

**APPENDIX A**

**NOVA RESUME'S AND CERTIFICATIONS**





**MARK A. PERRY**  
**VICE PRESIDENT – CORPORATE REGIONAL MANAGER**

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**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

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

Diploma No.: MPRE-HI18-0063-02

# *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 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



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

Diploma No.: BIRE-H18-0063-02

# *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, 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



**JOHN M. BALE, P.E.**  
**ENGINEERING AND COMPLIANCE GROUP LEADER**

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**PROFESSIONAL EDUCATION**

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

**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
-

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**

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

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

License Number	Expires
<b>25117</b>	<b>06/30/2018</b>

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
<b>25117</b>	<b>06/29/2016</b>	<b>06/30/2018</b>





**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**

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### **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
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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



**Terry Kaiser, CGWP**

Certified Groundwater Professional

UNIVERSITY OF MINNESOTA

**Terry L Kaiser**

Design of Construction SWPPP (May 31 2020)



Certification no. 119294

Expires 12/31/2020

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

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**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.

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

**Brian John Hoes**

Is a licensed

**Professional Engineer**

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

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

License Number	Expires
<b>46262</b>	<b>06/30/2018</b>

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

**Brian John Hoes**

Is a licensed

**Professional Engineer**

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



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 "B. 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



Diploma No.: HAZWOPER REF 2017-02

*Nova Consulting Group, Inc.*  
**ENVIRONMENTAL TRAINING CENTER**  
Certifies that

Brian Hoese

*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

**ERIC XANDERSON**  
**ASSISTANT ENGINEER / ENVIRONMENTAL PROFESSIONAL**

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**PROFESSIONAL EDUCATION**

Bachelor of Arts, Geology, University of Minnesota, Twin Cities, Minnesota, 2007

**CERTIFICATIONS/QUALIFICATIONS**

- OSHA 40 Hour Hazardous Waste Operations Certification (29CFR 1910.120)
- Construction Site Management, Erosion and Stormwater Management Certification, University of Minnesota, 2018

**SELECTED EXPERIENCE**

Environmental and Engineering generalist with progressing responsibilities in environmental project management; environmental site assessment (Phase I ESAs; Environmental Assessment Worksheets); corrective action investigation; engineering and construction oversight; stormwater permit plans (SWPPP); Wellhead protection plans; environmental analysis; solid waste regulatory compliance reporting; environmental data management & illustration; and field sampling for environmental & engineering testing and reporting.

**DATA MANAGEMENT**

Mr. Xanderson has prepared data management solutions for routine quarterly, annual, per-project, and permit reporting. Work includes preparing Access & geospatial Postgres databases for project data management, including laboratory Electronic Data Deliverables, field data, permit & regulatory standards; performing and automating QA/QC review for environmental data quality for sampling and analysis plans; feature management for DWGs, DXFs, SHPs, CSVs, etc; data entry systems for permit specific compliance & field reporting; automated report deliverables for tables, charts, figures; and geospatial feature management for long-term site management. He has also prepared Excel & analytical templates for routine construction material soils analysis, water quality analysis, and budget tracking.

**GEOGRAPHICAL INFORMATION SYSTEMS**

Mr. Xanderson has prepared site figures in ArcGIS, Quantum GIS and AutoCAD Civil3D. Figures have been used for Engineering Certification, Corrective Action Remediation, Quantity calculations, Quarterly & Annual reporting, and standard environmental assessment. Figures often utilize database systems or online resources to reduce QA/QC time & data management costs; automated contouring of sample data to observe spatial trends; automated templates to provide consistent presentation and feel; and spatial analysis for geology, hydrogeology and stormwater.

**CONSTRUCTION & ENVIRONMENTAL SUPPORT**

Mr. Xanderson has performed construction & environmental support for Mixed Municipal Landfills, C&D landfills, environmental remediation, geotechnical & environmental boreholes, and monitoring wells. Work included oversight & payment for subcontractors; contractor work documentation and inspection; quantity calculations and measurements; stormwater inspections and recommendations; soil sample description & collection; borehole documentation; prepare and review construction plans and specifications; and field/certification report preparation.

