



NOVA

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**Proposal to Provide Building Inspections, Reporting and
Construction Management Services**

RFP #27-21

CITY OF CLEARWATER

April 9, 2021

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April 9, 2021

City of Clearwater

Lori Vogel, CPPB
Procurement Manager
100 S Myrtle Ave
Clearwater FL 33756-5520

Re: Proposal to Provide Building Inspections, Reporting and Construction Management Services
RFP #27-21
NOVA Proposal Number 006-30211848

Dear Ms. Vogel,

NOVA Engineering and Environmental, LLC (NOVA) appreciates the opportunity to submit our Qualifications to provide Building Inspections, Reporting and Construction Management Services to the City of Clearwater (City). We are confident that NOVA is the best choice to provide the services required for this project because:

- **Long-lasting Relationship with the City of Clearwater** – Since 2010, our firm has successfully completed 290+ projects with the City. We are an incumbent on this very contract. NOVA has worked with not only the City of Clearwater, but the Clearwater Economic Development and Housing Department as well. We are familiar with and are well-versed in your protocols and preferences. We consider ourselves a true extension of your staff and look forward to continuing our relationship.
- **Experience of Proposed Team** – Our proposed team for this project includes our top professionals in their respective area of expertise. Our project managers and senior consultants each have at least twenty (20) years of experience in engineering, geology, and/or project management. Not only are our professionals well established in their professions, but several of them are or have been guest lecturers at the college level. Further, NOVA has several years' experience performing the requested scope of work for the City of Clearwater Housing Authority.
- **Proximity** – NOVA has provided the desired consulting services in Florida since 1996. With our local Tampa branch office and experienced personnel, NOVA will be able to provide local responsive service, especially when needs arise on a short notice.
- **Corporate Resources** – With over 450+ employees in the southeast, NOVA has ample staff and equipment to assist as required.

We have reviewed the submittal requirements and addressed each requirement in our proposal. Our team is committed to performing the required services as described in the RFP, within the desired timeframe. If you have any questions, or if we may be of further assistance, please contact Bob Hughes at 813.623-3100 or bhughes@usanova.com.

Sincerely,
NOVA Engineering and Environmental, LLC (NOVA)

A handwritten signature in blue ink that reads "Bob Hughes". The signature is fluid and cursive, with the first and last names clearly legible.

Bob Hughes
Executive Vice President

A handwritten signature in blue ink that reads "Larry Schmaltz". The signature is more angular and stylized than the one for Bob Hughes, with a prominent initial "L".

Larry Schmaltz, PE, GC
Senior Vice President
Florida Environmental Services Manager



SECTION 2 - EXPERIENCE OF THE FIRM AND PERSONNEL

Established in 1996, NOVA was founded to provide Environmental Consulting, Geotechnical Engineering, and Construction Materials Testing and Inspection services to the design and construction community. Currently, NOVA employs 450+ personnel in 18 offices serving clients throughout the southeastern United States and beyond. Our firm has professional and administrative support staff that includes registered professional engineers, registered professional geologists, HUD inspectors, environmental scientists, licensed asbestos consultants, certified general contractors, registered roof observers, LEED accredited professionals, soil/foundation engineers, laboratory specialists, materials technicians, ICC-certified inspectors, NICET-certified technicians, and AWS-certified welding inspectors.



NOVA was recently named one of the *Top 50 Design Firms in the Southeast* and *Top 500 Design Firms* by Engineering News Record, as well as one of *Atlanta's Top 25 Engineering Firms* by the Atlanta Business Chronicle.

Provide a statement of qualifications, abilities, experience and expertise in providing the requested services, including:

a. Describe your organization's fiscal capacity to manage financial reporting, record keeping, accounting systems, policies and procedures, and audit requirements.

ANNUAL REVENUE

NOVA's annual revenues for the past five (5) years are provided in the following chart.

YEAR	ANNUAL REVENUE
2020	\$60.00 Million
2019	\$53.74 Million
2018	\$46.80 Million
2017	\$38.00 Million
2016	\$37.15 Million

This information clearly demonstrates our financial ability to execute professional consulting services for our core client base, as well as build relationships with new clients which is really highlighted by the growth achieved in 2020 through a pandemic.

Our firms' accounting and finance department is staffed with a Vice President of Finance, Controller, Director of Finance, two accounting team members and two that handle collections. Our Vice President of Finance and Controller are both CPAs.

We currently use Deltek Vision as our ERP cloud-based system. Deltek Vision is a leading project-based solution for professional services firms to manage their clients, projects and finances.

Policies and procedures are provided to our external auditor and are considered effective in financial control. We are currently audited externally by Moore Coulson who in 2019 issued an unqualified opinion or clean audit report. The 2020 audit will soon be complete, and we expect another clean audit report.

b. An assessment of the proposer's abilities to meet and satisfy the needs of the City, taking into consideration the requested services, additional services and/or expertise offered that exceed the requirements, or the vendor's inability to meet some of the requirements of the specifications.

NOVA has an extensive and varied project resume. Our proposed team has established an excellent reputation for having and maintaining expertise in HUD Uniform Physical Condition Standards (UPCS), Housing Quality Standards (HQS), SHIP and all aspects of Florida Building Code Compliant Inspection services. Our project history includes many housing authorities, cities, counties and other jurisdictions responsible for maintaining and administering HUD programs, including the City of Clearwater Housing Authority. Additionally, our inspection services cover a broad array of projects including retail centers, industrial/warehouse facilities, office buildings (low to high-rise), hotels, universities, K-12 educational facilities, multi-family complexes, judicial facilities, roads, bridges, and healthcare facilities.

c. A detailed response regarding the firm's experience in conducting inspection, reporting and construction management services. Include the following items in your response:

- i. **Housing Rehabilitation**
- ii. **Emergency home repair**
- iii. **Exterior home improvements (i.e. paint, landscaping, etc.)**
- iv. **Handicap accessibility**

As a result of multiple years of successful experience providing inspection services, NOVA inspectors and engineers have established an excellent reputation for maintaining in-depth knowledge of the latest codes and code developments. NOVA's recent experience in projects similar in scope to this request include but are not limited to:

CITY OF CLEARWATER ECONOMIC DEVELOPMENT & HOUSING

Clearwater, Florida

NOVA provided Project Management, HQS inspections, cost estimating, work write-ups, open houses (pre-bid meetings), quality assurance inspections, draw request verification and inspection services, mediation for arbitration (if needed), verification and project site interviews for prevailing hourly wage verification (Davis Bacon), and final documentation and reporting (collecting all warranty paperwork) for state and federally funded programs. These programs are located throughout the City of Clearwater, Florida.

The programs have consisted of; HUD, SHIP, CDBG, Residential Rehabilitation Programs. In addition, NOVA provided the above listed services for Community Development programs involving community development, housing rehabilitation, neighborhood stabilization activities and capital improvement projects.

Services Provided: Project Management: Onsite Meetings, Client Meetings, E-NOVA, Photo Document, Project Estimating, Davis Bacon, Arbitration Mediation, Work Write-Ups, Pre-Bid Meetings. Site Inspections: HQS, ADA, Mechanical, Plumbing, Electrical, Building, Architectural, and Quality Assurance.

Dates of Services: 2010 – ongoing

Reference Contact: Terry Malcom-Smith, City of Clearwater, 727.562.4031



PINELLAS COUNTY COMMUNITY DEVELOPMENT CONTRACT

Pinellas County, Florida

NOVA provided HQS inspections for state and federally funded programs throughout Pinellas County, Florida. The programs consisted of; HUD, SHIP, CDBG and Residential Rehabilitation Programs. NOVA has completed HUD livability inspections for over 100 single family residential homes within Pinellas County of the past five years. NOVA conducts these inspections under HUD guidelines; but, in addition, we provide ADA accessibility and code compliant inspections during each and every visit.

Services Provided: Site inspections: HQS, ADA, Mechanical, Plumbing, Electrical, Building, Architectural, and Quality Assurance Inspections

Dates of Services: 2008 - 2018

Reference Contact: Daphne Johnson-McCluster, Pinellas County, 727.464.8242, djohnson-mccluster@co.pinellas.fl.us

PINELLAS COUNTY SCHOOLS - AHERA INSPECTIONS / IAQ / MOLD / RADON

Pinellas County, Florida

NOVA provided ongoing AHERA, IAQ, mold, and radon services to Pinellas County Schools. Work included mold inspections and sampling, indoor air quality monitoring (CO, CO₂, RH Temperature) total volatile organic compounds (VOC's), dust and particulates, moisture intrusion inspections, radon sampling and potable water sampling. Radon surveys involve soil gas testing and soil sampling for gamma analysis.

For AHERA inspections NOVA takes reasonable steps to locate ACBM, including examining all concealed accessible areas (above drop ceilings, inside ventilation shafts, etc.), carefully reviewing building plans and using knowledge to determine if ACBM was used in areas that are inaccessible. Conducted tasks in order to fulfill the inspection and re-inspection requirements for the scope of work which is to complete AHERA 3-year inspections on 85 schools.

Services Provided: Bulk sampling, laboratory analysis, facility surveys, project management, TEM and PCM sampling and analysis, reporting and project close out documents. Moisture and water intrusion assessment/moisture mapping; building envelope assessment, pollutant pathway investigation and modeling, radon measurement and mitigation, vibration assessment, boroscopic inspection, infrared thermography, abatement/migration final abatement report and project close out documents.

