

5. EXAMPLE SCENARIO

The completed Example Work Plan (Attachment A) and Example Scenario Project Spreadsheet (Attachment B) are provided in the next section below.



520 Lafayette Road North
St. Paul, MN 55155-4194

Example Workplan

Project Title: Scenario 1

1. **Project Summary:** The Site is an active gas station that has had fueling operations since the 1950's with an attached restaurant that was constructed in the late 1990s. The following workplan is designed to address the environmental concerns and evaluate potential source areas for petroleum contamination. Proposed soil borings and soil gas samples for the initial Limited Site Investigation (LSI) are depicted on the supplied map and attached to this workplan.

2. Statement of Problems, Opportunities, and Existing Conditions

The following environmental conditions will be addressed in this workplan:

- a) The residents have complained about petroleum odors in their drinking water. I would recommend they discontinue use of the domestic wells until the water can be tested and would contact the Minnesota Pollution Agency (MPCA) to discuss supplying an alternative water source to the residents until the safety of the water can be verified.
- b) There is petroleum staining around the pump islands and the station has noted a loss of product over the last few months. I would recommend that the station owner do an immediate visual inspection of the dispensers to determine if there are any leaks and hire a qualified company (this would be subcontracted) to do tightness testing on the underground storage tanks (USTs) and lines. I would recommend that they do not take any more fuel deliveries until this is done. The results of this testing will determine if the USTs and/or lines and dispensers need to be replaced.
- c) The two known sources of petroleum impacts are the former dispenser basin and the surface releases at the pump island. Other potential sources of petroleum include the USTs, lines, and overfills from the fuel oil above ground storage tank (AST) that has been used since the 1950s.

3. Goals, Objectives, Tasks, and Subtasks

4. **Objective 1:** (addresses environmental concerns a and b from item 2 above)

Eliminate the potential immediate risk to the domestic wells and reduce risk of releasing any more product.

Task A: Contact MPCA and recommend the adjacent residents switch to an alternative water source until the safety of their water can be confirmed through testing. I think the observed petroleum odors in the water would warrant this action. Residents would be contacted to explain the risk to their water, offer an alternative supply until the risk to their water can be further evaluated, and to arrange for access to sample their water.

Subtask 1: Arrange for bottle water delivery, if approved (subcontracted).

Task B: Have client check his dispensers and have a qualified company do testing on the USTs and lines (Subcontracted).

Task C: Sample groundwater from the six (6) adjacent domestic wells for diesel range organics (DRO), gasoline range organics (GRO), volatile organic compounds (VOCs), and total lead.

Objective 1 Timeline: These tasks should be completed as soon as possible (within first week).

Objective 1 Deliverables:

The tightness testing report would be the deliverable from the tank contractor and an analytical report would be the deliverable for the laboratory performing the groundwater analysis. This data would be used to determine the need for further action. Potential outcome could be UST removals or arranging for a permanent alternative water source for residents (permanent alternative solutions could include either drilling a deeper well or water treatment for current well).

Objective 2:

Complete a non-standard scope LSI utilizing MPCA guidance documents. The LSI would be designed to address the two known sources of petroleum and the two potential sources listed as concerns in item 2 above.

Task A: Complete a health and safety plan and clear utilities.

Subtask 1: Arrange for private locator to clear private utilities.

Subtask 2: Call Gopher-1 to clear public utilities.

Task B: Complete Receptor surveys

Subtask 1: Complete a well receptor survey.

Subtask 2: Complete a surface water receptor survey.

Subtask 3: Complete a vapor receptor survey.

Task C: Complete LSI Field Work

Subtask 1: Complete ten (10) soil borings for the collection of soil and groundwater samples in accordance with MPCA guidance documents. Soil borings would be completed to five feet below the groundwater table where no impacts were observed, or ten feet below observed petroleum impacts and a stratigraphy boring would be completed to 20 feet below groundwater or the deepest petroleum impacts if they extend below the groundwater table. Soil samples would be collected at the highest organic vapor measurement and at the first wet zone at the water table. Soil samples would be analyzed for GRO, DRO, and petroleum volatile organic compounds (PVOCs). Three soil samples would be collected from more transmissive zones within the aquifer for grain size analysis using Method ASTM D422. If there was a potential to excavate soil, total lead analysis would also be performed. Soil samples would be collected and placed on hold for polycyclic aromatic hydrocarbons (PAHs). If the drinking water aquifer appears to be impacted by diesel or fuel oil, Nova would contact the MPCA project manager to determine if the PAH samples should be analyzed. Groundwater samples would be analyzed for DRO, GRO, and VOCs.

Subtask 2: Collect soil gas samples at source areas and for the on-site building. Nova has proposed to initially do two (2) soil gas samples for the two (2) known source areas (the surface releases at the dispensers and the UST basin for the removed USTs). Since the former UST basin is mostly contained below the restaurant, Nova would contact the MPCA project manager and propose a sub-slab sample for this location.

Subtask 3: Survey soil boring locations.

Objective 2 Timeline: Field activities would be completed within two weeks.

Objective 2 Deliverables:

The analytical reports and field boring logs would be the deliverables for objective 2.

Objective 3: Complete report.

Subtask 1: Reduce the analytical data to determine if there are soil or groundwater concentrations that warrant additional investigation. Any additional investigation would go on a Minnesota Department of Commerce (MDC) Petrofund Change Order.

Subtask 2: Reduce the sieve analysis data to determine if the unconsolidated deposits meet the MPCA Petroleum Remediation Programs definition of an aquifer. If the unconsolidated soils meet the aquifer definition and the groundwater concentrations exceed either the Minnesota Department of Health (MDH) – Health Risk Limits (HRLs), or the GRO/DRO concentrations exceed one milligram-per-liter, a remedial investigation (RI) will be performed. If a RI is required, permanent monitoring wells will be installed and two (2) quarterly sampling events will be performed. Costa associated

with an RI will go on a MDC Petrofund change order.

Objective 3 Timeline: An LSI report would be completed within one week of receiving analytical reports. If a RI is required, the RI report would be completed within one week of receiving the analytical report for the second quarterly sampling event.

Objective 3 Deliverables:

The LS or RI report is the deliverable for objective 3.



520 Lafayette Road North
St. Paul, MN 55155-4194

Attachment B *Example Scenario Project Spreadsheet

Project title: Scenario 1

Project Budget	1. Personnel		2. Subcontracting	3. Equipment	4. Other Expenses		Totals (Extended)
	Scientist 2						
* Objective 1							
Task A		4					
Task B			Tank & line testing				
Task C		*4	Analytical				X
Total for Objective 1 Hrs.		8 Hrs.					
Objective 2							
Task A		2	Private locator				
Task B		*4					
Task C		**28	Analytical	WLI / PID Survey Gear			
Total for Objective 2 Hrs.		34 Hrs.					
Objective 3							
Task A		***25 Hrs.					
Task B							
Total for Objective 3 Hrs.		***25 Hrs.					
Total Project Hours		67 Hrs.					

Notes:

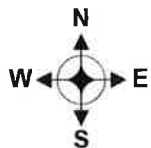
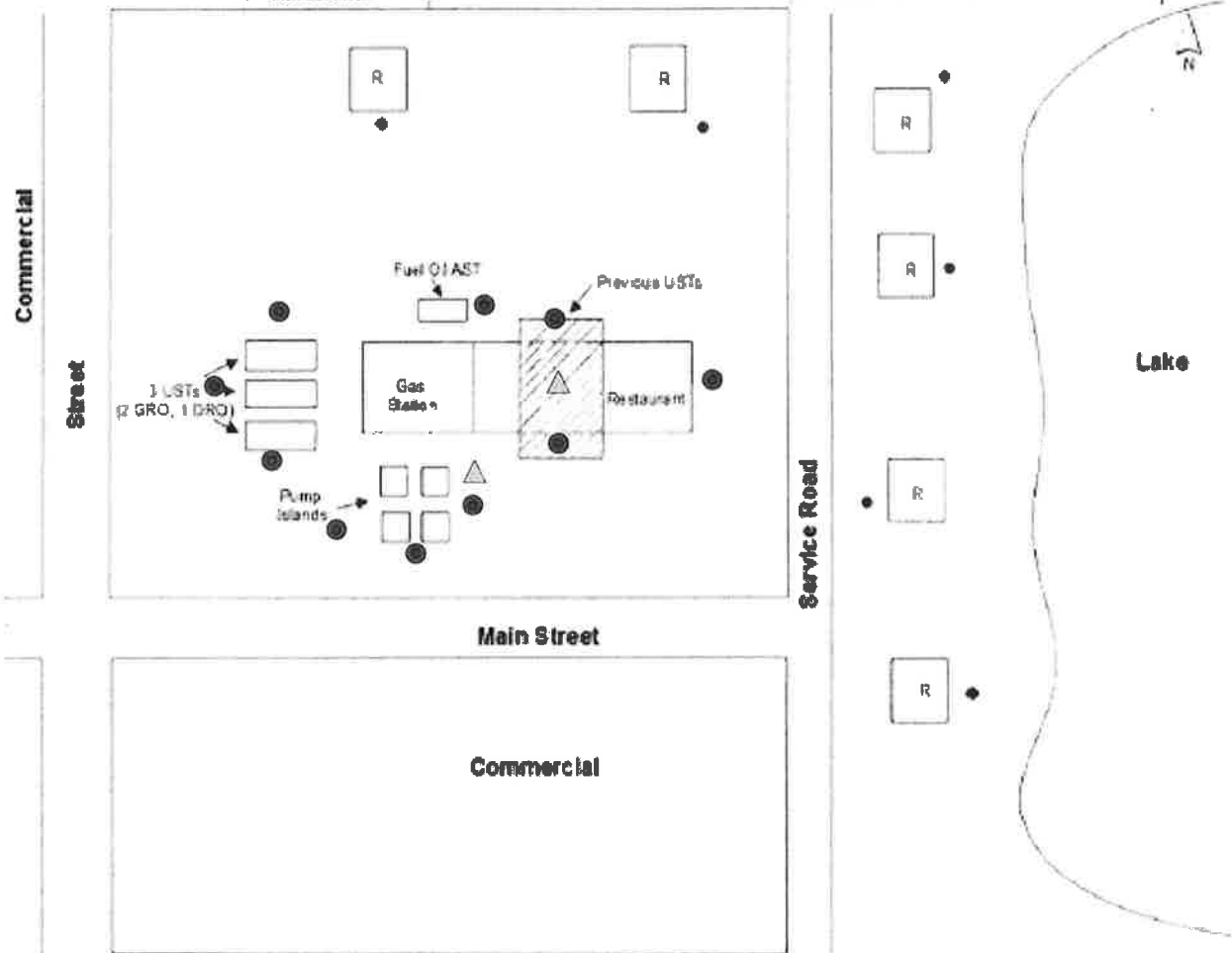
- * = Mobilization time has not been included as we do not know the location of the site in western Minnesota.
- ** = Total on-site time for both driller and Geologist. (both Scientist 2 at Nova) and assumes groundwater at approximately 20 feet below grade. Total does not include mobilization or per diem if overnight stay is cheaper than mobilization.
- *** = Report times assumes that an LSI is completed. If an RI is completed there would be additional hours (approximately 6 more hours depending on scope of RI).

