## STATE OF MINNESOTA

### Professional Technical Services Master Contract --Encumbrance Form (For State Use Only)

<table>
<thead>
<tr>
<th>RECS Project ID.:</th>
<th>N/A</th>
<th>Project Mgr.:</th>
<th>Gordon Christofferson</th>
<th>Contract Specialist:</th>
<th>Talia Landucci</th>
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<tbody>
<tr>
<td>RFP Event ID (if applicable)</td>
<td>2-6347</td>
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**Project Name:** Industrial Hygiene Services Master Contract

<table>
<thead>
<tr>
<th>Total Amount of Contract:</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Amount of Contract First FY:</td>
<td>Vendor Number: 0000207361</td>
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<table>
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<tr>
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### Accounting Distribution 1:

<table>
<thead>
<tr>
<th>Business Unit:</th>
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<tbody>
<tr>
<td>Accounting Date:</td>
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<td>DeptID:</td>
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<td>Project ID:</td>
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### Accounting Distribution 2:

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<td>Project ID:</td>
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<tr>
<td>Activity:</td>
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<td>Amount:</td>
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### Accounting Distribution 3:

<table>
<thead>
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<td>Accounting Date:</td>
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<tr>
<td>Project ID:</td>
</tr>
<tr>
<td>Activity:</td>
</tr>
<tr>
<td>Amount:</td>
</tr>
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</table>

**SWIFT Contract No:** 124201/T#1702C

**Number/Date/Entry Initials**

**Individual signing SWIFT Order or Contract certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05**

**NOTICE TO CONSULTANT:** You are required to provide your social security number or Federal employer tax identification number and Minnesota tax identification number if you do business with the State of Minnesota.

**Contractor Name and Address:** Institute for Environmental Assessment, Inc. (IEA, Inc.)

9201 West Broadway Ave N

Brooklyn Park, MN 55445

**Contact Person:** Jeffrey Athmann

**Contact Person Phone:** 763.315.7900

**Contact Person Fax:** 763.315.7920

**Contact Person Email:** jeffrey.athmann@ieainstitute.com

**Contract Execution Date:** 05/04/2017

**Contract End Date:** 4/30/2022

(*Note: According to Minn. Stat. 16C.08 Subd. 3(f), the combined contract and amendment cannot exceed five years, unless otherwise provided for by law.*)
STATE OF MINNESOTA
PROFESSIONAL AND TECHNICAL SERVICES
MASTER CONTRACT
INDUSTRIAL HYGIENE SERVICES FOR ASBESTOS AND OTHER HAZARDOUS MATERIAL ABATEMENT PROJECT MANAGEMENT, TESTING AND SURVEYS

This master contract is between the State of Minnesota, acting through its Commissioner of Administration ("State") and Institute for Environmental Assessment, Inc. (IEA, Inc.), 9201 West Broadway Ave N, Brooklyn Park, MN 55445 ("Consultant").

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

Master Contract

1. Term of Master Contract
   1.1. Effective Date: The date the State obtains all required signatures under Minnesota Statute§ 16C.05, subd. 2. The Consultant must not accept work under this master contract until this master contract is fully executed and the Consultant has been notified by the State’s Authorized Representative that it may begin accepting Work Order Contracts.
   1.2. Expiration Date: April 30, 2022.

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

   • Project Management
     o On-site observation of project work
     o Preparation of recommendations and reports

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

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

• Surveys and Reports
  o Surveys, electronic database files, and written reports

• Emergency Response
  o Respond to emergency request for the presence of hazardous materials on site.

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

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

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

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

4. Consideration and Payment
4.1. Consideration. The State will pay for all services satisfactorily performed by the Consultant for all work order contracts issued under this master contract. The total compensation of all work order contracts may not exceed $1,000,000.00. All costs will follow the Consultant’s fee schedule attached as Exhibit B and incorporated into this agreement. The Consultant may revise its fee schedule once a year after June 30, 2018. However, hourly rates may not exceed a 3% increase each year. Revised fee schedules meeting the requirements of this section will be effective on the date an amendment to this Agreement is fully executed.

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

Projects located within 100 miles roundtrip of the Responder’s office location (accumulative mileage to and from site), the State will not pay for travel time. On projects located over 100 miles round trip of the Responder’s office location, the State will pay for travel time per day for all work days (Monday through Sunday and State Holidays).

All travel expenses and other project-related expenses are included the hourly rates provided in Exhibit B. In the event expenses are reimbursed, they shall be reimbursed in the same manner and in no greater amount than provided in the current “Commissioner’s Plan” promulgated by the Commissioner of Minnesota Management and Budget. A copy of the Commissioner’s Plan is available on the web at: https://mn.gov/mnb/employee-relations/labor-relations/labor/commissioners-plan.jsp. The Contractor will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State’s prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state. Subconsultant and testing services, when approved by the State’s Project Manager, will be negotiated as an additional service at one (1.0) times Responder’s cost. There are no other allowable reimbursable expenses.
4.2. **Payment**

(A) **Invoices.** The State will promptly pay the Consultant after the Consultant presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely no more frequently than monthly.

(B) **Retainage.** Under Minnesota Statutes § 16C.08, subdivision 2 (10), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's agency head. The balance due will be paid when the State's agency head determines that the Consultant has satisfactorily fulfilled all the terms of the work order contract.

5. **Conditions of Payment**

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

6. **Authorized Representatives and Project Managers**

The State's Authorized Representative for this master contract is Talia Landucci Owen, Contracts Specialist, 651.201.2372 or Gordon Christofferson, Project Operations Manager, 651.201.2380, or his/her successor, and has the responsibility to monitor the Consultant's performance.

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

The Consultant's Authorized Representative is Jeffrey Athmann, 763.315.7900. If the Consultant's Authorized Representative changes at any time during this master contract, the Consultant must immediately notify the State.

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

7. **Assignment, Amendments, Waiver, and Contract Complete**

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

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

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

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

8. **Indemnification**

In the performance of this contract by Consultant, or Consultant’s agents or employees, the Consultant must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Consultant's:
1) Intentional, willful, or negligent acts or omissions; or
2) Actions that give rise to strict liability; or
3) Breach of contract or warranty.

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

9. State Audits

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


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

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

10.2. Intellectual Property Rights

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

(B) Obligations

1. Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Consultant, including its employees and subconsultants, in the performance of the work order contract, the Consultant will immediately give the State’s Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.
2. **Representation.** The Consultant must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Consultant nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Consultant represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Consultant will indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State, at the Consultant’s expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Consultant will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Consultant’s or the State’s opinion is likely to arise, the Consultant must, at the State’s discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

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

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

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

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

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

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

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

- The Consultant must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Consultant agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment,
upgrading, demolition or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

2. The Consultant agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

3. In the event of the Consultant’s noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minnesota Statutes Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

4. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Consultant’s obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.

5. The Consultant must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Consultant is bound by the terms of Minnesota Statutes Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

(C) **Consequences.** The consequences for the Consultant’s failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.

(D) **Certification.** The Consultant hereby certifies that it is in compliance with the requirements of Minnesota Statute § 363A.36 and Minnesota RuleParts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

12. **Workers’ Compensation and Other Insurance**

Consultant-certifies that it is in compliance with all insurance requirements specified in the solicitation document relevant to this Contract.

