICATIONS / YEAR / INSTITUTION [insert copies following this page]</p> <p>Bachelor of Science – Economics / 1991 / University of Minnesota</p>
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<p>f. LICENSES & CERTIFICATIONS: YEAR / INSTITUTION [insert copies following this page]</p> <p>MDH Asbestos Site Supervisor / 2006 / Nova Consulting Group, Inc. MDH Asbestos Building Inspector / 2006 / Nova Consulting Group, Inc. MDH 2 Day Asbestos Air Sampling Course / 2006 / Nova Consulting Group, Inc. NIOSH 582E / 2006 / Nova Consulting Group, Inc. Asbestos Analyst Registry (AAR) / In good standing Lead Risk Assessor / 2010 / Midwest Environmental Consulting LLC</p>	<p>f. LICENSES & CERTIFICATIONS: YEAR / INSTITUTION [insert copies following this page]</p> <p>MDH Asbestos Site Supervisor / 2006 / Nova Consulting Group, Inc. MDH Asbestos Building Inspector / 2006 / Nova Consulting Group, Inc. MDH Asbestos Management Planner / 2010 / Nova consulting Group, Inc. MDH 2 Day Asbestos Air Sampling Course / 2006 / Nova Consulting Group, Inc. NIOSH 582E / 2006 / Nova Consulting Group, Inc. Asbestos Analyst Registry (AAR) / In good standing Lead Risk Assessor / 2010 / Midwest Environmental Consulting LLC</p>
<p>g. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP: [List projects in next section -6]</p> <p>6 years of experience in the asbestos consulting industry providing asbestos building inspections, project designs, management plans, and contractor oversight.</p> <p>4 years of consulting experience in mold, bacteria, and indoor air quality investigation, remediation design, and remediation project oversight.</p> <p>2 years of experience in the field of lead consulting including lead inspections, risk assessments, and clearances.</p>	<p>g. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP: [List projects in next section -6]</p> <p>6 years of experience in the asbestos consulting industry providing asbestos building inspections, project designs, management plans, and contractor oversight.</p> <p>6 years of consulting experience in mold, bacteria, and indoor air quality investigation, remediation design, and remediation project oversight.</p> <p>2 years of experience in the field of lead consulting including lead inspections, risk assessments, and clearances.</p>

<p>a. NAME AND TITLE:</p> <p>Rob Martin</p>	<p>a. NAME AND TITLE:</p>
<p>b. PROJECT ASSIGNMENT:</p> <p>Field Services</p>	<p>b. PROJECT ASSIGNMENT:</p>
<p>c. NAME OF FIRM WITH WHICH ASSOCIATED:</p> <p>Nova Consulting Group, Inc.</p>	<p>c. NAME OF FIRM WITH WHICH ASSOCIATED:</p>

<p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 2 Years WITH OTHER FIRMS: 1 Year</p>	<p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: WITH OTHER FIRMS:</p>
<p>e. EDUCATION: DEGREE(S) & CERTIFICATIONS / YEAR / INSTITUTION [insert copies following this page]</p> <p>Bachelor of Science – Technology Management / 2009 / St. Cloud State University</p>	<p>e. EDUCATION: DEGREE(S) & CERTIFICATIONS / YEAR / INSTITUTION [insert copies following this page]</p>
<p>f. LICENSES & CERTIFICATIONS: YEAR / INSTITUTION [insert copies following this page]</p> <p>MDH Asbestos Site Supervisor / 2009 / Lake States Environmental LTD MDH Asbestos Building Inspector / 2010 / Nova Consulting Group, Inc. MDH Asbestos Management Planner / 2010 / Nova consulting Group, Inc. MDH 2 Day Asbestos Air Sampling Course / 2009 / Institute for Environmental Assessment NIOSH 582E / 2009 / Institute for Environmental Assessment Asbestos Analyst Registry (AAR) / In good standing OSHA 40 Hour HAZWOPER / 2012 / Nova Consulting Group, Inc.</p>	<p>f. LICENSIES & CERTIFICATIONS: YEAR / INSTITUTION [insert copies following this page]</p>
<p>g. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP: [List projects in next section -6]</p> <p>3 years of experience in the asbestos consulting industry providing asbestos building inspections, project designs, management plans, and contractor oversight.</p> <p>2 years of consulting experience in mold and indoor air quality investigation and remediation project oversight.</p>	<p>g. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP: [List projects in next section -6]</p>

6. WORK COMPLETED BY RESPONDER IN THE PAST 5 YEARS WHICH ILLUSTRATES CURRENT QUALIFICATIONS RELEVANT TO THE "TABLE OF CATEGORIES OF SERVICE". (add additional sheets if necessary) Insert references from owners following this section. [Note: If Responder has an existing master contract with the State, letters of reference from owners are not required, but you must insert a statement indicating such]. If responding to Category 12 only, delete 4 through 11 and provide references from owners whom responder provided abatement design services. If possible, include at least one political subdivision (federal, state, county, or city) project. Provide the following for each reference: Project title, scope, and dates started and completed. Projects included in reference must have been started and completed during the 5 year period of July 1, 2007 to June 30, 2012 July 1, 2008 to June 30, 2014.

a. CLIENT NAME, LOCATION, PROJECT TITLE, CLIENT CONTACT PERSON, TITLE, PHONE NUMBER, EMAIL ADDRESS (Completed by A/E of Record)	b. ACTUAL FINAL COMPLETION DATE MONTH/YR	c. TOTAL COST OF PROJECT	d. PROJECT REPRESENTS EXPERIENCE IN:
1. Minnesota Real Estate & Construction Services (RECS) Anoka Regional Treatment Center 3301 7th Avenue Anoka, MN 55303 Miller Building Asbestos Air Monitoring Pat Klaren (Retired) Gordon Christofferson, 651-201-2380 Gordon.Christofferson@state.mn.us	1/26/2009 - 1/29/2009	\$1,920	CATEGORY 1
1a. Minnesota Real Estate & Construction Services (RECS) Minnesota Veterans Home 5101 Minnehaha Avenue South Minneapolis, MN 55417 Building 16, Mechanical Rooms Asbestos Air Monitoring Pat Klaren (Retired) Gordon Christofferson, 651-201-2380 Gordon.Christofferson@state.mn.us	10/26/2009 - 10/30/2009	\$3,151.20	CATEGORY 1

<p>1b. Minnesota Real Estate & Construction Services (RECS) Centennial Office Building 658 Cedar Street St. Paul, MN 55155 Centennial Office Building – Room B12A Asbestos Air Monitoring Pat Klaren (Retired) Gordon Christofferson, 651-201-2380 Gordon.Christofferson@state.mn.us</p>	<p>2/16/2010 - 2/18/2010</p>	<p>\$1,454.40</p>	<p>CATEGORY 1</p>
<p>1c. Minnesota Real Estate & Construction Services (RECS) MCF Stillwater 970 Pickett Street Bayport, MN 55003 Canteen Area Asbestos Air Monitoring Pat Klaren (Retired) Gordon Christofferson, 651-201-2380 Gordon.Christofferson@state.mn.us</p>	<p>6/3/2011 - 6/27/2011</p>	<p>\$6,138.00</p>	<p>CATEGORY 1</p>
<p>1d. St. Cloud State University Shoemaker Hall 720 Fourth Avenue South St. Cloud MN 56301 Asbestos Air Monitoring Mr. John Frischmann Director Bldgs & Grnds 320-308-2522 jmfischmann@stcloudstate.edu</p>	<p>12/27/2010 - 8/5/2011</p>	<p>\$6,487</p>	<p>CATEGORY 1</p>
<p>1e. Minnesota Real Estate & Construction Services (RECS) St. Peter Regional Treatment Center 100 Freeman Avenue St. Peter, MN 56082 Shantz Hall Asbestos Air Monitoring Glen Heino, 651-201-2543 glen.heino@state.mn.us</p>	<p>2/13/2012 - 2/17/2012</p>	<p>\$2,211.90</p>	<p>CATEGORY 1</p>