Scenario B Map

R = Residence
 ● = Domestic well

250

500 Feet



LEGEND

- Geoprobe Soil Boring / Temporary Well Location
- ▲ Soil Vapor Sample Location

SAMPLE LOCATION MAP
 Scenario 1
 MPCA – Category B. Remediation Only

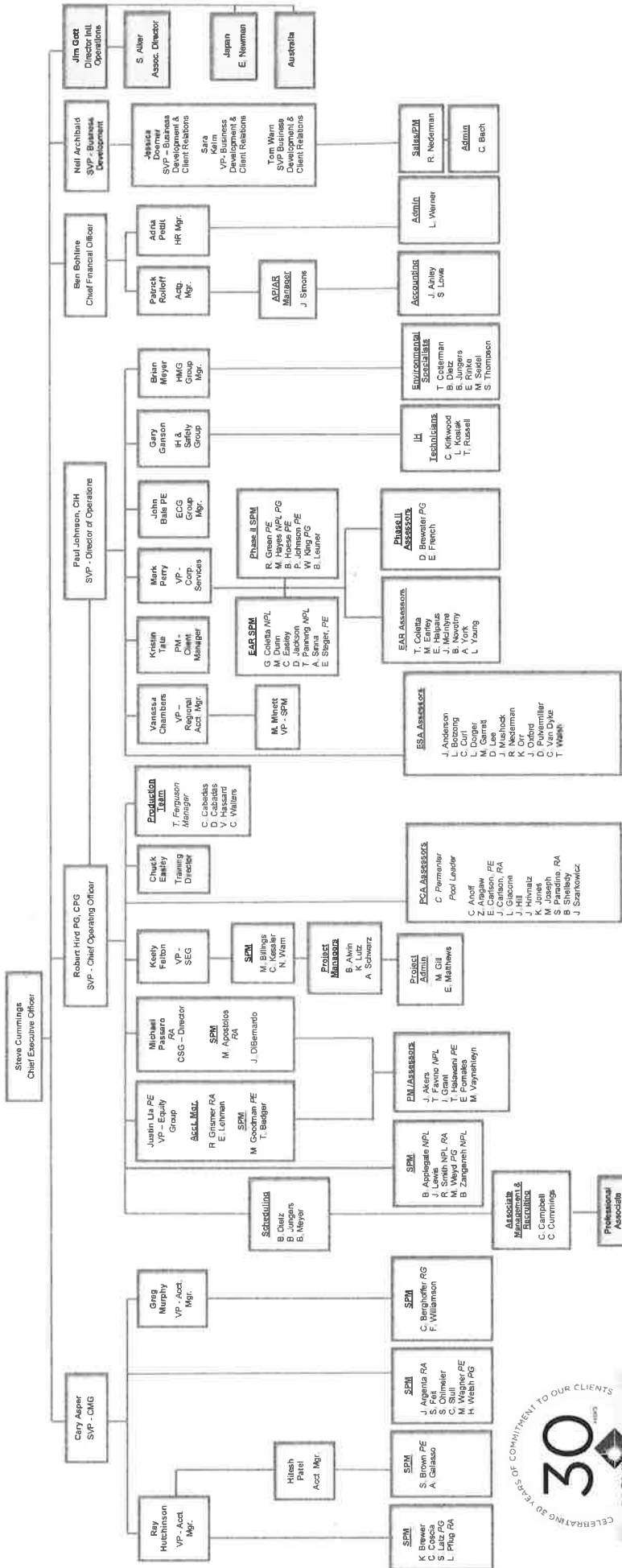


Figure 1

April 2018

APPENDIX A

NOVA RESUME'S AND CERTIFICATIONS





MARK A. PERRY
VICE PRESIDENT – CORPORATE REGIONAL MANAGER

PROFESSIONAL EDUCATION

1993	St. Cloud State University St. Cloud, Minnesota	Bachelor of Science Degree: Earth Science - Geology
1988-90	Gustavus Adolphus St. Peter, Minnesota	College Major Studies: Secondary Education-Earth Science

CERTIFICATIONS/QUALIFICATIONS

- Asbestos Building Inspector (Minnesota Department of Health No. AI9224)
- Asbestos Management Planner (Minnesota Department of Health No. AM9224)
- OSHA 40-hour Hazardous Waste Operations Standard (29 CFR 1910.120)

SELECTED EXPERIENCE

Mr. Perry has more than 20 years of experience conducting and managing environmental investigations and property site assessments for private, commercial and industrial business clients, property management/real estate development companies and state/local government agencies (i.e. MNDOT, Hennepin County, and City of Minneapolis). Mr. Perry has conducted Phase I Environmental Site Assessments (ESAs) {including various scope-specific studies (i.e. HUD, Freddie Mac and Fannie Mae) and right-of-way corridor assessments}, Phase II Subsurface and Remedial Investigations, Asbestos and Hazardous Materials Building Surveys; and, prepared Asbestos Operations and Maintenance (O&M) Plans. Mr. Perry has also coordinated and managed the completion of ASTM-Scope Property Condition Assessments (PCAs), HUD Project Capital Needs Assessments (PCNAs), and various scope Physical Needs Assessments (PNAs). In addition to assessment/investigation activities, Mr. Perry has managed the implementation of various active soil and ground water remediation technologies including hazardous waste characterization and disposal coordination, and coordinated geotechnical evaluations for proposed retail development projects. Mr. Perry has continually maintained expertise in environmental compliance, rules and regulations, and coordinated project financing through the Petrofund, Dry Cleaner Reimbursement Fund, Tax-Increment Financing (TIF) and grant programs administered by Hennepin County, Metropolitan Council and Department of Employment & Economic Development (DEED).

In addition to project management, Mr. Perry has extensive field experience pertaining to subsurface contamination investigation and remediation at brownfield redevelopment properties, right-of-way expansions, petroleum retail and dry cleaning facilities, housing developments and natural gas compressor/booster stations. Mr. Perry has coordinated the implementation of active remediation technologies including soil vapor extraction, free product recovery and soil removal and disposal, and maintained air sparge and vent, soil vapor extraction and ground water pump and treatment corrective action systems. Mr. Perry has installed soil borings, temporary monitoring wells and vapor extraction points using a Geoprobe[®] hydraulic push probe; and, installed, developed and sampled ground water monitoring wells. Mr. Perry also has experience performing groundwater aquifer parameter tests, laboratory soil tests including Atterberg limits, proctor, sieve and hydrometer analyses, and surveying.

EQUIPMENT

Photoionization detectors (HNu, Thermo Instruments, RAE Systems), flame-ionization detectors, Lumex[®] mercury vapor analyzer, Geoprobe[®] hydraulic sampling units, combustible gas meters, submersible and peristaltic pumps, pressure transducers, aquifer parameter meters



Issue Date: January 18, 2018
Expiration Date: January 18, 2019
Diploma No.: MPRE-H18-0063-02

Nova Consulting Group, Inc.

Certifies that

Mark A Perry

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

January 18, 2018

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 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



Issue Date: January 18, 2018
Expiration Date: January 18, 2019

Diploma No.: BIRE-HI18-0063-02

Nova Consulting Group, Inc.

Certifies that

Mark A Perry

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

January 18, 2018

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 that reads "Brian J. Meyer".

Brian J. Meyer
Course Director

Nova Consulting Group, Inc. - 1107 Hazeltine Boulevard, Suite #400 - Chaska, MN 55318
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JOHN M. BALE, P.E.
ENGINEERING AND COMPLIANCE GROUP LEADER

PROFESSIONAL EDUCATION

1990	Colorado State University Fort Collins, Colorado	Bachelor of Science Degree: Mechanical Engineering Concentration: Environmental Engineering
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CERTIFICATIONS/QUALIFICATIONS

- Registered Professional Engineer (Minnesota AELSLAGID #25117)
- Registered Professional Engineer (Wisconsin Dept of Safety & Professional Services #33781-6)
- OSHA 40-hour Hazardous Waste Operations Standard (29 CFR 1910.120)

SELECTED EXPERIENCE

Mr. Bale has more than 23 years of experience as a professional environmental engineer. Professional experience is comprised of over fifteen years of environmental consulting experience and over seven years working for the manufacturing and the oil production industries. Industry experience includes responsibility for management of all aspects of environmental compliance (air, water, waste, SPCC, FRP, Tier II, TRI, TSCA, etc.), environmental compliance system development, environmental auditing oversight, driving continuous improvement and management of environmental department overseeing numerous locations throughout the United States. Additional responsibilities have included acquisition and divestiture due diligence, soil and groundwater remediation, regulatory agency negotiations, spill response and reporting, and assessment of environmental risk for new product development. Environmental consulting experience includes performing a wide range of environmental services for public and private sector clients ranging from family businesses to international corporations. Consulting duties have included all project phases including scope of work development, cost estimating, project team coordination, contractor selection, field work oversight, data interpretation, feasibility analysis, permitting, remedial system design, installation and operation, regulatory agency negotiations, expert testimony and technical report preparation and review.