Dates of Service: 2015 – ongoing

Reference Contact: Pinellas County School District, Tim Caughey, CIH, 727.638.2119



SAINT JOHN'S COUNTY HOUSING & COMMUNITY SERVICES

Saint John's County, Florida

NOVA provides HQS inspections, work write-ups, cost estimates, quality assurance inspections, draw request verification, and reporting for the State Housing Initiative Program (SHIP). This program is located throughout St. John's County, Florida. Under SHIP, homeowners can receive assistance (low interest loan) to repair identified deficiencies on single family residences. NOVA provided SHIP livability inspections, utilizing HUD guidelines, on single family resident homes within St. John's County. NOVA conducts these inspections under HUD guidelines; but, in addition, we provide ADA accessibility and code compliant inspections during each and every visit. Our team performed work write-ups, cost estimates, draw request verification and reporting.

Services Provided: Site inspections: HQS, ADA, Mechanical, Plumbing, Electrical, Building, Architectural, and Quality Assurance Inspections

Dates of Services: 2009 - 2011

Reference Contact: Julie Voorhees, Saint John's County, 904.827.6896, jvoorhees@sjcfl.us

FLAGLER COUNTY BOARD OF COMMISSIONERS FINANCIAL SERVICES OFFICE

Bunnell, Florida

NOVA provided HQS inspections for the State Housing Initiative Program (SHIP). This program is located throughout Flagler County, Florida. Under SHIP, homeowners can receive assistance (low interest loan) to repair identified deficiencies on single family residences. NOVA provided SHIP livability inspections, utilizing HUD guidelines, on single family resident homes within St. John's County. NOVA conducts these inspections under HUD guidelines. In addition, we provided ADA accessibility and code compliant inspections during each and every visit. Flagler County has built several new low income homes as part of this program. During the construction of these homes, NOVA provided a minimum of three Quality Assurance inspections for verifying each contractor's workmanship and constructability. In addition, NOVA was requested to provide draw request verification inspections to verify contractors had completed all work in which a payment request was submitted for.

Services Provided: Project Management: Work Write-Ups; Site Inspections: HQS, ADA, Mechanical, Plumbing, Electrical, Building, Architectural, and Quality Assurance Inspections.

Dates of Service: 2009 - 2011

Reference Contact: Valerie Bradley, Flagler County, 386.313.4037



ESCAMBIA COUNTY HMGP GRANT PROGRAM

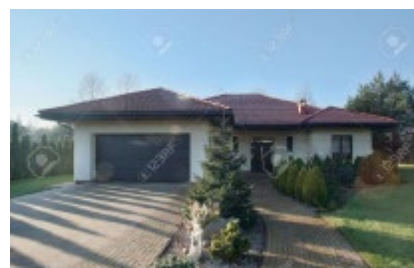
Escambia, Alabama

NOVA provided asbestos surveys and lead-based paint sampling and assessments for properties subject to Escambia County's HMGP Grant Program.

Services Provided: Environmental Consulting, Asbestos and Lead Inspections/Assessments, and Lead Risk Assessments

Dates of Service: 2017

Reference Contact: Keith Johnson, Wetland Science, Inc,
850.453.4700



d. Describe the applicant's knowledge and capability to administer a government- funded home rehabilitation program.

For over ten (10) years, NOVA has provided Project Management, HQS inspections, cost estimating, scope of work write-ups, open houses (pre-bid meetings), quality assurance inspections, code inspections, draw request verification and inspection services, mediation for arbitration (if needed), verification and project site interviews for prevailing hourly wage verification (Davis Bacon), and final documentation and reporting (collecting all warranty paperwork) for state and federally funded programs administered by the City of Clearwater. The programs have consisted of; HUD, SHIP, CDBG, Residential Rehabilitation Programs. In addition, NOVA provided the above listed services for Community Development programs involving community development, housing rehabilitation, neighborhood stabilization activities and capital improvement projects.

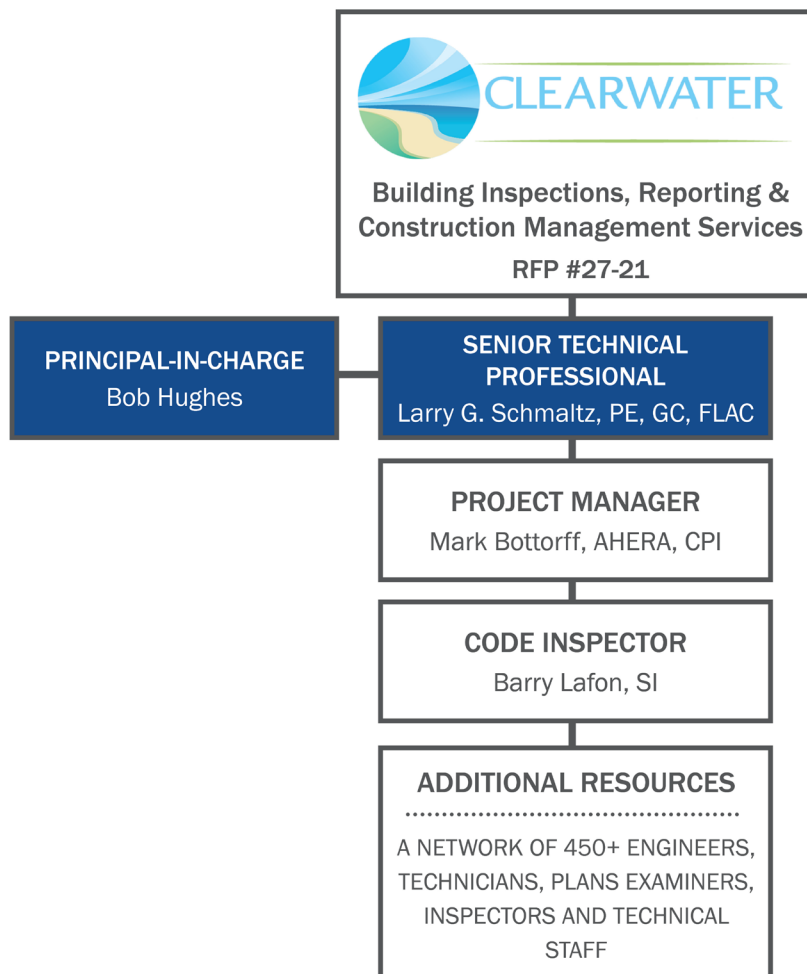


Provide essential staff resumes, organizational charts, training, education, skill and a listing of prior similar projects/program.

NOVA's senior technical staff assigned to the City of Clearwater includes seasoned residential and commercial inspectors with vast expertise to guide each project to successful completion. NOVA professionals are highly skilled and proficient in current codes, specifications and procedures for all HUD projects. All our professionals assigned to our current contract and this proposed contract have a minimum of 10 years inspection experience. Our inspectors routinely perform all mandatory inspection services to ensure structural and building systems are built in accordance with governing code.

Unlike the typical home inspector, NOVA's professionals are fully licensed as Professional Engineers, General Contractors, Building Inspectors, Threshold Inspectors, Asbestos Consultants, and Lead Inspectors & Risk Assessors.

Detailed resumes can be found on the pages that follow.





ROBERT (BOB) HUGHES

Principal/Executive Vice President

PROFESSIONAL EXPERIENCE

Mr. Hughes is responsible for P&L management, technical oversight, marketing and administration of NOVA's central Florida operation. Mr. Hughes' experience has bridged both the Construction and Environmental industries, having provided technical consulting (environmental, construction materials testing, geotechnical engineering, code inspections & plan review, and Threshold/Special Inspection services) on many large and technically challenging projects.

Mr. Hughes has over 20 years' experience in the application and management of contaminated soil & ground water remediation, municipal and industrial wastewater treatment, process heat and mass transfer optimization, and potable and process water treatment. Mr. Hughes also serves as a Regional Construction Qualifier & Manager for hazardous waste remediation, underground and aboveground storage tank system installations and removals as well as general construction services. His responsibilities include the preparation and implementation of assessment activities, remedial action plans; proposal offering, project set up and field coordination; detailed cost estimating; and special projects including remedial design and oversight of construction activities.

Education:

B.S. Physics, Pennsylvania State University, 1989

Certifications / Registrations:

Registered Environmental Property Assessor
Registered Florida Underground Utility Contractor
Registered Florida Pollutant Storage Systems Specialty Contractor
Nuclear Density Gauge Certification
OSHA 29 CFR1910.120
HAZWOPER Supervisor
Radiation Safety Officer

Affiliations:

American Society of Civil Engineers
American Concrete Institute
American Society of Highway Engineers
National Registry of Environmental Professionals
ASTM Committee Member

REPRESENTATIVE PROJECT EXPERIENCE

Municipal

City of Clearwater, FL
City of Winter Springs, FL
City of Orlando, FL
City of Port Richey, FL
Town of Longboat Key, FL
City of St. Pete Beach, FL
Town of Lady Lake, FL
Pasco County, FL
City of Tampa, FL
Hillsborough County, FL
City of Altamonte Springs, FL
City of Lakeland, FL
Collier County, FL
City of Deltona, FL
Hillsborough Area Regional Transit Authority, FL

Landfills

Florida Landfill, Residential Development, Davie, FL

Transportation

County of Palm Beach, FL
NW Hickory & N. Baldwin Ave LAP Sidewalk, DeSoto County, FL

Hospitality

Seminole Hard Rock Casino, Tampa, FL
Kolter Hotel, St. Petersburg, FL

Stadiums

New Jersey Devils Stadium, Newark, NJ

Aviation

Miami International Airport, Miami, FL
Orlando Airport Park, Orlando, FL

REPRESENTATIVE PROJECT EXPERIENCE

Retail

Tire Kingdom, Apopka, FL
Walmart Distribution Center,
Davenport, FL
Lowe's, Tarpon Springs, FL

Government

Metro Dade Fire Department, Dade,
FL
Florida Department of Juvenile
Justice, FL, Various Projects
Hillsborough Juvenile Detention
Center, Tampa, FL
Highlands Youth Academy, Avon
Park, FL
Florida Department of Corrections,
FL, Various Projects