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

13. **Publicity and Endorsement**

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

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

14. **Governing Law, Jurisdiction, and Venue**

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

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

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

   Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Consultant agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Consultant, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no Consultant, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

17. **Termination**

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

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

18. **Data Disclosure**

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

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

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

20. Schedule of Exhibits
   The following exhibits are attached and incorporated into this Master Contract.
   Attachment 1: Service Categories & Descriptions
   Exhibit A: Sample Work Order
   Exhibit B: Fee Schedule
   Exhibit C: Consultant’s Qualifications
   Exhibit D1: State Insurance Requirements
   Exhibit E: Affirmative Action Certification
   Exhibit F: Certification Regarding Lobbying
   Exhibit G: Not Used
   Exhibit H: Not Used
   Exhibit I: Affidavit of Noncollusion
IN WITNESS WHEREOF State has caused this Agreement to be duly executed in its behalf and the Consultant has caused the same to be duly executed on its behalf.

1. CONSULTANT — Institute for Environmental Assessment, Inc.
The Consultant certifies that the appropriate person(s) have executed the contract on behalf of the Consultant as required by applicable articles or bylaws.

   By: ________________________________
   Printed Name: JEFFREY J. AHN
   Title: ________________________________
   Date: 4/28/17

2. STATE AGENCY — Department of Administration
By: ________________________________ (with delegated authority)
Printed Name: Gordon Christofferson
Title: Project Operations Manager
Date: 5/3/17

3. COMMISSIONER OF ADMINISTRATION
   As delegated to Office of State Procurement
By: ________________________________
Date: 5/10/17
## Attachment 1

### Service Categories & Descriptions

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

**Service Categories & Descriptions**

<table>
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<tr>
<th></th>
<th>Description</th>
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</table>
| 8 | **Lead in Paint Sampling**  
  could include, but not be limited to, noise, volatile compounds, particulates, chemical compounds, fumes, and other workplace contaminates. |
| 9 | **Hazardous Material Surveys with Electronic Database of Information**  
  Conduct surveys for suspect asbestos containing, or other hazardous materials, building and site materials and provide corrective recommendations. Information must be put into an electronic format, and electronic data must be converted to portable document format (pdf) on CD-R media. Asbestos surveys and management plans are to be performed by individuals credentialed by the Minnesota Department of Health and by use of the requirements provided in Minnesota Rules, parts 4620.3460 and 4620.3470. |
| 10 | **Not Used**  
  Not Used |
| 11 | **Other Hazardous Material Industrial Hygiene Services**  
  Investigation, sampling, evaluating, reporting, and providing corrective recommendations for other hazardous material concerns. |
Exhibit A

SAMPLE STATE OF MINNESOTA
PROFESSIONAL AND TECHNICAL SERVICES
WORK ORDER CONTRACT

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

Work Order Contract

1. Term of Contract
   1.1. Effective date: _____, or the date the State obtains all required signatures under Minnesota Statute § 16C.05, subdivision 2, whichever is later.
   The Consultant must not begin work under this contract until this contract is fully executed and the Consultant has been notified by the State's Authorized Representative to begin the work.
   1.2. Expiration date: _____, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2. Consultant's Duties
   The Consultant, who is not a state employee, will: ____________________________________________.

3. Consideration and Payment
   3.1. Consideration. The State will pay for all services performed by the Consultant under this work order contract as follows:
      (A) Compensation. The Consultant will be paid _____.

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

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

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

4. Project Managers
   The State's Project Manager is _____ . The State's Authorized Representative will certify acceptance on each invoice submitted for payment.
   The Consultant's Project Manager is _____ . If the Consultant's Project Manager changes at any time during this work order contract, the Consultant must immediately notify the State.

SIGNATURES AS REQUIRED BY THE STATE.
Exhibit B

2017 State of Minnesota
Department of Administration, Real Estate & Construction Services
Professional Fee Schedule
Effective July 2017

IEA’s services will be billed at the following rates per hour:

**PROJECT MANAGEMENT**
- Senior Project Manager/Project Manager .......................................................... $99.00
- Computer-Aided Drafting (CAD) ................................................................. $60.00
- Administrative Support ............................................................................... $50.00

**PROFESSIONAL/TECHNICAL STAFF**
- Certified Industrial Hygienist ....................................................................... $103.00
- Professional Engineer .................................................................................. $103.00
- Certified Safety Professional ........................................................................ $89.00
- Senior Air Quality Investigator/Air Quality Investigator ............................. $79.00
- Senior Environmental Technician/Environmental Technician ................. $79.00

**LAB FEES**
Asbestos and Fungal Laboratory Services provided by: EMSL Analytical Laboratory
Industrial Hygiene Laboratory Services provided by: Liberty Mutual Industrial Hygiene Laboratory
Laboratory fees will be approved by the State’s Project Manager, and will be negotiated as an additional service at 1.0 times our cost.
Exhibit C - Qualifications Proposal
State of Minnesota
Real Estate and Construction Services (State)
Qualifications and General Requirements Information

Do not use forms other than those provided herein. The forms provided indicate what information is desired and the format in which it is to be presented. When filling out this form, refer back to the specific items asked under the Scoring Criteria section of the RFP.

1.0 Project Information
State's project name of the project for which this form is being submitted.

   a. Project Name (from RFP): Industrial Hygiene Services

2.0 Responding Firms Information
Provide legal name and address and contact person information on the prime firm that is responding to the RFP. If the firm is forming a joint venture or an association with other firm(s) for this project, insert: "In association with" or "in joint venture with" and name the firm(s). Provide addresses of joint venture or associate firm in the section number 4.0 below.

List the name, title, and telephone number of the principal who will serve as the point of contact. Such an individual must be empowered to speak for the responding firm on policy and contractual matters and should be familiar with the programs and procedures of responding firm.

   a. Responder's Name & Address (include 9 digit zip code):
      Institute for Environmental Assessment, Inc. (IEA, Inc.)
      9201 West Broadway Ave. North
      Brooklyn Park, MN 55443-1924

   b. County of responder's location: Hennepin

   c. Responder's State Vendor Number: 0000207361

   d. Date firm was established: March 16, 1976

   e. Name, title & telephone number person signing proposal (see section 10.0): Jeffrey Athmann, Chief Executive Officer, 763-315-700

   f. Responder's (contact) telephone number: 763-315-7900

   g. Responder's Fax Number: 763-315-7920

   h. Responder's Email Address: jeffrey.athmann@ieainstitute.com

11/22/2010 – Exhibit C Qualifications Proposal
3.0 Statement & documentation that responder has been in business for a minimum of five (5) years providing Industrial Hygiene Services: IEA has been in business for over 40 years. IEA was established on March 16, 1976 and incorporated on April 2, 1976 as a non-profit.

4.0 Statement that responder is in agreement with the State's Master Contract for Industrial Hygiene Services: IEA is in agreement with the State's Master Contract for Industrial Hygiene Services.