Mr. Bale has consulting and industry experience in the following areas.

- Title V and State air emission permitting, semi and annual reporting (compliance certifications, emission inventories, malfunction and calibration reports, etc.) and stack testing for painting/coating facilities, pulp and paper plants, petroleum terminals, refineries, food production plants and various manufacturing facilities.
 - General Stormwater, Construction Stormwater and Individual NPDES permitting, SWPPP and Erosion Control Plan development, discharge sampling, discharge treatment and BMP design, compliance demonstration and reporting.
 - Wastewater/POTW permitting, discharge sampling, treatment system assessments and modifications, compliance demonstration and reporting.
 - Coordination of hazardous waste management including profiling, accumulation compliance, manifesting, disposal vendor auditing and selection, Emergency Contingency Plans, Waste Minimization and Source Reduction/Pollution Prevention Plans and regulatory agency reporting for generator sizes ranging from conditionally exempt to large quantity.
 - SARA 311 Notifications, 312 (Tier II) annual reporting, and 313 (TRI/Form R) annual reporting
 - Comprehensive multi-media environmental compliance auditing for painting/coating facilities, petroleum terminals and refineries, chemical plants, food production facilities and various manufacturing facilities.
 - Completion of site investigations, risk based corrective action analysis, remedial option feasibility studies and design and installation of soil and groundwater remediation systems. Contaminants of concern have
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included petroleum products, metals (hexavalent chromium, etc.), PCBs, agricultural fertilizers and chemicals and chlorinated solvents.

- Development, preparation and implementation of SPCC Plans and Facility Response Plans.
- Management of TSCA and FIFRA compliance.
- UST and AST permitting, management and removals.
- Emergency response actions related to train derailments and pipeline releases.
- Provided expert testimony in property transfer cases related to environmental liability.
- Evaluation of comprehensive regulatory considerations for plant expansions and manufacturing facility modifications and advisement of plant and corporate stakeholders.

Notable projects and achievements include:

- Northern United States Coordinator for environmental liability evaluation for a multi-site acquisition of petroleum terminals and pipelines involving quantification of over 20 million in environmental liability.
- Program Manager of international environmental, health and safety audit program for Minnesota based paint manufacturer and member of environmental audit team for US based international chemical manufacturer.
- Coordinated system design, regulatory approval, budget management, permitting, and contractor coordination for installation of a \$1,000,000 plus chlorinated volatile organic compound remediation system with multiple responsible parties, consultants, legal teams, public advisory committees and regulatory agencies conducted under a settlement agreement.
- Remedial design engineer for a project involving soil and multiple aquifers impacted with RCRA metals, PCBs, petroleum-related hydrocarbons and solvents. Project site was a multiple acre automotive parts manufacturing facility requiring demolition of 250,000 square foot multi-storied facility, extensive investigations, feasibility studies and application of multiple remedial technologies.
- Directed and coordinated completion of Phase 1 ESAs, Phase 2's and risk ranking on multi-firm due diligence team for acquisition of national agronomy company with over 100 properties.
- Environmental manager for team of six environmental professionals managing twenty-six various types of facilities of varying regulatory complexity across six states to a high level of environmental compliance.

PROFESSIONAL AFFILIATIONS

- MGWA - Minnesota Ground Water Association
 - MEI - Minnesota Environmental Initiative
 - A&WMA - Air and Waste Management Association
-

Minnesota State Board of Architecture, Engineering,
Land Surveying, Landscape Architecture,
Geoscience and Interior Design
This is to certify that

John M Bale

is a licensed

Professional Engineer

25117	06/29/2016	06/30/2018
License Number	Effective Date	Expiration Date

ISSUED TO: John M Bale
1616 Knox Circle
Burnsville, MN 55337

License Number	Expires
25117	06/30/2018

MINNESOTA STATE BOARD OF ARCHITECTURE, ENGINEERING,
LAND SURVEYING, LANDSCAPE ARCHITECTURE, GEOSCIENCE
AND INTERIOR DESIGN
THIS IS TO CERTIFY THAT

John M Bale

is a licensed

Professional Engineer

License Number	Effective Date	Expiration Date
25117	06/29/2016	06/30/2018



Nova
Consulting Group, Inc.

Diploma No.: HAZWOPER REF 2017-06

Nova Consulting Group, Inc.
ENVIRONMENTAL TRAINING CENTER
Certifies that

John Bale

Has attended the 8-Hour Refresher
"Hazardous Waste Operations and Emergency Response"
training course
presented in Chaska, Minnesota on

April 20, 2017

Training was in accordance with 29 CFR Part 1910.120

Gary Ganson, CIH
Course Director

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

TERRY KAISER, PE, PG, CGWP

ACCOUNT MANAGER

PROFESSIONAL EDUCATION

Bachelor of Science, Geo-Engineering, University of Minnesota, Minneapolis, Minnesota, 1985

Bachelor of Arts, English Minor, St. Cloud State University, St. Cloud, Minnesota, 1980

CERTIFICATIONS/QUALIFICATIONS

- Professional Engineer (PE) Minnesota, License No. 19870
- Professional Geologist (PG) Minnesota, License No. 30198
- Certified Groundwater Professional (CGWP) National Groundwater Association No. 119294
- OSHA 40 Hour Hazardous Waste Operations Certification (29CFR 1910.120)
- Certified Design of Construction SWPPP

SELECTED EXPERIENCE

LANDFILLS

As a project manager, engineer, and hydrogeologist, Mr. Kaiser has led investigation, design, and construction efforts to develop over 100 acres of landfill space in Minnesota.

His work has included Permit-By Rule Construction and Demolition (C & D) landfill developments, lined and unlined permitted C&D landfills, as well as lined and unlined Municipal Solid Waste (MSW) landfill developments.

He is currently working on an MPCA approved demonstration research project (DRP) to complete a leachate treatment system that will minimize, or eliminate, the need to take leachate off-site for treatment. It is the first system of its kind in the United States.

MUNICIPAL WATER SUPPLY WELL FIELDS

For many years Mr. Kaiser has successfully worked for municipal clients in Minnesota to solve their groundwater supply problems and meet regulatory needs. He prepares drilling work plans, and assists clients with contract procurement and wellhead protection plans. A sample list of municipalities he has worked with in Minnesota includes: Hadley, Bellingham, Seaforth, Cobden, Delhi, Zumbro Falls, Litchfield, and Spicer/New London.

PROFESSIONAL ORGANIZATIONS

- Minnesota Society of Professional Engineers
 - Minnesota Groundwater Association
 - National Association of Groundwater Scientist and Engineers
-

MINNESOTA STATE BOARD OF ARCHITECTURE, ENGINEERING,
LAND SURVEYING, LANDSCAPE ARCHITECTURE, GEOSCIENCE
AND INTERIOR DESIGN
THIS IS TO CERTIFY THAT

Terry L Kaiser

is a licensed

Professional Engineer

License Number	Effective Date	Expiration Date
19870	04/06/2016	06/30/2018

MINNESOTA STATE BOARD OF ARCHITECTURE, ENGINEERING,
LAND SURVEYING, LANDSCAPE ARCHITECTURE, GEOSCIENCE
AND INTERIOR DESIGN
THIS IS TO CERTIFY THAT

Terry L Kaiser

is a licensed

Professional Geologist

License Number	Effective Date	Expiration Date
30198	04/06/2016	06/30/2018

Certified by NGWA



Certification no. 119294



Terry Kaiser, CGWP
Certified Groundwater Professional

Expires 12/31/2020

UNIVERSITY OF MINNESOTA

Terry L Kaiser

Design of Construction SWPPP (May 31 2020)

BRIAN J. HOESE, PE
SENIOR PROJECT MANAGER
NATIONAL PRACTICE LEADER

PROFESSIONAL EDUCATION

Bachelor of Biosystems and Agricultural Engineering, Emphasis: Environmental, University of Minnesota, Minneapolis, MN 2003

CERTIFICATIONS/QUALIFICATIONS

- Licensed Professional Engineer (Minnesota License #46262)
- OSHA 40 Hour Hazardous Waste Operations Certification (29CFR 1910.120)

SELECTED EXPERIENCE

Mr. Hoese is the National Practice Leader of Investigation/Remediation and a senior project manager in Nova's Chaska, Minnesota office. Brian has more than 13 years of environmental consulting experience, designing, managing, and documenting investigations and remedial actions at sites across the Midwest.

Mr. Hoese has managed and conducted multiple environmental site assessments (ESAs) for cities, counties, and private entities as part of property transfer. This work included conducting and preparing Phase I ESAs (compliant with All Appropriate Inquiry) to support property transfer in preparation for redevelopment activities. Additionally, Mr. Hoese has developed planned, conducted and documented Phase II site investigations designed to identify and characterize environmental impacts to soil, groundwater and soil vapor.

Mr. Hoese has also managed brownfield redevelopment projects from concept through remedial action documentation. He has worked on sites impacted with volatile organic compounds (VOCs), polynuclear aromatic hydrocarbons (PAHs), petroleum, metals, and PCBs. As part of these redevelopment projects, Mr. Hoese prepared remedial action plans, documented construction activities, and designed and constructed numerous passive and active vapor mitigation systems in both existing and planned buildings.

Mr. Hoese has experience working with regulators in voluntary remediation programs in several states, and has assisted clients with obtaining liability assurances from regulatory agencies. He has also assisted clients with obtaining environmental cleanup grants from local and state entities to offset some of the costs associated with redeveloping contaminated sites.

Mr. Hoese has experience conducting feasibility studies consistent with federal and state regulatory requirements. He has prepared cost estimates to evaluate present value and life cycle costs for remedial actions to assist with decision making. Additionally, he has conducted engineering evaluations and root-cause analyses to address inefficiencies or inadequacies with various treatment systems.

Finally, Mr. Hoese has designed, conducted and analyzed bench and field pilot scale studies for remedial alternatives. This includes bench and field scale studies for in-situ bioremediation, permeable reactive barriers, and other remedial technologies. Results of these studies have been used to select, design, and operate full-scale implementation remediation systems.

