



November 4, 2013

City of Ann Arbor
Procurement Unit, 5th Floor
301 East Huron Street
P.O. Box 8647
Ann Arbor, MI 48107

RE: Proposal #P13113 – RFP #878 – Air Monitoring & Project Oversight

To Whom It May Concern:

The following is Nova Environmental, Inc.'s proposal for air monitoring and project oversight associated with the asbestos abatement on the 3rd through 5th floors of the Larcom City Hall.

Nova Environmental, Inc. has been providing asbestos consultation to the City of Ann Arbor for almost twenty years and would be honored to continue our relationship into the future.

This proposal is separated into the following sections:

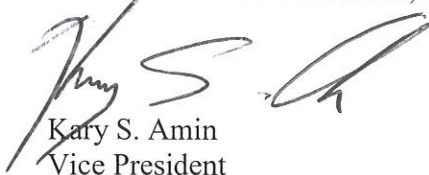
Section A – Professional Qualifications
Section B – Past Involvement with Similar Projects
Section C – Proposed Work Plan
Section D – Fee Proposal (Sealed Envelope)
Section E – Authorized Negotiator
Section F – Attachments

If you have any questions or concerns regarding this proposal, please feel free to contact me at (734) 930-0995.

Thank you for your consideration.

Sincerely,

NOVA ENVIRONMENTAL, INC.



Kary S. Amin
Vice President

KSA/ij

City of Ann Arbor

Air Monitoring and Project Oversight During Asbestos Abatement Project RFP #878

Section A Professional Qualifications

A. Professional Qualifications:

Company Information:

Nova Environmental, Inc.
5300 Plymouth Road
Ann Arbor, Michigan 48105
(734) 930-0995
(734) 930-2969 (Fax)
Corporation, licensed to do business in the State of Michigan

Key Personnel:

Since Nova Environmental, Inc. specializes in asbestos consultation, testing, inspections and project oversight, no firm has the level of experience and knowledge of this industry as we do. Our professional consultants have years and, in some cases, decades of experience working full time in the asbestos abatement field.

The following is a list of key personnel who will be involved in the project(s) associated with this RFP:

Kary S. Amin
Vice President of Nova Environmental, Inc.

Mr. Amin has over 25 years of experience in asbestos abatement training, consultation and testing. As Vice President of Nova, Mr. Amin will be responsible for the overall quality and success of the asbestos abatement projects. This will include, but not be limited to, acting as a liaison between the asbestos abatement contractor, the City of Ann Arbor and the Nova assigned field staff and providing technical and public-relation consultation to the City of Ann Arbor.

Adam S. Amin
Senior Environmental Consultant, Nova Environmental, Inc.

Mr. Amin has over two decades of experience in asbestos abatement project oversight. Mr. Amin will be responsible for evaluating the existing asbestos abatement project specifications in order to determine if there may be potential issues and management of the Nova field staff assigned to the project(s). Mr. Amin will act as the direct technical consultant associated with addressing project complexities.

Lisa Whitton

Senior Environmental Consultant, Nova Environmental, Inc.

Ms. Whitton has over a decade of experience in asbestos abatement project oversight. Ms. Whitton will assist Mr. Amin in the evaluation of the existing specification and will be involved with the day-to-day overall management of the project. The on-site Nova field staff will report directly to Ms. Whitton, as she will address issues and concerns that arise. Ms. Whitton will also act as the Nova liaison for City of Ann Arbor representatives when they have questions or concerns associated with the day-to-day aspects of the project(s).

Tristan Gruber

Environmental Consultant, Nova Environmental, Inc.

Mr. Gruber has years of experience conducting on-site management of asbestos abatement projects. Mr. Gruber has been involved with a number of complex projects, including the removal of thousands of square feet of trowelled-on asbestos ceiling material from a high school during school occupancy. Mr. Gruber's responsibilities will include, but not be limited to, the collection of air samples throughout the duration of the project(s), on-site air sample analysis using Phase Contrast Microscopy (PCM), developing daily narratives of project activities, collection of asbestos abatement contractor paperwork and ensuring that the contractor's staff adhere to the asbestos abatement specifications, applicable regulations and best industry practices.

History:

Nova Environmental, Inc. is celebrating its twenty fifth year in business in the great city of Ann Arbor. Throughout that time, we have specialized in indoor air quality issues, focusing on asbestos, lead, radon and mold inspections, testing, consultation, training and project oversight. Our firm works primarily in public and commercial buildings. In fact, our largest client is the University of Michigan, where we have provided asbestos consultative services for almost twenty years.

Nova Environmental, Inc. is imminently qualified to provide the services associated with this RFP, for the following reasons:

- Unlike many of our competitors who address a wide variety of environmental concerns, including asbestos, Nova Environmental, Inc. specializes in the asbestos abatement industry. As a result, our technical expertise, experience and knowledge of the asbestos abatement industry is unmatched in the State of Michigan.
- Ann Arbor has been home to Nova Environmental, Inc. since our inception in 1988. We do not have branch offices but conduct all of our work in the State of Michigan from our Ann Arbor office. As a result, all of our staff and supplies are located less than 10 minutes from the Larcom City Hall. If an issue were to arise during the asbestos abatement activities, Nova would be able to respond with any necessary resources within a very short period of time.

- Since Nova Environmental, Inc. has provided asbestos training, air monitoring and consultation to the City of Ann Arbor at Larcom City Hall since 1994, we are very familiar with the building. In fact, Nova Environmental, Inc. conducted the asbestos inspection of the Larcom City Hall, developed the City's Asbestos Operation & Maintenance Program and conducted the support staff's asbestos initial and annual training, which has been the basis of the asbestos management program in the City of Ann Arbor for over 15 years. Furthermore, Nova Environmental, Inc. is also familiar with the historic public relation issues associated with the Larcom City Hall.
- Since we are approved by the applicable government agencies to provide the full range of certified and accredited asbestos training programs, we have a unique knowledge of the important interpretations of the applicable asbestos regulatory standards. In fact, Nova has been chosen by the Michigan Department of Environmental Quality Asbestos Division to provide the annual asbestos training to their asbestos enforcement staff. As a result, when an enforcement officer monitors an asbestos abatement project site in which Nova is involved, there is the probability that the enforcement officer has been trained by Nova.