5.0 Responding Firm's Interest and Availability

Responder's should provide statements on the responder and design team's interest and availability to promptly perform the services called for in the RFP.

a. Responder's statement of interest to perform the services as indicated in the RFP: IEA is interested in performing Industrial Hygiene services for the Minnesota Department of Administration - Real Estate and Construction Services (RECS). We are confident that we can provide quality, cost-effective industrial hygiene services for all service categories (1-11, Category 10 not being used) of the RFP.

b. Responder's statement on availability to start work promptly within 24 hours upon execution of contract and to promptly deliver services: Immediately upon execution of contract, IEA is prepared to begin providing Industrial Hygiene services to the Minnesota Department of Administration - Real Estate and Construction Services. IEA can consistently provide these services throughout the contract period.

c. Responder's statement on ability to work on multiple projects simultaneously: IEA has the appropriate resources (staff and equipment) to provide Industrial Hygiene services on multiple projects simultaneously. Our staff includes:

- 7 AAR certified employees
- 32 Licensed MN Asbestos Site Supervisors
- 24 Licensed MN Asbestos Inspectors
- 26 Employees trained in NIOSH 582
- 27 Employees trained in MN 2-Day Air
- 6 Licensed MN Lead Risk Assessors
- 7 Trained Fungus/Indoor Air Quality Investigators

d. Responder has three or more employees who are AAR certified. Responders are to submit names and certifications of employees:

   1. Denice Kuchta AAR #8279 (required)
   2. Collin Nelson AAR #8383 (required)
   3. Branden Voigt AAR #9144 (required)
   4. Ben Olson AAR #9083
   5. Natalie Eskew AAR #8854
6.0 Statement on ability, qualifications and appropriate licensure to perform and provide all Industrial Hygiene Service Categories 1 through 11 (Category 10 is not used). Include statement or compliance with MN Rules 4620.3300-3724. (See Description of Industrial Hygiene Service Categories):

IEA has the ability to provide qualified and licensed staff to perform all service categories. IEA complies with all State and Federal regulations. IEA is in complete compliance with M.R. 4620.3300 – 3724. IEA’s professional staff and consultant base includes the following disciplines, certifications, and accreditations:

- Certified Safety Professionals (CSPs)
- Certified Industrial Hygienists (CIHs)
- Microbiologists
- Certified Playground Inspectors
- HAZWOPER
- Professional and Mechanical Engineers
- Certified Asbestos Inspectors, Management Planners, Project Designers and Site Supervisors
- Certified Lead Risk Assessors and Project Designer
- OSHA 501
- MN 2-Day Air and NIOSH 582E

IEA’s Division of Analytical Services provides independent laboratory testing and analytical consultation services in the area of material characterization. Asbestos in air is analyzed at IEA’s laboratory and in the field. Approved methodologies are followed to obtain results. Accuracy and reliability of these results are verified by implementing IEA’s quality assurance program. The methodologies used by IEA’s lab are those analytical methods approved through national/international agencies and laboratories (including U.S. EPA, NIOSH, ISO 17025:2005, AIHA, MDH).

IEA has maintained its accreditation from AIHA Laboratory Accreditation Programs, LLC for the Industrial Hygiene Program. IEA’s scope of accreditation is for Asbestos/Fiber Microscopy Core with the Field of Testing Phase Contrast Microscopy (PCM). Our laboratory identification number is 101097. IEA uses NIOSH 7400 method in its analysis. IEA’s company licensure and lab accreditations are attached. Other materials submitted to IEA’s Division of Analytical Services for analysis that do not fall within IEA’s scope of accreditation will be submitted to approved, nationally accredited laboratories. One of our approved laboratory partners is EMSL Analytical, Inc., which has many scopes of accreditation, their AIHA accreditation identification number is 163162. Their scope of accreditation includes PLM Asbestos Bulk analysis, PCM analysis, TEM analysis, lead paint, lead dust, lead soil, and fungal direct examination. Another laboratory we partner with for Industrial Hygiene services is Liberty Mutual Insurance, which has many scopes of accreditation and many locations. We work closely with EMSL’s office in Plymouth, MN; their AIHA accreditation identification number is 100045. EMSL and Liberty Mutual Insurance lab accreditations are attached.
Statement on sampling and laboratory analysis provided will be in accordance with MN Rules 4620.3596 and that an American Industrial Hygiene Association (AIHA) or comparable accredited lab will be used for laboratory work.

7.0 Qualifications of Responder's Key Personnel and Specialists
Provide brief qualifications of key personnel and Specialists expected to participate on this project. Limit qualifications to only those personnel and specialists who will have major project responsibilities. Work completed while employed with other firm(s) may be included as long as firm name and location is identified. Included with your RFP response for this section, insert copies of employees' licenses, certifications, and credentials. Add additional pages if necessary.

Broad Service Range: At least 2 employees must be Licensed Lead Inspectors or Licensed Lead Risk Assessors, MDH Certified Asbestos Inspectors, and MDH Certified Asbestos Site Supervisors. This does not mean the same employees must carry the licenses; there just must be 2 of each licensed employees in the firm. Submit Photo ID of Current Minnesota Department of Health Certification Hard Cards required.

<table>
<thead>
<tr>
<th>Name and title</th>
<th>Project assignment</th>
<th>Name of firm with which associated</th>
<th>Years' experience with this firm</th>
<th>Years' experience with other firms</th>
<th>Education degree(s) / year / specification</th>
<th>Active registration: year first registered / discipline</th>
<th>Experience and qualifications relevant to the proposed project</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Dold - Division Manager</td>
<td>Category 9</td>
<td>IEA</td>
<td>25</td>
<td>11</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
</tr>
<tr>
<td>Mike Voss — Sr. Project Manager</td>
<td>Categories 1, 5, 8 &amp; 9</td>
<td>IEA</td>
<td>19</td>
<td>1</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
</tr>
<tr>
<td>Matt Lindberg — Sr. Project Manager</td>
<td>Categories 1, 8 &amp; 9</td>
<td>IEA</td>
<td>16</td>
<td>0</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
</tr>
<tr>
<td>Collin Nelson — Sr. Project Manager</td>
<td>Categories 1, 2, 4, 5, 8, 9 &amp; 11</td>
<td>IEA</td>
<td>1</td>
<td>15</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
</tr>
<tr>
<td>Amy Satterfield — Sr. Project Manager</td>
<td>Categories 4 &amp; 7</td>
<td>IEA</td>
<td>19</td>
<td>0</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
</tr>
<tr>
<td>Leslie Cloonan — Sr. Project Manager</td>
<td>Categories 2, 4, 5, 7 &amp; 11</td>
<td>IEA</td>
<td>18</td>
<td>1</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
</tr>
</tbody>
</table>

11/22/2010 — Exhibit C-Qualifications Proposal
<table>
<thead>
<tr>
<th>Name and title</th>
<th>Project assignment</th>
<th>Name of firm with which associated</th>
<th>Years’ experience with this firm</th>
<th>Years’ experience with other firms</th>
<th>Education: degree(s) / year / specification</th>
<th>Active registration: year first registered / discipline</th>
<th>Experience and qualifications relevant to the proposed project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Zochmeister - Mechanical Engineer</td>
<td>Category 6</td>
<td>IEA</td>
<td>9</td>
<td>16</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
</tr>
<tr>
<td>Collin Witwer - Commissioning Agent</td>
<td>Category 6</td>
<td>IEA</td>
<td>1</td>
<td>27</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
<td>See attached Resume</td>
</tr>
</tbody>
</table>

8.0 Qualifications Experience of Responder

Work completed by responder in the past 5 years which best illustrates current qualifications relevant to the "Table of Categories of Service". Insert references from owners following this section. List projects completed by the firm submitting this application. Work performed by other segments of the firm not located within the confines of the office submitting this application, or work completed by individuals while employed with other firms, should not be listed.

Projects included in reference must have been started and completed during the 5-year period of July 1, 2012 to June 30, 2017. Prime consideration will be given to projects that illustrate responder’s capability for performing work similar to that described in this RFP. Add additional pages if more space is needed.