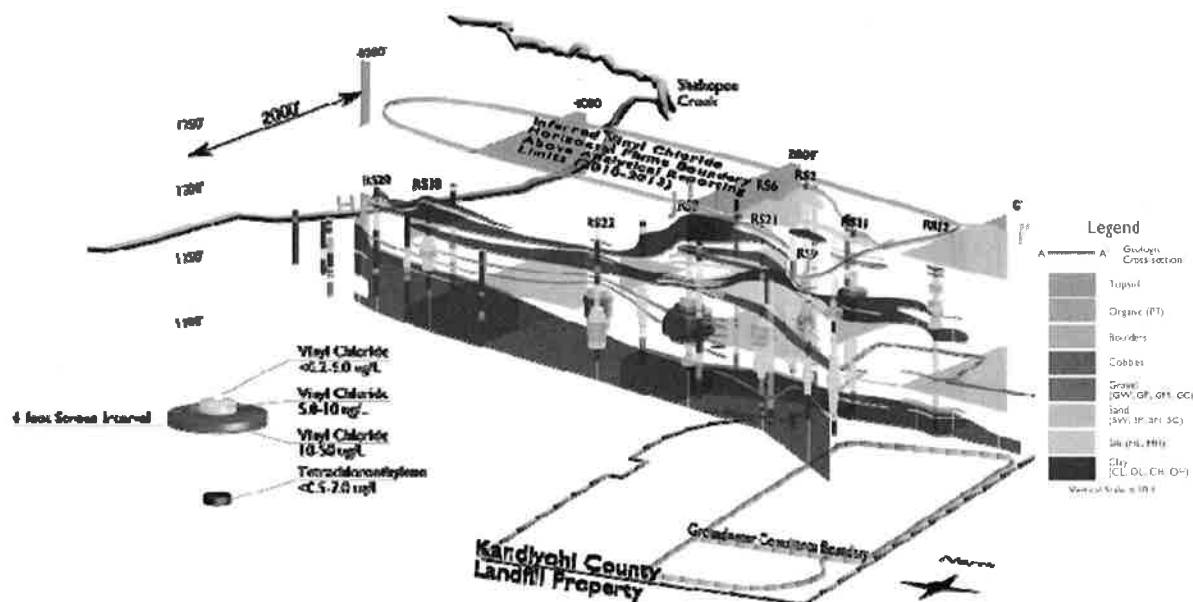
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## TECHNICAL PRESENTATION

Mr. Xanderson has prepared technical illustration and presentations utilizing existing figures, tables and charts, to transform regulatory reports, business proposals, technical manuals, etc. into technical presentation quality materials, transforming data into public facing or professional facing deliverables, including 3D animations, PowerPoint presentations and supplementary web browser based materials for project certification and reports.

### 3D ILLUSTRATION SAMPLE



### Groundwater Plume Results

*2010-2012 Groundwater Plume and Source Investigation in Capped MSW Landfill & Chlorinated Solvent Deep Vertical Profiling*

*ECAD Engineering presentation at Minnesota Geological Society (MGS) November 2014*

Technical illustration was derived from a Business Development 3D presentation project in cooperation with Kandiyohi County (<http://www.ecadengineering.com/#video>) to present results of Corrective Action investigation of a mile-long Vinyl chloride plume as required by Minnesota Pollution Control Agency. Work highlighted in the video included historical data illustration from client reports and engineering drawings; water quality data presentation in three dimensions; captioning and file review for presentation quality materials; stakeholder reviews of draft video; and preparation of materials and deliverables for Minnesota Geological Society (MGS) presentation and writeups for Minnesota Groundwater Association (MGWA).