Resumes, accreditations and certifications of key personnel are included within this section.

Kary S. Amin**Vice President**

5300 Plymouth Road
Ann Arbor
Michigan 48105

Phone: 734-930-0995
Fax: 734-930-2969
E-Mail: kamin@nova-env.com

Education

Bachelor of Science, Geology; Optical Mineralogy
Eastern Michigan University

Advance Certification in Science Instruction
Michigan Department of Education

Term of Nova

May 1988 — Present

Responsibilities:

- *Technical Expert in regards to Governmental Regulations, Standards and Industry Practices.*
- *Conduct all Nova Environmental, Inc. Environmental Training.*
- *Provide technical and field support in regards to all asbestos, environmental site assessment, indoor air quality, lead-based paint/water and industrial hygiene work.*

Qualifications:

- *Proficient in Phase Contrast Microscopy for the analysis of air samples.*
- *Previously proficient in Transmission Electron Microscopy for the analysis of asbestos air samples.*
- *Previously proficient in Polarizing Light Microscopy for the analysis of asbestos bulk samples.*
- *Proficient in industrial hygiene sampling strategies for both air and bulk samples.*

Conference Presentations

- *"Asbestos Concerns", presented to The Southeastern Michigan Building Officials and Inspectors Association*
- *"Lead Exposure Seminar", presented to the American Society of Home Inspectors*
- *"Inspecting Buildings for Asbestos", presented to The Midwest Building Inspectors Association*
- *"Lead Awareness Seminar", presented to the Michigan School Business Officials*
- *"Asbestos Issues", presented to the Ann Arbor Contractors Conference*
- *"Asbestos in Construction", presented to the Barton-Malow Company*
- *"Asbestos Awareness", presented to the Metro Detroit Heating and Air Conditioning Association*
- *"Environmental Issues", presented to the Michigan Association of Realtors*
- *"Radon Awareness", presented to the Ann Arbor Environmental Committee*
- *"Environmental Topics", presented to The Associated General Contractors of America*
- *"Asbestos & Lead Building Surveys", presented to MIOSHA*
- *"Flooring & Counter Top Removal", presented to the University of Michigan*
- *"Asbestos, Lead & Mold Awareness", presented to Skanska USA Construction Company*
- *"Transite Removal", presented to Pfizer Global Research & Development*
- *"Class II Flooring Removal", presented to the Architectural Contractors Trade Association*
- *"Indoor Air Quality", presented to the Michigan Association of Physical Plant Administrators*
- *"Handling Asbestos: Your Rights & Responsibilities", presented to the MI Department of Environmental Quality*
- *"Indoor Air Quality Seminar" presented to the MI Society of Healthcare Engineering*
- *"Asbestos Educational Seminar", presented to Detroit Public Schools*
- *"Asbestos Awareness", presented to the City of Ann Arbor*
- *"Indoor Air Quality (IAQ) Training", presented to various attendees through the Michigan School Business Officials*
- *"Indoor Air Quality/Mold Awareness Seminar" presented to The Michigan Association of Physical Plant Administrators*
- *"Sick Building Syndrome Seminar" presented through Structure Tec Corporation*

Kary S. Amin

Accreditation

Certifications:

- *NIOSH 582/7400 Equivalency Course - fiber counting*
- *Accredited Asbestos Inspector - MDLARA*
- *Accredited Asbestos Management Planner – MDLARA*
- *Accredited Contractor/Supervisor – MDLARA*
- *Accredited Project Designer – MDLARA*
- *Certified Lead Inspector & Risk Assessor, State of Michigan*
- *Approved Instructor for Contractors, Supervisors, Asbestos Abatement Workers, Inspectors and Management Planners, Under the Environmental Protection Agencies Model Accreditation Plan, 40 CFR, Part 763, Subpart E*
- *Approved Instructor for Asbestos Abatement Workers under Public Act 14, Approved for Instruction of a variety of asbestos Training Programs in Accordance with Public Act 440 of 1988, as approved by the MDLEG*
- *Occupation Safety and Health Administration (OSHA) approved Site Supervisor Training*
- *EPA Approved Instructor for Certified Lead Renovator Training Course in accordance with Section 402 of TSCA*
- *Previously certified in OSHA 40-Hours Safety Training Program, in accordance with 29 CFR, 1910.120*
- *Previously approved Instructor for Asbestos Abatement Workers in accordance with the New York Department of Environmental Protection*
- *Previously approved Instructor for Asbestos Abatement Workers under the Maryland COMAR Regulations.*
- *Exposure Assessments and Control of Bioaerosols, University of Michigan*
- *Previously Licensed Lead-Based Paint Inspector - State of Massachusetts*
- *SciTec MAP-3 Spectrum Analyzer Specialized Training*
- *NITON Spectrum Analyzer Specialized Training*
- *Radiation training*
- *Diagnosing IAQ Problems, University of Wisconsin, Madison*
- *Mitigating IAQ Problems, University of Wisconsin, Madison*

Accomplishments

- *Resolved occupational safety and health problems in various types of environments resulting in the reduction of personal injury and lawsuits*
- *Evaluated, interpreted and recommended EPA, OSHA, DEQ and MDLARA regulations and safety codes to various companies resulting in each organization's regulatory compliance*
- *Accumulated and interpreted asbestos-related technical data for attorneys resulting in successful mediation in lawsuits*
- *Persuaded clients to abate workplace environmental hazards resulting in their regulatory compliance*
- *Developed and implemented asbestos industrial hygiene sampling strategies for various asbestos abatement companies*
- *Selected by the Michigan Department of Labor & Economic Growth to sit on a Train the Trainer Selection Committee*
- *Trained Contractors, Supervisors, Managers, Architects, Engineers, School Administrative Officials, Asbestos Abatement Workers, and Maintenance Workers in a variety of environmental-related courses*
- *Implemented a variety of customized asbestos management programs by effectively communicating as a consultant for various company/school officials*