Residential

SkyHouse, Orlando, FL
SkyHouse Channelside, Tampa, FL
Harbour Island Residential Tower,
Tampa, FL
Franklin Street CMT and Threshold,
Tampa, FL
Broadstone River House-Phase II &
III, Jacksonville, FL

Office

Siemens Fast Logistics Center,
Orlando, FL

Education

Polk State College, Lakeland, FL
Valencia College, Orlando, FL
St. Petersburg College, FL
Florida Polytechnic University,
Lakeland, FL
St. Leo University, St. Leo, FL
Polk State College, Lakeland, FL
Lemon Bay High School, Englewood,
FL
Meadow Park Elementary School,
Port Charlotte, FL
Wildwood Middle High, Wildwood, FL
Vince Thompson Elementary School,
Ruskin, FL
National Aviation Academy,
Clearwater, FL



LARRY G. SCHMALTZ, PE, GC, FLAC

Florida Environmental Services Manager

PROFESSIONAL EXPERIENCE

Larry Schmaltz has over thirty-six years' experience in engineering and construction management with the past twenty-nine years devoted to the hazardous materials industry. During his career he has been responsible for well over \$250 million of assessment, remediation and civil/environmental engineering projects for commercial, industrial and governmental clients. His experience includes project operations management, personnel management, development of site contamination assessments and remedial action plans, review of remediation plans and reports, review of geotechnical engineering reports, indoor air quality reports, and asbestos reports. He further regularly consults on regulatory compliance matters.

Education:

BS Civil Engineering; South Dakota School of Mines & Technology, 1979

Graduate Studies – Remediation Engineering; Wright State University

Certifications / Registrations:

Professional Engineer: Florida, Georgia, Alabama, Mississippi, South Dakota, North Dakota, North Carolina

General Contractor: Florida

Asbestos Consultant: Florida

Selected Publications:

**CERCLA Status & Contractor's Liability*
**Risk-Based Corrective Actions*
**The Future of Site Remediation*
**Chinese Drywall – An Introduction*
**Regulatory Database Searches Do Not Tell Full Story*
**Environmental Forensics (published by Illinois Bar)*
**Oil Pipeline Spills – Emergency Response and Remediation*
**Tank System Upgrades and What it Means to Your Business*

REPRESENTATIVE PROJECT EXPERIENCE

Government

City of Clearwater, FL
FL Department of Environmental Protection, FL
City of Holly Hill, FL
Bartow Airport Authority, FL
City of Jacksonville, FL
Bay County, FL
Broward County, FL
City of Calloway, FL
City of Lynn Haven, FL
City of Miami Gardens, FL
City of Panama City, FL
City of Panama City Beach, FL
Escambia County, FL

Industrial

Anchor Glass; Jacksonville, FL;
Warner Robbins, GA
Northside Landfill; Ocala, FL
Southside Landfill; Ocala, FL
Southside MRF; Ocala, FL
Pasco Beverage; Dade City, FL
Leeds & Northrup; Clearwater, FL
Sonoco Products, Clearwater, FL
GE Aerospace
General Dynamics

Financial

SunTrust Bank
Wells Fargo
US AmeriBank
Fifth Third Bank
BB&T
AIG
ACE Insurance
Cigna Real Estate Investments
HSBC

Development/Property Management

WIN Development; Various, FL
Imperium Companies; Various, USA
Paradise Ventures; Various, FL
RMC Properties; Various, FL
Encore Development; Various, FL/GA
Continental Real Estate Companies; Various, FL
The Hutton Company; Various, USA
KIMCO Realty; Various, FL
Pulte Homes; Various, FL



Affiliations:

American Society of Civil Engineers (ASCE)

National Association of Environmental Professionals

Tampa Bay Association of Environmental Professionals

American Society for Testing & Materials (ASTM) – Voting Member for D18.2100 Committee – Groundwater and Vadose Zone Investigations
Voting Member for E50 Committee – Environmental Assessment, Risk Management and Corrective Action

International Council of Shopping Centers (ICSC)

Commercial Real Estate Development Association

Board of Trustees; South Dakota School of Mines & Technology Foundation

Chairman, Professional Advisory Board;
Civil/Environmental Engineering Department; South Dakota School of Mines & Technology

Peer Review Team; DNAPL Work Group; ITRC

Advisory Board; Bursik-Monroe Receivers, Distressed Property Acquisitions & Receivership

Wall Street Journal Research Panel

REPRESENTATIVE PROJECT EXPERIENCE

Retail

Verizon; Various, FL

Walgreens; Various, USA

Bic Pen

Sprint

Bealls

Room to Go

Aviation

Stapleton International Airport; Denver, Colorado

Ellsworth Air Force Base
South Dakota

Bartow Airport
Bartow, Florida

Sports Facilities

Tampa Bay Buccaneers; Tampa, FL

New York Yankees; Tampa, FL

Pittsburgh Pirates; Sarasota, FL

Representative Project Profiles:

Manatee Towne Centre: This is a shopping center that had a dry cleaning facility. Ground water contamination consisted of tetrachloroethylene and its daughter products. Mr. Schmaltz took the project over from another consultant for Wells Fargo when the existing remediation system was showing stagnated results for groundwater contamination concentration reduction. Mr. Schmaltz prepared a Remedial Action Plan Modification to upgrade the existing dual-phase vacuum extraction system, and to inject a chemical oxidation formula under the building to act as a soil surfactant to facilitate the release of the soil mass for recovery from the system, and to chemically oxygenate the groundwater contaminant mass. After an additional six months of remediation and one year of monitoring, the subject site and the adjacent site were closed using Risk Management Option (RMO) III pursuant to Chapter 62-780 of the Florida Administrative Code (FAC).

China Boy Cleaners: The China Boy Cleaners was part of Disston Plaza in St. Petersburg, Florida. During a re-financing event the property owner discovered contamination from the former dry cleaning facility. Mr. Schmaltz designed a Site Assessment to determine the horizontal and vertical extent of the dry cleaning chemicals. Upon completion of the site assessment activities and acceptance by the Florida Department of Environmental Protection (FDEP), four quarters of monitoring was performed. At the end of the requisite monitoring period, Mr. Schmaltz drafted the site closure application using RMO II pursuant to Chapter 62-780 FAC, restricting the groundwater use beneath the subject site. He further assisted with the drafting of the restrictive covenants. The site subsequently received a No Further Action from the FDEP.

Oakland Park Walgreens: The Walgreens store located in Oakland Park, Florida had formerly been a gasoline station. Walgreens purchased the property knowing that contamination existed. Although the subject site was in a state of Florida cleanup program, Walgreens volunteered to bring the site to closure. Soil contamination existed along the property boundary of the Walgreens store. Mr. Schmaltz prepared a Limited Remedial Action Plan for surficial soil excavation. Following the soil excavation, Mr. Schmaltz performed a 95% Upper Confidence Limit (UCL) statistical calculation for the remaining contamination concentrations in the soils. Based on the 95% UCL calculations, the apportioned average soil concentrations were below the allowable commercial standards. Mr. Schmaltz drafted the restrictive covenants and performed the ownership and encumbrance review that allowed the closure using RMO II pursuant to Chapter 62-780 FAC.

Jasmine Plaza: The shopping center formerly included a dry-cleaning establishment. Mr. Schmaltz performed a site contamination assessment, initial remedial action involving soil excavation at the source area, and open-excavation application of a chemical oxidant. Further site investigation entailed to fully delineate the contaminant plume and perform the requisite monitoring period. Following the monitoring period, Mr. Schmaltz assisted with the preparation of restrictive covenants and development of an off-site point of compliance for a risk-based closure using RMO III pursuant to Chapter 62-780 FAC.

Former Frisch Big Boy: This restaurant property was formerly used as a fuel depot. Upon the restaurant's proposed sale, the former use was discovered and a Phase II ESA revealed significant petroleum contamination. Mr. Schmaltz performed the site assessment and prepared a Remedial Action Plan (RAP). The RAP proposed dual-phase vacuum extraction due to the multi-phase contaminant mass and an underlying clay lens where the bulk of the adsorbed mass was anticipated to be residing. After operation of the remediation system, the contaminant concentrations leveled out at a point above the natural attenuation default concentrations (NADC), which was concentration level selected for site-specific cleanup target levels. Mr. Schmaltz design a remedial action plan modification to include an injection of surfactant and oxidizing agent into the recovered groundwater for reinjection back into the contaminant zone. Within six months of operation using the modified system, the site reached the site-specific cleanup goals and the system was shut down in favor of post-remediation monitoring. Following the requisite monitoring period, Mr. Schmaltz worked with the client's legal counsel to draft the restrictive covenants and the site was closed with a Conditional No Further Action. This site was one of the first petroleum sites to be closed using Risk Based Corrective Action.

Anchor Glass: The Anchor Glass Plant #7 has been producing glass bottles since the 1920's. Mr. Schmaltz has been involved with this site for many years assessing numerous contaminants and contamination areas. Mr. Schmaltz has developed a closure plan breaking the site into multiple exposure units for separate closure options utilizing Risk Based Corrective Action closure methods. Soil direct exposure is being limited by the use of pervious concrete (pervious used in order to maintain the requisite permeable surface per the storm water permit). 95% UCL calculations were used to determine the weighted average soil concentrations on a site-wide basis, and groundwater statistical trend analysis was utilized to show stable or decreasing ground water concentrations site wide and establish site-specific cleanup target levels allowing a deed restricted closure for the ground water contamination.