Minnesota State Board of Architecture, Engineering,
Land Surveying, Landscape Architecture,
Geoscience and Interior Design
This is to certify that

Brian John Hoese

Is a licensed

Professional Engineer

46262	06/20/2016	06/30/2018
License Number	Effective Date	Expiration Date

ISSUED TO: Brian John Hoese
12480 52nd Street
Mayer, MN 55360

License Number	Expires
46262	06/30/2018

MINNESOTA STATE BOARD OF ARCHITECTURE, ENGINEERING,
LAND SURVEYING, LANDSCAPE ARCHITECTURE, GEOSCIENCE
AND INTERIOR DESIGN
THIS IS TO CERTIFY THAT

Brian John Hoese

is a licensed

Professional Engineer

License Number	Effective Date	Expiration Date
46262	06/20/2016	06/30/2018



Issue Date: January 18, 2018
Expiration Date: January 18, 2019

Diploma No.: BIRE-H18-0063-12

Nova Consulting Group, Inc.

Certifies that

Brian Hoese

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

January 18, 2018

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



Diploma No.: HAZWOPER REF 2017-02

Nova Consulting Group, Inc.
ENVIRONMENTAL TRAINING CENTER
Certifies that

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Has attended the 8-Hour Refresher
"Hazardous Waste Operations and Emergency Response"
training course
presented in Chaska, Minnesota on

April 20, 2017

Training was in accordance with 29 CFR Part 1910.120


Gary Ganson, CIH
Course Director

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

MICHAEL D. HAYES, PROFESSIONAL GEOLOGIST (P.G.) PHASE II LEADER

PROFESSIONAL EDUCATION

B.S. Geology (Aqueous Chemistry/Hydrogeology Emphasis), University of Minnesota - Institute of Technology, Minneapolis, MN

CERTIFICATIONS/QUALIFICATIONS

- State of Minnesota - Professional Geologist License No. 40761
- State of Florida - Professional Geologist License No. PG 2384
- State of Pennsylvania - Professional Geologist License No. PG004700
- State of Washington - Professional Geologist License No. 2752
- State of Wisconsin - Professional Geologist License No. 1355-13
- State of Minnesota - Asbestos Inspector Certification No. A112044 with annual refresher courses
- 40-hour OSHA Hazardous Materials Handling Training, with annual refresher courses
- 8-hour Mine Safety and Health Administration (MSHA) training
- Instructor for Phase II training, Nova Consulting Group, January 2008
- Fundamentals of Environmental Chemistry, St. Paul, Minnesota 2000
- American Institute of Professional Geologists (AIPG) - On-going lectures

SELECTED EXPERIENCE

Mr. Hayes is a licensed professional geologist with over twenty-three years of environmental, geologic, and hydrogeologic experience in the professional consulting field. His experience includes project management, remedial investigation design and implementation, groundwater recovery system installation and operation, underground storage tank (UST) and aboveground storage tank (AST) removal assessments, aquifer pump tests, hydraulic conductivity tests, monitoring well and recovery well installations, soil sampling and classification, monitoring well development and sampling, and writing technical reports. He has experience operating a soil/groundwater/vapor survey vehicle (Geoprobe) and a downhole video camera. Additional selected professional experience includes:

- Project manager and field support on subsurface investigations conducted nationally to include project experience in AL, AR, AZ, CA, CO, CT, FL, GA, IA, ID, IL, IN, KS, KY, LA, MA, MD, MN, MI, MT, ND, NV, NY, OH, OK, OR, PA, SC, SD, TN, TX, WA, WI and WY.
- Project manager and field support on numerous hydrocarbon/solvent contamination sites involving remedial investigations, corrective action designs, and system installations.
- Project manager and field support on numerous agricultural chemical sites involving fertilizer and pesticide investigations and remediation of soil and groundwater.
- Managing underground petroleum release sites and agricultural chemical sites with active remediation systems. Soil remediation techniques include thermal incineration, landfarming, landfill disposal, soil venting, vegetative remediation, and on-site bioremediation enhanced through chemical application. Groundwater remediation technologies include groundwater recovery and aeration, air sparging, recovery well vacuum enhancement, chemical applications and natural bioremediation monitoring.
- Observed the installation of recovery wells, groundwater monitoring wells, soil vapor extraction points, and air sparge points.
- Observed and documented the excavation and removal of underground storage tanks (USTs) and collected soil and groundwater samples from UST excavations.
- Served as systems technician for the installation and operation of groundwater recovery/treatment systems.
- Conducted numerous pumping tests to collect aquifer data and utilized Aquifer Test computer software to analyze for hydraulic conductivity, transmissivity, specific yield, and storativity.
- Utilized computer software contouring packages to evaluate groundwater flow direction and gradient.

PROFESSIONAL AFFILIATIONS

- MGWA - Minnesota Ground Water Association
- AIPG - American Institute of Professional Geologists

PROFESSIONAL PUBLICATIONS

Minnesota Groundwater Association, "Monitoring Wells Should be Resurveyed Periodically", Volume 21, Number 3, September 2002.

Minnesota State Board of Architecture, Engineering,
Land Surveying, Landscape Architecture,
Geoscience and Interior Design
This is to certify that

Michael David Hayes

is a licensed

Professional Geologist

40761	06/24/2016	06/30/2018
License Number	Effective Date	Expiration Date

ISSUED TO: Michael David Hayes
2305 Apache St
Mendota Heights, MN 55120

License Number	Expires
40761	06/30/2018

MINNESOTA STATE BOARD OF ARCHITECTURE, ENGINEERING,
LAND SURVEYING, LANDSCAPE ARCHITECTURE, GEOSCIENCE
AND INTERIOR DESIGN
THIS IS TO CERTIFY THAT

Michael David Hayes

is a licensed

Professional Geologist

License Number	Effective Date	Expiration Date
40761	06/24/2016	06/30/2018



Issue Date: January 18, 2018
Expiration Date: January 18, 2019

Diploma No.: BIRE-H18-0063-05

Nova Consulting Group, Inc.

Certifies that

Mike Hayes

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

January 18, 2018

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



Diploma No.: HAZWOPER REF 2017-07

Nova Consulting Group, Inc.
ENVIRONMENTAL TRAINING CENTER
Certifies that

Mike Hayes

Has attended the 8-Hour Refresher
"Hazardous Waste Operations and Emergency Response"
training course
presented in Chaska, Minnesota on

April 20, 2017

Training was in accordance with 29 CFR Part 1910.120


Gary Ganson, CIH
Course Director

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

ELISE M. STEGER, P.G.
SENIOR PROJECT MANAGER

PROFESSIONAL EDUCATION

Bachelor of Science, Geology, University of Minnesota, Duluth, May 1994

CERTIFICATIONS/QUALIFICATIONS

- ASBOG Certified Minnesota Professional Geologist #42595
- OSHA Hazardous Waste Operations Health and Safety Training, 29 CFR 1910.120
- MDH Asbestos Inspector

SELECTED EXPERIENCE

Ms. Steger has over 20 years of experience in the environmental field with sites across the Midwest. Ms. Steger has broad background in compliance in industrial settings. Her experience has included all aspects of environmental compliance air monitoring, solid and hazardous waste, waste water, SWPPP, SPCC, Tier II and other permit requirements.

Ms. Steger has over 12 years of experience in solid waste compliance including landfills, hauling and transfer station. Ms. Steger specialized in landfill gas compliance including monitoring (surface scans, perimeter probes and gas wells), system construction and optimization for landfill gas to energy plants. She was also involved with permitting, construction oversight, leachate management and industrial solid waste management plans.

Ms. Steger has managed many Phase II and remediation projects including work on EPA superfund sites and emergency response actions. These EPA and Brownfields projects included a large-scale investigation of residential area where over 1,200 homes were impacted by a former lead smelter. Actions included field sampling, laboratory sample preparation, and XRF analysis. Ms. Steger was also a part of an emergency response for a train derailment which impacted the Mississippi River. She documented various response actions and collected water samples from river areas. Ms. Steger led the oversight of tank and barrel sampling and removal actions including air monitoring for worker safety. She has performed hazardous waste characterization at abandoned industries including a former concrete plant, former grain mill and former plating facility. Ms. Steger also provided oversight of vapor intrusion sampling in over 20 homes that were potentially impacted by a TCE and PCE plume from a dry-cleaning facility.

Ms. Steger has also been on internal and external environmental auditing teams to identify deficiencies and improve compliance programs. Ms. Steger was on a team responsible for compliance of over 70 solid waste facilities across Minnesota, Iowa, North Dakota, South Dakota and Utah. Responsible for peak performance and compliance of four landfill gas-to-energy plants which created enough electricity to power over 10,000 homes in the greater twin cities area.

Ms. Steger's team was also responsible for the compliance of two mining facilities in south central Minnesota. In addition to routine compliance, both sites participated in a voluntary continuous particulate monitoring program for PM10, PM4 and PM2.5. Data was compiled, analyzed, and reported to state and local officials. Special projects included native prairie seed collection, prairie restoration, and Fen protection during mine dewatering. Ms. Steger also worked with employees and Henderson New Country School to obtain National Wildlife Habitat Council "Corporate Lands for Learning" and "Wildlife at Work" certifications.

Minnesota State Board of Architecture, Engineering,
Land Surveying, Landscape Architecture,
Geoscience and Interior Design
This is to certify that

Elise Marien Steger

is a licensed

Professional Geologist

MINNESOTA STATE BOARD OF ARCHITECTURE, ENGINEERING,
LAND SURVEYING, LANDSCAPE ARCHITECTURE, GEOSCIENCE
AND INTERIOR DESIGN
THIS IS TO CERTIFY THAT

Elise Marien Steger

is a licensed

Professional Geologist

42595	06/23/2016	06/30/2018
License Number	Effective Date	Expiration Date
ISSUED TO:	Elise Marien Steger 2656 Ann Circle Shakopee, MN 55379	

License Number	Expires
42595	06/30/2018

License Number	Effective Date	Expiration Date
42595	06/23/2016	06/30/2018



Issue Date: January 18, 2018
Expiration Date: January 18, 2019

Diploma No.: BIRE-H18-0063-10

Nova Consulting Group, Inc.