[Note: If Responder has an existing master contract with the State, letters of reference from owners are not required, but you must insert a statement indicating such]. If possible, include at least one political subdivision (federal, state, county, or city) project.

*If a 2nd project is relevant to any of the following Categories, provide the project information below on a separately attached document*

<table>
<thead>
<tr>
<th>Client name, location, project title, client contact person, title, phone number, email address (completed by A/E of record)</th>
<th>List team members (proposed for this project), cited in section 5 above, that worked on the project</th>
<th>Actual final completion date: month/year</th>
<th>Total cost of project</th>
<th>Project represents experience in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client name, location, project title, client contact person, title, phone number, email address (completed by A/E of record)</td>
<td>List team members (proposed for this project), cited in section 5 above, that worked on the project</td>
<td>Actual final completion date month/year</td>
<td>Total cost of project</td>
<td>Project represents experience in:</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Client Contact: Bob Cierzan, Manager of Buildings and Grounds  Phone: 763-792-6016  Email: <a href="mailto:rcierzan@isd12.org">rcierzan@isd12.org</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Client: Buffalo Hospital  Location: Buffalo, MN  Project Title: MN Infection Control Particle Count Measurements During Excavation &amp; Demolition  Client Contact: Laurie Anseth  Phone: 763.584.7144  Email: <a href="mailto:laurie.anseth@allina.com">laurie.anseth@allina.com</a></td>
<td>Amy Satterfield and Leslie Cloonan</td>
<td>August 7, 2013</td>
<td>IEA Fees: $3,750</td>
<td>Category 2</td>
</tr>
<tr>
<td>3. Client: Roof Spec Inc.  Location: Roseville, MN  Project Title: PLM Analysis for Various Site  Client Contact: William Waugh  Phone: 651-639-6044  Email: <a href="mailto:w.waugh@roofspec.com">w.waugh@roofspec.com</a></td>
<td>IEA has partnered with EMSL Analytical, Inc. or the Polarized Light Microscopy (PLM) analysis of bulk samples for asbestos. EMSL is accredited for PLM analysis in accordance with MDH Rule 4620-3460. We believe that it is important to our clients that bulk samples are analyzed by an independent laboratory as this removes any potential for conflict of interest or bias.</td>
<td>Dec 2016</td>
<td>IEA Fees: $5,800</td>
<td>Category 3</td>
</tr>
<tr>
<td>4. Client: Scott County Facilities Management  Location: Shakopee, MN  Project Title: Scott County Government Center IAQ Assessment  Client Contact: Kathy Davis  Phone: 952-496-8195  Email: <a href="mailto:kdavis@co.scott.mn.us">kdavis@co.scott.mn.us</a></td>
<td>Leslie Cloonan</td>
<td>January 19, 2015</td>
<td>IEA Fees: $1,650</td>
<td>Category 4</td>
</tr>
<tr>
<td>5. Client: MOM Brands Co.  Location: Northfield, MN</td>
<td>Leslie Cloonan</td>
<td>January 18, 2016</td>
<td>IEA Fees: $10,800</td>
<td>Category 5</td>
</tr>
<tr>
<td>Client name, location, project title, client contact person, title, phone number, email address (completed by A/E of record)</td>
<td>List team members (proposed for this project), cited in section 5 above, that worked on the project</td>
<td>Actual final completion date/month/year</td>
<td>Total cost of project</td>
<td>Project represents experience in:</td>
</tr>
<tr>
<td>---</td>
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</tr>
</tbody>
</table>
| **Project Title:** Post Holdings, Northfield, MN - Industrial hygiene sampling to quantify uncaptured emissions in the facility to satisfy air permit requirements  
Client Contact: Tom Kleve  
Phone: 507-645-6681 (X4717)  
Email: tkleve@membrands.com | Steve Zechmeister | July 25, 2013 | IEA Fees: $18,980 | Category 6 |
| **6. Client:** City of Elk River  
Location: Elk River, MN  
Project Title: Public Works and Fleet Maintenance Facility Commissioning  
Client Contact: Justin Femrite, City Engineer  
Phone: 763-635-1000  
Email: jfemrite@ci.elk-river.mn.us | | | | |
| **7. Client:** Skyline Displays, Inc.  
Location: Eagan, MN  
Project Title: IH Sampling in Wood Shop, Spray Booth, & Welding Area  
Client Contact: Al Meinke  
Phone: 651-234-6902  
Email: almeinke@skyline.com | Leslie Cloonan | March 28, 2016 | IEA Fees: $4,500 | Category 7 |
| **8. Client:** Stay and Play Daycare, LLC  
Location: New Ulm, MN  
Project Title: Lead Risk Assessment  
Client Contact: Samantha Peralta  
Phone: 507-250-5372  
Email: samantha@stayandplaydaycare.com | Collin Nelson | October 24, 2016 | IEA Fees: $2,030 | Category 8 |
| **9. Client:** MN Dept of Military Affairs  
Location: Owatonna National Guard, Owatonna, MN  
Project Title: Hazardous Material Building Survey at the Owatonna National Guard Armory. | Mike Voss | September 23, 2013 | IEA Fees: $2,950 | Category 9 |
<table>
<thead>
<tr>
<th>Client name, location, project title, client contact person, title, phone number, email address (completed by A/E of record)</th>
<th>List team members (proposed for this project), cited in section 5 above, that worked on the project</th>
<th>Actual final completion date month/year</th>
<th>Total cost of project</th>
<th>Project represents experience in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Contact: Wade Scepurek</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 320-616-2613</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:wade.w.scepurek.nfg@mail.mn.gov">wade.w.scepurek.nfg@mail.mn.gov</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Not Used</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Category 10</td>
</tr>
<tr>
<td>Location: Ames, IA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Title: USDAA, Deconstruction of Bldg 400 &amp; Outbuildings, and Decontamination Project Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Client Contact: Stewart Primrose</td>
<td>Leslie Cleonan</td>
<td>October 31, 2016</td>
<td>$26,245</td>
<td>Category 11</td>
</tr>
<tr>
<td>Phone: 563-264-6319</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:PrimroseStewart@stanleygroup.com">PrimroseStewart@stanleygroup.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9.0 Unique Qualifications - Summarize your team’s unique qualifications for this Project and include any specialized or technical certifications that your firm or members of your firm may have (i.e. Two or more projects completed for Minnesota State Agencies or Minnesota State Colleges and Universities (MNSCU) or University of Minnesota):

**MNSCU Project:** Anoka Technical College; 2016 Manufacturing & Automotive Tech Lab: Asbestos Removal
Client Contact: Jim Nieswaag, Chief Engineer; Phone: 763-433-1213; Email: jnieswaag@anokatech.edu
IEA was contracted to provide air monitoring and oversight during asbestos abatement. Contract Amount: $6,400.

**MN DNR Project:** Glenwood Fisheries; 2015 Asbestos On-Site Air Monitoring
Client Contact: Barry Lyons; Phone: 218-308-2657
IEA was contracted to provide air monitoring during asbestos abatement. Contract Amount: $17,805.