Adam S. Amin

**Senior Environmental Consultant
Field Manager/Lead Supervisor**

5300 Plymouth Road
Ann Arbor
Michigan 48105

Phone: 734-930-0995
Fax: 734-930-2969
E-Mail aamin@nova-env.com

Education

Bachelor of Business Administration, Marketing
Eastern Michigan University

Term of Nova

July 1988 — Present

Responsibilities:

- *Conduct Project Design services related to asbestos abatement projects*
- *Conduct asbestos Inspections, Management Plans and consultation services related to AHERA, OSHA and NESHP*
- *Conduct air monitoring and project management services for asbestos abatement projects*
- *Report development for all asbestos related services*
- *Conduct lead-based paint inspections/reports*
- *Conduct project management services for lead abatement projects*
- *Conduct Project Design services related to lead abatement projects*
- *Radiation Protection Supervisor*
- *Management of all field personnel*
- *Manage/Procure equipment and supplies*

Qualifications:

- *Proficient in Phase Contrast Microscopy for the analysis of air samples*
- *Proficient in industrial hygiene sampling strategies for both air and bulk samples*
- *Proficient in lead-based paint inspections*

Accreditation

Certifications:

- *NIOSH 582/7400 Method, NIOSH Center Cincinnati Ohio - fiber counting*
- *Accredited Asbestos Inspector - Michigan Department of Labor & Economic Growth (MDLARA).*
- *Accredited Asbestos Management Planner – MDLARA*
- *Accredited Contractor/Supervisor – MDLARA*
- *Accredited Project Designer – MDLARA*
- *Previously Licensed Lead-Based Paint Inspector - State of Massachusetts*
- *Certified Lead Inspector & Risk Assessor, State of Michigan*
- *Certified Lead Supervisor, State of Michigan*
- *Scitec MAP-3 Spectrum Analyzer Specialized Training*
- *NITON Spectrum Analyzer Specialized Training*
- *Radiation training*
- *Diagnosing IAQ Problems, University of Wisconsin, Madison*
- *Mitigating IAQ Problems, University of Wisconsin, Madison*

Adam S. Amin

Accomplishments

- *Resolved occupational safety and health problems in various types of environments resulting in the reduction of personal injury and lawsuits*
- *Evaluated, interpreted and recommended EPA, OSHA, DEQ and MDLARA regulations and safety codes to various companies resulting in each organization's regulatory compliance.*
- *Persuaded clients to abate workplace environmental hazards resulting in their regulatory compliance*
- *Developed and implemented asbestos industrial hygiene sampling strategies for various asbestos abatement companies*
- *Implemented a variety of customized asbestos management programs by effectively communicating as a consultant for various company/school officials*
- *Conducted Various Environmental Training Seminars*
- *Prepared hundreds of Asbestos abatement technical specifications and Project Design Specifications*
- *Engineered industrial hygiene components and state of the art equipment for use by NOVA professional staff members*

Memberships

- *American Industrial Hygiene Association, AIHA Full Membership—128425*

Lisa Whitton

Senior Environmental Consultant

5300 Plymouth Road
Ann Arbor
Michigan 48105

Phone: 734-930-0995
Fax: 734-930-2969
Email: lwhitton@nova-env.com

Education

Bachelor of Science, Environmental Science and Management
Michigan State University

Term of Nova

May 2002 — Present

Responsibilities:

- *Conduct asbestos Inspections consultation services related to AHERA, OSHA and NESHAP*
- *Conduct air monitoring and project management services for asbestos abatement projects*
- *Report development for asbestos related services*
- *Conduct 2 hour Asbestos Awareness training*
- *Conduct NIOSH 582/7400 Method Equivalency Training*
- *Conduct in-house environmental and respiratory training*

Qualifications:

- *Proficient in Phase Contrast Microscopy for the analysis of air samples*
- *Proficient in industrial hygiene sampling strategies for both air and bulk samples*

Accreditation

Certifications:

- *NIOSH 582/7400 Method, Equivalency Course - fiber counting*
- *Nova In-House (comparable to Contractor/Supervisor) training*
- *Knowledgeable on 16-Hr Operation & Maintenance Training*
- *Accredited Asbestos Inspector - MDLARA*
- *Accredited Asbestos Management Planner - MDLARA*
- *Accredited Asbestos Project Designer - MDLARA*
- *EPA Lead Renovation, Repair & Painting (RRP) Training*

Accomplishments

- *Resolved occupational safety and health problems in various types of environments resulting in the reduction of personal injury and lawsuits*
- *Evaluated, interpreted and recommended EPA, OSHA, DEQ and MDLARA regulations and safety codes to various companies resulting in each organization's regulatory compliance.*
- *Persuaded clients to abate workplace environmental hazards resulting in their regulatory compliance*

Tristan A. Gruber

Environmental Consultant

5300 Plymouth Road
Ann Arbor
Michigan 48105

Phone: 734-930-0995
Fax: 734-930-2969
Email: tgruber@nova-env.com

Term of Nova

April 2011 — Present

Responsibilities:

- *Conduct asbestos Inspections consultation services related to AHERA, OSHA and NESHAP*
- *Conduct air monitoring and project management services for asbestos abatement projects*
- *Report development for asbestos related services*

Qualifications:

- *Proficient in Phase Contrast Microscopy for the analysis of air samples*
- *Proficient in industrial hygiene sampling strategies for both air and bulk samples*

Accreditation

Certifications:

- *NIOSH 582/7400 Method, Equivalency Course - fiber counting*
- *Nova In-House (comparable to Contractor/Supervisor) training*
- *Accredited Asbestos Inspector - MDLARA*

Accomplishments

- *Resolved occupational safety and health problems in various types of environments resulting in the reduction of personal injury and lawsuits*
- *Evaluated, interpreted and recommended EPA, OSHA, DEQ and MDLARA regulations and safety codes to various companies resulting in each organization's regulatory compliance.*
- *Persuaded clients to abate workplace environmental hazards resulting in their regulatory compliance*

City of Ann Arbor

Air Monitoring and Project Oversight During Asbestos Abatement Project RFP #878

Section B Past Involvement with Similar Projects

B. Past Involvement with Similar Projects:

Nova Environmental, Inc. conducts air monitoring and project oversight on millions of dollars of asbestos abatement projects per year. In order to specifically address the information requested in Section 3, B, 1-3 of the RFP, the following is a partial list of similar projects, five in number, that our proposed project team members were involved in within the last five years:

- ***University of Michigan – South Quad Asbestos Abatement Project***
The project involved the removal of thermal system insulation (TSI) and miscellaneous ACM. Nova provided air sampling and project oversight. The project lasted from May 30, 2013 to September 30, 2013. The project cost for asbestos abatement was approximately \$400,000.00, below budgeted amounts, with partial specification development costs at \$3,500.00. The asbestos abatement schedule stayed within the time parameters set for by the Construction Manager.
Owner Name: University of Michigan
Contact Name: Mr. Brett Goecke, Senior Industrial Hygienist, OSEH Department
Address: 1239 Kipke Drive, Ann Arbor, MI 48109-1010
Phone Number: (734) 647-2306
- ***University of Michigan – East Quad Asbestos Abatement Project***
The project involved the removal of thermal system insulation (TSI), surfacing ACM and miscellaneous ACM. Nova provided air sampling and project oversight. The project lasted from April 2012 to October, 2012. The project cost for asbestos abatement was approximately \$1,200,000.00, below budgeted amounts, with total specification development costs at \$9,400.00. The asbestos abatement schedule stayed within the time parameters set for by the Construction Manager.
Owner Name: University of Michigan
Contact Name: Mr. Brett Goecke, Senior Industrial Hygienist, OSEH Department
Address: 1239 Kipke Drive, Ann Arbor, MI 48109-1010
Phone Number: (734) 647-2306

- Ferndale Public Schools – Ferndale High School Asbestos Abatement Project***
 The project involves the removal of the entire ACM ceiling and fireproofing at the High School over a two year period, in phases, April 2012 through September 2014. The asbestos abatement costs is \$1,300,000.00, with the project specifications costs at \$3,900.00. The asbestos abatement costs are below budget, with the time parameters of the project being within schedule (although ongoing).
 Owner Name: Ferndale Public Schools
 Contact Name: Mr. Gary Meier, Superintendent
 Address: 2920 Burdette Street, Ferndale, Michigan 48220
 Phone Number: (248) 586-8652
- McLaren Greater Lansing Hospital – Asbestos Abatement Project***
 The project involved the removal of ACM fireproofing located in the IV Room. The project costs were \$28,000.00, with the mini-specification development cost at \$500.00 (not bid out). The project schedule was September 9-13, 2013. The project was within budget and on schedule.
 Owner Name: McLaren Greater Lansing
 Contact Name: Chuong Nguyen, Facilities Engineer
 Address: 401 W. Greenlawn Ave., Lansing, Michigan 48910
 Phone Number: (517) 975-7979
- Roseville Community Schools – Eastland Middle School Asbestos Abatement Project***
 The project involved the removal of TSI, floor tile and other miscellaneous ACMs. The project costs were \$34,000.00, with the specification development cost at \$6,250.00 (which included two additional building's spec design). The project occurred from June 2013 through July 2013. The project was within budget and on schedule.
 Owner Name: Roseville Community Schools
 Contact Name: Jon Steenland, Director of Buildings & Grounds
 Address: 18975 Church Street, Roseville, Michigan 48066
 Phone Number: (586) 445-5697

In addition to the above-listed projects, Nova presents similar projects that we have conducted for the City of Ann Arbor within the Larcom City Hall.

- In 1994, Nova developed the project specifications and provided air monitoring and project oversight during the removal of the fireproofing on the 6th floor of City Hall. This project was below budgeted estimates and within originally agreed upon time parameters.
 Owner Name: City of Ann Arbor
 Contact Name: Mr. Robert Lewis, Facility Director
 Address: 301 East Huron Street, Ann Arbor, MI
 Phone Number: N/A. Mr. Lewis has retired
- In 2008, Nova developed the project specification and provided air monitoring and project oversight during the removal of fireproofing in the penthouse of City Hall. This project was extremely complex since much of the HVAC system for the upper floors of City Hall was located in the penthouse.

During the 2008 penthouse project, Nova Environmental, Inc. did not only develop technical procedures used on the asbestos abatement project but also addressed staff and public relation concerns by providing project awareness presentations to all City Hall employees. This project was below budgeted estimates and within originally agreed upon time parameters.

Owner Name: City of Ann Arbor
Contact Name: Mr. Lynn Crum, Facilities Manager
Address: 301 East Huron Street, Ann Arbor, MI
Phone Number: (734) 323-4158

City of Ann Arbor

Air Monitoring and Project Oversight During Asbestos Abatement Project RFP #878

Section C Proposed Work Plan

C. Proposed Work Plan:

Safety Considerations and Record:

As stated previously, Nova Environmental, Inc. has been providing the services requested within this RFP for twenty five years. In all situations, Nova's primary concern is the protection of human health and the environment. As a result, Nova's will ensure strict requirements are maintained for the safety and health of the asbestos abatement contractors, building occupants and our own personnel. Nova's on-site staff will ensure that the selected asbestos abatement contractor adheres to strict safety requirements. Nova has an outstanding safety record with no government agency violations since our inception.