Certifies that

Elise Steger

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

January 18, 2018

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

Midwest Universities Radon Consortium

Regional Radon Training Center

Founded in cooperation with the
U.S. Environmental Protection Agency



Acknowledges

ELISE STEGER

Completed 20 hours of training in the course:

Chemical Vapor Intrusion Mitigation

**February 20-22, 2018
Saint Paul, Minnesota**

MURC-207

A handwritten signature in black ink, appearing to read "W. J. Angell".

***William J. Angell
Professor and Director
Midwest Universities Radon Consortium***

ERIC HALPAUS
ENVIRONMENTAL GEOLOGIST

PROFESSIONAL EDUCATION

Bachelor of Science in Geology
University of Wisconsin – River Falls, River Falls Wisconsin

CERTIFICATIONS

- Licensed Monitoring Well Driller in the State of Minnesota
- 40 Hour HAZWOPER

SELECTED EXPERIENCE

Mr. Halpaus has over 15 years experience in the environmental field as a consultant and driller. He has managed and conducted numerous projects involving groundwater monitoring and subsurface investigation.

Mr. Halpaus is an Environmental Geologist in Nova's Environmental Assessment Group. As Environmental Geologist, Mr. Halpaus performs Environmental Site Assessments, Phase II investigations, LUST site monitoring, and Geoprobe operation.

Mr. Halpaus has been involved in numerous Environmental Site Assessments, Phase II Subsurface Investigations, groundwater monitoring projects, and UST excavations. Mr. Halpaus has experience with several types of subsurface investigative methods including, sonic, air rotary, mud rotary, hollow stem auger and direct-push sampling. Mr. Halpaus has drilled at over 1200 sites using direct-push sampling. Mr. Halpaus has also drilled at over 100 sites using hollow stem auger to install more than 150 monitoring wells or recovery wells.

PROJECT EXPERIENCE

- Supervision of drilling crew, Site monitoring and Site closure of Consumers Cooperative in Litchfield, Minnesota.
 - Supervision of drilling crew, Site monitoring and Site closure of Dairy Farmers of America Plant, Fergus Falls, Minnesota.
 - Supervision of the excavation of petroleum contaminated soil at Former Kraemer Mobile and Marine, Norwood, Young America.
 - Supervision of the excavation of petroleum contaminated soil at a Walgreens Site, Rochester, Minnesota.
 - Supervision of the excavation of petroleum contaminated soil at a Walgreens Site, St Paul, Minnesota.
 - Monthly free product monitoring of several sites in Minnesota and Wisconsin.
 - Geoprobe operation and vapor monitoring at the Quarry Project in New Brighton, Minnesota.
-



Issue Date: January 18, 2018
Expiration Date: January 18, 2019

Diploma No.: EIRE-H18-0063-01

Nova Consulting Group, Inc.

Certifies that

Eric Halpaus

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

January 18, 2018

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



Diploma No.: Q17-3156-I-19

Nova Consulting Group, Inc.
ENVIRONMENTAL TRAINING CENTER
Certifies that

Eric Halpaus

*Has successfully completed
an individual refresher training program*

"Hazardous Waste Operations and Emergency Response"

on

June 30, 2017

Training was in accordance with 29 CFR Part 1910.120

A handwritten signature in black ink, appearing to read "Paul E. Jonson".

Paul Jonson, CIH
Course Director

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

**State of Minnesota
Minnesota Department of Health**

WELL MANAGEMENT SECTION
625 ROBERT STREET NORTH
P. O. BOX 64975
ST. PAUL, MN 55164-0975

CERTIFIED PERSON NO. 2306
ENDORSEMENTS N

TO: Eric W Halpaus

EFFECTIVE DATE

01/01/2018

EXPIRATION DATE

12/31/2018



CHARLES E. EASLEY, CHMM CORPORATE MANAGER

PROFESSIONAL EDUCATION

Bachelor of Science Degree, 1989, Saint John's University, Collegeville, Minnesota

CERTIFICATIONS/QUALIFICATIONS

- Certified Hazardous Materials Manager, CHMM #012485
- California Asbestos Consultant, CAC 01-3067
- California Registered Environmental Assessor I - REA I #30001
- EPA Environmental Professional
- EPA Certified Asbestos Inspector, Management Planner, Project Designer, Contractor/Supervisor
- NIOSH 582E, AIHA AAT AAR Approved Analyst
- 40 Hour HAZWOPER
- Mold Training
- Termite and Wood Destroying Pests Training
- NEHA Radon Certification - 106566RT
- *HUD PCNA Training* - Addressing Accessibility in Capital Needs Assessments
- Certified Home Inspector, International Association of Certified Home Inspectors (InterNACHI)

SELECTED EXPERIENCE

Mr. Easley is the Corporate Manager in Nova's Chaska, Minnesota office with over 23 years of experience relating to asbestos inspections and management, environmental assessments, property condition assessments, and physical needs assessments. Mr. Easley is also proficient in indoor air quality, lead, and radon testing investigations.

As Corporate Manager, Mr. Easley's responsibilities include: project scheduling, quality control, and project management of environmental site assessments, property condition assessments, and asbestos building surveys and air monitoring projects; operations and maintenance program development; hazard assessments; report preparation; health and safety training; and interpretation of state and federal regulations. He has completed projects for industry, schools, hospitals, and state and local government agencies.

Mr. Easley has completed all aspects of environmental assessments, property condition assessments, and physical needs assessments of properties including industrial, commercial, and residential real estate properties. Mr. Easley has a working knowledge of ASTM, AAI, HUD, Fannie Mae and Freddie Mac as well as individual client's due diligence requirements.

Mr. Easley has conducted asbestos inspection, supervised asbestos abatement projects, provided asbestos abatement monitoring, and designed asbestos abatement projects for a variety of municipalities, school districts, commercial, and industrial clients throughout the country.

PRESENTATIONS

Lecturer, Asbestos Awareness, Contractor/Supervisor Training Courses, Contractor/Supervisor Refresher Training, O&M Training, Building Inspector/Management Planner Training, Project Designer Training, NIOSH 582E Training, Bloodborne Pathogens, ERTK, HAZWOPER, and Lead and Cadmium Awareness.



Nova
Consulting Group, Inc.

Diploma No.: HAZWOPER REF 2017-17

Nova Consulting Group, Inc.
ENVIRONMENTAL TRAINING CENTER
Certifies that

Charles E Easley

Has attended the 8-Hour Refresher
"Hazardous Waste Operations and Emergency Response"
training course
presented in Chaska, Minnesota on

April 20, 2017

Training was in accordance with 29 CFR Part 1910.120

Gary Ganson, CIH
Course Director

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



Issue Date: September 22, 2017
Expiration Date: September 22, 2018

Diploma No.: PDRE-H17-0020-03

Nova Consulting Group, Inc.

Certifies that

Charles E Easley

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

September 22, 2017

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".

Brian Meyer
Course Director

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



Issue Date: January 19, 2018
Expiration Date: January 19, 2019

Diploma No.: NCR-H18-0063-05

Nova Consulting Group, Inc.

Certifies that

Charles E 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 19, 2018

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

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



Issue Date: January 18, 2018

Expiration Date: January 18, 2019

Diploma No.: BIRE-H18-0063-13

Nova Consulting Group, Inc.

Certifies that

Charles E Easley

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

January 18, 2018

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



Issue Date: January 18, 2018
Expiration Date: January 18, 2019

Diploma No.: MPRE-H18-0063-04

Nova Consulting Group, Inc.

Certifies that

Charles E Easley

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

January 18, 2018

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) 448-95

Welcome, Charles E. Easley

Customer ID: 12485

Date Certified: 05/31/2004

Certified: CHMM

Certification Number: CHMM-17099

Certification Cycle: 06/01/2015 - 05/31/2020

Annual Fee Due Date: 05/31/2016

Verify your mailing address:

Charles E. Easley

832 Goldfinch Dr

Waconia, MN 55387-1147

Verify your preferred email:

chuck.easley@novaconsulting.com

Verify your employment:

Corporate Manager, Nova Consulting Group, Inc.

**American Association of Radon Scientists & Technologists
National Radon Proficiency Program**



5/13/2016

National Radon Proficiency Program

Charles Easley
Nova Consulting Group
1107 Hazeltine Blvd
Chaska, MN 55318-1009



Charles Easley

Residential Measurement Provider

ID Number: 106566 RT Expiration 05/31/2018

To confirm validity of this certification call (800) 269-4174. Verification of adherence to state and local regulations is advised. See reverse for specific certification designations.

Residential Measurement Provider

AARST-NRPP Certification Number: 106566 RT

AARST-NRPP Expiration Date: 05/31/2018

Your AARST-NRPP identification card is enclosed. Your certification will expire on the date indicated above. Information regarding certification may be obtained by visiting our web site located at AARST-NRPP.com.

Comments:

Best regards,

Janna M. Sinclair, Credentialing Coordinator

AARST-NRPP Non-Photo ID

*NRPP Administrative Office - P.O. Box 2109 - Fletcher, NC 28732 (800) 269-4174
fax: (828) 214-6299 - email: info@nrpp.info - AARST-NRPP.com*



THIS CERTIFIES THAT

Charles Easley

HAS SUCCESSFULLY MET ALL THE REQUIREMENTS OF EDUCATION, EXPERIENCE AND EXAMINATION, AND IS HEREBY DESIGNATED A

**CERTIFIED HAZARDOUS MATERIALS MANAGER
CHMM**

May 31, 2004

DATE OF CERTIFICATION

12485

CREDENTIAL NUMBER



May 31, 2020

CERTIFICATION EXPIRES

M. Patricia Buley
ACTING EXECUTIVE DIRECTOR

VALID SO LONG AS THIS CREDENTIAL IS RENEWED ACCORDING TO SCHEDULE AND IS NOT OTHERWISE REVOKED.