**MN Department of Military Affairs Project:** Camp Ripley Buildings 2-2 and 10-62 Air Monitoring Services for Abatement
Client Contact: Wade Scepurek; Phone: 320-616-2613; Email: wade.w.scepurek.nfg@mail.mnl
IEA was contracted to provide air monitoring and oversight during asbestos abatement. Contract Amount: $7,635.
10.0 Eligibility Requirements

Respond to each statement below and attach completed documents as required to confirm specific eligibility requirements.

a. I have read and agree to the State’s Standard Master Contract/Master Contract Work Order: Yes ☐ No ☐

b. A Certificate of Insurance will be provided in accordance with State’s Master Contract Work Order, if awarded project Yes ☐ No ☐

c. A signed Affidavit of Non-collusion is attached. Yes ☐ No ☐

d. A completed and signed Affirmative Action Data Page is included with this proposal, if applicable: Yes ☐ No ☐

e. Foreign outsourcing will ☐ will not ❌ be involved in the delivery of contract services.

11.0 Authorized Signature

The proposal must be signed in ink by an authorized member/officer of the Responder. If a corporation person must be authorized in a corporate resolution or partnership document; if a sole proprietor, owner must sign. All information contained in this form must be current.

a. Typed name of authorized signer: Jeffrey Atthmann

b. Typed title of authorized signer: Chief Executive Officer

c. Authorized signature (signature of person identified in Section 2):

[Signature]

Date Signed: March 20, 2017

e. Registration Number*: NA

*State registration/license number for the practices of professional engineering, architecture, land surveying, landscape architecture, geoscience, or use of title for certified interior design assigned by the State Registration Board [http://mn.gov/tdsag/register.html].

f. Person signing is (select from dropdown): corporate officer**

**Provide copy of corporate resolution or by-laws

g. Firm is registered in Minnesota as a (selection from dropdown list): Corporation if other, explain

h. MN Tax ID Number: 6911318

I. FED Tax ID Number: 41-1270974

j. MN Vendor Number (required for contract): 0000207361

END OF EXHIBIT C
Minnesota Department of Health
Asbestos Contractor License

License Number: AC427 Issued on: September 26, 2016

To:
Institute for Environmental Assessment
9201 W Broadway Ave Ste 600
Brooklyn Park, Minnesota 55445-

Responsible Individual: William J. Dold

This license is valid from October 25, 2016 to October 24, 2017.

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

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

Thomas P. Hogan, Director
Environmental Health Division
MINNESOTA DEPARTMENT OF HEALTH

has authorized

INSTITUTE FOR ENVIRONMENTAL ASSESSMENT
9201 W BROADWAY AVE STE 600
BROOKLYN PARK, MINNESOTA 55445

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

CERTIFIED LEAD FIRM
LICENSE NO: LF38
EXPIRES: 12/16/2017

THIS CERTIFICATE IS NONTRANSFERABLE

Thomas P. Hogan, Director
Environmental Health Division
AIHA Laboratory Accreditation Programs, LLC

acknowledges that

IEA, Inc.
9201 West Broadway, Ste 600, Brooklyn Park, MN 55445-1922
Laboratory ID: 101097

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

LABORATORY ACCREDITATION PROGRAMS

- INDUSTRIAL HYGIENE Accreditation Expires: October 01, 2018
- ENVIRONMENTAL LEAD Accreditation Expires:
- ENVIRONMENTAL MICROBIOLOGY Accreditation Expires:
- FOOD Accreditation Expires:
- UNIQUE SCOPES Accreditation Expires:

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

William Walsh, CTI
Chairperson, Analytical Accreditation Board

Cheryl O. Morton
Managing Director, AIHA Laboratory Accreditation Programs, LLC

Revision 15: 03/30/2016

Date Issued: 07/29/2016
July 29, 2016

Jennifer Theis
IEA, Inc.
9201 West Broadway, Ste 600
Brooklyn Park, MN 55445-1922

Dear Ms. Theis:

Congratulations! The AIHA Laboratory Accreditation Programs (AIHA-LAP), LLC’s Analytical Accreditation Board (AAB) has approved IEA, Inc. as an accredited Industrial Hygiene laboratory.

Accreditation documentation includes the IHLAP accreditation certificate, scope of accreditation document and a copy of the current AIHA-LAP, LLC license agreement (if your completed agreement is not on file at AIHA-LAP, LLC). The accreditation symbol has been designed for use by all AIHA-LAP, LLC accredited laboratories. If your laboratory chooses to use the symbol in its advertising the laboratory’s accreditation, you must complete and return the AIHA-LAP, LLC license agreement to a Laboratory Accreditation Specialist. Once submitted, an electronic copy of the accreditation symbol will be sent to you. Please inform us if your laboratory does not wish to use the symbol in advertising.

Laboratory accreditation shall be maintained by continued compliance with IHLAP requirements (see Policy Modules 2B and 6), which includes proficient participation in AIHA-LAP, LLC approved proficiency testing, demonstration of competency, or round robin program as indicated on the AIHA-LAP “Approved PT and Round Robin” webpage, its associated Scope/PT table, and as required in Policy Module 6, for all Fields of Testing (FoTs) for which the laboratory is accredited. An accredited laboratory that wishes to expand into a new FoT must submit an updated accreditation application to AIHA-LAP, LLC for review by the AAB.

Any changes in ownership, laboratory location, personnel, FoTs/Methods, or significant procedural changes shall be reported to AIHA-LAP, LLC in writing within twenty (20) business days of the change.

The accreditation certificate is the property of AIHA-LAP, LLC and must be returned to us should your laboratory withdraw or be removed from the IHLAP.

Again, congratulations. If you have any questions, please contact Lauren Schnack, Laboratory Accreditation Specialist, at (703) 846-0716.

Sincerely,

Cheryl O. Morton
Managing Director
AIHA Laboratory Accreditation Programs, LLC

Laboratory ID: 101097
The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory’s current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or withdrawal of accreditation.

**Industrial Hygiene Laboratory Accreditation Program (IHLAP)**

**Initial Accreditation Date:** 03/01/1993

<table>
<thead>
<tr>
<th>IHLAP Scope Category</th>
<th>Field of Testing (FoT) (FoTs cover all relevant III matrices)</th>
<th>Technology sub-type/ Detector</th>
<th>Published Reference Method/Title of In-house Method</th>
<th>Method Description or Analyte (for internal methods only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos/Fiber Microscopy Core</td>
<td>Phase Contrast Microscopy (PCM)</td>
<td></td>
<td>NIOSH 7400</td>
<td></td>
</tr>
</tbody>
</table>

A complete listing of currently accredited Industrial Hygiene laboratories is available on the AIHA-LAP, LLC website at: [http://www.aihaaccreditdilabs.org](http://www.aihaaccreditdilabs.org)
Asbestos Analysts Registry
AAT Performance Results Report

1/18/2017
Organization ID: 101097

Jennifer Theis
IEA, Inc.
9201 West Broadway, Ste 600
Brooklyn Park, MN 55445-1922

Dear Jennifer Theis,

Please find your organization's Asbestos Analysts Testing (AAT) results for Round 120. It is the organization's responsibility to thoroughly review results and to immediately contact the AIHA Registry Programs, in writing, if any errors are found in your report or to request the removal of any analyst, who is no longer affiliated with the organization, from the Asbestos Analysts Registry program.

Unacceptable performance may be improved by successfully analyzing a set of retest samples. Download an AAT Retest Order Form and return via email by the deadline, February 7, 2017. Payment must be received before samples will ship. Payment can be made via credit card using the Credit Card Charge Authorization Form, page 7 of the AAR Program Fee Schedule, or by check. If paying by check, include a copy of the check when you email the order form. Retest sample kits are mailed via USPS Priority Mail one business day after the order deadline.