Willow Bend: This proposed residential community revealed arsenic contamination in the top 2 feet of soil across the site, with concentrations above the residential soil cleanup target levels (SCTLs). The initial consultant estimated a cleanup cost of over \$1,000,000. Mr. Schmaltz was brought in by the property developer to see if alternative methods were available to drive the cost down. Mr. Schmaltz worked closely with the FDEP to formulate a plan to remove soil where the arsenic levels exceeded 3x the residential SCTLs (thus not allowed for apportionment) and relocate that soil to an area where it will be covered with parking lot or office building. This exposure unit was closed with deed restrictions and engineering controls. The remainder of the site was broken into ¼ acre exposure units (per Chapter 62-780 FAC) and the arsenic concentrations were apportioned using the 95% UCL Calculator. The calculations allowed the remaining site-wide soils to remain as is due to the apportioned average concentrations. The methods used saved the project over \$900,000.

Walgreens Assessments: Acted as lead project manager for environmental site assessments for 50+ store portfolio for SunTrust Bank. Phase I ESAs for existing Walgreens stores throughout the U.S. Performed risk assessments for stores with Recognized Environmental Conditions to meet SunTrust's risk tolerance level.

Heritage Bank: Provided design-build services for methane recovery system. Bank was constructed atop an old city of Tampa unpermitted landfill. Provided pre-construction design of methane monitoring system and provided post-construction monitoring. Eventual methane concentrations required installation of a methane recovery system. Designed the methane recovery system, acquired construction, electrical and plumbing permits, installed piping and electrical systems, and constructed hurricane-proof equipment building.

RaceTrac Store Assessments: Acted as lead project manager for environmental site assessments for 10 store portfolio for SunTrust Bank. Phase I ESAs for existing RaceTrac convenience stores throughout the U.S. Performed risk assessments for stores with Recognized Environmental Conditions to meet SunTrust's risk tolerance level.

Stapleton International Airport: Prior to the construction of Denver International Airport, Stapleton International Airport embarked on a multi-year hazardous materials remediation project. Mr. Schmaltz was the project/construction manager for all hazardous materials abatement and remediation, including asbestos abatement, PCB removal and remediation, underground and above ground fuel storage tank removal and replacement and petroleum contamination.

Ellsworth Air Force Base, South Dakota: Mr. Schmaltz was the air base's engineering and construction manager for the construction, re-construction and retrofitting of the base's facilities and runway to accommodate the B-1 Bomber.

Bartow Airport: Mr. Schmaltz provided engineering design, specifications preparation, and construction management for the removal and disposal of a 435,000 gallon above ground fuel storage tank. Additionally, he has provided contamination assessment of subsurface petroleum contamination as well as preparation of the remedial action plan, and site soil and groundwater remediation. Mr. Schmaltz, under several contracts, has provided asbestos inspections and surveys for many of the airport facility's buildings and structures.



MARK BOTTORFF

Safety, Health & Environmental Professional

PROFESSIONAL EXPERIENCE

Accomplished professional with over 18 years of experience in the Inspection and Safety Field of Environmental Services. Mr. Bottorff has extensive experience in Asbestos and Lead projects. His experience includes Asbestos project oversight, Asbestos building inspections, Lead project oversight, demolition project oversight and safety investigations. Clients include Developers, Schools, Landfills, Municipalities, Utility Plants and Industrial clients, as well as federal, state, and local government contracts.

Education:

BS in Biological Sciences
Western Michigan University
Kalamazoo, MI 1999

Certifications / Registrations:

Certified Professional
Inspector - Inspector
#15101203
Asbestos Building Inspector
(AHERA)
NIOSH 582 Asbestos
Sampling and Fiber Counting
EPA Lead Inspector
OSHA 40 hour HAZWOPER
OSHA 30 hour Construction
Safety
OSHA Confined Space

Groups:

InterNachi 2015-present

REPRESENTATIVE PROJECT EXPERIENCE

Government

City of Clearwater, FL
CTI-ACM Monitoring - Naval Air
Station, Milton, FL
Ayres - Anna Maria Pier, Anna
Maria, FL
Hardee County - 4 Residence LBP
Survey, Wauchula, FL
Bay County Jail - Mold Assessment,
Panama City, FL
Escambia County, AL Courthouse
ENV, Brewton, AL
Bay County Sheriff's Office, Panama
City, FL
Fish and Wildlife Research Institute
- B, St. Petersburg, FL
Group 1 Houses - ACM & LBP
Surveys, Cantonment, FL
Turnpike Bridges, unknown, FL
Cross Construction Exposure
Monitoring, Tallahassee, FL

Multi Family/ Mixed Use

Nelson - Wood ACQ Testing, Palm
Harbor, FL
Belleair - Lamplighter MHP (35
units) &, St. Petersburg, FL
City of Clearwater 1576 S. Prospect
Ave, Clearwater, FL
City of Clearwater 1317 N. Sandy
Lane, Clearwater, FL

City of Clearwater 1904 Highland
Avenue, Clearwater, FL
City of Clearwater 2404 Shelley
Street, Clearwater, FL
City of Clearwater 2071 Madrid
Court N, Clearwater, FL
City of Clearwater 1309 Roosevelt
Avenue, Clearwater, FL
City of Clearwater 1341 S. Betty
Lane, Clearwater, FL
City of Clearwater Gen. OH
Feasibility, FL
City of Clearwater - 1820 Lombardy
Drive, FL
City of Clearwater - 1348 Terrace
Road, Clearwater, FL
City of Clearwater - 1112 Cardova
Lane, Clearwater, FL
City of Clearwater - 1429 Forest
Road, Clearwater, FL
City of Clearwater - 1522 Murray
Avenue, Clearwater, FL
City of Clearwater - 1 Hampton
Road, Clearwater, FL
City of Clearwater - 1008 Hart
Street, Clearwater, FL
City of Clearwater - 1412 Nelson
Avenue, Clearwater, FL
City of Clearwater - 1308 Terrace
Road, Clearwater, FL
City of Clearwater - 661 Fairwood
Forest, Clearwater, FL

City of Clearwater - 1007 Magnolia Drive, Clearwater, FL	City of Clearwater - 1309 N. Saturn Ave., Clearwater, FL
City of Clearwater - 1559 Magnolia Drive, Clearwater, FL	City of Clearwater - 607d Keene Road, Clearwater, FL
City of Clearwater - 1500 Bonair Street, Clearwater, FL	City of Clearwater - 645c Keene Road, Clearwater, FL
City of Clearwater - 1523 S Fredrica Ave, Clearwater, FL	City of Clearwater - 605b Keene Road, Clearwater, FL
City of Clearwater - 212 S Aurora Ave, Clearwater, FL	City of Clearwater - 633a Keene Road, Clearwater, FL
City of Clearwater - 707 Vine Avenue, Clearwater, FL	City of Clearwater - 631a Keene Road, Clearwater, FL
City of Clearwater - 1664 Cleveland, Clearwater, FL	City of Clearwater - 843b Keene Road, Clearwater, FL
City of Clearwater - 1248 Bellevue Blve, Clearwater, FL	City of Clearwater - 1486 Carolyn Lane, Clearwater, FL
City of Clearwater - 1391 Boylan Avenue, Clearwater, FL	City of Clearwater - 2258 Morningside Dr, Clearwater, FL
City of Clearwater - 1280 Eldridge St, Clearwater, FL	City of Clearwater - 1439 Wilson Road, Clearwater, FL
City of Clearwater - 1652 Grove St, Clearwater, FL	City of Clearwater - 1508 Kings Highway, Clearwater, FL
City of Clearwater - 1484 Southridge Dr, Clearwater, FL	City of Clearwater - 1129 Carlton Street, Clearwater, FL
City of Clearwater - 1784 Harbor Drive, Clearwater, FL	Clearwater Contractor Verification, Clearwater, FL
City of Clearwater - 1357 Springdale St, Clearwater, FL	Clearwater HUD - 2048 Sunset Grove, Clearwater, FL
City of Clearwater - 1341 Parkwood St., Clearwater, FL	Clearwater HUD-1799 N Highland Ave #151, Clearwater, FL
City of Clearwater - 1460 Pine Street, Clearwater, FL	Clearwater HUD - 1353 S. Michigan Ave., Clearwater, FL
City of Clearwater - 155 Elizabeth Ave, Clearwater, FL	Clearwater HUD - 1366 Pine Brook Drive, Clearwater, FL
City of Clearwater - 1540 Elmwood St., Clearwater, FL	Clearwater HUD - 1422 Joel Lane, Clearwater, FL
City of Clearwater - 603 Vine Ave., Clearwater, FL	Clearwater HUD - 1550 Belcher Road, #125, Clearwater, FL
City of Clearwater - 1571 Logan St., Clearwater, FL	Largo HUD Inspections - 1880 Pine St., Largo, FL
City of Clearwater - 1523 Evergreen Ave, Clearwater, FL	Largo HUD Inspections - 2845 Webley Dr., Largo, FL
City of Clearwater - 1353 Parkwood St., Clearwater, FL	Largo HUD Inspections - 131 Melody Lane, Largo, FL
City of Clearwater - 1583 Tioga Ave., Clearwater, FL	Largo HUD - 200 Country Club Dr. #205, Largo, FL



BARRY LAFON, SI

Standard Inspector

PROFESSIONAL EXPERIENCE

Mr. Lafon has over 30 years of engineering/construction inspection related experience with increasing responsibilities as an engineer's aide and engineering technician. He is qualified to oversee and perform a wide range of field and laboratory evaluations, inspections, and tests related to geotechnical engineering, environmental engineering, and construction materials testing. Mr. Lafon has specialized expertise and skills in the following areas: monitoring placement of reinforcing steel and post-tensioning systems, monitoring of tendon stressing operations and measuring and documenting tendon elongations; review of reinforcing steel and post-tensioning shop drawings for conformance with structural and other contract drawings; independent monitoring of fill placement and grading operations on structural or otherwise critical fills, evaluations of undercutting, monitoring grading operations, providing recommendations regarding substandard and complex work; performing a range of laboratory construction materials tests and soil physical property tests; performing administrative functions and direction and supervision of technicians on major projects or in the laboratory; monitoring concrete and asphalt placements from batch plant to placement.