Alternates to Expedite Project Completion:

Although there are a number of obvious ways in attempting to expedite a given project, some methods may end up being counterproductive, costly or may jeopardize safety. For instance, Nova can state within this RFP that the asbestos abatement contractor will work two shifts and even include it within the specification requirements, but if the contractor is not held to a minimum number of staff per shift, it may end up costing the City more (additional consultant on-site for a full shift) with very little or no increased productivity if there are only two asbestos abatement staff for the second evening shift.

If selected, Nova will provide a number of methods to ensure full productivity of the asbestos abatement contractor without sacrificing safety or health considerations. These methods may include aiding in the selection of a contractor who has the resources to complete the work in stated time parameters, requiring the utilization of equipment that will increase productivity, such as the use of a VAC-LOADER, and ensuring that containment is constructed as efficiently as possible. Nova will also recommend that portions of the enclosure remain intact during the re-spraying in order to save time and money.

Sequence of Proposed Work Plan

Kary Amin, Adam Amin, Lisa Whitton and Tristan Gruber

- *Evaluation of Asbestos Abatement Project Specification – Adam Amin, Lisa Whitton (Approximately 10 hours total)*
 - Meet with City of Ann Arbor representatives to gain understanding of their intent, goals and schedule of asbestos abatement project(s), conduct on-site visit of areas of planned abatement and evaluate existing asbestos abatement specification to ensure accuracy of information and general quality control.

- *Public Relations Consideration – Kary Amin (Approximately 8 hours total)*
 - Determine type of notice/information to be provided to City Hall staff and implement public relation activities well in advance of the start of the asbestos abatement project.
- *Pre-Construction Meeting – Lisa Whitton (Approximately 3 hours total)*
 - Once the asbestos abatement contractor is selected by the City of Ann Arbor, a pre-construction meeting will be scheduled to have all key personnel from the City, construction manager, Nova and the awarded contractor meet. The project details will be discussed along with project coordination and applicable document submittal, including, but not limited to, the project notification, insurance documents and certifications/accreditations.
- *Asbestos Abatement Project – Tristan Gruber (Approximately 21 days per floor total)*
 - At the selected time, the asbestos abatement project shall commence with Phase I. This will include the Negative Pressure Enclosure development, installation of the decontamination unit and engineering controls and the abatement of the ACM. A Nova representative will be on-site throughout the duration of the project conducting project narrative development, air sample collection, analysis and project oversight. Once the abatement is completed, a visual clearance and air sample clearance will be conducted pursuant to applicable regulatory standards.
- *Pre-Post Asbestos Abatement - Tristan Gruber (Approximately 8-12 hours per floor total)*
 - Prior to the commencement of the asbestos abatement on each floor, background air samples will be collected and analyzed on applicable occupied floors of the City Hall. The intent of collecting background samples is to have a baseline of airborne concentrations of particulate prior to the start of the project. After completion of the clearance process, but before the fireproofing re-spray and renovation begins, applicable City of Ann Arbor staff shall conduct their own visual inspection in order to gain a level of comfort that the asbestos spray-on fireproofing has been completely removed. In order to save time and money, a portion of the enclosure may remain erected in order for the re-spray to be applied in a safe, contained area.

City of Ann Arbor

**Air Monitoring and Project Oversight
During Asbestos Abatement Project
RFP #878**

**Section D
Fee Proposal**

Pursuant to the instructions within the RFP, the fee proposal is submitted within the enclosed envelope.

City of Ann Arbor

Air Monitoring and Project Oversight During Asbestos Abatement Project RFP #878

Fee Proposal

The following is a list of the key personnel who will be involved with the expected scope of asbestos abatement as identified within this RFP and their time & material (T & M) rates. These rates include all expenses (such as vehicle costs, equipment costs, office support, secretarial services, etc.) unless otherwise stated within the "Additional Expenses" section listed below:

The following is a listing of Nova Environmental, Inc.'s Employee Classifications, brief description and associated hourly rates:

- **Senior Environmental Consultant** **\$55.00/hour**
 - *Nova's Senior Environmental Consultants provide higher level environmental services such as conducting asbestos inspections, asbestos management plan development, project specification development and/or evaluation, environmental program development, training and general consultation*
- **Environmental Consultant** **\$50.00/hour**
 - *Nova's Environmental Consultants conduct the field work associated with Nova's services, including conducting asbestos inspections, air sampling, performing air sample analysis and asbestos abatement project oversight*
- **Indoor Air Quality Specialist** **\$65.00/hour**
 - *Nova's IAQ Specialists provide higher level air quality services such as IAQ investigations, environmental and chemical monitoring, mold testing and general environmental consultation.*

Key Personnel/Hourly Rates

Kary S. Amin, Vice President, Nova Environmental, Inc.

Employee Classification: Senior Environmental Consultant
Projected Involvement: Presentations, General Consultation
Hourly Rate: \$55.00/hour

Adam S. Amin, Senior Environmental Consultant, Nova Environmental, Inc.

Employee Classification: Senior Environmental Consultant
Projected Involvement: Evaluation of Specification, General Consultation
Hourly Rate: \$55.00/hour

Lisa Whitton, Senior Environmental Consultant, Nova Environmental, Inc.

Employee Classification: Senior Environmental Consultant

Projected Involvement: Evaluation of Specification, Overall Project Oversight, General Consultation

Hourly Rate: \$55.00/hour

Tristan Gruber, Environmental Consultant, Nova Environmental, Inc.

Employee Classification: Environmental Consultant

Project Involvement: Day-to-Day Project Air Monitoring and Oversight

Hourly Rate: \$50.00/hour

Additional Expenses:

The following are additional expenses (reimbursable costs) that may be associated with this project:

- Air sample analysis using Phase Contrast Microscopy (PCM); \$10.00/sample analyzed
- Air sample analysis using Transmission Electron Microscopy (TEM); \$120.00/sample analyze
- Overtime (above 40 hours/week) will be billed at an additional \$5.00/hour
- Costs for additional types of environmental sampling will be billed based on requested service.
- Costs for training and presentations will be negotiated based on need(s).