Accredited by the American National Standards Institute and the Council of Engineering and Scientific Specialty Boards





ANNE K. SINNA
ENVIRONMENTAL PROFESSIONAL (E.P.)
SENIOR PROJECT MANAGER

PROFESSIONAL EDUCATION

Bachelor of Arts, Biology and Environmental Studies, May 2000, College of Saint Benedict, St. Joseph, Minnesota

CERTIFICATIONS/QUALIFICATIONS

- E.P.A. Environmental Professional
- MN/AHERA Certified Asbestos Building Inspector
- Asbestos Management Planner
- OSHA 40 Hour Hazardous Waste Operations Certification (29CFR 1910.120)
- Phase II ESA Procedures and Reporting Training, Nova Training Center
- Certified Termite and Other Wood Destroying Pest Inspector
- Certified Mold Assessment Consultant
- NEHA Radon Certification - 104930 RT
- *HUD PCNA Training* - Addressing Accessibility in Capital Needs Assessments

SELECTED EXPERIENCE

Ms. Sinna is a Senior Project Manager in Nova's Chaska, Minnesota office with over eighteen years experience relating to environmental assessments, subsurface investigations, and property condition assessments conducted for private, commercial and industrial business clients, property management/real estate development companies and state/local government agencies. Ms. Sinna is also proficient in mold and radon testing investigations.

Ms. Sinna has completed Phase I Environmental Assessments and Property Condition Assessments for a variety of properties including industrial, manufacturing, commercial office and retail properties, automotive service facilities, portfolios including assisted living facilities, and multifamily residential complexes. Ms. Sinna has a working knowledge of ASTM E1527-13, EPA's All Appropriate Inquiry (AAI), HUD Guidelines, Fannie Mae DUS, and Freddie Mac requirements for environmental assessments, ASTM 2018 guidelines for property condition assessments, and drafts, edits, and completes detailed written reports of findings and recommendations within budget and time constraints.

Ms. Sinna has completed Phase I Environmental Site Assessments for state and county corridor projects as well as for an entire city block to demolition for new construction (which included a coordinating asbestos survey and extensive file review).

Ms. Sinna has participated in various subsurface investigations, which included soil sampling and report preparation for each site.

Ms. Sinna's previous experience includes organizing, and leading environmental education programs involving wellhead protection and lead based paint. Ms. Sinna was responsible for working with and coordinating the efforts of various organizations, businesses, government officials and community members to create and implement a Wellhead Protection Program for the City of Cold Spring and Lead Poisoning Prevention for Hennepin County.



Issue Date: November 10, 2007 Diploma No.: E07-0179EP-29

Nova Consulting Group, Inc.

Certifies that

Anne Sinna

Meets the definition of

"Environmental Professional"

As stated in ASTM E1527-05 section X2.1
And 40 CFR Part 312 Final Rule
Standards and Practices for All Appropriate Inquiries

A handwritten signature in cursive script, appearing to read "Gina B Coletta".

Gina B Coletta
National Practice Leader Environmental Assessments

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



Diploma No.: HAZWOPER REF 2017-15

Nova Consulting Group, Inc.
ENVIRONMENTAL TRAINING CENTER
Certifies that

Anne Sinna

Has attended the 8-Hour Refresher
"Hazardous Waste Operations and Emergency Response"
training course
presented in Chaska, Minnesota on

April 20, 2017

Training was in accordance with 29 CFR Part 1910.120

A handwritten signature in cursive script that reads "Gary Ganson".

Gary Ganson, CIH
Course Director

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



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Contact us at 651-201-4620 or by email at

[health.asbestos-](mailto:health.asbestos@state.mn.us)

lead@state.mn.us

Asbestos Certified Individuals in Minnesota

License Number	Name	License Type	Expires
AM8055	Sinna, Anne K	Mgmt Planner Certificate	09/20/2018
AI8055	Sinna, Anne K	Inspector Certification	09/20/2018



AARST Associate Member ID 3920
NRPP Measurement ID: RT-104930 valid thru 2018-06-30



Anne Sinna

Nova Consulting Group, Inc
Chaska, MN 55318-1049

anne.sinna@novaconsulting.com

(952) 361-8670

Fax: (952) 448-9572

<http://www.novaconsulting.com>

**American Association of Radon Scientists & Technologists
National Radon Proficiency Program**



6/10/2016

Anne Sinna
Nova Consulting Group, Inc
1107 Hazeltine Blvd Ste 400
Chaska, MN 55318-1049

National Radon Proficiency Program



Residential Measurement Provider

**Anne Sinna
Residential Measurement Provider
ID Number: 104930 RT Expiration 06/30/2018**

AARST-NRPP Certification Number: 104930 RT

To confirm validity of this certification call (800) 269-4174. Verification of adherence to state and local regulations is advised. See reverse for specific certification designations.

AARST-NRPP Expiration Date: 06/30/2018

Your AARST-NRPP identification card is enclosed. Your certification will expire on the date indicated above. Information regarding certification may be obtained by visiting our web site located at AARST-NRPP.com.

Comments:

Best regards,

Janna M. Sinclair, Credentialing Coordinator

AARST-NRPP Non-Photo ID

*NRPP Administrative Office - P.O. Box 2109 - Fletcher, NC 28732 (800) 269-4174
fax: (828) 214-6299 - email: info@nrpp.info - AARST-NRPP.com*



BRIAN J. NOVOTNY, EP
PROJECT MANAGER/HYDROGEOLOGIST

PROFESSIONAL EDUCATION

University of Wisconsin - Eau Claire
Bachelor of Science, Hydrogeology and Water Chemistry-May 1994

CERTIFICATIONS/QUALIFICATIONS

- MN/AHERA Certified Asbestos Building Inspector
- OSHA 40 Hour Hazardous Waste Operations Certification (29CFR 1910.120)
- HUD PCNA Accessibility in Capital Needs Assessments Training
- Termite Training
- NEHA Radon Measurement Certification
- ASTM Property Condition Assessment Training
- Freddie Mac Property Repair Training

SELECTED EXPERIENCE

Mr. Novotny brings eighteen (18) years of consulting experience with a diverse technical background that has focused on environmental project management to Nova Consulting Group. As an Environmental Professional, he has completed over 500 Phase I Environmental Site Assessments (ESAs), Phase II Environmental Site Assessments (ESAs), Remedial Investigations (RIs), and remediation/cleanup projects. Mr. Novotny's experience also includes all phases of consulting project management including: preparation of proposals and technical reports, subcontractor coordination, project budget management and invoicing, regulatory compliance reporting and financial reimbursement documentation.

PHASE I ESAs

His experience associated with conducting Phase I Environmental Site Assessments included identifying and evaluating *Recognized Environmental Conditions (RECs)*, including the presence or likely presence of hazardous substances or petroleum products that indicated an existing release, a past release, or a material threat of a release at a particular property. The Phase I Environmental Site Assessments also included a preliminary evaluation of Non-ASTM items such as asbestos-containing materials, lead-based paint, lead-in-water, and radon gas. In warranted conditions, an evaluation of both state and federal regulatory agency records has been conducted to evaluate both the present and historic sub-surface conditions associated with prior leaks of underground storage tanks containing oil and/or hazardous material products.

PHASE II ESAs

In addition to project management, Mr. Novotny has extensive field experience pertaining to subsurface contamination investigation and remediation at brownfield redevelopment properties, petroleum retail and dry cleaning facilities and housing developments. Mr. Novotny has coordinated the implementation of active remediation technologies including soil vapor extraction, free product recovery and soil removal and disposal, and maintained air sparge and vent, soil vapor extraction and ground water pump and treatment corrective action systems. Mr. Novotny has supervised the installation of soil borings, temporary monitoring wells, vapor extraction points and installed, developed and sampled ground water monitoring wells. Mr. Novotny also has experience performing groundwater aquifer parameter tests including slug tests and pumping tests.

<http://www.health.state.mn.us/index.html>



Asbestos Asbestos Certified Individuals in Minnesota

License Number	Name	License Type	Expires
A111529 Updated	Novotny, Brian J	Inspector Certification	01/18/2019



Issue Date: January 18, 2018
Expiration Date: January 18, 2019

Diploma No.: BIRE-H18-0063-03

Nova Consulting Group, Inc.

Certifies that

Brian Novotny

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

January 18, 2018

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



AARST Associate Member ID 4417
NRPP Measurement ID: RT-106639 valid thru 2018-06-30



Brian Novotny

Nova Consulting
Chaska, MN 55318-1049

brian.novotny@novaconsulting.com

(952) 448-9393
Fax: (952) 448-9572

<http://www.novaconsulting.com>



Brian Novotny

Has satisfactorily fulfilled the requirements set forth by the National Radon Proficiency Program and is therefore certified as a:

Residential Measurement Provider

NRPP ID 106639 RT
Expires 06/30/2020

Valid for specific activities or measurement devices, which can be verified with NRPP. State and local agencies may have additional requirements.



In witness Whereof,
I have subscribed my name as a
Representative of NRPP

Janna Sinclair

Janna Sinclair
NRPP Credentialing Coordinator

MAEGAN DUNN
ENVIRONMENTAL PROFESSIONAL (E.P.)
SENIOR PROJECT MANAGER

PROFESSIONAL EDUCATION

Bachelor of Science, Environmental Science, University of Wisconsin – River Falls, River Falls, Wisconsin – December 2005

CERTIFICATIONS/QUALIFICATIONS

- Environmental Professional (E.P.) as defined by ASTM Standard E1527-13
- OSHA 40 Hour Hazardous Waste Operations Certification (29CFR 1910.120)
- U.S. EPA Certified Asbestos Building Inspector Certification, No. B11-H12-2038-03

SELECTED EXPERIENCE

Ms. Dunn is a Senior Project Manager with more than ten years of professional experience in the environmental consulting industry. In this capacity, she is responsible for conducting and managing Phase I Environmental Site Assessments (ESAs), Phase II subsurface investigation, hazardous materials inspections and other related services for various clients ranging from private owners/investors, governmental agencies, lending institutions, real estate investment trusts and attorneys. Her experience includes the assessment of various types of real estate including development land, agricultural, commercial, medical, retail, single and multifamily residential, hospitality and industrial. Ms. Dunn maintains expertise in environmental rules and regulations pertaining to the environmental consulting industry including ASTM E1527, USEPA All Appropriate Inquiry Rules and client specific scopes of work including Freddie Mac and Fannie Mae Underwriting Standards.