## **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.

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UNIVERSITY OF MINNESOTA

# Certificate of Attendance

2014-2015 Erosion and Stormwater Management Certification

Professional Development Hours

**Eric Sanderson**

Participant

Construction Site Management Recertification

Educational Activity

University of Minnesota

Activity Sponsor

John Chapman, Dwayne Stenlund

Instructor/Leader

April 20 2015

Activity Date

5.5

Professional Development Hours

Please retain any or all of the following for your records: Registration Receipts, Agenda/syllabus, course plan, seminar brochure, and any narrative of the content or expected outcome of the education activity



**Compliance Solutions**

"Today's Training... Tomorrow's Solution"

*Student Affiliation:  
Environmental Concepts & Design, Inc  
9812595*

## ***Certificate of Completion***

This is to certify that  
***Eric Xanderson***

has successfully met the training and testing requirements for  
***8-Hour HAZWOPER Refresher***  
***as per 29 CFR 1910.120(e)***

Presented This

***Friday, March 11, 2016***

***Compliance Solutions Occupational Trainers, Inc.***

*Certificate Number: 754917993*

---

**Jeffrey Kline  
President/CEO**



3980 Quebec St., 2nd Floor, Denver CO 80207-1633 800-711-2706

*Student Affiliation:*  
Environmental Concepts & Design Inc  
9812595

***Certificate of Completion***  
***Eric Sanderson***

has been successfully trained and passed the testing requirements for  
***8-Hour HAZWOPER Refresher***  
***as per 29 CFR 1910.120(e)***

***Presented***  
***Friday, April 14, 2017***  
***Certificate Number: 754937478***

***Compliance Solutions Occupational Trainers, Inc.***

Jeffrey Kline  
***President/CEO***

Chris Candelaria  
***Instructor***

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  
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**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

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Brian J. Meyer  
Course Director

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



**Nova**  
Consulting Group, Inc.

*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**

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

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**

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.: BIRE-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 cursive script, 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 HAZWOPPER
- 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-HI18-0063-05

## ***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 cursive script, 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 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) 448-95

## **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](mailto: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](http://AARST-NRPP.com).

Comments:

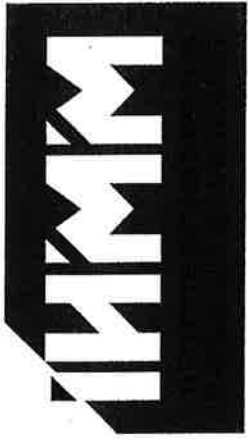
Best regards,

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](mailto:info@nrpp.info) - [AARST-NRPP.com](http://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



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



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



**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](mailto:lead@state.mn.us)

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



**RT**

**Anne Sinna**

Nova Consulting Group, Inc  
Chaska, MN 55318-1049

[anne.sinna@novaconsulting.com](mailto: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](http://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](mailto:info@nrpp.info) - [AARST-NRPP.com](http://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
AI11529 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



**RT**

**Brian Novotny**

Nova Consulting  
Chaska, MN 55318-1049

[brian.novotny@novaconsulting.com](mailto: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.

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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  
Expiration Date: January 19, 2018

Diploma No.: MPRE-H17-0019-04

# *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 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



**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](http://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", written over a horizontal line.

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.

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**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 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: 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



**RT**

**Andy J. York**

Nova Consulting Group Inc  
Chaska, MN 55318-1049

[andy.york@novaconsulting.com](mailto:andy.york@novaconsulting.com)

(952) 239-6610

Fax: (952) 448-9572

## **NICHOLAS J. DOMEIER**

### **CIVIL ENGINEERING TECHNICIAN**

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#### **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.

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Compliance Solutions Occupational Trainers, Inc.