Projected Nova Costs Per Phase I Project:

Based on information provided within the RFP and during the pre-bid walkthrough, the following are the projected costs for phase I (asbestos abatement specification development and project oversight/air monitoring):

- ***Evaluation of Specification:***
 - Cost for the evaluation of the existing specification including on-site visit, and pre-construction walkthrough is estimated at \$950.00 for all three phases. This equals approximately \$320.00/phase I project.
- ***Asbestos Abatement Project Oversight***
 - Cost for on-site air sampling, analysis and project oversight, including the collection of background samples, estimated at 8 hours/shift, total of 21 shifts, 15 PCM samples per shift is \$11,550.00/phase I project.
- ***Additional Services:***
 - Cost for additional services such as public relation consultation will be billed based on the above-noted hourly rates or negotiated prices (for presentations).

City of Ann Arbor

Air Monitoring and Project Oversight During Asbestos Abatement Project RFP #878

Section E Authorized Negotiator

The authorized negotiator for Nova Environmental Inc.:

Kary S. Amin, Vice President, Nova Environmental, Inc.

Office: (734) 930-0995

Cell: (313) 363-5564

City of Ann Arbor

Air Monitoring and Project Oversight During Asbestos Abatement Project RFP #878

Section F Attachments

In accordance with the RFP, this section includes the following:

- Attachment A – Legal Status of Respondent
- Attachment B – Contract Compliance Forms
- Attachment C – Living Wage Compliance Form

ATTACHMENT A

LEGAL STATUS OF RESPONDENT

(The Respondent shall fill out the appropriate form and strike out the other two.)

By signing below the authorized representative of the Respondent hereby certifies that:

The Respondent is:

- A corporation organized and doing business under the laws of the state of MICHIGAN, for whom BARRY E. SMITH bearing the office title of PRESIDENT, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.*

*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the state of _____, whom _____ bearing the title of _____ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the state of _____ and filed with the county of _____, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

Barry E. Smith Date: 10/28/13
Signature _____

(Print) Name BARRY E. SMITH Title PRESIDENT

Firm: NOVA ENVIRONMENTAL, INC.

Address: 5300 PLYMOUTH ROAD

Contact Phone 734 930 0995 Fax 734 930 2969

Email bsmith@nova-env.com

ATTACHMENT B
CONTRACT COMPLIANCE INSTRUCTIONS AND FORMS

Section 9:161 of Ann Arbor City Code

The consultant, its agents or sub-contractors, shall comply with all requirements of Chapter 112 of Title IX of the Code of the City of Ann Arbor and in particular the following excerpts therefrom:

9:161 NONDISCRIMINATION BY CITY CONTRACTORS

- (1) All contractors proposing to do business with the City of Ann Arbor shall satisfy the nondiscrimination administrative policy adopted by the City Administrator in accordance with the guidelines of this section. All contractors shall receive approval from the Director prior to entering into a contract with the City, unless specifically exempted by administrative policy. All City contractors shall take affirmative action to insure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon race, national origin or sex.
- (2) Each prospective contractor shall submit to the City data showing current total employment by occupational category, sex and minority group. If, after verifying this data, the Director concludes that it indicates total minority and female employment commensurate with their availability within the contractor's labor recruitment area, i.e., the area from which the contractor can reasonably be expected to recruit, said contractor shall be accepted by the Director as having fulfilled affirmative action requirements for a period of one year at which time the Director shall conduct another review. Other contractors shall develop an affirmative action program in conjunction with the Director. Said program shall include specific goals and timetables for the hiring and promotion of minorities and females. Said goals shall reflect the availability of minorities and females within the contractor's labor recruitment area. In the case of construction contractors, the Director shall use for employment verification the labor recruitment area of the Ann Arbor-Ypsilanti standard metropolitan statistical area. Construction contractors determined to be in compliance shall be accepted by the Director as having fulfilled affirmative action requirements for a period of six (6) months at which time the Director shall conduct another review.
- (3) In hiring for construction projects, contractors shall make good faith efforts to employ local persons, so as to enhance the local economy.
- (4) All contracts shall include provisions through which the contractor agrees, in addition to any other applicable Federal or State labor laws:
 - (a) To set goals, in conference with the Human Resources Director, for each job category or division of the work force used in the completion of the City work;
 - (b) To provide periodic reports concerning the progress the contractor has made in meeting the affirmative action goals it has agreed to;
 - (c) To permit the Director access to all books, records and accounts pertaining to its employment practices for the purpose of determining compliance with the affirmative action requirements.
- (5) The Director shall monitor the compliance of each contractor with the nondiscrimination provisions of each contract. The Director shall develop procedures and regulations consistent

with the administrative policy adopted by the City Administrator for notice and enforcement of non-compliance. Such procedures and regulations shall include a provision for the posting of contractors not in compliance.

(6) All City contracts shall provide further that breach of the obligation not to discriminate shall be a material breach of the contract for which the City shall be entitled, at its option, to do any or all of the following:

- (a) To cancel, terminate, or suspend the contract in whole or part and/or refuse to make any required periodic payments under the contract;
- (b) Declare the contractor ineligible for the award of any future contracts with the City for a specified length of time;
- (c) To recover liquidated damages of a specified sum, said sum to be that percentage of the labor expenditure for the time period involved which would have accrued to minority group members had the affirmative action not been breached;
- (d) Impose for each day of non-compliance, liquidated damages of a specified sum, based upon the following schedule:

<u>Contract Amount</u>	<u>Assessed Damages Per Day of Non-Compliance</u>
\$ 10,000 - 24,999	\$25.00
25,000 - 99,999	50.00
100,000 - 199,999	100.00
200,000 - 499,999	150.00
500,000 - 1,499,999	200.00
1,500,000 - 2,999,999	250.00
3,000,000 - 4,999,999	300.00
5,000,000 - and above	500.00

(e) In addition the contractor shall be liable for any costs or expenses incurred by the City of Ann Arbor in obtaining from other sources the work and services to be rendered or performed or the goods or properties to be furnished or delivered to the City under this contract.