<p>2. Minnesota Real Estate & Construction Services (RECS) MCF Faribault 1101 Linden Lane Faribault, MN 55021 Sierra Building Lead Air Monitoring Pat Klaren (Retired) Gordon Christofferson, 651-201-2380 Gordon.Christofferson@state.mn.us</p>	<p>9/27/2010 - 10/1/2010</p>	<p>\$2,520</p>	<p>CATEGORY 2</p>
<p>3. Nova Consulting Group, Inc. is not an Asbestos Bulk Sample Laboratory. Currently using EMSL Analytical, Inc. for Analysis</p>		<p>\$6.83 / layer</p>	<p>CATEGORY 3</p>
<p>4. Wells Fargo Corporate Properties Wells Fargo Bank 125 Main Street Winona, MN 55987 Fungal Investigation & Sampling Orv Bischoff, Group Maintenance Manager (612) 667-2998 orville.h.bischoff@wellsfargo.com</p>	<p>2/11/2011</p>	<p>\$1,980</p>	<p>CATEGORY 4</p>
<p>5. Minnesota Real Estate & Construction Services (RECS) MCF Stillwater 970 Pickett Street Bayport, MN 55003 Gym Mercury Air Sampling Pat Klaren (Retired) Gordon Christofferson, 651-201-2380 Gordon.Christofferson@state.mn.us</p>	<p>4/14/2008 - 4/25/2008</p>	<p>\$8,615</p>	<p>CATEGORY 5</p>

<p>6. Wells Fargo Corporate Properties Wells Fargo Bank 900 East Wayzata Blvd Wayzata, MN 55311 HVAC Evaluation Orv Bischoff, Group Maintenance Manager (612) 667-2998 orville.h.bischoff@wellsfargo.com</p>	<p>10/5/2011</p>	<p>\$1,450</p>	<p>CATEGORY 6</p>
<p>7. Wells Fargo Corporate Properties Wells Fargo Business Payroll 1650 West 82nd Street Bloomington, MN 55431 VOC and Particulate Sampling Orv Bischoff, Group Maintenance Manager (612) 667-2998 orville.h.bischoff@wellsfargo.com</p>	<p>3/6/2009</p>	<p>\$900</p>	<p>CATEGORY 7</p>
<p>8. Bloomington HRA Swanson Residence 4609 West 11th Street Bloomington MN 55437 Lead Inspection/Risk Assessment & Clearance Tom Holman, Director (952) 563-8941 tholman@ci.bloomington.mn.us</p>	<p>4/23/2012</p>	<p>\$850</p>	<p>CATEGORY 8</p>
<p>9. St. Cloud State University Whitney House 720 Fourth Avenue South St. Cloud MN 56301 Hazardous Materials Survey Mr. John Frischmann Director Bldgs & Grnds 320-308-2522 jmfrischmann@stcloudstate.edu</p>	<p>2/15/2012 - 2/17/2012</p>	<p>\$3,100</p>	<p>CATEGORY 9</p>

10. Not Used	N/A	N/A	CATEGORY 10	
11. Bloomington Public Schools Olson Middle School 4551 West 102nd Street Bloomington, MN 55437 Mercury Vapor Testing Craig Nordstrom, Health & Safety Director (952) 806-8764 cnordstr@bloomington.k12.mn.us	2/10/2011	\$1,011.00	CATEGORY 11	

7. UNIQUE QUALIFICATIONS

Shoemaker Hall – Asbestos Abatement Air Monitoring

Duration: 12/27/2010 thru 8/5/2011
Total Project Fee: \$6,487

St. Cloud State University
720 4th Avenue South
St. Cloud MN 56301

Mr. John Frischmann 320-308-2522 jmfrischmann@stcloudstate.edu

Whitney House - Hazardous Materials Building Survey

Duration: 2/15/2012 thru 2/17/2012
Total Project Fee: \$3,100

St. Cloud State University
720 Fourth Avenue South
St. Cloud MN 56301

Mr. John Frischmann 320-308-2522 jmfrischmann@stcloudstate.edu

Thief River Falls National Guard Armory – Asbestos Abatement Air Monitoring

250 West Emil Street
Thief River Falls MN 56701

Duration: 8/29/2011 thru 9/8/11
Total Project Fee: \$5,250

Department of Military Affairs
Camp Ripley, FMO
15000 Highway 115
Little Falls, MN 56345-4173

Mr. Patrick Rolph, (320) 632-7206 Pat.Rolph@mn.ngb.army.mil

Provide information on any unique qualifications of your firm or key personnel. Insert any supporting documentation.

Nova Consulting Group, Inc. has been in business for over 25 years (3/16/1987) in the State of Minnesota. For many of those years Nova has been providing asbestos and industrial hygiene services to the State Architects Office, Minnesota Department of Military Affairs, and State Colleges and Universities.

Mr. Paul E. Johnson of Nova Consulting Group, Inc. is a Certified Industrial Hygienist (CIH).

Mr. Charles E. Easley is a Certified Hazardous Materials Manager

Nova possesses specialty equipment to provide indoor air quality investigations and sampling including a Lumex Mercury Vapor Analyzer, Niton portable X-ray Fluorescence Analyzer (XRF), Infrared Camera, TSI Dust Trak, TSI IAQ Calc, Wall inspection video scope, Duct inspection robot with video recording, Anderson Air Sampler, Moisture Meter, low flow sampling pumps, Four Gas Meter.

8. PLEASE ANSWER THE QUESTIONS LISTED BELOW, TO CONFIRM SPECIFIC ELIGIBILITY REQUIREMENTS.

a. I have read and agree to the State's Standard Contract (X) Yes () No

9. CORPORATE SIGNATURE

This responses and information contained in this Exhibit C are current and accurate and this Exhibit C is hereby submitted by the sole proprietor or corporate officer.

Authorized Signature:



(Signature of person identified in Section 2)

(X) corporate officer* () partner* () sole proprietor
 * insert copy of corporate resolution or by-laws indicating that this person has authority to sign and enter into contracts on behalf of the company or partnership.

Firm is registered in Minnesota as a:

(X) Corporation () LLP () Other

MN Tax ID No. 3899455 FED Tax ID No. 41-1580923

MN Vendor No. 0000209331
 (required for contract)

Paul E. Johnson

(Typed Name)

Vice President of Operations

(Typed Title)

5/30/2012

Date:

END OF EXHIBIT C

Table of Categories of Industrial Hygiene Services

Category #	Service Name	Description	Submittal Requirement
1	Asbestos Air Sampling	Air sampling and analysis of samples collected. All sampling is to be conducted by companies and individuals credentialed by the Minnesota Department of Health (MDH) and by use of the requirements provided in Minnesota Rules 4620.3592 to 4620.3598. The State requires that air samples collected at project sites are done by a third party, and that, other than educational facilities, they are analyzed utilizing Phase Contracts Microscopy at the project site. Responder is required to have the equipment for this work. Asbestos air samples collected for educational facilities must use Transmission Electron Microscopy analysis, and will be analyzed off-site.	<input type="checkbox"/> MDH License(s) (copies of) <input type="checkbox"/> Letter signed by company officer listing the company's equipment <input type="checkbox"/> Project Experience & Reference(s)
2	General Air Monitoring	Includes but is not limited to pre-site analysis and on-site project management, testing and analysis (excludes asbestos air monitoring).	<input type="checkbox"/> Project Experience & Reference(s)
3	Asbestos Bulk Material Analysis	Analysis of bulk material collected as part of an inspection. Analysis must be conducted by laboratories accredited according to Minnesota Rules 4620.3460.	<input type="checkbox"/> MDH License(s) (copies of) <input type="checkbox"/> Letter signed by company officer indicating compliance with this criterion <input type="checkbox"/> Project Experience & Reference(s)
4	Fungal Investigation and Sampling	Investigation, sampling, evaluating, reporting, and providing corrective recommendations for fungal organism concerns.	<input type="checkbox"/> Project Experience & Reference(s)
5	General Environmental Condition Evaluations	Evaluations of workplace issues that could include regulatory requirements of the EPA, Minnesota Pollution Control Agency, or Minnesota Department of Labor and Industry's Occupational Safety and Health Administration (OSHA). Examples of these conditions could include, but are not limited to, the evaluation of suspect chemical fluids, PCB containing items, hazardous materials, mercury and underground storage tanks (UST).	<input type="checkbox"/> Project Experience & Reference(s)
6	HVAC Evaluation	Investigation, sampling, evaluating, reporting, and providing corrective recommendations and designs for HVAC system conditions that could adversely affect indoor air quality in state buildings. Such recommendations could include the measurement and certification of local ventilation exhaust	<input type="checkbox"/> Project Experience & Reference(s)