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 Issuc: 4/6/2018

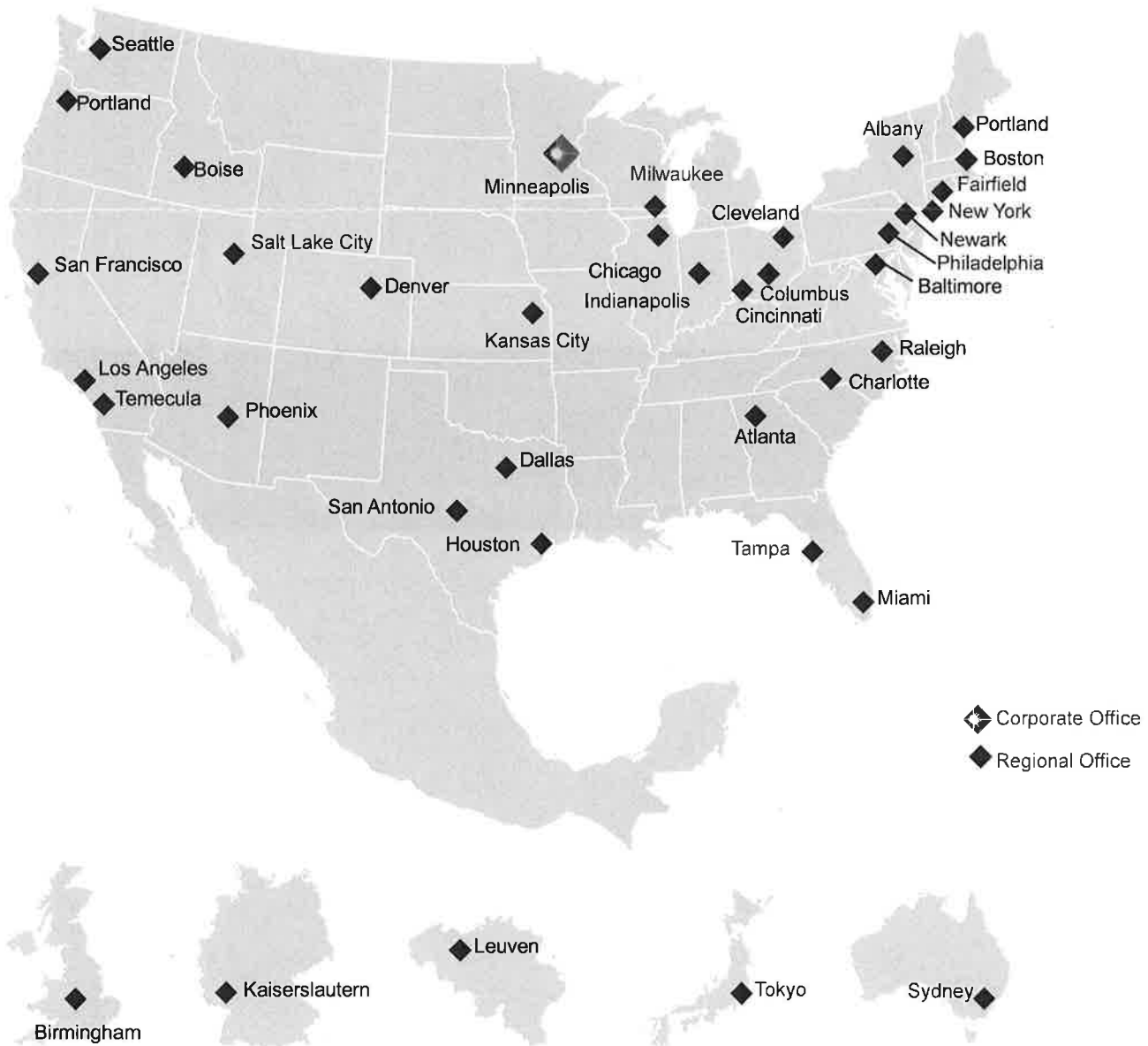
By:  \_\_\_\_\_

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](mailto:sales@novaconsulting.com)

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

**Australia & Japan**  
[Steve.Cummings@novaconsulting.com](mailto: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

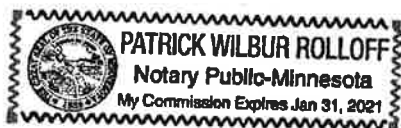
Authorized Signature: Ben Bohline

Date: 4/9/18

Subscribed and sworn to me this 9 day of April 2018

Notary Public Signature: Patrick W. Rolloff

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](mailto: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](mailto: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: 4/9/18  
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](mailto: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