Certifications / Registrations:
Standard Inspector, State of
Florida, BN4947

Affiliations:

Member - Building Official
Association of Florida (BOAF)
Member - Technical Advisory
Committees for the Florida
Building Commission, (Energy
Code, Roofing Sub Committee)
Member - Nature Coast Chapter
of BOAF - Education Director
Member
Southern Building Code
Congress Int'l Ad Hoc Roofing
Committee
Former President - Florida
Association of Plumbing, Gas,
and Mechanical Inspectors

REPRESENTATIVE PROJECT EXPERIENCE

Municipal/Government

City of Clearwater, FL
City of Clermont, FL
City of Dunnellon, FL
City of Naples, FL
City of Umatilla, FL
Florida Department of Agriculture
Florida Forest Service
Tampa Bay Reservoir, Lithia, FL
Federal Court House, Tampa, FL
Pinellas Co. Jail, Largo, FL
Norfolk Naval Station Training Facility,
Norfolk, VA
Roanoke Airport, Roanoke, VA
Army Training Facility, Fort Bragg, NC
Bolling Green Air Force Base Officers
Club, Washington D.C
Aberdeen Proving Grounds Facility,
Aberdeen, MD
Naval Training Facility, Wallops Islands,
VA
Radford Army Arsenal Facility, Radford,
VA
Hillsborough County Building Services,
Hillsborough Co., FL
Pinellas County Board of County

Commissioners, Pinellas Co., FL

Commercial

Arizona Cardinal Stadium,
Phoenix, AZ
Marriott Channelside, Tampa, FL
Marriott Residence Inn, Tampa, FL
Central Bank of Tampa, Tampa, FL
University Community
Hospital, Tampa, FL
Blue Cross Building, Roanoke, VA
HYDONG Steel/KIA Motors,
South Korea
Hampton Lakes Medical
Office Building, Tampa, FL
Seminole Hard Rock & Casino,
Tampa, FL
Suncoast Mall, Land O' Lakes, FL
University Self Storage,
Sarasota, FL
West Pointe Business Center #8,
Charlotte, NC
LPL Financial, Fort Mill, SC
Hendrick Concord Collision Center,
Charlotte, NC

REPRESENTATIVE PROJECT EXPERIENCE

Condominium/Residential

Broadway Promenade, Tampa, FL
Bay Club, Tampa, FL
Bay Pointe, Tampa, FL
Paradiso, Tampa, FL
White Sands, Clearwater, FL The
Element Condos, Tampa, FL
Clearwater Centre, Clearwater, FL
Cypress Creek Apartments, Lutz, FL
SkyHouse Charlotte, Charlotte, NC
300 South Tryon, Charlotte, NC

Education

Florida State University, New
College, Sarasota, FL
Blackburn Elementary School,
Bradenton, FL
Orange County School, Orlando, FL
Virginia Tech Veterinary Building,
Blacksburg, VA
University of Virginia,
Charlottesville, VA
William & Mary University
Dormitories, Fairfax, VA
Palmetto High School, Palmetto, FL
Largo High School, Largo, FL
Polk State College,
Winter Haven, FL



SECTION 3 - PROJECT PLAN/APPROACH/SCHEDULE

a. Number of home-rehabilitation projects you process annually.

Currently, NOVA is working for several cities and housing authorities providing municipal support services or HUD inspections on a full time or as-needed basis. NOVA has experience with over 40 Florida jurisdictions as well as top name residential builders such as Lennar, Beazer Homes and Pulte Homes. NOVA processes over 100 home-rehabilitation projects annually.

b. How quality assurance maintained.

ESTABLISHED QUALITY SYSTEMS

NOVA has a long established written Technical Operations and Quality System Manual (TOQSM) that has the full support and commitment of our employees, which ensures success of every project we undertake. Our programs are directly work related and are based on realistic and practical work needs. Our TOQSM is a critical component to our AASHTO and CCRL accreditations held by each of our Florida offices. The TOQSM is reviewed and updated on an annual basis by NOVA's Principals to stay current with ever changing requirements, and the TOQSM is also reviewed by independent outside agencies such as AMRL and CCRL on a periodic basis.

Our TOQSM is a comprehensive guide to providing quality testing and inspection services. Some of the items addressed in our TOQSM include:

- Staff Training and Qualification
- Quality Planning and Internal Audits
- Equipment Maintenance and Calibration
- Test Methods and Procedures
- Sampling and Transportation of Test Specimen
- Reporting and Records Retention

NOVA also has a Senior Technical Professional (STP) program. Individuals who possess at least 10 years' experience in their area of expertise are allowed to apply for STP status within NOVA. The application process is very rigorous and requires submittal of sample projects, credentials, licenses, etc. to the NOVA Technical Board. The board reviews the applications and schedules an in-person interview that typically last about 2 hours. If the individual is approved STP status is given. All of NOVA's projects and proposals must have a final review by a Senior Technical Professional in order to maintain quality assurance.

c. How the scope of work will be developed.

PROJECT APPROACH

Understanding Local Housing Quality Standards

HUD Uniform Physical Condition Standards (UPCS) are the HUD minimum quality standards for tenant-based programs. UPCS standards apply to the building and premises, as well as the unit. The Housing Authority is required by HUD regulations to inspect the unit to ensure that it is "safe, decent and sanitary."

Home Inspection request/ Scheduling of Inspections

NOVA understands that when they receive a request to provide a home inspection, time and detail is the highest priority. NOVA provides NEXT DAY inspection services and goes above and beyond the traditional request. On each and every inspection, NOVA will conduct a HUD livability inspection, identify "noticeable" violations as well as verify the original items that were requested (if available). In addition, NOVA will detail each finding in a report along with photo documentation.



Inspection Report

After NOVA completes the inspection request and HUD livability inspection, we create a report itemizing our findings and deliver to the City of Clearwater's designated personnel. After the City's personnel review the findings, upon approval, we will provide a detailed cost estimate (if requested) addressing each issue as well as product recommendations. NOVA understands that the City of Clearwater is sensitive to longevity and cost. Nova will recommend industry standard products that provide some of the best available warranties while always considering the cost!

General Checklist

Listed below is a general checklist of some but not all of the UPCS requirements/components which will be address during our inspection and re-inspection efforts.

UTILITIES

- All utilities must be in service at the time of inspection
- Utilities must be legally connected
- Adequate water pressure must be provided to all faucets, sinks, tubs, showers, toilets and other sources of end termination.

BUILDING EXTERIOR

- Roof, gutter, fascia and foundation walls are all in good working order and weather tight.
- Walls are free of peeling paint.
- Units without central air must have screen.
- Stairs with four or more steps have handrails in accordance with the building code.
- Exterior doors have locks designed for exterior use and of sufficient quality to support the weight of the door.
- If the building is designed to have gutters, they should be clear of debris

PORCHES AND DECKS

- Porches, decks, stairs and steps must be structurally sound and meet code requirements.

SYSTEMS

- Water heater is properly installed and operating.
- Water heater is equipped with a correct temperature-pressure relief valve according to the manufacturer's specifications and those specifications are posted near the heater so the inspector can verify them. A discharge pipe is installed on the valve within six (6) inches of the ground.
- Plumbing is properly installed, leak-free and vented in accordance with building codes.
- Heating system is properly installed and operational.
- Apartment buildings have properly marked fire exits that meet building codes.
- No exposed wires or open electrical panels.
- There must be an electrical outlet every twelve (12) feet throughout the dwelling.
- Pilot lights on gas stoves are in proper working order.

DWELLING UNIT

- Walls are clean, painted and free from holes, peeling, chipping or loose paint.
- Unit is free of any trash or debris.
- All appliances (e.g., stove, refrigerator) are clean, operable and in place at the time of inspection
- A bedroom must have a floor area of not less than seventy (70) square feet.
- Bedrooms in basements or attics are not allowed unless they meet local code requirements and must have adequate ventilation and emergency exit capability.
- The minimum required bedroom ceiling height is 7'0". Sloping ceilings may not slope lower than five feet in the 70 square foot area.
- Each bedroom has an area of at least seven (7) feet by ten (10) feet.
- Each bedroom has at least two electrical outlets or one electrical outlet and an overhead light.
- Each bedroom has at least one window that is designed to open far enough to allow a person to exit and the window must operate properly.
- If the unit has two (2) or more bedrooms, the floor plan permits access to the bathrooms and commonly used rooms without passage through a bedroom.
- Electrical outlets, switches, and light fixtures meet building codes.
- Bathroom doors have functioning locks.
- Interior bedroom and bathroom doors are installed throughout the unit.
- Smoke alarms are installed on each level of the unit near the bedrooms and are operational.
- Carpet and rugs are clean and free of tears/trip hazards.
- Ceilings are free from large cracks or holes, severe bulging and loose or falling surface material.
- Security bars, if provided, are a properly installed breakaway type.
- Window and doors are operable and are not blocked, nailed shut or in condition that would prevent exit.
- Unit is free of mold and mildew.
- No propane, natural or methane gas odor is detectable.
- No sewer odor is detectable.
- No evidence of insect or vermin presence.

WALLS

- In areas where plaster or drywall is sagging, severely cracked or otherwise damaged, it must be repaired or replaced.
- Any exterior or interior surfaces with defective paint must be prepped, primed & sealed with a minimum of two coats of unleaded paint or other suitable material in accordance with 24 CFR, part 35.
- All walls in a tub or shower area must be covered with ceramic tile or other material that is impervious to water to prevent water damage and eventual deterioration.