Category #	Service Name	Description	Submittal Requirement
7	Indoor Air Quality Assessment	Investigation, sampling, evaluating, reporting, and providing corrective recommendations for indoor air quality concerns. Such sampling is required to be done using recognized Industrial Hygiene standards, and could include, but not be limited to, noise, volatile compounds, particulates, chemical compounds, fumes, and other workplace contaminants.	<input type="checkbox"/> Project Experience & Reference(s)
8	Lead in Paint Sampling	Investigation, sampling, evaluating, reporting, and providing corrective recommendations for lead concerns. Such sampling is to be conducted by companies and individuals credentialed by the Minnesota Department of Health, and by use of the requirements provided in Minnesota Rules 4761.2550 through 4761.2570.	<input type="checkbox"/> MDH License(s) (copies of) <input type="checkbox"/> Project Experience & Reference(s)
9	Hazardous Material Surveys with Electronic Database of Information	Conduct surveys for suspect asbestos containing, or other hazardous materials, building and site materials and provide corrective recommendations. Information must be put into an electronic format, and electronic data must be converted to portable document format (pdf) on CD-R media. Asbestos surveys and management plans are to be performed by individuals credentialed by the Minnesota Department of Health and by use of the requirements provided in Minnesota Rules, parts 4620.3460 and 4620.3470.	<input type="checkbox"/> MDH License(s) (copies of) <input type="checkbox"/> Project Experience & Reference(s)
11	Other Hazardous Material Industrial Hygiene Services	Investigation, sampling, evaluating, reporting, and providing corrective recommendations for other hazardous material concerns.	<input type="checkbox"/> Project Experience & Reference(s)
12	Design Services for Hazardous Materials Abatement	<p>Survey and Scoping of abatement work; prepare bid/solicitation documents for removal of hazardous materials; Answer questions from interested abatement contractors during the bidding phase; prepare and issue addenda during the bid phase; Interpret and clarify design documents during the construction/ remediation phase, coordinate with abatement contractor to accomplish the work. Collect and submit all closeout documentation.</p> <p>Provide architectural and/or engineering services when needed as incidental to the remediation work. (Note: These services may be performed by another firm performing as your subconsultant).</p>	<input type="checkbox"/> Project Experience & Reference(s) <input type="checkbox"/> Licenses/credentials



CORPORATE HEADQUARTERS
Minneapolis, MN

Serving our clients Worldwide

Section 6.0

Nova Consulting Group, Inc. (Nova) has an existing Master Contract to provide Professional Industrial Hygiene Services with the State of Minnesota. Per the instructions in this section, letters of reference from owners are not required.



CORPORATE HEADQUARTERS
Minneapolis, MN

Serving our clients Worldwide

Asbestos Air Sampling Equipment List:

Phase Contrast Microscope: 17
HSE/NPL Test Slide: 9
Stage Micrometer: 7
Telescoping Ocular Phase Ring: 12
Acetate Vaporizer: 6
Bios Defender Dri Cal (Primary Flow Calibration Device) 11
High Volume Vacuum Pump: 65
Low Volume Vacuum Pump: 22
Box Fan: 10
Leaf Blower: 8
Sampling Stands: 30
GFCI Devices: 10

A handwritten signature in cursive script that reads "Paul E. Johnson".

Paul E Johnson
Vice President of Operations

Minnesota Department of Health

Asbestos Contractor License

License Number: **AC420**

Issued on: **September 9, 2011**

To:

**Nova Consulting Group, Inc.
1107 Hazeltine Blvd Ste 400
Chaska, Minnesota 55318**

Responsible Individual: Brian J. Meyer

This license is valid from November 2, 2011 to November 1, 2012.

Pursuant to Minnesota Statutes, section 144.99, this license may be suspended or revoked for failure to conduct asbestos-related work in compliance with applicable regulations.

Asbestos-related work must be conducted according to Minnesota Statutes, sections 326.70 to 326.81 and Minnesota Rules, parts 4620.000 to 4620.3724.


Linda B. Bruemmer, Director
Division of Environmental Health

Minnesota Department of Health

has authorized

Nova Consulting Group, Inc.
1107 Hazeltine Blvd Ste 400
Chaska, Minnesota 55318

in accordance with Minnesota Statutes, section 144.9505 and Minnesota Rules, part 4761.2200,
to practice in the State of Minnesota as a

Certified Lead Firm

License No: LF148

Expires 12/29/2012

This certificate is nontransferable.


Linda B. Bruemmer, Director
Division of Environmental Health



Issue Date: September 12, 2011

Expiration Date: September 12, 2012

Diploma No.: NCR-H11-0128-09

Nova Consulting Group, Inc.

Certifies that

Brian Dietz

***Has attended and successfully completed the
Contractor/Supervisor Refresher Training Course
"Practices and Procedures for Asbestos Abatement Projects"
presented in Chaska, Minnesota on***

September 12, 2011

Course has been permitted by the State of Minnesota
under Minnesota Rules, parts 4620.3702 to 4620.3722
and the U.S. EPA under Title II of TSCA, 40 CFR Part 763 (AHERA)

A handwritten signature in cursive script that reads "Paul E. Johnson".

**Paul E. Johnson
Course Director**



**ASBESTOS
SITE
SUPERVISOR**

Certified by:
State of Minnesota
Department of Health

Expires: 09/12/2012

**Brian A Dietz
10369 - 167th St W
Lakeville, MN 55044**

Jenelle S. Bremer
Director, Env. Health Div.

No. AS10472

Issued: 09/22/2011



Issue Date: September 13, 2011
Expiration Date: September 13, 2012

Diploma No.: BIRE-H11-0129-03

Nova Consulting Group, Inc.

Certifies that

Brian Dietz

Has attended and successfully completed the
Asbestos Inspector Refresher Course
presented in Chaska, Minnesota on

September 13, 2011

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in black ink, appearing to read "Charles E. Easley".

Charles E. Easley
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572



**ASBESTOS
INSPECTOR**

Certified by:
State of Minnesota
Department of Health

Expires: 09/13/2012

Brian A Dietz
10369 - 167th St W
Lakeville, MN 55044

Linda S. Buschner
Director, Env. Health Div.

No. A110472 Issued: 09/22/2011

Issue Date: October 13, 2006

Diploma No.: AM-H06-1306-02

Nova Consulting Group, Inc.

Certifies that

Brian Dietz

Has attended and successfully completed the
Minnesota Two Day
Asbestos Air Sampling Course

presented in Chaska, Minnesota on

October 13, 2006

Course has been permitted by the State of Minnesota
under Minnesota Rules, parts 4620.3702 to 4620.3722



Charles E. Easley
Course Director



Issue Date: October 27, 2006

Diploma No.: 582-H06-1306-02

Nova Consulting Group, Inc.

Certifies that

Brian Dietz

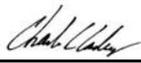
Has attended the

***“Asbestos In Buildings: Air Sampling and Analysis”
-- A NIOSH 582 EQUIVALENT -- Course
presented in Chaska, Minnesota on***

October 24 - 27, 2006

***and has satisfactorily passed an examination that meets
all criteria required for the course given on***

October 27, 2006


**Charles E. Easley
Course Director**

**Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572**

Certificate No: 5LM11181106PbRAR

Issue Date: November 18, 2011

This diploma is awarded to

Brian A. Dietz

10369 167th St W Lakeville MN 55044

for successfully completing and passing the examination for the

LEAD (Pb) RISK ASSESSOR

REFRESHER TRAINING COURSE

This training course is Approved by the State of Minnesota

under Minnesota Rules, parts 4761.2000 to 4761.2700

and meets the requirements of 40 CFR 745.225,

and Title X of the Toxic Substances Control Act (TSCA)

conducted by

Lake States Environmental, Ltd.

in

White Bear Lake, MN on November 18, 2011

Examination Date: November 18, 2011

*Lake States Environmental, Ltd
P. O. Box 645, Rice Lake, WI 54868
(800) 254-9811*


Bob Rogalla - Training Course Manager



MINNESOTA
MDH LEAD
DEPARTMENT OF HEALTH Risk Assessor

Licensed by:
State of Minnesota
Department of Health

License No. LR3891
Expires 11/18/2012

Brian A Dietz
10369 - 167th St W
Lakeville, MN 55044

Heidi S. Buschner
Director, Env. Health Div.



Issue Date: January 23, 2012
Expiration Date: January 23, 2013

Diploma No.: NCR-H12-0154-01

Nova Consulting Group, Inc.

Certifies that

Charles Easley

*Has attended and successfully completed the
Contractor/Supervisor Refresher Training Course
"Practices and Procedures for Asbestos Abatement Projects"
presented in Chaska, Minnesota on*

January 23, 2012

Course has been permitted by the State of Minnesota
under Minnesota Rules, parts 4620.3702 to 4620.3722
and the U.S. EPA under Title II of TSCA, 40 CFR Part 763 (AHERA)

A handwritten signature in cursive script that reads "Paul E. Johnson".