Any enrolled analyst, who is unable to participate in an AAT round, must request an "Excused Absence" in order to not receive 4 outliers and an unacceptable performance rating. This written request must be received by the AIHA Registry Programs before the AAT round closes. Please note that an "Excused Absence" shall not be granted for consecutive rounds.

Please handle, store and analyze your organization's AAT samples in the same manner as routine client samples. To submit your organization's data, please visit the AAT Data Entry Portal. Always save the confirmation page after submitting data via the Data Entry Portal; this is your proof of submission.

Your organization's password, needed to access reports on the AAT Data Entry Portal, has been provided in the upper right hand corner (under your organization ID) of the email notifying you that the AAT Performance Results Report have been posted.

The proficiency demonstrated by the results of this round of AAT is valid until the results of the retest round post, if the organization chooses to participate, or until the results of the next AAT round are available on April 24, 2017.

The AAT Deadlines and Instructions or the AAT Retest Order Form are available at:
https://www.aiha.org/registries/aar/Pages/aat.aspx

The Asbestos Analysts Registry Policy is available at:

I encourage you to contact me with any feedback, questions or if you wish to contest the assessment of your performance at cdezio@aiha.org or (703) 846-6798.

Sincerely,

Carter Dezio
Program Specialist, AIHA Registry Programs®
Asbestos Analysts Registry
AAT Performance Results Report

1/18/2017
Organization ID: 101097

REPORT OF PERFORMANCE FOR ROUND # 120, ORGANIZATION # 101097

The following individuals have met all the requirements* for Registration in the Asbestos Analysts Registry (AAR) and are listed as Registered Analysts:

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>RESULTS (f/mm2) FOR THE CURRENT ROUND (R120)</th>
<th>Outliers</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A1201</td>
<td>B1201</td>
<td>C1201</td>
</tr>
<tr>
<td>8279</td>
<td>Kuchta, Denice</td>
<td>819</td>
<td>325</td>
<td>517</td>
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<tr>
<td>8383</td>
<td>Nelson, Collin</td>
<td>736</td>
<td>170</td>
<td>548</td>
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<tr>
<td>8750</td>
<td>Clark, Mark</td>
<td>669</td>
<td>233</td>
<td>429</td>
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<tr>
<td>8854</td>
<td>Eskew, Natalie</td>
<td>E</td>
<td>E</td>
<td>C1201</td>
</tr>
<tr>
<td>8940</td>
<td>Dahling, Thad</td>
<td>771</td>
<td>190</td>
<td>439</td>
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<td>9083</td>
<td>Olsen, Ben</td>
<td>828</td>
<td>172</td>
<td>588</td>
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<tr>
<td>9144</td>
<td>Volgi, Branden</td>
<td>965</td>
<td>200</td>
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<tr>
<td>9369</td>
<td>Gerlesberger, Tim</td>
<td>697</td>
<td>255</td>
<td>425</td>
</tr>
</tbody>
</table>

The following individuals have applied for Registration in the AAR, but have not met all the criteria* or they have lost their Registered Analysts status due to non-proficiency or non-participation.:

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>RESULTS (f/mm2) FOR THE CURRENT ROUND (R120)</th>
<th>Outliers</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A1201</td>
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<tr>
<td>9145</td>
<td>Prusinski, Michael</td>
<td>914</td>
<td>354</td>
<td>C1201</td>
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</table>

The determination of outliers for the above results is based on the following performance limits:

Reference Values for Round #120

<table>
<thead>
<tr>
<th>Sample ID</th>
<th>Batch</th>
<th>Reference Mean</th>
<th>Lower Limit</th>
<th>Upper Limit</th>
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<tr>
<td>A1201</td>
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<td>815</td>
<td>399</td>
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<td>C1201</td>
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<td>409</td>
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<td>692</td>
</tr>
<tr>
<td>D1201</td>
<td>1</td>
<td>352</td>
<td>172</td>
<td>594</td>
</tr>
</tbody>
</table>
Asbestos Analysts Registry
AAT Performance Results Report

*Criteria for listing as a Registered Analyst:

1. The organization’s application shall be reviewed and approved by an AAR Subject Matter Expert and must meet all the requirements of the current AAR Policy and NIOSH 7400 method.

2. An analyst’s application shall be reviewed and approved by an AIHA Registry Programs Staff Reviewer and must have completed two (2) consecutive AAT rounds with no greater than 2 outliers combined.

Note, Registration letters are sent to newly Registered Analysts within 10 business days from the date the results of the AAT round in which the analyst gains proficiency are posted.

Legend:

"--" denotes that the analyst did not submit data (resulting in 4 outliers).

"~" denotes that a sample ID or sample result was not within acceptable range.

"X" denotes that the analyst was not enrolled in the specified round at the time of testing.

"E" denotes an approved excuse absence.
United States Department of Commerce
National Institute of Standards and Technology

NVLAP

Certificate of Accreditation to ISO/IEC 17025:2005

NVLAP LAB CODE: 200019-0

EMSL Analytical, Inc.
Minneapolis, MN

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

Asbestos Fiber Analysis

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

2016-04-01 through 2017-03-31
Effective Dates

For the National Voluntary Laboratory Accreditation Program
SCOPE OF ACCREDITATION TO ISO/IEC 17025:2005

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

ASBESTOS FIBER ANALYSIS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>18/A01</td>
<td>EPA 600/M4-82-020: Interim Method for the Determination of Asbestos in Bulk Insulation Samples</td>
</tr>
<tr>
<td>18/A03</td>
<td>EPA 600/R-93/116: Method for the Determination of Asbestos in Bulk Building Materials</td>
</tr>
</tbody>
</table>

Airborne Asbestos Analysis

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>18/A02</td>
<td>U.S. EPA's &quot;Interim Transmission Electron Microscopy Analytical Methods-Mandatory and Nonmandatory-and Mandatory Section to Determine Completion of Response Actions&quot; as found in 40 CFR, Part 763, Subpart E, Appendix A.</td>
</tr>
</tbody>
</table>

For the National Voluntary Laboratory Accreditation Program

Effective 2016-04-01 through 2017-03-31
AIHA Laboratory Accreditation Programs, LLC

acknowledges that

EMSL Analytical, Inc.
14375 23rd Ave. North, Minneapolis, MN 55447
Laboratory ID: 163162

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

LABORATORY ACCREDITATION PROGRAMS

☐ INDUSTRIAL HYGIENE
☑ ENVIRONMENTAL LEAD
☑ ENVIRONMENTAL MICROBIOLOGY
☐ FOOD
☐ UNIQUE SCOPEs

Accreditation Expires:
Accreditation Expires: February 01, 2019
Accreditation Expires: February 01, 2019

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

William Walsh, CIH
Chairperson, Analytical Accreditation Board

Cheryl O. Morton
Managing Director, AIHA Laboratory Accreditation Programs, LLC

Revision 15: 03/30/2016

Date Issued: 01/31/2017
AIHA Laboratory Accreditation Programs, LLC
SCOPE OF ACCREDITATION

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

Laboratory ID: 163162  
Issue Date: 01/31/2017

The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory’s current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or withdrawal of accreditation.

The EPA recognizes the AIHA-LAP, LLC ELLAP program as meeting the requirements of the National Lead Laboratory Accreditation Program (NLLAP) established under Title X of the Residential Lead-Based Paint Hazard Reduction Act of 1992 and includes paint, soil and dust wipe analysis. Air and composited wipes analyses are not included as part of the NLLAP.