City of Ann Arbor Procurement Office

**INSTRUCTIONS FOR CONTRACTORS
FOR COMPLETING CONTRACT COMPLIANCE FORM**

City Policy

The "non discrimination in contracts" provision of the City Code, (Chapter 112, Section 9:161) requires contractors/vendors/grantees doing business with the City not to discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, condition of pregnancy, marital status, physical or mental limitations, source of income, family responsibilities, educational association, sexual orientation, gender identity or HIV status against any of their employees, any City employee working with them, or any applicant for employment. It also requires that the contractors/vendors/grantees include a similar provision in all subcontracts that they execute for City work or programs.

This Ordinance further requires that each prospective contractor/vendor submit employment data to the City showing current total employee breakdown by occupation, race and gender. This allows the Human Rights Office to determine whether or not the contractor/vendor has a workforce that is reflective of the availability of women and under-represented minorities within the contractor's labor recruitment area (the area where they can reasonably be expected to recruit employees). *This data is provided to the City on the Human Rights Contract Compliance Forms (attached).*

To complete the form:

1) If a company has more than one location, then that company must complete 2 versions of the form.

- **Form #1** should contain the employment data for the **entire corporation.**
- **Form #2** should contain the employment data for those employees:
 - who will be working on-site;
 - in the office responsible for completing the contract; or,
 - in the case of non-profit grantees, those employees working on the project funded by the City grant(s).

2) If the company has only one location, fill out Form #1 only.

3) Complete all data in the upper section of the form including the name of the person who completes the form and the name of the company/organization's president.

4) Complete the Employment Data in the remainder of the form. Please be sure to complete all columns including the Total Columns on the far right side of the form, and the Total row and Previous Year Total row at the bottom of the form.

5) Return the completed form(s) to your contact in the City Department for whom you will be conducting the work.

For assistance in completing the form, contact:

Procurement Office of the City of Ann Arbor
734/794-6500

If a contractor is determined to be out of compliance, the Procurement Office will work with them to assist them in coming into compliance.

**CITY OF ANN ARBOR PROCUREMENT OFFICE
HUMAN RIGHTS CONTRACT COMPLIANCE FORM**
Entire Organization (Totals for All Locations where applicable)

Name of Company/Organization NOVA ENVIRONMENTAL, INC. Date Form Completed 10/28/13
 Name and Title of Person Completing this Form BARRY E. SMITH Name of President BARRY E. SMITH
 Address 5300 PLYMOUTH ROAD MI 48105 County WASHTENAW Phone # 734 930 0995
(Street address) (City) (State) (Zip) (Area Code)
 Fax# 734 930 2969 Email Address bsmith@nova-env.com

EMPLOYMENT DATA

Job Categories	Number of Employees (Report employees in only one category)										
	Male					Female					
	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander
A	B	C	D	E	F	G	H	I	J	K	
Exec/Sr. Level Officials	2										
Supervisors											
Professionals	5						3				
Technicians											
Sales											
Admin. Support							2				
Craftspeople											
Operatives											
Service Workers											
Laborers/Helper											
Apprentices											
Other											
TOTAL											
PREVIOUS YEAR TOTAL											

**CITY OF ANN ARBOR PROCUREMENT OFFICE
HUMAN RIGHTS CONTRACT COMPLIANCE FORM**
Local Office (Only those employees that will do local or on-site work, if applicable)

Name of Company/Organization _____ Date Form Completed _____
 Name and Title of Person Completing this Form _____ Name of President _____
 Address _____ (Street address) _____ (City) _____ (State) _____ (Zip) _____ County _____ Phone # _____ (Area C)
 Fax# _____ (Area Code) _____ Email Address _____

EMPLOYMENT DATA

Job Categories	Number of Employees (Report employees in only one category)											
	Male						Female					
	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	
	A	B	C	D	E	F	G	H	I	J	K	
Exec/Sr. Level Officials												
Supervisors												
Professionals												
Technicians												
Sales												
Admin. Support												
Craftspeople												
Operatives												
Service Workers												
Laborers/Helper												
Apprentices												
Other												
TOTAL												
PREVIOUS YEAR TOTAL												

**ATTACHMENT C
LIVING WAGE DECLARATION AND POSTER**

Section 1:813 of Ann Arbor City Code

The Consultant, its agents or sub-contractors, shall comply with all requirements of Chapter 23 of Title I of the Code of the City of Ann Arbor and in particular the following excerpts therefrom:

1:813. Definitions.

For purposes of this Chapter, the following definitions shall apply:

- (1) "Contractor/vendor" is a person or entity that has a contract with the City primarily for the furnishing of services where the total amount of the contract or contracts with the City exceeds \$10,000 for any 12-month period. "Contractor/vendor" does not include a person or entity that has a contract with the City primarily for the purchase of goods or property, or for the lease of goods or property to or from the City.
- (2) "Covered Employee" means a person employed by a covered employer to perform services which are covered or funded by the contract with or grant from the City; provided, however, that persons who are employed pursuant to federal, state or local laws relating to prevailing wages shall be exempt from this Chapter.
- (3) "Covered Employer" means a contractor/vendor or grantee that has not been granted an exemption from this Chapter pursuant to Section 1:817.
- (4) "Employee" means an individual who provides personal services performed for wages under any contract calling for the performance of personal services, whether written or oral, express or implied. The term "employee" does not include any individual who volunteers to perform services for an employer if
 - (a) The individual receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered; and
 - (b) Such services are not the same type of services which the individual is employed to perform for such employer.
- (5) "Employee Health Benefits" or "Health Benefits" means providing health care benefits for employees (or employees and their dependents) at employer cost or making an employer contribution toward the purchase of such health care benefits for employees (or employees and their dependents), provided that the employer cost or contribution equals no less than \$1 an hour for the average work week of such employee, and provided further that any employee payment or contribution toward health care shall not exceed 50 cents an hour for the average work week for such employee.
- (6) "Grant" means any form of financial assistance to a "Grantee" as set forth and defined in Section 1:813(7). "Grant" does not include financial assistance used for the purchase or lease of property or other non-personnel costs.
- (7) "Grantee" is a person or entity that is a recipient of any financial assistance from the City in the form of any federal, state or local grant program administered by the City, revenue bond financing, tax increment financing, tax abatement, tax credit, direct grant, or any other form of