Paul E. Johnson
Course Director



**ASBESTOS
SITE
SUPERVISOR**

Certified by:
State of Minnesota
Department of Health

Expires: 01/23/2013

Charles E Easley
832 Goldfinch Dr
Waconia, MN 55387

Frank S. Bremer
Director, Env. Health Div.

No. AS2365

Issued: 01/27/2012



Issue Date: January 24, 2012

Expiration Date: January 24, 2013

Diploma No.: BIRE-H12-0155-03

Nova Consulting Group, Inc.

Certifies that

Charles Easley

*Has attended and successfully completed the
Asbestos Inspector Refresher Course
presented in Chaska, Minnesota on*

January 24, 2012

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in black ink, appearing to read "Brian Meyer", written over a horizontal line.

Brian J. Meyer
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572



**ASBESTOS
INSPECTOR**

**Certified by:
State of Minnesota
Department of Health**

Expires: 01/24/2013

**Charles E Easley
832 Goldfinch Dr
Waconia, MN 55387**

Linda S. Bremer
Director, Env. Health Div.

No. AI2365

Issued: 01/27/2012

etc...

Environmental Training Corporation

certifies that:

Charles E. Easley

has successfully completed the
required hours of instruction in:

Sampling and Evaluating Airborne Asbestos Dust
*a NIOSH 582-Equivalent Course of Training
accredited by the State of North Carolina*



Course Director

March 17-21, 1990
Date

Examination Passed: March 21, 1990



Issue Date: January 24, 2012

Expiration Date: January 24, 2013

Diploma No.: MPRE-H12-0156-03

Nova Consulting Group, Inc.

Certifies that

Charles Easley

*Has attended and successfully completed the
Asbestos Management Planner Refresher Course
presented in Chaska, Minnesota on*

January 24, 2012

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in cursive script that reads "Brian Meyer".

Brian Meyer
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572



**ASBESTOS
MANAGEMENT**

Certified by: **PLANNER**

State of Minnesota
Department of Health

Expires: 01/24/2013

Charles E Easley
832 Goldfinch Dr
Waconia, MN 55387

Director, Env. Health Div. No. AM2365 Issued: 01/27/2012



Issue Date: September 7, 2011

Expiration Date: September 7, 2012

Diploma No.: PDRE-H11-0131-02

Nova Consulting Group, Inc.

Certifies that

Charles Easley

*Has attended and successfully completed the
Asbestos Project Designer Refresher Course
presented in Chaska, Minnesota on*

September 7, 2011

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in cursive script that reads "Paul E. Johnson".

Paul E. Johnson
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572



MDH ASBESTOS
PROJECT
DESIGNER

Certified by:
State of Minnesota
Department of Health
Expires: 09/07/2012

Charles E Easley
832 Goldfinch Dr
Waconia, MN 55387

Frank S. Bremer
Director, Env. Health Div.

No. AD2365

Issued: 09/16/2011

Institute of Hazardous Materials Management

This certifies that

Charles E. Easley

*has successfully met all the requirements of education,
experience and examination, and is hereby designated a*

Certified Hazardous Materials Manager®



May 2004
Date of Certification

November 24, 2015
Certification Expires

12485
Credential Number


Certification Director

Valid so long as this credential is renewed according to schedule and is not otherwise revoked.



Issue Date: September 9, 2011

Expiration Date: September 9, 2012

Diploma No.: NCR-H11-0128-07

Nova Consulting Group, Inc.

Certifies that

Paul E Johnson

Has attended and successfully completed the
Contractor/Supervisor Refresher Training Course
"Practices and Procedures for Asbestos Abatement Projects"
presented in Chaska, Minnesota on

September 9, 2011

Course has been permitted by the State of Minnesota
under Minnesota Rules, parts 4620.3702 to 4620.3722
and the U.S. EPA under Title II of TSCA, 40 CFR Part 763 (AHERA)

A handwritten signature in black ink, appearing to read "Charles E. Easley", written over a horizontal line.

Charles E. Easley
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572



**ASBESTOS
SITE
SUPERVISOR**

Certified by:
State of Minnesota
Department of Health

Expires: 09/09/2012

Paul E Johnson
7720 W 85th St Cir
Bloomington, MN 55438



Linda S. Bauman
Director, Env. Health Div.

No. AS2255

Issued: 09/16/2011



Issue Date: January 24, 2012

Expiration Date: January 24, 2013

Diploma No.: BIRE-H12-0155-04

Nova Consulting Group, Inc.

Certifies that

Paul E Johnson

*Has attended and successfully completed the
Asbestos Inspector Refresher Course
presented in Chaska, Minnesota on*

January 24, 2012

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in black ink, appearing to read "Brian Meyer", is written over a horizontal line.

Brian J. Meyer
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572



**ASBESTOS
INSPECTOR**

**Certified by:
State of Minnesota
Department of Health**

Expires: 01/24/2013

**Paul E Johnson
7720 W 85th St Cir
Bloomington, MN 55438**

Jendal B. Bremer
Director, Env. Health Div.

No. AI2255

Issued: 01/27/2012



ENVIRONMENTAL ANALYTICAL LABORATORIES

IN COOPERATION WITH

The Environmental Institute

Paul E. Johnson

Has completed coursework and satisfactorily passed
an examination that meets all criteria required for the Course

Asbestos in Buildings: Air Sampling and Analysis

— A NIOSH 582 EQUIVALENT —

1165

Certificate Number

May 24, 1989

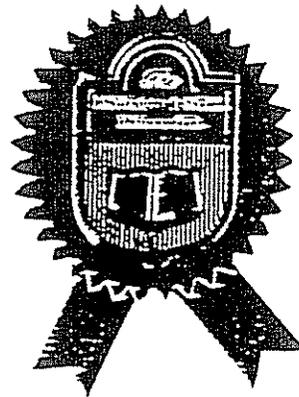
Date

O. W. Hoare

Director, Environmental Analytical Laboratories

Tracy M. McLean

Exam Administrator





Issue Date: January 24, 2012

Expiration Date: January 24, 2013

Diploma No.: MPRE-H12-0156-04

Nova Consulting Group, Inc.

Certifies that

Paul E Johnson

*Has attended and successfully completed the
Asbestos Management Planner Refresher Course
presented in Chaska, Minnesota on*

January 24, 2012

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in cursive script that reads "Brian Meyer".

Brian Meyer
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572



Paul E. Johnson

Director, Env. Health Div.



**ASBESTOS
MANAGEMENT**

Certified by: **PLANNER**
State of Minnesota
Department of Health

Expires: 01/24/2013

Paul E Johnson
7720 W 85th St Cir
Bloomington, MN 55438

No. AM2255 Issued: 01/27/2012



Issue Date: January 20, 2012

Expiration Date: January 20, 2013

Diploma No.: PDRE-H12-0157-01

Nova Consulting Group, Inc.

Certifies that

Paul E Johnson

*Has attended and successfully completed the
Asbestos Project Designer Refresher Course
presented in Chaska, Minnesota on*

January 20, 2012

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in black ink, appearing to read "Charles E. Easley".

Charles E. Easley
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572



**ASBESTOS
PROJECT
DESIGNER**

Certified by:
State of Minnesota
Department of Health
Expires: 01/20/2013
Paul E Johnson
7720 W 85th St Cir
Bloomington, MN 55438

Frenda S. Buschner
Director, Env. Health Div.

No. AD2255

Issued: 01/24/2012

Paul Johnson

has completed the Minnesota-Approved Lead Training course entitled:

Lead Risk Assessor Refresher Training

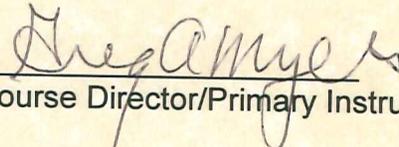
February 3, 2012

given by

Midwest Environmental Consulting, L.L.C.
125 Railroad Avenue SW, Mora MN 55051
Phone: 763.691.0111

SUCCESSFULLY PASSED THE EXAMINATION ON February 3, 2012, IN Coon Rapids, MINNESOTA

IDENTIFICATION NUMBER: MEC/LRAR 0880
Expiration Date: February 3, 2013
MDH Permit Number: RAR-006


Course Director/Primary Instructor

Approved by the State of Minnesota under Minnesota Rules, parts 4761.2000 to 4761.2700.