### Environmental Lead Laboratory Accreditation Program (ELLAP)

**Initial Accreditation Date:** 09/01/2012

<table>
<thead>
<tr>
<th>Field of Testing (FoT)</th>
<th>Technology sub-type/Detector</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paint</td>
<td></td>
<td>EPA SW-846 3050B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EPA SW-846 7000B</td>
</tr>
<tr>
<td>Soil</td>
<td></td>
<td>EPA SW-846 3050B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EPA SW-846 7000B</td>
</tr>
<tr>
<td>Settled Dust by Wipe</td>
<td></td>
<td>EPA SW-846 3050B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EPA SW-846 7000B</td>
</tr>
<tr>
<td>Airborne Dust</td>
<td></td>
<td>NIOSH 7082</td>
</tr>
</tbody>
</table>

A complete listing of currently accredited Environmental Lead laboratories is available on the AIHA-LAP, LLC website at: [http://www.aihaaccreditedlabs.org](http://www.aihaaccreditedlabs.org)

Effective: 10/14/2016  
Scope_ELLAP_R7  
Page 1 of 1
The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory's current accreditation status for the particular field(s) of testing/methods, since these can change due to proficiency status, suspension and/or withdrawal of accreditation.

Environmental Microbiology Laboratory Accreditation Program (EMLAP)

**Initial Accreditation Date:** 11/01/2006

<table>
<thead>
<tr>
<th>EMLAP Category</th>
<th>Field of Testing (FoT)</th>
<th>Method</th>
<th>Method Description (for internal methods only)</th>
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</thead>
<tbody>
<tr>
<td><strong>Fungal</strong></td>
<td>Air - Culturable</td>
<td>M005</td>
<td>Detection and Enumeration of Culturable Fungi From Environmental Samples</td>
</tr>
<tr>
<td></td>
<td>Bulk - Culturable</td>
<td>M005</td>
<td>Detection and Enumeration of Culturable Fungi From Environmental Samples</td>
</tr>
<tr>
<td></td>
<td>Surface - Culturable</td>
<td>M005</td>
<td>Detection and Enumeration of Culturable Fungi From Environmental Samples</td>
</tr>
<tr>
<td></td>
<td>Air - Direct Examination</td>
<td>05-TP-003.7</td>
<td>Standard Operating Procedure for the Analysis of Airborne Fungal Spores, Hyphal Fragments, Pollen, Insect Fragments, Skin Fragments and Fibrous Particulate by Optical Microscopy of Spore Trap Samples</td>
</tr>
<tr>
<td></td>
<td>Bulk - Direct Examination</td>
<td>M041</td>
<td>Standard Operating Procedure for the Microscopic Examination of Fungal Spores, Fungal Structures, Hyphae, Pollen, Insect Fragments, and Fibrous Particulate from Surface Samples</td>
</tr>
<tr>
<td></td>
<td>Surface - Direct Examination</td>
<td>M041</td>
<td>Standard Operating Procedure for the Microscopic Examination of Fungal Spores, Fungal Structures, Hyphae, Pollen, Insect Fragments, and Fibrous Particulate from Surface Samples</td>
</tr>
</tbody>
</table>

A complete listing of currently accredited Environmental Microbiology laboratories is available on the AIHA-LAP, LLC website at: [http://www.aihaaccreditedlabs.org](http://www.aihaaccreditedlabs.org)
September 30, 2015

Ethel Patricio  
Liberty Mutual Insurance Industrial Hygiene Laboratory  
Industrial Hygiene Laboratory 71 Frankland Road  
Hopkinton, MA 01748

Dear Ms. Patricio:

Congratulations! The AIHA Laboratory Accreditation Programs (AIHA-LAP), LLC’s Analytical Accreditation Board (AAB) has approved Liberty Mutual Insurance Industrial Hygiene Laboratory as an accredited Industrial Hygiene laboratory.

Accreditation documentation includes the I HLAP accreditation certificate, scope of accreditation document and a copy of the current AIHA-LAP, LLC license agreement (if your completed agreement is not on file at AIHA-LAP, LLC). The accreditation symbol has been designed for use by all AIHA-LAP, LLC accredited laboratories. If your laboratory chooses to use the symbol in its advertising the laboratory’s accreditation, you must complete and return the AIHA-LAP, LLC license agreement to a Laboratory Accreditation Specialist. Once submitted, an electronic copy of the accreditation symbol will be sent to you. Please inform us if your laboratory does not wish to use the symbol in advertising.

Laboratory accreditation shall be maintained by continued compliance with IHLAP requirements (see Policy Modules 2B and 6), which includes proficient participation in AIHA-LAP, LLC approved proficiency testing, demonstration of competency, or round robin program as indicated on the AIHA-LAP “Approved PT and Round Robin” webpage, its associated Scope/PT table, and as required in Policy Module 6, for all Fields of Testing (FoTs) for which the laboratory is accredited. An accredited laboratory that wishes to expand into a new FoT must submit an updated accreditation application to AIHA-LAP, LLC for review by the AAB.

Any changes in ownership, laboratory location, personnel, FoTs/Methods, or significant procedural changes shall be reported to AIHA-LAP, LLC in writing within twenty (20) business days of the change.

The accreditation certificate is the property of AIHA-LAP, LLC and must be returned to us should your laboratory withdraw or be removed from the IHLAP.

Again, congratulations. If you have any questions, please contact Lauren Schnack, Laboratory Accreditation Specialist, at (703) 846-3716.

Sincerely,

Cheryl O. Morton  
Managing Director  
AIHA Laboratory Accreditation Programs, LLC
AIHA Laboratory Accreditation Programs, LLC

acknowledges that

Liberty Mutual Insurance Industrial Hygiene Laboratory
Industrial Hygiene Laboratory, 71 Frankland Road, Hopkinton, MA 01748
Laboratory ID: 100045

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

LABORATORY ACCREDITATION PROGRAMS

✓ INDUSTRIAL HYGIENE
☐ ENVIRONMENTAL LEAD
☐ ENVIRONMENTAL MICROBIOLOGY
☐ FOOD
☐ UNIQUE SCOPES

Accreditation Expires: 10/01/2017
Accreditation Expires:
Accreditation Expires:
Accreditation Expires:
Accreditation Expires:

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

Gerald Schultz, CIH
Chairperson, Analytical Accreditation Board

Cheryl O. Morton
Managing Director, AIHA Laboratory Accreditation Programs, LLC

Date Issued: 09/30/2015

Revision 14: 03/26/2014
AIHA Laboratory Accreditation Programs, LLC
SCOPE OF ACCREDITATION

Liberty Mutual Insurance Industrial Hygiene Laboratory  
Industrial Hygiene Laboratory, 71 Frankland Road, Hopkinton, MA 01748

Laboratory ID: **100045**  
Issue Date: 09/30/2015

The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory's current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or withdrawal of accreditation.