4/9/18 \_\_\_\_\_  
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](mailto: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](mailto: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.**





# Event Details

Event ID	Format	Type	Page
R3201-2000008034	Sell	RFX	1
Event Round	Version		
1	1		
Event Name			
MPCA PT RFP Remediation Master Contract			
Start Time	Finish Time		
02/28/2018 08:00:00	04/11/2018 14:00:00		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No  
**Bid Number:** 1  
**Bid Date:** 04/11/2018 09:18:54  
**Total Bid Amount:** 0.00

NOVA CONSULTING GROUP INC  
 1107 HAZELTINE BLVD #400  
 CHASKA MN 55318  
 United States

**Submit To:**

520 LAFAYETTE RD N  
 ST PAUL MN 55155-4194  
 United States

**Contact:** Heininger, Mary  
**Phone:** 651/757-2418

**Email:** Contracts.pca@state.mn.us

## Event Description

Questions and Answers - MPCA PT RFP Remediation Master Contract - March 19, 2018

Addendum 1 - MPCA PT RFP Remediation Master Contract - March 19, 2018

The Minnesota Pollution Control Agency ("MPCA" or "State") and the Minnesota Department of Agriculture ("MDA" or "State") request proposals from qualified experienced environmental contractors (Contractors) to perform environmental investigations and other response actions at sites throughout Minnesota. The State seeks multiple Contractors to provide environmental services, including risk assessments, sampling, investigations, feasibility studies, removal and response actions, remedial design, response action oversight, and long-term operation and maintenance activities statewide. The Scope of Services is divided into three Categories of Service:

- Category A – Petroleum, Superfund, MDA, Closed Landfill Program Environmental Services
- Category B - Petroleum Environmental Services
- Category C - Closed Landfill Program Environmental Services

Refer to attached RFP for additional information.

Proposals due: April 11, 2018  
 Questions due: March 12, 2018

The RFP and attachments are at the header level. Cost attachment not applicable.

Please note that the link to add or view comments throughout the solicitation is called ' Click here to add or view comments and/or documents related to this line.

VENDORS - DO NOT CLICK THE "NO BID" BOX.

## General Comments

- Questions and Answers - Uploaded March 19, 2018

Addendum 1 - Uploaded March 19, 2018

See attached RFP and attachments for further details and application instructions.

**\*\*ATTENTION PROPOSERS\*\*** - Attach your proposal and attachments in the Event Header location.



## Event Details (cont.)

Event ID	Format	Type	Page
R3201-2000008034	Sell	RFx	2
Event Round	Version		
1	1		
Event Name			
MPCA PT RFP Remediation Master Contract			
Start Time	Finish Time		
02/28/2018 08:00:00	04/11/2018 14:00:00		

Event Currency: US Dollar  
 Bids allowed in other currency: No

Bid Number: 1  
 Bid Date: 04/11/2018 09:18:54  
 Total Bid Amount: 0.00

NOVA CONSULTING GROUP INC  
 1107 HAZELTINE BLVD #400  
 CHASKA MN 55318  
 United States

Submit To: 520 LAFAYETTE RD N  
 ST PAUL MN 55155-4194  
 United States

Contact: Heininger, Mary  
 Phone: 651/757-2418

Email: Contracts.pca@state.mn.us

### Line Details

N

Line: 1 Item ID: Line Qty: 1.00 UOM: EACH Bid Qty:

Reserve Price: No

Description: not applicable - costs included in RFP

Comments: - Attention Proposers: Your proposal and all attachments should be submitted in the Event Header location

Question	Response
What is the price per unit?	<input type="text" value="0"/>

Response Comments



## Event Details (cont.)

Event ID	Format	Type	Page
R3201-2000008034	Sell	RFx	3
Event Round	Version		
1	1		
Event Name	MPCA PT RFP Remediation Master Contract		
Start Time	Finish Time		
02/28/2018 08:00:00	04/11/2018 14:00:00		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No  
**Bid Number:** 1  
**Bid Date:** 04/11/2018 09:18:54  
**Total Bid Amount:** 0.00