**LEAD
Risk Assessor**

Licensed by:
State of Minnesota
Department of Health

**License No. LR3631
Expires 02/03/2013**

**Paul E Johnson
7720 W 85th St Cir
Bloomington, MN 55438**

Heidi S. Buehner
Director, Env. Health Div.



organized to improve the practice of industrial hygiene
proclaims that

Paul E. Johnson

having met all requirements through
education, experience and examination,
is hereby certified in the

**COMPREHENSIVE PRACTICE
of
INDUSTRIAL HYGIENE**

and has the right to use the designations

CERTIFIED INDUSTRIAL HYGIENIST

CIH

Certificate Number: 8747 CP

Awarded: April 20, 2004

Expiration Date: June 1, 2015

Chair ABIH

Executive Director ABIH



Issue Date: January 23, 2012
Expiration Date: January 23, 2013

Diploma No.: NCR-H12-0154-02

Nova Consulting Group, Inc.

Certifies that

Jason Karpe

Has attended and successfully completed the
Contractor/Supervisor Refresher Training Course
"Practices and Procedures for Asbestos Abatement Projects"
presented in Chaska, Minnesota on

January 23, 2012

Course has been permitted by the State of Minnesota
under Minnesota Rules, parts 4620.3702 to 4620.3722
and the U.S. EPA under Title II of TSCA, 40 CFR Part 763 (AHERA)

A handwritten signature in black ink that reads "Paul E. Johnson". The signature is written in a cursive style and is positioned above a horizontal line.

Paul E. Johnson
Course Director



**ASBESTOS
SITE
SUPERVISOR**

Certified by:
State of Minnesota
Department of Health

Expires: 01/23/2013

Jason H Karpe
5341 Harriet Ave S
Minneapolis, MN 55419

Linda S. Bremer
Director, Env. Health Div.

No. AS10397

Issued: 01/27/2012



Issue Date: September 8, 2011

Expiration Date: September 8, 2012

Diploma No.: BIRE-H11-0129-05-04-18

Nova Consulting Group, Inc.

Certifies that

Jason Karpe

*Has attended and successfully completed the
Asbestos Inspector Refresher Course
presented in Chaska, Minnesota on*

September 8, 2011

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in cursive script that reads "Paul E. Johnson".

Paul E. Johnson
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572



**ASBESTOS
INSPECTOR**

Certified by:
State of Minnesota
Department of Health

Expires: 09/08/2012

**Jason H Karpe
5341 Harriet Ave S
Minneapolis, MN 55419**

Frank S. Buschner
Director, Env. Health Div.

No. A110397 Issued: 09/16/2011



Issue Date: May 26, 2006

Diploma No.: TDA-H06-1306-02

Nova Consulting Group, Inc.

Certifies that

Jason Karpe

Has attended and successfully completed the
Minnesota Two Day
Asbestos Air Sampling Course

presented in Chaska, Minnesota on

May 25, 2006 - May 26, 2006

Course has been permitted by the State of Minnesota
under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in black ink, appearing to read "Charles E. Easley".

Charles E. Easley
Course Director



Issue Date: May 25, 2006

Diploma No.: NIOSH-H06-1306-02

Nova Consulting Group, Inc.

Certifies that

Jason Karpe

Has attended the

***“Asbestos In Buildings: Air Sampling and Analysis”
-- A NIOSH 582 EQUIVALENT -- Course
presented in Chaska, Minnesota on***

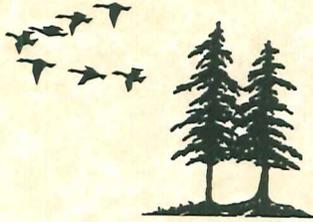
May 22, 2006 - May 25, 2006

***and has satisfactorily passed an examination that meets
all criteria required for the course given on***

May 25, 2006

A handwritten signature in black ink, appearing to read "Charles E. Easley", written over a horizontal line.

**Charles E. Easley
Course Director**



Jason Karpe

has completed the Minnesota-Approved Lead Training course entitled:

Lead Risk Assessor Refresher Training

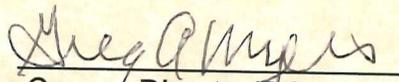
February 3, 2012

given by

Midwest Environmental Consulting, L.L.C.
125 Railroad Avenue SW, Mora MN 55051
Phone: 763.691.0111

SUCCESSFULLY PASSED THE EXAMINATION ON February 3, 2012, IN Coon Rapids, MINNESOTA

IDENTIFICATION NUMBER: MEC/LRAR 0879
Expiration Date: February 3, 2013
MDH Permit Number: RAR-006


Course Director/Primary Instructor

Approved by the State of Minnesota under Minnesota Rules, parts 4761.2000 to 4761.2700.



Andrea S. Brummer
Director, Env. Health Div.



**LEAD
Risk Assessor**

Licensed by:
State of Minnesota
Department of Health

License No. LR3666
Expires 02/03/2013

Jason H Karpe
5341 Harriet Ave S
Minneapolis, MN 55419



Issue Date: January 23, 2012
Expiration Date: January 23, 2013

Diploma No.: NCR-H12-0154-03

Nova Consulting Group, Inc.

Certifies that

Rob Martin

*Has attended and successfully completed the
Contractor/Supervisor Refresher Training Course
"Practices and Procedures for Asbestos Abatement Projects"
presented in Chaska, Minnesota on*

January 23, 2012

Course has been permitted by the State of Minnesota
under Minnesota Rules, parts 4620.3702 to 4620.3722
and the U.S. EPA under Title II of TSCA, 40 CFR Part 763 (AHERA)

A handwritten signature in cursive script that reads "Paul E. Johnson".

Paul E. Johnson
Course Director



**ASBESTOS
SITE
SUPERVISOR**

Certified by:
State of Minnesota
Department of Health

Expires: 01/23/2013

**Robert P Martin
1443 Yorkshire Ln
Shakopee, MN 55379**

Frank S. Buschner
Director, Env. Health Div.

No. AS11150

Issued: 01/27/2012



Issue Date: January 24, 2012

Expiration Date: January 24, 2013

Diploma No.: BIRE-H12-0155-02

Nova Consulting Group, Inc.

Certifies that

Rob Martin

*Has attended and successfully completed the
Asbestos Inspector Refresher Course
presented in Chaska, Minnesota on*

January 24, 2012

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in black ink, appearing to read "Brian Meyer", written over a horizontal line.

Brian J. Meyer
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572



**ASBESTOS
INSPECTOR**

Certified by:
State of Minnesota
Department of Health

Expires: 01/24/2013

Robert P Martin
1443 Yorkshire Ln
Shakopee, MN 55379

Heidi S. Brimmer
Director, Env. Health Div.

No. AI11150 Issued: 01/27/2012



*Creating Solutions for
Healthy Indoor EnvironmentsSM*

CORPORATE

9201 West Broadway, #600
Brooklyn Park, MN 55445
800-233-9513 ■ 763-315-7900

MANKATO

610 N Riverfront Drive
Mankato, MN 56001
800-872-1260 ■ 507-345-8818

ROCHESTER

210 Wood Lake Drive SE
Rochester, MN 55904
507-281-6664

www.ieainstitute.com

Institute for Environmental Assessment, Inc.
A Minnesota Corporation

Robert Martin

has attended and satisfactorily completed the

Asbestos 2-Day Air Sampling Training

Permitted by the State of Minnesota under Minnesota Rules 4620.3702
to 4620.3722.

COURSE LOCATION: Brooklyn Park, MN
COURSE DATES: May 18-19, 2009
CERTIFICATE NO.: MN-01-051909-MN-03

Bruce Bomier
Board Chair



*Creating Solutions for
Healthy Indoor EnvironmentsSM*

CORPORATE
9201 West Broadway, #600
Brooklyn Park, MN 55445
1-800-233-9513 ■ 763-315-7900

MANKATO
610 N Riverfront Drive
Mankato, MN 56001
800-872-1260 ■ 507-345-8818

ROCHESTER
210 Wood Lake Drive SE
Rochester, MN 55904
507-281-6664

OMAHA
7887 "L" Street
Ralston, NE 68127
800-765-2746 ■ 402-339-6240

www.ieainstitute.com

Institute for Environmental Assessment, Inc.
A Minnesota Corporation

Robert Martin

has attended and satisfactorily completed a course in

Sampling & Evaluating Airborne Asbestos Dust (NIOSH 582 Equivalent)

COURSE LOCATION: Brooklyn Park, MN
COURSE DATES: May 20-23, 2009
CERTIFICATE NO.: NIOSH-01-052309-NIOSH-03

Denice Cliff, Coordinator
Analytical Services



Issue Date: January 24, 2012

Expiration Date: January 24, 2013

Diploma No.: MPRE-H12-0156-02

Nova Consulting Group, Inc.