WINDOWS

- All window sashes must be in good condition, solid and intact, have proper locks and fit properly in the window frame. Damaged or deteriorated sashes must be replaced.
- All operable windows must have a properly fitting half or full-size removable screen in good condition.
- Windows must be weather-tight to prevent air, water and insect infiltration.
- Windows designed to be opened must be operable, must stay in open position when raised without props.
- If the unit does not have central air conditioning, all windows must have a proper fitting screen in good condition.
- If window security bars (burglar bars) or security screens are present, they must meet the city code requirement for a quick release system.

DOORS

- All exterior doors must be weather-tight to avoid any air or water infiltration, have no holes, have all trim intact and have a threshold.
- All interior doors must have no holes, be lockable and operable from the inside without the use of a key.

FLOORS

- All wood floors must be sanded to a smooth surface and sealed. Any loose or warped boards must be re-secured and made level. If they cannot be leveled, they must be replaced.
- All floors must be in a finished state (no Plywood).

ELECTRICAL

- All electrical wiring terminals must be secured properly and be enclosed in approved and contained terminal locations such as the service panel, outlets with covers or other approved junction boxes.
- Bare wires or wire connections not enclosed in approved boxes or otherwise in an approved manner will be “failed”.

SINKS, TOILETS AND TUBS

- All sinks and commode water lines must have shut off valves, unless faucets are wall mounted.
- All worn or cracked toilet seats and tank lids must be replaced and toilet tank lid must fit properly.
- All sinks and tubs must have functioning stoppers.

MODIFICATIONS

- Modifications or adaptations to a unit due to a disability must meet all applicable UPCS and building codes.

LEAD PAINT

- All chewable protruding paint surfaces up five feet from the floor of the ground, which are readily accessible to children under the age of seven.
- We have assumed that any survey work for lead will be conducted separately, but we will note any materials observed that may be lead containing.





d. How subcontractors will be managed.

NOVA will be self-performing all professional tasks associated with this contract. The only subcontract utilized by NOVA will be the use of a NVLAP-Accredited Asbestos Laboratory.

e. What unique or innovative features are associated with your organization's performance with this type of work.

NOVA has more than 24 years of experience providing industry leadership in building inspection and environmental services. As stated in our cover letter, our firm has a long-standing relationship with the City. Since 2010, our firm has successfully completed 290+ projects with Clearwater. We are an incumbent on this very contract. NOVA has worked with not only the City of Clearwater but the Clearwater Economic Development and Housing Department as well. We are familiar with and are well-versed in your protocols and preferences. We consider ourselves a true extension of your staff and look forward to continuing our relationship.

f. Describe how you manage a project such that the need for change orders is minimized?

NOVA's strategy for performing integrated services within the City is quite simple. We become a vital part of the process by maintaining constant and direct communication with the City's staff that is either influencing or being influenced by our services. The reason we call it simple is because it is based on common sense. If everyone involved with a project is aware of what is happening; things run smoother. Effective communication eliminates 90% of potential problems before they arise.



With NOVA's long-term experience with the existing contract, we know what to expect with each project and have refined any issues that would typically cause change orders.

g. Describe your projected timeline. Include start date, milestones, benchmarks, and completion of a typical home-rehabilitation project.

Typical City Rehabilitation Project Timeline – assuming City has given notification to continue following Feasibility Report and Work Scope and no Re-Bidding after initial Bid:

- Notification from City for new Feasibility Study (NFS)
- Schedule feasibility inspection, asbestos inspection, LBP inspection with homeowner (1-2 days from NFS)
- Perform feasibility inspection, asbestos inspection, LBP inspection and ship samples to laboratory (1-5 days from NFS, depending on Nova and homeowner availability)
- Receive lab results (3-8 days from inspection, depending on Lab)
- Draft feasibility report (1-2 days following lab results in the case that there are additional items to add)
- Draft work scope (same day as feasibility report)
- Draft asbestos report (same day as feasibility report)
- Draft LBP Report (same day as feasibility report)
- Meet with homeowner to go over work scope and schedule contractor walk through (7-14 days from NFS)
- Revise work scope as needed, draft invitation to bid documents and contractor bid documents (same day – 2 days from meeting with homeowner)
- Pre-Bid Walkthrough with Contractors (5-7 days after meeting with homeowner)
- Receive Bids and review (7 days from Pre-Bid Walkthrough)
- Verification of qualified contractors through SAM, Pinellas County, Florida (same day as Bid Opening)
- Present qualified bids to homeowner for Contractor Selection (same day as bid opening – 5 days from contractor verification [depending on homeowner availability])
- Notify City and Contractor of winning bid (same day as Contractor Selection).
- The City schedules the signing of the contract documents (XX days from winning bid notification)
- Grace period for Contractor and Homeowner to opt out
- Schedule Pre-Construction meeting with Contractor and Homeowner (day of end of grace period)
- Pre-Construction meeting (~45-60 days from NFS depending on Contract Signing)
- Construction begins (once all permits are pulled and NOC has been provided, program allows for up to 30 days from contract signing to begin work)
- Construction time: including Draws, Change Orders and inspections (75 – 180 days from NFS; contract allows for up to 90 days to complete from date of contract signing)
- Completion of project including all reports, release of liens and warranties (80-185 days from NFS)



SECTION 4 - REFERENCES

Provide a minimum of (3) references, preferably from other public entities, for which similar services have been provided within the prior three (3) years. Include the name, contact person, phone, e-mail addresses, mailing addresses, type of service provided, and dates these services were provided.

City of Clearwater

Housing Coordinator
112 S. Osceola Avenue
Clearwater, FL 33756
Terry Malcom-Smith
Terry.malcom-smith@myclearwater.com
727.562.4031

Services Provided: Project Management: Onsite Meetings, Client Meetings, E-NOVA, Photo Document, Project Estimating, Davis Bacon, Arbitration Mediation, Work Write-Ups, Pre-Bid Meetings. Site Inspections: HQS, ADA, Mechanical, Plumbing, Electrical, Building, Architectural, and Quality Assurance.

Dates of Services: 2010 – ongoing

Pinellas County

600 Cleveland Street, Suite #800
Clearwater, Florida 33755
Daphne Johnson-McCluster
Djohnson-mccluster@co.pinellas.fl.us
727.464.8242

Services Provided: Site inspections: HQS, ADA, Mechanical, Plumbing, Electrical, Building, Architectural, and Quality Assurance Inspections

Dates of Services: 2008 - 2018

Wetland Sciences (Escambia County Contractor)

3308 Gulf Beach Highway
Pensacola, Florida 32507
Mr. Keith Johnson
keith@wetlandsciences.com
850.453.4700

Services Provided: Environmental Consulting, Asbestos and Lead Inspections/Assessments, and Lead Risk Assessments

Dates of Service: 2017

Pinellas County School Board

301 4th Street SW
Largo, Florida 33770
Mr. Bill Robinson
robinsonb@pcsb.org
727.547.7199

Services Provided: Bulk sampling, laboratory analysis, facility surveys, project management, TEM and PCM sampling and analysis, reporting and project close out documents. Moisture and water intrusion assessment/moisture mapping; building envelope assessment, pollutant pathway investigation and modeling, radon measurement and mitigation, vibration assessment, boroscopic inspection, infrared thermography, abatement/migration final abatement report and project close out documents.

Dates of Service: 2015 – ongoing



ATTACHMENT A

RFP 27-21 Proposal Price Sheet Building Inspections, Reporting, and Construction Management Services

	Scope of Work - Tasks	ESTIMATED Annual Number of each task type to be performed	PRICING PER TASK (*see note below)
1)	<u>Rehab Program Cost Proposals</u>		
1a.	Feasibility Inspection	30 each	\$ <u>425.00</u> each
1b.	Lead-based paint testing and risk assessment - pre-1978	20 each	\$ <u>825.00</u> each
1c.	Asbestos testing	20 each	\$ <u>770.00</u> each
1d.	Coordinate with homeowners to prepare and manage scope of work, cost estimate and bid process	10 each	\$ <u>1,300.00</u> each
1e.	Perform construction draw inspections	4 per project	\$ <u>425.00</u> /draw
2)	<u>DPA Process Cost Proposal</u>		
2a.	Minimum code inspection	30 each	\$ <u>425.00</u> each
2b.	Lead-based paint testing - pre-1978	5 each	\$ <u>775.00</u> each
2c.	Re-inspections if needed	3 each	\$ <u>340.00</u> each
3)	<u>New Construction Cost Proposal</u>		
3a.	Perform construction inspections	4 per project	\$ <u>425.00</u> /draw
5)	<u>Other Tasks</u>		
5a.	Documenting contractors and subcontractors	10 hours	\$ <u>85.00</u> /hour
5b.	Coordinate with contractor and property owner to prepare change order for City approval	50 hours	\$ <u>60.00</u> /hour
5c.	Background checks on contractors	5 each	\$ <u>340.00</u> each
		ESTIMATED ANNUAL COST \$ <u>84,245.00</u>	

*NOTE: "each" price is to be all-inclusive for staff hours (including subcontractor if applicable), travel, fuel, general equipment usage and general communications regarding projects.

Laboratory Fees, Postage and Copies should be submitted under Tab 4 of proposal with pricing sheet.

Fees not listed will not be allowed or approved by the City for reimbursement.

Vendor Name NOVA Engineering and Environmental, LLC

Date April 9, 2021



EXCEPTIONS / ADDITIONAL MATERIAL / ADDENDA

Proposers shall indicate any and all exceptions taken to the provisions or specifications in this solicitation document. Exceptions that surface elsewhere and that do not also appear under this section shall be considered invalid and void and of no contractual significance.