As a Senior Project Manager, Ms. Dunn managed the environmental and ecological due diligence requirements for a national development company in which approximately 30 acres of agricultural/undeveloped land was acquired for future development of a warehouse/distribution center. Ms. Dunn oversaw the completion of an expanded-scope Phase I ESA that identified potential sensitive wetland features and ecological resources at the subject property. As these features were determined to be located within the proposed building area, Ms. Dunn coordinated third-party vendors to assess these features, develop mitigation plans and obtain proper permitting to ensure compliance with local, state and federal requirements; all within the client's proposed construction schedule.

In addition to her environmental consulting experience, Ms. Dunn served as an Environmental Risk Manager for a mid-sized, regional lending institution in the Midwest. Her directive in this role was to provide environmental risk management for real estate-secured commercial and agricultural loans in accordance with internal bank policies, regulator expectations and acceptable industry standards. Her responsibilities included the collection, analysis and interpretation of environmental data followed by consultation with lending staff regarding potential environmental risks that may result in detrimental impacts to the institution. Ms. Dunn also engaged with third-party environmental consulting firms to provide appropriate due diligence reports including Phase I and Phase II Environmental Site Assessments, when needed. Third-party reports were reviewed by Ms. Dunn to assist in the determination of risk; specifically as it related to detrimental impacts to the real estate value based on potential/confirmed environmental conditions.



Issue Date: January 18, 2018
Expiration Date: January 18, 2019

Diploma No.: BIRE-H18-0063-11

Nova Consulting Group, Inc.

Certifies that

Maegan Dunn

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

January 18, 2018

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



Issue Date: January 19, 2017 Diploma No.: MPRE-H17-0019-04
Expiration Date: January 19, 2018

Nova Consulting Group, Inc.

Certifies that

Maegan Dunn

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

January 19, 2017

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".

Brian Meyer
Course Director

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



Issue Date: January 19, 2017
Expiration Date: January 19, 2018

Diploma No.: BIRE-H17-0018-06

Nova Consulting Group, Inc.

Certifies that

Maegan Dunn

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

January 19, 2017

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, appearing to read "Brian 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

**American Association of Radon Scientists & Technologists
National Radon Proficiency Program**



National Radon Proficiency Program



Maegan Dunn
Nova Consulting Group, Inc.
9664 211th St W
Lakeville, MN 55044-6095

**Maegan Dunn
Residential Measurement Provider
ID Number: 109163 RT Expiration 04/30/2019**

To confirm validity of this certification call (800) 269-4174. Verification of adherence to state and local regulations is advised. See reverse for specific certification designations.

Residential Measurement Provider

AARST-NRPP Certification Number: 109163 RT

AARST-NRPP Expiration Date: 04/30/2019

Your AARST-NRPP identification card is enclosed. Your certification will expire on the date indicated above. Information regarding certification may be obtained by visiting our web site located at AARST-NRPP.com.

Comments:

Best regards,

Janna M. Sinclair, Credentialing Coordinator



Issue Date: January 18, 2018
Expiration Date: January 18, 2019

Diploma No.: MPRE-H18-0063-03

Nova Consulting Group, Inc.

Certifies that

Maegan Dunn

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

January 18, 2018

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".

Brian Meyer
Course Director

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

ANDY YORK
ENVIRONMENTAL PROFESSIONAL (E.P.)
PROJECT MANAGER

PROFESSIONAL EDUCATION

Bachelor of Arts, Geology, Lawrence University - June 2005

CERTIFICATIONS/QUALIFICATION

- Environmental Professional (E.P.) in Accordance with ASTM E1527-05
- OSHA 40 Hour Hazardous Waste Operations Certification (29CFR 1910.120)
- OSHA 8 Hour Hazardous Waste Operations Supervisor Certification
- USACE Construction Quality Management Certification
- EPA Licensed Asbestos Building Inspector
- EPA Licensed Asbestos Management Planner
- EPA Licensed Asbestos Site Supervisor
- Asbestos in Buildings: Air Sampling and Analyses, NIOSH 582 Method
- ASTM Phase I ESA and Phase II Training
- NEHA-NRPP Certified Radon Residential Measurement Professional
- Termites and other Wood Destroying Pests Training

SELECTED EXPERIENCE

Mr. York works as a Project Manager in Nova's Chaska office with over five years of experience relating to Phase I and Phase II environmental assessments all over the Midwest. Mr. York has performed various Phase I ESA's for multiple national clients including Verizon Wireless, Wells Fargo, BMO Harris Bank and Associated Bank. Mr. York has performed various Phase II ESA's for national clients such as Verizon Wireless, Wells Fargo and local municipalities such as the Cities of Chaska and Brooklyn Center, MN. Mr. York has provided Asbestos Building Surveys for several national clients including Office Depot. Mr. York has performed construction monitoring for various national clients such as Verizon Wireless, and as a START contractor for the U.S. EPA.

Mr. York has performed various tasks related to these projects both in the field and in the office. He also successfully drafts, edits, and completes detailed written reports of findings and recommendations within budget and time constraints.



Nova
Consulting Group, Inc.

Diploma No.: HAZWOPER REF 2017-03

Nova Consulting Group, Inc.
ENVIRONMENTAL TRAINING CENTER
Certifies that

Andy York

Has attended the 8-Hour Refresher
"Hazardous Waste Operations and Emergency Response"
training course
presented in Chaska, Minnesota on

April 20, 2017

Training was in accordance with 29 CFR Part 1910.120

Gary Ganson, CIH
Course Director

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



Issue Date: January 19, 2018
Expiration Date: January 19, 2019

Diploma No.: NCR-H18-0063-02

Nova Consulting Group, Inc.

Certifies that

Andy York

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

January 19, 2018

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".

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



Issue Date: September 20, 2017
Expiration Date: September 20, 2018

Diploma No.: MPRE-H17-0019-09

Nova Consulting Group, Inc.

Certifies that

Andy York

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

September 20, 2017

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



AARST Associate Member ID 3396
NRPP Measurement ID: RT-106595 valid thru 2018-06-30



Andy J. York

Nova Consulting Group Inc
Chaska, MN 55318-1049

andy.york@novaconsulting.com

(952) 239-6610

Fax: (952) 448-9572

NICHOLAS J. DOMEIER

CIVIL ENGINEERING TECHNICIAN

PROFESSIONAL EDUCATION

Inver Hills Community College, Inver Grove Heights, Minnesota

Associate of Applied Science, Civil Engineering Technology, Dakota County Technical College, 2015

CERTIFICATIONS/QUALIFICATIONS

- Aggregate Production (Valid forever)
- Grading and Base Field 1 (Valid through June 2020)
- Concrete Field 1 (Valid through June 2020)
- Civil 3D AUTOCAD
- QGIS

SELECTED EXPERIENCE

Mr. Domeier is a Civil Engineering Technician with a wide variety of skills. His duties consist of completing documents, 2D and 3D figures, and SWPPP drawings.

Mr. Domeier designed a road to extend over the existing Blaine Avenue. Together with his team, Mr. Domeier surveyed the existing road using the correct coordinate system and standard procedures when surveying the centerline of the road, bituminous edge, top of ditch, bottom of ditch, and tree edge. The collected information from the data collector was transferred onto a computer by the use of command Insert Land XML. He then connected the lines creating an existing road with elevations. From there Mr. Domeier was able to create an alignment for the proposed road. From the alignment, he was able to create a profile where the starting point was the most northerly part of the road. When creating and designing roads many factors come into hand, both environmentally and ethically. Mr. Domeier can also produce cross-sections of the road. The road beneath the top consists of many layers of class 5 soil, granular drainage material, intermediate material, and much more. Mr. Domeier also took topographical shots of the land around the road in order to create a full surface of the existing conditions.

Mr. Domeier has created surface comparison drawings where he compares two sets of data and can produce cross section views of the compared data. For example, he created a drawing that compares the 2017 Existing Conditions Survey to the 2016 Existing Conditions Survey. The cross sections created show elevation on the y-axis and northing or easting on the x-axis.

Mr. Domeier has also created piping design layout for landfill leachate. The piping design layout consists of manholes, piping, clamps, fitting, etc. Mr. Domeier designed a 3D As-Built drawing of the liner limits which are on the landfill. The landfill has multi-phase development; Phases II through 7B have a total acreage of 22.3 acres.