Certifies that

Rob Martin

*Has attended and successfully completed the
Asbestos Management Planner Refresher Course
presented in Chaska, Minnesota on*

January 24, 2012

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in cursive script that reads "Brian Meyer".

Brian Meyer
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572




Director, Env. Health Div.



**ASBESTOS
MANAGEMENT**

Certified by: **PLANNER**
State of Minnesota
Department of Health
Expires: 01/24/2013

Robert P Martin
1443 Yorkshire Ln
Shakopee, MN 55379

No. AM11150 Issued: 01/27/2012



Issue Date: September 9, 2011

Expiration Date: September 9, 2012

Diploma No.: NCR-H11-0128-06

Nova Consulting Group, Inc.

Certifies that

Brian Meyer

*Has attended and successfully completed the
Contractor/Supervisor Refresher Training Course
"Practices and Procedures for Asbestos Abatement Projects"
presented in Chaska, Minnesota on*

September 9, 2011

Course has been permitted by the State of Minnesota
under Minnesota Rules, parts 4620.3702 to 4620.3722
and the U.S. EPA under Title II of TSCA, 40 CFR Part 763 (AHERA)

A handwritten signature in black ink, appearing to read "Charles E. Easley".

Charles E. Easley
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572



**ASBESTOS
SITE
SUPERVISOR**

Certified by:
State of Minnesota
Department of Health

Expires: 09/09/2012

Brian J Meyer
475 N Park Ave
Le Center, MN 56057

Linda S. Bremer
Director, Env. Health Div.

No. AS7938

Issued: 09/16/2011



Issue Date: September 8, 2011

Expiration Date: September 8, 2012

Diploma No.: BIRE-H11-0129-05-04-19

Nova Consulting Group, Inc.

Certifies that

Brian Meyer

*Has attended and successfully completed the
Asbestos Inspector Refresher Course
presented in Chaska, Minnesota on*

September 8, 2011

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in cursive script that reads "Paul E. Johnson".

Paul E. Johnson
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572



**ASBESTOS
INSPECTOR**

Certified by:
State of Minnesota
Department of Health

Expires: 09/08/2012

**Brian J Meyer
475 N Park Ave
Le Center, MN 56057**

Heidi B. Baumer
Director, Env. Health Div.

No. AI7938

Issued: 09/16/2011



Issue Date: May 23, 2000

Diploma No.: AM-037

Nova Consulting Group, Inc.

Certifies that

Brian Meyer

***Has attended and successfully completed the
Minnesota Two Day
Asbestos Air Sampling Course***

presented in Chaska, Minnesota on

May 22-23, 2000

Course has been permitted by the State of Minnesota
under Minnesota Rules, parts 4620.3702 to 4620.3722


Paul E. Johnson
Course Director



Issue Date: May 26, 2000

Diploma No.: 582-054

Nova Consulting Group, Inc.

Certifies that

Brian Meyer

Has attended the

"Asbestos In Buildings: Air Sampling and Analysis"
-- A NIOSH 582 EQUIVALENT -- Course
presented in Chaska, Minnesota on

May 23-26, 2000

and has satisfactorily passed an examination that meets
all criteria required for the course given on

May 26, 2000


Paul E. Johnston
Course Director



Issue Date: September 8, 2011

Expiration Date: September 8, 2012

Diploma No.: MPRE-H11-0130-04

Nova Consulting Group, Inc.

Certifies that

Brian Meyer

*Has attended and successfully completed the
Asbestos Management Planner Initial Course
presented in Chaska, Minnesota on*

September 8, 2011

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in cursive script that reads "Paul E. Johnson".

Paul E Johnson
Course Director

Nova Environmental Services, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318

Telephone: (952) 448-9393 FAX: (952) 448-9572



**ASBESTOS
MANAGEMENT
PLANNER**

Certified by:
State of Minnesota
Department of Health

Expires: 09/08/2012

**Brian J Meyer
475 N Park Ave
Le Center, MN 56057**

A handwritten signature in black ink, appearing to read "Richard St..."

Director, Env. Health Div.

No. AM7938 Issued: 09/16/2011



Issue Date: September 7, 2011

Expiration Date: September 7, 2012

Diploma No.: PDRE-H11-0131-03

Nova Consulting Group, Inc.

Certifies that

Brian Meyer

*Has attended and successfully completed the
Asbestos Project Designer Refresher Course
presented in Chaska, Minnesota on*

September 7, 2011

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in cursive script that reads "Paul E. Johnson".

Paul E. Johnson
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572



MINNESOTA
MDH
DEPARTMENT OF HEALTH
**ASBESTOS
PROJECT
DESIGNER**

Certified by:
State of Minnesota
Department of Health

Expires: 09/07/2012

Brian J Meyer
475 N Park Ave
Le Center, MN 56057

Linda S. Bremer
Director, Env. Health Div.

No. AD7938

Issued: 09/16/2011

Certificate No: 5LM09191107PbRAR

Issue Date: September 19, 2011

This diploma is awarded to

Brian Meyer

475 Park Ave N LeCenter MN 56057

for successfully completing and passing the examination for the

LEAD (Pb) RISK ASSESSOR

REFRESHER TRAINING COURSE

This training course is Approved by the State of Minnesota

under Minnesota Rules, parts 4761.2000 to 4761.2700

and meets the requirements of 40 CFR 745.225,

and Title X of the Toxic Substances Control Act (TSCA)

conducted by

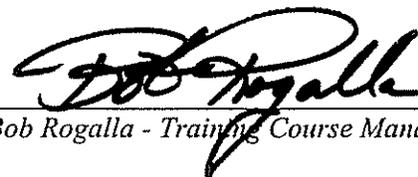
Lake States Environmental, Ltd.

in

White Bear Lake, MN on September 19, 2011

Examination Date: September 19, 2011

Lake States Environmental, Ltd
P. O. Box 645, Rice Lake, WI 54868
(800) 254-9811



Bob Rogalla - Training Course Manager



Freda S. Buschman
Director, Env. Health Div.

MINNESOTA
MDH **LEAD**
DEPARTMENT OF HEALTH **Risk Assessor**

Licensed by:
State of Minnesota
Department of Health

License No. LR2790
Expires 09/19/2012

Brian J Meyer
475 N Park Ave
Le Center, MN 56057



Issue Date: January 23, 2012
Expiration Date: January 23, 2013

Diploma No.: NCR-H12-0154-04

Nova Consulting Group, Inc.

Certifies that

Chris Murphy

*Has attended and successfully completed the
Contractor/Supervisor Refresher Training Course
"Practices and Procedures for Asbestos Abatement Projects"
presented in Chaska, Minnesota on*

January 23, 2012

Course has been permitted by the State of Minnesota
under Minnesota Rules, parts 4620.3702 to 4620.3722
and the U.S. EPA under Title II of TSCA, 40 CFR Part 763 (AHERA)

A handwritten signature in cursive script that reads "Paul E. Johnson".

Paul E. Johnson
Course Director



**ASBESTOS
SITE
SUPERVISOR**

Certified by:
State of Minnesota
Department of Health

Expires: 01/23/2013

**Chris D Murphy
216 Evergreen St
Belle Plaine, MN 56011**

Freda S. Braumner
Director, Env. Health Div.

No. AS4683

Issued: 01/27/2012



Issue Date: January 24, 2012

Expiration Date: January 24, 2013

Diploma No.: BIRE-H12-0155-01

Nova Consulting Group, Inc.

Certifies that

Chris Murphy

*Has attended and successfully completed the
Asbestos Inspector Refresher Course
presented in Chaska, Minnesota on*

January 24, 2012

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in black ink, appearing to read "Brian J. Meyer".

Brian J. Meyer
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572



**ASBESTOS
INSPECTOR**

Certified by:

State of Minnesota
Department of Health

Expires: 01/24/2013

Chris D Murphy
216 Evergreen St
Belle Plaine, MN 56011

Linda S. Bremer
Director, Env. Health Div.

No. A14683

Issued: 01/27/2012

Issue Date: May 18, 2004

Diploma No.: AM-1411-02

Nova Consulting Group, Inc.

Certifies that

Chris Murphy

*Has attended and successfully completed the
**Minnesota Two Day
Asbestos Air Sampling Course***

presented in Nova Consulting Group, Inc. on

May 17& 18, 2004

Course has been permitted by the State of Minnesota
under Minnesota Rules, parts 4620.3702 to 4620.3722



Charles E. Easley
Course Director



Issue Date: August 20, 2004

Diploma No.: 582-1411-04

Nova Consulting Group, Inc.