Exceptions (mark one):

****Special Note – Any material exceptions taken to the City's Terms and Conditions may render a Proposal non-responsive.**

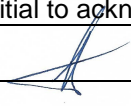
 X No exceptions
 Exceptions taken (describe--attach additional pages if needed)

Additional Materials submitted (mark one):

 X No additional materials have been included with this proposal
 Additional Materials attached (describe--attach additional pages if needed)

Acknowledgement of addenda issued for this solicitation:

Prior to submitting a response to this solicitation, it is the vendor's responsibility to confirm if any addenda have been issued.

Addenda Number	Initial to acknowledge receipt
1	

Vendor Name NOVA Engineering and Environmental, LLC

Date: April 9, 2021

VENDOR INFORMATION

Company Legal/Corporate Name: NOVA Engineering and Environmental, LLC

Doing Business As (if different than above): n/a

Address: 4524 Oak Fair Boulevard, Suite 200

City: Tampa State: Florida Zip: 33610 -

Phone: 813.623.3100 Fax: 813.623.3545

E-Mail Address: lschmaltz@usanova.com Website: www.usanova.com

DUNS # 96-948-5861 rating: 1R2

Remit to Address (if different than above):

Address: PO Box 745663

City: Atlanta State: GA Zip: 30374-5663

Order from Address (if different from above):

Address: _____

City: _____ State: _____ Zip: _____

Contact for Questions about this proposal:

Name: Larry G. Schmaltz, PE, GC, FLAC Fax: 813.623.3545

Phone: 813.623.3100 E-Mail Address: lschmaltz@usanova.com

Day-to-Day Project Contact (if awarded):

Name: Larry G. Schmaltz, PE, GC, FLAC Fax: 813.623.3545

Phone: 813.623.3100 E-Mail Address: lschmaltz@usanova.com

____ Certified Small Business

Certifying Agency: _____

____ Certified Minority, Woman or Disadvantaged Business Enterprise

Certifying Agency: _____

Provide supporting documentation for your certification, if applicable.

VENDOR CERTIFICATION OF PROPOSAL

By signing and submitting this Proposal, the Vendor certifies that:

- a) It is under no legal prohibition to contract with the City of Clearwater.
- b) It has read, understands, and is in compliance with the specifications, terms and conditions stated herein, as well as its attachments, and any referenced documents.
- c) It has no known, undisclosed conflicts of interest.
- d) The prices offered were independently developed without consultation or collusion with any of the other respondents or potential respondents or any other anti-competitive practices.
- e) No offer of gifts, payments or other consideration were made to any City employee, officer, elected official, or consultant who has or may have had a role in the procurement process for the services and or goods/materials covered by this contract.
- f) It understands the City of Clearwater may copy all parts of this response, including without limitation any documents and/or materials copyrighted by the respondent, for internal use in evaluating respondent's offer, or in response to a public records request under Florida's public records law (F.S. 119) or other applicable law, subpoena, or other judicial process.
- g) Respondent hereby warrants to the City that the respondent and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees.
- h) Respondent certifies that they are not in violation of section 6(j) of the Federal Export Administration Act and not debarred by any Federal or public agency.
- i) It will provide the materials or services specified in compliance with all Federal, State, and Local Statutes and Rules if awarded by the City.
- j) It is current in all obligations due to the City.
- k) It will accept such terms and conditions in a resulting contract if awarded by the City.
- l) The signatory is an officer or duly authorized agent of the respondent with full power and authority to submit binding offers for the goods or services as specified herein.

ACCEPTED AND AGREED TO:

Company Name: NOVA Engineering and Environmental, LLC

Signature: 

Printed Name: Bob Hughes

Title: Executive Vice President

Date: April 9, 2021

SCRUTINIZED COMPANIES FORMS

SCRUTINIZED COMPANIES AND BUSINESS OPERATIONS WITH CUBA AND SYRIA CERTIFICATION FORM

**IF YOUR BID/PROPOSAL IS \$1,000,000 OR MORE, THIS FORM MUST BE COMPLETED AND
SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY
DEEM YOUR SUBMITTAL NONRESPONSIVE.**

The affiant, by virtue of the signature below, certifies that:

1. The vendor, company, individual, principal, subsidiary, affiliate, or owner is aware of the requirements of section 287.135, Florida Statutes, regarding companies on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaging in business operations in Cuba and Syria; and
2. The vendor, company, individual, principal, subsidiary, affiliate, or owner is eligible to participate in this solicitation and is not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Sector List, or engaged in business operations in Cuba and Syria; and
3. Business Operations means, for purposes specifically related to Cuba or Syria, engaging in commerce in any form in Cuba or Syria, including, but not limited to, acquiring, developing, maintaining, owning, selling, possessing, leasing or operating equipment, facilities, personnel, products, services, personal property, real property, military equipment, or any other apparatus of business or commerce; and
4. If awarded the Contract (or Agreement), the vendor, company, individual, principal, subsidiary, affiliate, or owner will immediately notify the City of Clearwater in writing, no later than five (5) calendar days after any of its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Sector List, or engaged in business operations in Cuba and Syria.


Authorized Signature

Bob Hughes
Printed Name


Executive Vice President
Title

NOVA Engineering and Environmental, LLC
Name of Entity/Corporation

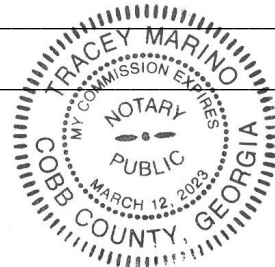
STATE OF Georgia

COUNTY OF Cobb

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization on, this 9 day of April, 20 21, by Bob Hughes (name of person whose signature is being notarized) as the Executive Vice President (title) of NOVA Engineering and Environmental, LLC (name of corporation/entity), personally known X, or produced _____ (type of identification) as identification, and who did/did not take an oath.


Notary Public
Tracey Marino
Printed Name

My Commission Expires: March 12, 2023
NOTARY SEAL ABOVE



SCRUTINIZED COMPANIES FORMS

SCRUTINIZED COMPANIES THAT BOYCOTT ISRAEL LIST CERTIFICATION FORM **THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/PROPOSAL.** **FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL** **NONRESPONSIVE.**

The affiant, by virtue of the signature below, certifies that:

1. The vendor, company, individual, principal, subsidiary, affiliate, or owner is aware of the requirements of section 287.135, Florida Statutes, regarding companies on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel; and
2. The vendor, company, individual, principal, subsidiary, affiliate, or owner is eligible to participate in this solicitation and is not listed on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel; and
3. "Boycott Israel" or "boycott of Israel" means refusing to deal, terminating business activities, or taking other actions to limit commercial relations with Israel, or persons or entities doing business in Israel or in Israeli-controlled territories, in a discriminatory manner. A statement by a company that it is participating in a boycott of Israel, or that it has initiated a boycott in response to a request for a boycott of Israel or in compliance with, or in furtherance of, calls for a boycott of Israel, may be considered as evidence that a company is participating in a boycott of Israel; and
4. If awarded the Contract (or Agreement), the vendor, company, individual, principal, subsidiary, affiliate, or owner will immediately notify the City of Clearwater in writing, no later than five (5) calendar days after any of its principals are placed on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel.

Bob Hughes

Authorized Signature

Bob Hughes

Printed Name

Executive Vice President

Title

NOVA Engineering and Environmental, LLC

Name of Entity/Corporation

STATE OF Georgia

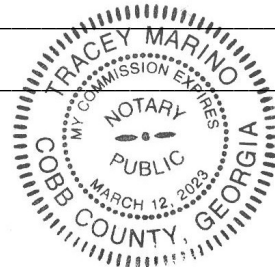
COUNTY OF Cobb

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization on, this 9 day of April, 20 21, by Bob Hughes (name of person whose signature is being notarized) as the Executive Vice President (title) of NOVA Engineering and Environmental, LLC (name of corporation/entity), personally known X, or produced _____ (type of identification) as identification, and who did/did not take an oath.

Tracey Marino

Notary Public

Printed Name



My Commission Expires: March 12, 2023
NOTARY SEAL ABOVE

E-VERIFY ELIGIBILITY FORM

VERIFICATION OF EMPLOYMENT ELIGIBILITY FORM

PER FLORIDA STATUTE 448.095, CONTRACTORS AND SUBCONTRACTORS MUST REGISTER WITH AND USE THE E-VERIFY SYSTEM TO VERIFY THE WORK AUTHORIZATION STATUS OF ALL NEWLY HIRED EMPLOYEES.

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL NONRESPONSIVE.

The affiant, by virtue of the signature below, certifies that:

1. The Contractor and its Subcontractors are aware of the requirements of Florida Statute 448.095.
2. The Contractor and its Subcontractors are registered with and using the E-Verify system to verify the work authorization status of newly hired employees.
3. The Contractor will not enter into a contract with any Subcontractor unless each party to the contract registers with and uses the E-Verify system.
4. The Subcontractor will provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized alien.
5. The Contractor must maintain a copy of such affidavit.
6. The City may terminate this Contract on the good faith belief that the Contractor or its Subcontractors knowingly violated Florida Statutes 448.09(1) or 448.095(2)(c).
7. If this Contract is terminated pursuant to Florida Statute 448.095(2)(c), the Contractor may not be awarded a public contract for at least 1 year after the date on which this Contract was terminated.
8. The Contractor is liable for any additional cost incurred by the City as a result of the termination of this Contract.



Authorized Signature

Bob Hughes

Printed Name

Executive Vice President

Title

NOVA Engineering and Environmental, LLC

Name of Entity/Corporation

STATE OF Georgia

COUNTY OF Cobb

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization on, this _____ day of _____, 20____, by

Bob Hughes (name of person whose signature is being notarized) as the
Executive Vice President (title) of NOVA Engineering and Environmental, LLC (name of
corporation/entity), personally known x, or produced _____ (type of
identification) as identification, and who did/did not take an oath.