financial assistance that exceeds \$10,000 for any 12-month period, including any contractors, subcontractors, or leaseholders of the grantee whose contract, subcontract or lease with the grantee exceeds \$10,000 for any 12-month period.

- (8) "Living Wage" means a wage equal to the levels established in Section 1:815.
- (9) "Person" means any individual, co-partnership, corporation, association, club, joint adventure, estate, trust, and any other group or combination acting as a unit, and the individuals constituting such group or unit.
- (10) "\$10,000 for any 12 month period" is computed by taking the total amount of the contract, grant or loan and dividing it by the number of months the contract, grant or loan covers.

1:814. Applicability.

- (1) This Chapter shall apply to any person that is a contractor/vendor or grantee as defined in Section 1:813 that employs or contracts with five (5) or more individuals; provided, however, that this Chapter shall not apply to a non-profit contractor/vendor or non-profit grantee unless it employs or contracts with ten (10) or more individuals.
- (2) This Chapter shall apply to any grant, contract, or subcontract or other form of financial assistance awarded to or entered into with a contractor/vendor or grantee after the effective date of this Chapter and to the extension or renewal after the effective date of this Chapter of any grant, contract, or subcontract or other form of financial assistance with a contractor/vendor or grantee.

1:815. Living Wages Required.

- (1) Every contractor/vendor or grantee, as defined in Section 1:813, shall pay its covered employees a living wage as established in this Section.
 - (a) For a covered employer that provides employee health care to its employees, the living wage shall be \$8.70 an hour, or the adjusted amount hereafter established under Section 1:815(3).
 - (b) For a covered employer that does not provide health care to its employees, the living wage shall be \$10.20 a hour, or the adjusted amount hereafter established under Section 1:815(3).
- (2) In order to qualify to pay the living wage rate for covered employers providing employee health care under subsection 1:815(1)(a), a covered employer shall furnish proof of said health care coverage and payment therefor to the City Administrator or his/her designee.
- (3) The amount of the living wage established in this Section shall be adjusted upward no later than April 30, 2002, and every year thereafter by a percentage equal to the percentage increase, if any, in the federal poverty guidelines as published by the United States Department of Health and Human Services for the years 2001 and 2002. Subsequent annual adjustments shall be based upon the percentage increase, if any, in the United States Department of Health and Human Services poverty guidelines when comparing the prior calendar year's poverty guidelines to the present calendar year's guidelines. The applicable percentage amount will be converted to an amount in cents by multiplying the existing wage under Section 1.815(1)(b) by said percentage, rounding upward to the next cent, and adding this amount of cents to the existing living wage levels established under Sections 1:815(1)(a) and 1:815(1)(b). Prior to April 1 of each calendar year, the City will notify any covered employer of this adjustment by

posting a written notice in a prominent place in City Hall, and, in the case of a covered employer that has provided an address of record to the City, by a written letter to each such covered employer.

ATTACHMENT C
CITY OF ANN ARBOR
LIVING WAGE ORDINANCE
DECLARATION OF COMPLIANCE

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that employers providing services to the City or recipients of grants for financial assistance (in amounts greater than \$10,000 in a twelve-month period of time) pay their employees who are working on the City project or grant, a minimum level of compensation known as the **Living Wage**. This wage must be paid to the employees for the length of the contract/project.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from the Ordinance. If this exemption applies to your firm, please check below:

- This **company** is exempt due to the fact that we employ or contract with fewer than 5 individuals.
 This **non-profit agency** is exempt due to the fact that we employ or contract with fewer than 10 employees.

The Ordinance requires that all contractors/vendors and/or grantees agree to the following terms:

- a) To pay each of its employees performing work on any covered contract or grant with the City, no less than the living wage, which is defined as \$12.52/hour when health care is provided, or no less than \$13.96/hour for those employers that do *not* provide health care. It is understood that the Living Wage will be adjusted each year on April 30, and covered employers will be required to pay the adjusted amount thereafter. The rates stated above include any adjustment for 2013.

- b) Please check the boxes below which apply to your workforce:

Employees who are assigned to *any covered* City project or grant will be paid at or above the applicable living wage without health benefits Yes No

OR

Employees who are assigned to *any covered* City project or grant will be paid at or above the applicable living wage with health benefits Yes No

- c) To post a notice approved by the City regarding the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
d) To provide the City payroll records or other documentation as requested; and,
e) To permit access to work sites to City representatives for the purposes of monitoring compliance, investigating complaints or non-compliance.

The undersigned authorized representative hereby obligates the contractor/vendor or grantee to the above stated conditions under penalty of perjury and violation of the Ordinance.

NOVA ENVIRONMENTAL, INC

Company Name

Barry E. Smith

Signature of Authorized Representative

BARRY E. SMITH

Type or Print Name and Title

Date signed 10/28/13

5300 PLYMOUTH RD. ANN ARBOR, MI 48105

Address, City, State, Zip

734 930 0995

Phone (area code)

bsmith@nova-env.com

Email address

Questions about this form? Please contact:

Procurement Office City of Ann Arbor

Phone: 734/794-6500