Certifies that

Chris Murphy

Has attended the

***“Asbestos In Buildings: Air Sampling and Analysis”
-- A NIOSH 582 EQUIVALENT -- Course
presented in Chaska, Minnesota on***

August 17-20, 2004

*and has satisfactorily passed an examination that meets
all criteria required for the course given on*

August 20, 2004

A handwritten signature in black ink, appearing to read "Charles E. Easley".

**Charles E. Easley
Course Director**



Issue Date: January 24, 2012

Expiration Date: January 24, 2013

Diploma No.: MPRE-H12-0156-01

Nova Consulting Group, Inc.

Certifies that

Chris Murphy

*Has attended and successfully completed the
Asbestos Management Planner Refresher Course
presented in Chaska, Minnesota on*

January 24, 2012

Course is in Accordance with Title II of TSCA, 40 CFR 763 (AHERA)
and Permitted by the State of Minnesota under Minnesota Rules, parts 4620.3702 to 4620.3722

A handwritten signature in cursive script that reads "Brian Meyer".

Brian Meyer
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
Telephone: (952) 448-9393 FAX: (952) 448-9572

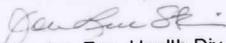


**ASBESTOS
MANAGEMENT
PLANNER**

Certified by:
State of Minnesota
Department of Health

Expires: 01/24/2013

Chris D Murphy
216 Evergreen St
Belle Plaine, MN 56011


Director, Env. Health Div.

No. AM4683 Issued: 01/27/2012

Chris Murphy

has completed the Minnesota-Approved Lead Training course entitled:

Lead Risk Assessor Refresher Training

June 20, 2011

given by

Midwest Environmental Consulting, L.L.C.

145 - 2nd Avenue SE, Cambridge, MN 55008

Phone: 763.691.0111

SUCCESSFULLY PASSED THE EXAMINATION ON June 20, 2011, IN Cambridge, MINNESOTA

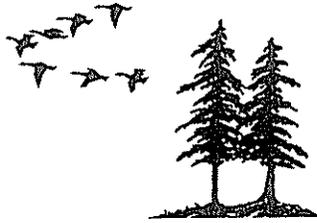
IDENTIFICATION NUMBER: MEC/LRAR 0827

Expiration Date: June 20, 2012

MDH Permit Number: RAR-006


Course Director/Primary Instructor

Approved by the State of Minnesota under Minnesota Rules, parts 4761.2000 to 4761.2700.





LEAD
Risk Assessor

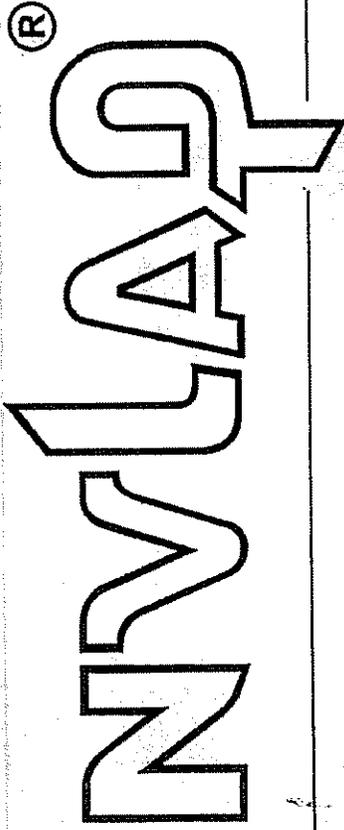
Licensed by:
State of Minnesota
Department of Health

License No. LR2606
Expires 06/20/2012

Chris D Murphy
216 Evergreen St
Belle Plaine, MN 56011

Frenda S. Brummer
Director, Env. Health Div.

United States Department of Commerce
National Institute of Standards and Technology



Certificate of Accreditation to ISO/IEC 17025:2005

NVLAP LAB CODE: 200019-0

EMSL Analytical, Inc.
Minneapolis, MN

is accredited by the National Voluntary Laboratory Accreditation Program for specific services,
listed on the Scope of Accreditation, for:

AIRBORNE ASBESTOS FIBER ANALYSIS

This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2005.
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality
management system (refer to joint ISO-ILAC-IAF Communiqué dated January 2009).

2012-04-01 through 2013-03-31

Effective dates



David F. Alderman

For the National Institute of Standards and Technology



SCOPE OF ACCREDITATION TO ISO/IEC 17025:2005

EMSL Analytical, Inc.
14375 23rd Avenue North
Minneapolis, MN 55447
Ms. Rachel Travis
Phone: 763-449-4922 Fax: 763-449-4924
E-Mail: rtravis@emsl.com
URL: <http://www.emsl.com>

AIRBORNE ASBESTOS FIBER ANALYSIS (TEM)

NVLAP LAB CODE 200019-0

NVLAP Code Designation / Description

18/A02

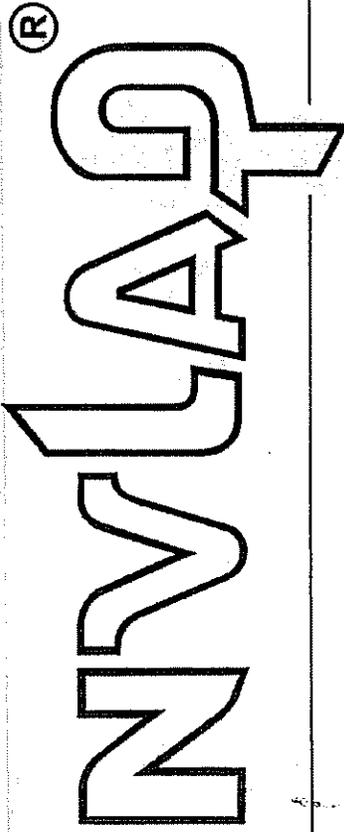
U.S. EPA's "Interim Transmission Electron Microscopy Analytical Methods-Mandatory and Nonmandatory-and Mandatory Section to Determine Completion of Response Actions" as found in 40 CFR, Part 763, Subpart E, Appendix A.

2012-04-01 through 2013-03-31

Effective dates

David F. Alderman
For the National Institute of Standards and Technology

United States Department of Commerce
National Institute of Standards and Technology



Certificate of Accreditation to ISO/IEC 17025:2005

NVLAP LAB CODE: 200019-0

EMSL Analytical, Inc.
Minneapolis, MN

is accredited by the National Voluntary Laboratory Accreditation Program for specific services,
listed on the Scope of Accreditation, for:

BULK ASBESTOS FIBER ANALYSIS

*This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2005.
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality
management system (refer to joint ISO-ILAC-IAF Communiqué dated January 2009).*

2012-04-01 through 2013-03-31

Effective dates



David F. Alderman

For the National Institute of Standards and Technology



**National Voluntary
Laboratory Accreditation Program**



SCOPE OF ACCREDITATION TO ISO/IEC 17025:2005

EMSL Analytical, Inc.
14375 23rd Avenue North
Minneapolis, MN 55447
Ms. Rachel Travis
Phone: 763-449-4922 Fax: 763-449-4924
E-Mail: rtravis@emsl.com
URL: <http://www.emsl.com>

BULK ASBESTOS FIBER ANALYSIS (PLM)

NVLAP LAB CODE 200019-0

<i>NVLAP Code</i>	<i>Designation / Description</i>
18/A01	EPA-600/M4-82-020: Interim Method for the Determination of Asbestos in Bulk Insulation Samples

2012-04-01 through 2013-03-31

Effective dates

David F. Alderman
For the National Institute of Standards and Technology



AIHA

Laboratory Accreditation
Programs, LLC

AIHA Laboratory Accreditation Programs, LLC

acknowledges that

EMSL Analytical, Inc.

14375 23rd Avenue North, Minneapolis, MN 55447
Laboratory ID: 163162

along with all premises from which key activities are performed, as listed above, has fulfilled the requirements of the AIHA Laboratory Accreditation Programs (AIHA-LAP), LLC accreditation to the ISO/IEC 17025:2005 international standard, *General Requirements for the Competence of Testing and Calibration Laboratories* in the following:

LABORATORY ACCREDITATION PROGRAMS

- INDUSTRIAL HYGIENE Accreditation Expires:
- ENVIRONMENTAL LEAD Accreditation Expires: 03/01/2013
- ENVIRONMENTAL MICROBIOLOGY Accreditation Expires: 03/01/2013
- FOOD Accreditation Expires:

Specific Field(s) of Testing (FoT)/Method(s) within each Accreditation Program for which the above named laboratory maintains accreditation is outlined on the attached Scope of Accreditation. Continued accreditation is contingent upon successful on-going compliance with ISO/IEC 17025:2005 and AIHA-LAP, LLC requirements. This certificate is not valid without the attached Scope of Accreditation. Please review the AIHA-LAP, LLC website (www.aihaaccreditedlabs.org) for the most current Scope.