NOVA CONSULTING GROUP INC  
1107 HAZELTINE BLVD #400  
CHASKA MN 55318  
United States

**Submit To:**

520 LAFAYETTE RD N  
ST PAUL MN 55155-4194  
United States

**Contact:** Heinger, Mary  
**Phone:** 651/757-2418

**Email:** Contracts.pca@state.mn.us

## Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		



## Event Details (cont.)

Event ID	Format	Type	Page
R3201-2000008034	Sell	RFx	4
Event Round	Version		
1	1		
Event Name			
MPCA PT RFP Remediation Master Contract			
Start Time	Finish Time		
02/28/2018 08:00:00	04/11/2018 14:00:00		

Event Currency: US Dollar  
 Bids allowed in other currency: No

Bid Number: 1  
 Bid Date: 04/11/2018 09:18:54  
 Total Bid Amount: 0.00

NOVA CONSULTING GROUP INC  
 1107 HAZELTINE BLVD #400  
 CHASKA MN 55318  
 United States

Submit To: 520 LAFAYETTE RD N  
 ST PAUL MN 55155-4194  
 United States

Contact: Heininger, Mary  
 Phone: 651/757-2418

Email: Contracts.pca@state.mn.us

## Appendix A - Line Specifications

Line: 1 Item ID: Line Qty: 1 UOM: EACH  
 Description: not applicable - costs included in RFP

### Item Specifications

Manufacturer:			
Mfg Item ID:			
Item Length:	0	Item Height:	0
Item Width:	0	Dimension UOM:	
Item Volume:	0	Volume UOM:	
Item Weight:	0	Weight UOM:	
Item Size:		Item Color:	

### Shipping Information

Schedule:	1	Ship To:	MPCA REMEDIATION DIVISION
Quantity:	1		520 LAFAYETTE RD N
Due Date:	04/11/2018		ST PAUL MN 55155-4194
Freight Terms:			United States
Ship Via:			



## Event Details (cont.)

Event ID	Format	Type	Page
R3201-2000008034	Sell	RFX	5
Event Round	Version		
1	1		
Event Name	MPCA PT RFP Remediation Master Contract		
Start Time	Finish Time		
02/28/2018 08:00:00	04/11/2018 14:00:00		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No  
**Bid Number:** 1  
**Bid Date:** 04/11/2018 09:18:54  
**Total Bid Amount:** 0.00

NOVA CONSULTING GROUP INC  
1107 HAZELTINE BLVD #400  
CHASKA MN 55318  
United States

**Submit To:**

520 LAFAYETTE RD N  
ST PAUL MN 55155-4194  
United States

**Contact:** Heininger, Mary  
**Phone:** 651/757-2418

**Email:** Contracts.pca@state.mn.us

## Appendix B - General Terms & Conditions

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1. Please see attached RFP for General Terms and Conditions.

Last Updated: 11/06/2012



## Event Details (cont.)

Event ID	Format	Type	Page
R3201-2000008034	Sell	RFx	6
Event Round	Version		
1	1		
Event Name			
MPCA PT RFP Remediation Master Contract			
Start Time	Finish Time		
02/28/2018 08:00:00	04/11/2018 14:00:00		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bid Number:** 1  
**Bid Date:** 04/11/2018 09:18:54  
**Total Bid Amount:** 0.00

NOVA CONSULTING GROUP INC  
1107 HAZELTINE BLVD #400  
CHASKA MN 55318  
United States

**Submit To:**  
520 LAFAYETTE RD N  
ST PAUL MN 55155-4194  
United States

**Contact:** Heininger, Mary  
**Phone:** 651/757-2418

**Email:** Contracts.pca@state.mn.us

## Appendix C - Bid Responses

### Line Items

Line:	Item ID:	Line Qty:	UOM:	Bid Qty:
1		1	EACH	1

**Total Line Bid Amount:** 0

**Description:** not applicable - costs included in RFP

Question	Response
What is the price per unit?	0