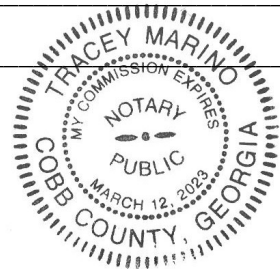
Notary Public

Tracey Marino

Printed Name

My Commission Expires: March 12, 2023

NOTARY SEAL ABOVE



State of Florida

Department of State

I certify from the records of this office that NOVA ENGINEERING AND ENVIRONMENTAL, LLC is a Delaware limited liability company authorized to transact business in the State of Florida, qualified on July 23, 2007.

The document number of this limited liability company is M07000004372.

I further certify that said limited liability company has paid all fees due this office through December 31, 2021, that its most recent annual report was filed on February 8, 2021, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Eighth day of February, 2021*



Randy Lee
Secretary of State

Tracking Number: 2976298658CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

NOVA ENGINEERING AND ENVIRONMENTAL, LLC

3900 KENNESAW 75 PARKWAY
SUITE 100
KENNESAW GA 30144

LICENSE NUMBER: CA27772

EXPIRATION DATE: FEBRUARY 28, 2021

Always verify licenses online at MyFloridaLicense.com

**NOTE: As of 2021, this
license no longer has
an expiration date per
the State of Florida.**



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Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

ASBESTOS LICENSING UNIT

THE ASBESTOS BUSINESS ORGANIZATION HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 469, FLORIDA STATUTES

NOVA ENGINEERING AND ENVIRONMENTAL, LLC

LAWRENCE GERARD SCHMALTZ
4524 OAK FAIR BLVD SUITE 200
TAMPA FL 33610

LICENSE NUMBER: ZA308

EXPIRATION DATE: NOVEMBER 30, 2021

Always verify licenses online at MyFloridaLicense.com



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Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

HUGHES, ROBERT EVERETT

NOVA ENGINEERING AND ENVIRONMENTAL, LLC
4524 OAK FAIR BOULEVARD SUITE 200
TAMPA FL 33610

LICENSE NUMBER: CGC060357

EXPIRATION DATE: AUGUST 31, 2022

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Ron DeSantis, Governor



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

SCHMALTZ, LAWRENCE G

1401 NORTH RIVERHILLS DRIVE
TEMPLE TERRACE FL 33617

LICENSE NUMBER: PE48294

EXPIRATION DATE: FEBRUARY 28, 2023

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Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

ASBESTOS LICENSING UNIT

THE ASBESTOS CONSULTANT HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 469, FLORIDA STATUTES

SCHMALTZ, LAWRENCE GERARD

4524 OAK FAIR BLVD, SUITE 200
NOVA ENGINEERING AND ENVIRONMENTAL
TAMPA FL 33610

LICENSE NUMBER: AX0000009

EXPIRATION DATE: NOVEMBER 30, 2022

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Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

MOLD-RELATED SERVICES LICENSING PROGRAM

THE MOLD ASSESSOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 468, FLORIDA STATUTES

SCHMALTZ, LAWRENCE GERARD

1401 NORTH RIVERHILLS DRIVE
TEMPLE TERRACE FL 33617

LICENSE NUMBER: MRSA3048

EXPIRATION DATE: JULY 31, 2022

Always verify licenses online at [MyFloridaLicense.com](https://myfloridalicense.com)



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United States Environmental Protection Agency

This is to certify that



Lawrence G Schmaltz

has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint activities pursuant to 40 CFR Part 745.226 as:

Inspector

In the Jurisdiction of:

All EPA Administered Lead-based Paint Activities Program States, Tribes and Territories

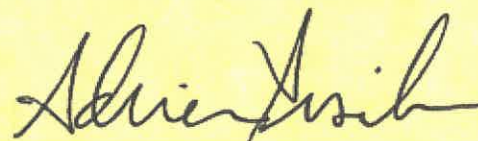
This certification is valid from the date of issuance and expires June 22, 2021

LBP-I-1187801-1

Certification #

June 08, 2018

Issued On



Adrienne Priselac, Manager, Toxics Office

Land Division

United States Environmental Protection Agency

This is to certify that



Lawrence G Schmaltz

has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint activities pursuant to 40 CFR Part 745.226 as:

Risk Assessor

In the Jurisdiction of:

All EPA Administered Lead-based Paint Activities Program States, Tribes and Territories

This certification is valid from the date of issuance and expires June 22, 2021

LBP-R-1187801-1

Certification #

June 08, 2018

Issued On



Adrienne Priselac, Manager, Toxics Office

Land Division

THE ASBESTOS INSTITUTE

Certifies that

Mark Bottorff

has attended and received instruction in the EPA approved course

AHERA Building Inspector Refresher

on

April 06, 2020

and successfully completed and passed the competency exam.

Certificate:
ON-4644-2761-040620

Date of Examination:
6-Apr-2020

Date of Expiration:
06-Apr-2021


William T. Cavness
Director
Approved Instructor

THE ASBESTOS INSTITUTE

20033 N. 19th Ave, Building 6, Phoenix, AZ 85027
602-864-6564 – www.theasbestosinstitute.com

This training meets all requirements for asbestos certification under Toxic Substance Control Act Title II.

United States Environmental Protection Agency

This is to certify that

Mark C Bottorff

has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint activities pursuant to 40 CFR Part 745.226 as:

Inspector

In the Jurisdiction of:

All EPA Administered Lead-based Paint Activities Program States, Tribes and
Territories

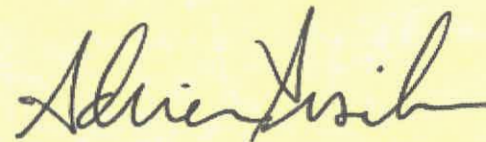
This certification is valid from the date of issuance and expires October 05, 2022

LBP-I-169732-2

Certification #

September 14, 2019

Issued On



Adrienne Prisela, Manager, Toxics Office

Land Division



Licensee Details

Licensee Information

Name: **LAFON, BARRY ALAN (Primary Name)**
 Main Address: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Mailing:

LicenseLocation:

License Information

License Type: **Standard Inspector**
 Rank: **Inspector**
 License Number: **BN4947**
 Status: **Current,Active**
 Licensure Date: **03/16/2005**
 Expires: **11/30/2021**

Special Qualifications **Qualification Effective**
Building **03/16/2005**

Alternate Names

[View Related License Information](#)

[View License Complaint](#)

2601 Blair Stone Road, Tallahassee FL 32399 :: Email: **Customer Contact Center** :: Customer Contact Center: 850.487.1395

The State of Florida is an AA/EEO employer. **Copyright 2007-2010 State of Florida. Privacy Statement**

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Nova Engineering and Environmental, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **S**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

PO Box 745663

6 City, state, and ZIP code

Atlanta, GA 30374-5663

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

2 6 - 0 3 4 7 2 0 9

Part II Certification


Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►


Stewart Pilsch (Jan 5, 2021 11:48 EST)

Date ►

Jan 5, 2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



4524 Oak Fair Boulevard, Suite 200
Tampa, Florida 33610

t. 813.623.3100
f. 813.623.3545

usanova.com

ITB 27-21 PRICING SHEET: REVISED
Building Inspections, Reporting, and Construction Management Services

	Scope of Work - Tasks	ESTIMATED Annual Number of each task type to be performed	PRICING PER TASK (*see note below)
1)	<u>Rehab Program Cost Proposals</u>		
1a.	Feasibility Inspection	30 each	\$ 425.00 each
1b.	Lead-based paint testing and risk assessment - pre-1978	20 each	\$ 825.00 each
1c.	Asbestos testing	20 each	\$ 770.00 each
1d.	Coordinate with homeowners to prepare and manage scope of work, cost estimate and bid process	10 each	\$ 1,300.00 each
1e.	Perform construction draw inspections	4 per project	\$ 425.00 each draw
2)	<u>DPA Process Cost Proposal</u>		
2a.	Minimum code inspection	30 each	\$ 425.00 each
2b.	Lead-based paint testing - pre-1978	5 each	\$ 775.00 each
2c.	Re-inspections if needed	3 each	\$ 340.00 each
3)	<u>New Construction Cost Proposal</u>		
3a.	Perform construction inspections	5 per project	\$ 425.00 each draw
4)	<u>Public Facilities Cost Proposal</u>		
4a.	Coordinate with public facility representative to prepare scope of work	7 each	\$ 1,200.00 each
4b.	Coordinate with public facility representative to manage bid process per scope of work	7 each	\$ 65.00* per hour
4c.	Perform construction draw inspections	4 per project	\$ 425.00 each
5)	<u>Other Tasks</u>		
5a.	Documenting compliance with Davis Bacon requirements	50 hours	\$ 95.00 per hour
5b.	Documenting contractors and subcontractors	10 hours	\$ 85.00 per hour
5c.	Coordinate with contractor and property owner to prepare change order for City approval	50 hours	\$ 60.00 per hour
5d.	Background checks on contractors	5 each	\$ 340.00 each
		ESTIMATED ANNUAL COST \$86,115.00**	

*NOTE: "each" price is to be all-inclusive for staff hours (including subcontractor if applicable), travel, fuel, general equipment usage and general communications regarding projects.

All miscellaneous fees should be submitted under Tab 4 of proposal with pricing sheet. Fees not listed will not be allowed or approved by the City for reimbursement.

Fees not listed will not be allowed or approved by the City for reimbursement.

*Per hour listed, not per each as shown on "Number of Tasks" column

** Total reflects hourly rate x 7 for item 4b not 7 x each.

Vendor Name NOVA Engineering and Environmental LLC Date 5/4/21