Christine Powell

Christine Powell

Chairperson, Analytical Accreditation Board

Revision 10: 01/13/2011

Cheryl O. Morton

Cheryl O. Morton

Director, AIHA Laboratory Accreditation Programs, LLC

Date Issued: 02/01/2011



AIHA Laboratory Accreditation Programs, LLC SCOPE OF ACCREDITATION

EMSL Analytical, Inc.
14375 23rd Avenue North, Minneapolis, MN 55447

Laboratory ID: 163162
Issue Date: 02/01/2011

The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory's current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or revocation. A complete listing of currently accredited Environmental Microbiology laboratories is available on the AIHA-LAP, LLC website at: <http://www.aihaaccreditedlabs.org>

Environmental Microbiology Laboratory Accreditation Program (EMLAP)

Initial Accreditation Date: 11/01/2006

EMLAP Category	Field of Testing (FoT)	Method	Method Description <i>(for internal methods only)</i>
Fungal	Air - Direct Examination	05-TP-003.5	Standard Operating Procedure for the Analysis of Airborne Fungal Spores, Hyphal Fragments, Pollen, Insect Fragments, Skin Fragments and Fibrous Particulate by Optical Microscopy of Spore Trap Samples

The laboratory participates in the following AIHA-LAP, LLC-approved proficiency testing programs:

- Fungal Culturable
- Bacterial Culturable
- Fungal Direct Examination

Exhibit D1
State/Consultant Basic Services
Insurance Requirements

A. Contractor shall not commence work under the contract until they have obtained all the insurance described below and the State of Minnesota has approved such insurance. Contractor shall maintain such insurance in force and effect throughout the term of the contract.

B. Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:

1. **Workers' Compensation Insurance:** Except as provided below, Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer's Liability. Insurance **minimum** limits are as follows:

\$100,000 – Bodily Injury by Disease per employee
\$500,000 – Bodily Injury by Disease aggregate
\$100,000 – Bodily Injury by Accident

If Minnesota Statute 176.041 exempts Contractor from Workers' Compensation insurance or if the Contractor has no employees in the State of Minnesota, Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Contractor from the Minnesota Workers' Compensation requirements.

If during the course of the contract the Contractor becomes eligible for Workers' Compensation, the Contractor must comply with the Workers' Compensation Insurance requirements herein and provide the State of Minnesota with a certificate of insurance.

2. **Commercial General Liability Insurance:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the Contractor or by a subcontractor or by anyone directly or indirectly employed by the Contractor under the contract. Insurance **minimum** limits are as follows:

\$2,000,000 – per occurrence
\$2,000,000 – annual aggregate
\$2,000,000 – annual aggregate – Products/Completed Operations

The following coverages shall be included:

Premises and Operations Bodily Injury and Property Damage
Personal and Advertising Injury
Blanket Contractual Liability
Products and Completed Operations Liability
Other; if applicable, please list _____
State of Minnesota named as an Additional Insured

3. **Commercial Automobile Liability Insurance:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance or use of all owned, hired, and non-owned autos which may arise from operations under this contract, and in case any work is subcontracted the contractor will require the subcontractor to maintain Commercial Automobile Liability insurance. Insurance **minimum** limits are as follows:

Exhibit D1

\$2,000,000 – per occurrence Combined Single limit for Bodily Injury and Property Damage

In addition, the following coverages should be included:

Owned, Hired, and Non-owned Automobile

4. Professional/Technical, Errors and Omissions, and/or Miscellaneous Liability Insurance

This policy will provide coverage for all claims the contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Contractor's professional services required under the contract.

Contractor is required to carry the following **minimum** limits:

\$2,000,000 – per claim or event

\$2,000,000 – annual aggregate

Any deductible will be the sole responsibility of the Contractor and may not exceed \$50,000 without the written approval of the State. If the Contractor desires authority from the State to have a deductible in a higher amount, the Contractor shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that the State can ascertain the ability of the Contractor to cover the deductible from its own resources.

The retroactive or prior acts date of such coverage shall not be after the effective date of this Contract and Contractor shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by Contractor to fulfill this requirement.

C. Additional Insurance Conditions:

- Contractor's policy(ies) shall be primary insurance to any other valid and collectible insurance available to the State of Minnesota with respect to any claim arising out of Contractor's performance under this contract;
- Contractor's policy(ies) and Certificate(s) of Insurance shall contain a provision that coverage afforded under the policy(ies) shall not be cancelled without at least thirty (30) days advanced written notice to the State of Minnesota;
- Contractor is responsible for payment of Contract related insurance premiums and deductibles;
- If Contractor is self-insured, a Certificate of Self-Insurance must be attached;
- Contractor's policy(ies) shall include legal defense fees in addition to its liability policy limits, with the exception of B.4 above;
- Contractor shall obtain insurance policy(ies) from insurance company(ies) having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota; and
- An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the Contract.

D. The State reserves the right to immediately terminate the contract if the contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the contractor. All insurance policies must be open to inspection by the State, and copies of policies must be submitted to the State's authorized representative upon written request.

E. The successful responder is required to submit Certificates of Insurance acceptable to the State of MN as evidence of insurance coverage requirements prior to commencing work under the contract.

Exhibit E

State Of Minnesota – Affirmative Action Certification

If your response to this solicitation is or could be in excess of \$100,000, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. **It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date and time of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.**

BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.

Your response will be rejected unless your business:

has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)

—or—

has submitted an affirmative action plan to the MDHR, which the Department received prior to the date and time the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Certificate of Compliance issued by the MDHR. **Proceed to BOX C. Include a copy of your certificate with your response.**
- We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on _____ (date). [If the date is the same as the response due date, indicate the time your plan was received: _____ (time). **Proceed to BOX C.**
- We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. **We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance.** (See below for contact information.)

Please note: Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

BOX B – For those companies not described in BOX A

Check below.

- We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

BOX C – For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: NOVA Consulting Group, Inc Date: 5-30-2017
Authorized Signature: Paul E. Johnson Telephone number: 952-761-9696
Printed Name: Paul E. Johnson Title: Vice President

For assistance with this form, contact:

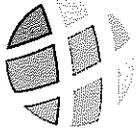
Minnesota Department of Human Rights, Compliance Services Section

Mail: 190 East 5th St., Suite 700 St. Paul, MN 55101
Web: www.humanrights.state.mn.us
Email: employerinfo@therightsplace.net

TC Metro: (651) 296-5663
Fax: (651) 296-9042

Toll Free: 800-657-3704
TTY: (651) 296-1283

Exhibit E



Minnesota Department of
HUMAN RIGHTS

CERTIFICATE OF COMPLIANCE

NOVA CONSULTING GROUP, INC.

Your organization's affirmative action plan has been approved. The department's review of your equal employment opportunity policies and practices indicates compliance with Minnesota Statutes 363A.36. This document constitutes your certificate of compliance.

NOVA CONSULTING GROUP, INC. is hereby certified as a contractor by the Minnesota Department of Human Rights. This certificate is valid from 9/27/2010 to 9/26/2012.

This certification is subject to revocation or suspension prior to its expiration if the department issues a finding of noncompliance or if your organization fails to make a good faith effort to implement its affirmative action plan.

Enclosed is an annual report form to be completed and submitted annually during the certification period whether a state contract has been awarded to you or not. **You must submit reports as required and promptly notify us of any address or status changes.**

If you have any questions contact Melanie Miles at 651-297-1687.

Sincerely,

A handwritten signature in black ink, appearing to read "James Kirkpatrick III".

James Kirkpatrick III, Commissioner
Minnesota Department of Human Rights

Enclosures: Annual Report Forms
Posters (2)

AN EQUAL OPPORTUNITY EMPLOYER

Exhibit F

CERTIFICATION REGARDING LOBBYING For State of Minnesota Contracts and Grants over \$100,000

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

NOVA CONSULTING GROUP, INC
Organization Name

Paul E. Johnson, Vice President
Name and Title of Official Signing for Organization

By: Paul E. Johnson
Signature of Official

5-25-2017
Date

Exhibit I

STATE OF MINNESOTA AFFIDAVIT OF NONCOLLUSION

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the _____ Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: NOVA Consulting Group, Inc

Authorized Representative (Please Print) Paul E. Johnson

Authorized Signature: Paul E. Johnson

Date: 5-29-2012

Subscribed and sworn to me this 25th day of MAY 2012

Notary Public Patrick W. Rolloff

My commission expires: 1-31-16