Certificate of Completion

Student Name: Nicholas Domeier

Company: Environmental Concepts & Design Inc

I Certify the above named student has been tested and trained for:

40-Hour HAZWOPER

as per 29 CFR 1910.120(e)

Date of Issue: 1/6/2018

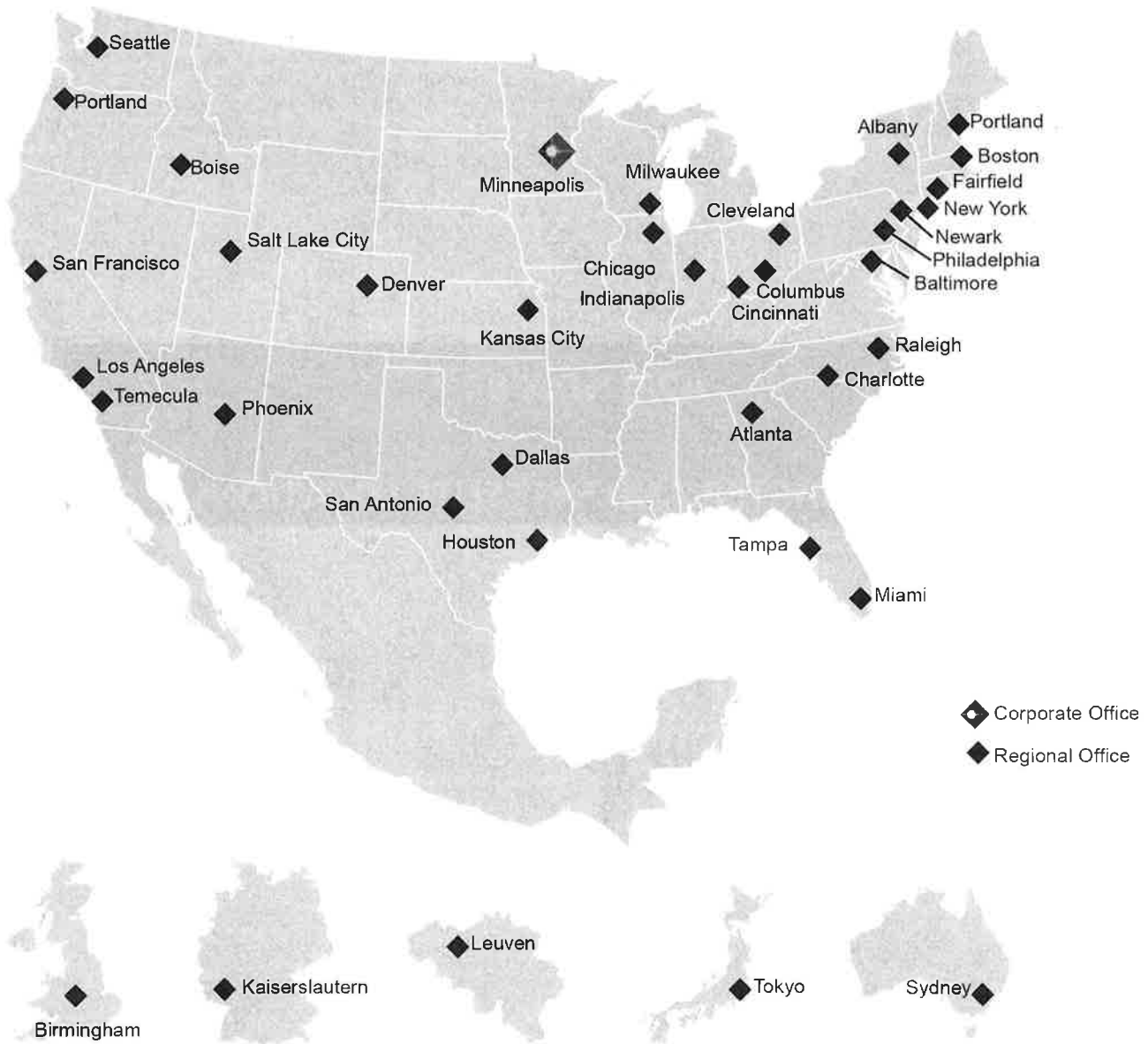
By: *[Signature]*

Instructor

APPENDIX B

NOVA HEADQUARTER AND SATELLITE LOCATIONS MAP

WORLD OFFICE LOCATIONS



Main Headquarters
1107 Hazeltine Boulevard
Suite #400
Chaska, MN 55318
Phone: 855-440-9393
FAX: 952-448-9572
sales@novaconsulting.com

United Kingdom & Europe
Jim.Gott@novaconsulting.com
Phone: +44 (0) 207 8770708

Australia & Japan
Steve.Cummings@novaconsulting.com
Phone: 952-838-5600



APPENDIX C

CONTRACT REQUIRED DOCUMENTS

ATTACHMENT D

**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 Minnesota Pollution Control Agency – Remediation Master Contract 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

Authorized Representative (Please Print) Ben Bohline

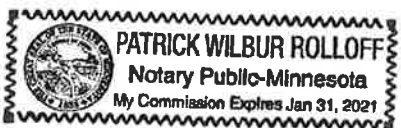
Authorized Signature: Ben Bohline

Date: 4/9/18

Subscribed and sworn to me this 9 day of APRIL 2018

Notary Public Signature: Patrick W. Roloff

My commission expires: 1-31-21



ATTACHMENT E
STATE OF MINNESOTA – WORKFORCE CERTIFICATE INFORMATION

Required by state law for ALL bids or proposals that could exceed \$100,000

Complete this form and return it with your bid or proposal. The State of Minnesota is under no obligation to delay proceeding with a contract until a company becomes compliant with the Workforce Certification requirements in Minn. Stat. §363A.36.

BOX A – MINNESOTA COMPANIES that have employed more than 40 full-time employees within this state on any single working day during the previous 12 months, check one option below:

- Attached is our current Workforce Certificate issued by the Minnesota Department of Human Rights (MDHR).
- Attached is confirmation that MDHR received our application for a Minnesota Workforce Certificate on _____ (date).

BOX B – NON-MINNESOTA COMPANIES that have employed more than 40 full-time employees on a single working day during the previous 12 months in the state where it has its primary place of business, check one option below:

- Attached is our current Workforce Certificate issued by MDHR.
- We certify we are in compliance with federal affirmative action requirements. Upon notification of contract award, you must send your federal or municipal certificate to MDHR at compliance.MDHR@state.mn.us. If you are unable to send either certificate, MDHR may contact you to request evidence of federal compliance. The inability to provide sufficient documentation may prohibit contract execution.

BOX C – EXEMPT COMPANIES that have not employed more than 40 full-time employees on a single working day in any state during the previous 12 months, check option below if applicable:

- We attest we are exempt. If our company is awarded a contract, we will submit to MDHR within 5 business days after the contract is fully signed, the names of our employees during the previous 12 months, the date of separation, if applicable, and the state in which the persons were employed. Send to compliance.MDHR@state.mn.us.

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of your company.

Name of Company: Nova Consulting Group, Inc. Date 4/7/18
Authorized Signature: *Ben Bohline* Telephone number: (952) 361-8681
Printed Name: Ben Bohline Title: CFO

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance Services

Web: <http://mn.gov/mdhr/>

TC Metro: 651-539-1095

Toll Free: 800-657-3704

Email: compliance.mdhr@state.mn.us

TTY: 651-296-1283

ATTACHMENT 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

Ben Bohline - CFO _____
Name and Title of Official Signing for Organization

By: Ben Bohline _____
Signature of Official

4/9/13 _____
Date

ATTACHMENT G

State of Minnesota – Equal Pay Certificate

If your response could be in excess of \$500,000, please complete and submit this form with your submission. **It is your sole responsibility to provide the information requested and when necessary to obtain an Equal Pay Certificate (Equal Pay Certificate) from the Minnesota Department of Human Rights (MDHR) prior to contract execution. You must supply this document with your submission.**

Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.

Option A – If you have employed 40 or more full-time employees on any single working day during the previous 12 months in Minnesota or the state where you have your primary place of business, please check the applicable box below:


- Attached is our current MDHR Equal Pay Certificate.
- Attached is MDHR's confirmation of our Equal Pay Certificate application.

Option B – If you have not employed 40 or more full-time employees on any single working day during the previous 12 months in Minnesota or the state where you have your primary place of business, please check the box below.

- We are exempt. We agree that if we are selected we will submit to MDHR within five (5) business days of final contract execution, the names of our employees during the previous 12 months, date of separation if applicable, and the state in which the persons were employed. Documentation should be sent to compliance.MDHR@state.mn.us.

The State of Minnesota reserves the right to request additional information from you. **If you are unable to check any of the preceding boxes, please contact MDHR to avoid a determination that a contract with your organization cannot be executed.**

Your signature certifies that you are authorized to make the representations, the information provided is accurate, the State of Minnesota can rely upon the information provided, and the State of Minnesota may take action to suspend or revoke any agreement with you for any false information provided.

	Ben Bohline	CFO
Authorized Signature	Printed Name	Title
Nova Consulting Group	41-1580923	4/9/18
Organization	MN/FED Tax ID#	Date
Issuing Entity	Project # or Lease Address	

**ATTACHMENT H
STATE OF MINNESOTA
RESIDENT VENDOR FORM**

In accordance with Laws of Minnesota 2013, Chapter 142, Article 3, Section 16, amending Minn. Stat. § 16C.02, subd. 13, a "Resident Vendor" means a person, firm, or corporation that:

- (1) is authorized to conduct business in the state of Minnesota on the date a solicitation for a contract is first advertised or announced. It includes a foreign corporation duly authorized to engage in business in Minnesota;
- (2) has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid or proposal for which any preference is sought;
- (3) has a business address in the state; and
- (4) has affirmatively claimed that status in the bid or proposal submission.

To receive recognition as a Minnesota Resident Vendor ("Resident Vendor"), your company must meet each element of the statutory definition above by the solicitation opening date and time. If you wish to affirmatively claim Resident Vendor status, you should do so by submitting this form with your bid or proposal.

Resident Vendor status may be considered for purposes of resolving tied low bids or the application of a reciprocal preference.

I HEREBY CERTIFY THAT THE COMPANY LISTED BELOW:

1. Is authorized to conduct business in the State of Minnesota on the date a solicitation for a contract is first advertised or announced. *(This includes a foreign corporation duly authorized to engage in business in Minnesota.)*
 Yes ___ **No** (must check yes or no)
2. Has paid unemployment taxes or income taxes in the State of Minnesota during the 12 calendar months immediately preceding submission of the bid or proposal for which any preference is sought.
 Yes ___ **No** (must check yes or no)
3. Has a business address in the State of Minnesota.
 Yes ___ **No** (must check yes or no)
4. Agrees to submit documentation, if requested, as part of the bid or proposal process, to verify compliance with the above statutory requirements.
 Yes ___ **No** (must check yes or no)

BY SIGNING BELOW, you are certifying your compliance with the requirements set forth herein and claiming Resident Vendor status in your bid or proposal submission.

Name of Company: Nova Consulting Group

Date: 4/2/18

Authorized Signature: Ben Bohline

Telephone: (952) 361-8681

Printed Name: Ben Bohline

Title: CFO

IF YOU ARE CLAIMING RESIDENT VENDOR STATUS, SIGN AND RETURN THIS FORM WITH YOUR BID OR PROPOSAL SUBMISSION.