**Industrial Hygiene Laboratory Accreditation Program (IHLAP)**

Initial Accreditation Date: **06/01/1974**

<table>
<thead>
<tr>
<th>IHLAP Scope Category</th>
<th>Field of Testing (FoT) (FoTs cover all relevant IH matrices)</th>
<th>Technology sub-type/ Detector</th>
<th>Published Reference Method/Title of In-house Method</th>
<th>Method Description or Analyte (for internal methods only)</th>
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</thead>
<tbody>
<tr>
<td>Chromatography Core</td>
<td>Gas Chromatography</td>
<td>GC/FID</td>
<td>ASTM D5578-04</td>
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<td>Field of Testing (FoT) (FoTs cover all relevant IH matrices)</td>
<td>Technology sub-type/ Detector</td>
<td>Published Reference Method/Title of In-house Method</td>
<td>Method Description or Analyte (for internal methods only)</td>
</tr>
<tr>
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<td>------------------------------------------------------------</td>
<td>-------------------------------</td>
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<td>NIOSH 1459</td>
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A complete listing of currently accredited Industrial Hygiene laboratories is available on the AIHA-LAP, LLC website at: [http://www.aihaaccreditedlabs.org](http://www.aihaaccreditedlabs.org)
William J. Dold

Present Position

Division Manager / Senior Project Manager
Environmental Project Design and Management
Institute for Environmental Assessment
9201 West Broadway N., #600
Brooklyn Park, MN 55445
January 1992 - Present

Division Manager for the Environmental Project Design and Management Division. Responsible for supervision of project managers and environmental technicians, oversees specification design and review. Acts as liaison with governing regulating agencies assuring corporate-wide regulation compliance. Responsible for overall coordination of asbestos abatement projects. Has 25+ years of experience in performing NESHAP renovation/demolition asbestos inspections on buildings and roofs and developing asbestos removal project designs.

Responsibilities also include management of laboratory services at a divisional level.

Experience

President
Vice President
Chief Technician
Thermal Sense, Inc.
May 1982 – December 1991

• Performed thermographic surveys on roofing systems, electrical systems and building envelopes.
• Overall responsibility for operations and management of the corporation.
• Responsible for quality control, customer relations and field technicians.
• Responsible for development of service programs and assurance of quality control.

Area and Store Supervisor
Fotomat Corporation
Responsible for the operations and personnel of 13 retail outlets.

Education

B. S. Business Administration
University of Minnesota – 1979

Level I and II Thermographer
Infraspection Institute

Certifications

• Asbestos Inspector
• Asbestos Management Planner
• Asbestos Project Designer
• Asbestos Site Supervisor
• Minnesota 2-Day Air Sampling
• OSHA 30 Hour Construction Safety and Health
• Underground Storage Tank Training Course
  Minnesota Technical College System
• Train the Trainer
  University of North Dakota
• Niton XRF Spectrum Analyzer Training
MINNESOTA DEPARTMENT OF HEALTH HARD CARDS

Bill Dold

ASBESTOS INSPECTOR
Certified by:
State of Minnesota
Department of Health
Expires: 10/07/2017
William J Dold
11428 Norway St
Coon Rapids, MN 55433

Director, Env. Health Div.
Issued: 10/14/2016

ASBESTOS MANAGEMENT PLANNER
Certified by:
State of Minnesota
Department of Health
Expires: 10/07/2017
William J Dold
11428 Norway St
Coon Rapids, MN 55433

Director, Env. Health Div.
Issued: 10/14/2016

ASBESTOS PROJECT DESIGNER
Certified by:
State of Minnesota
Department of Health
Expires: 11/02/2017
William J Dold
11428 Norway St
Coon Rapids, MN 55433

Director, Env. Health Div.
Issued: 11/07/2016

ASBESTOS SITE SUPERVISOR
Certified by:
State of Minnesota
Department of Health
Expires: 01/22/2017
William J Dold
1929 Paul Parkway #118
Blaine, MN 55434

Director, Env. Health Div.
Issued: 01/28/2016
Michael Voss

Present Position
Senior Project Manager
Environmental Project Design and Management
Institute for Environmental Assessment
9211 West Broadway, Suite 600
Brooklyn Park, MN 55445
September 1998 to Present

Design, manage and monitor hazardous material abatement projects, including surveying and sampling of suspect asbestos-containing materials, AHERA regulated periodic building inspections, hazardous chemical assessment, documentation of work performed and compilation into written reports. Design and manage underground storage tank removal oversight, testing and compilation into written reports. Position requires a working knowledge of federal and state regulations concerning each project.

Education
Bachelor of Science – Environmental & Public Health
University of Wisconsin – Eau Claire

Experience
Wisconsin Bureau of Public Health
Sanitarian Internship

U. S. Filter Recovery Services
Hazardous Waste & Wastewater Treatment

Certifications
- Asbestos Bulking Inspector
- Asbestos Management Planner
- Asbestos Project Designer
- Asbestos Abatement Site Supervisor
- NIOSH 582
- Minnesota 2 Lay Asbestos Air Sampling
- Lead Risk Assessor
- Niton XRF Spectrum Analyzer Training
- OSHA 40-Hour HAZWOPER
- OSHA 30 Hour Construction Safety and Health
Certificate of Completion

8 Hour HAZWOPER Refresher Training
29 CFR 1910.120/29 CFR 1926.65

This is to certify completion of Hazardous Waste Operations and Emergency Response Refresher Training
December 29, 2016

Mike Voss

Topics Covered:
HAZWOPER, Standard, History, Acts, Scope and Application, Chemistry & Toxicology, DOTERG,
Protective Equipment, Donning, Doffing, Decontamination, Respiratory Protection,
Confined Space Entry & Rescue, Lockout/Tagout, Air Monitoring, Incident Command,
Written Examination & Testing.

Ex Safety LLC
PO Box 468 Hudson, WI 54016
tbeyer@pressenter.com 715-220-5188 www.exsafetyguru.com
Ted Beyer, Instructor

[Signature]
Matt Lindberg

Present Position

Senior Project Manager
Environmental Project Design and Management
Institute for Environmental Assessment
9201 West Broadway, Suite 600
Brooklyn Park, MN 55445
February 2000 - Present

Manage and monitor hazardous material abatement projects, including surveying and sampling of suspect asbestos-containing materials, AHERA regulated periodic building inspections, hazardous chemical assessments, documentation of work performed and compilation into written reports. Position requires a working knowledge of federal and state regulations concerning each project. Provide trainings for Asbestos Inspector, Operation & Maintenance, and Asbestos Awareness disciplines.

Education

Bachelor of Science
Bemidji State University
Environmental Studies
Biology Minor with Field Emphasis in Ecosystem Studies

Experience

- Internship – Carlton County Soil and Water Conservation
- Construction
- Lake Bemidji Shore Line Clean up Volunteer
- Lead in Water Sampling
- Lead Wipe Sampling
- XRF Sampling

Certifications

- Asbestos Inspector
- Asbestos Management Planner
- Asbestos Project Designer
- Asbestos Site Supervisor
- NIOSH 582
- Minnesota Asbestos 2-Day Air Sampling
- Lead Risk Assessor
- Niton XRF Spectrum Analyzer Training
- OSHA 30 Hour Construction Safety and Health
Collin Nelson

Present Position

2016 – Present
Senior Project Manager
Environmental Project Design and Management Division
Institute for Environmental Assessment, Inc.
9201 West Broadway, Suite 800
Brooklyn Park, MN 55445
May 2016 to Present

Environmental Project Design and Management Division
Design, manage and monitor regulated/hazardous material abatement projects, including surveying and sampling of suspect asbestos-containing materials, AHERA regulated periodic building inspections, regulated/hazardous materials/chemical assessment, documentation of work performed and compilation into written technical reports. Position requires a working knowledge of federal and state regulations concerning each project.

Indoor Environments Division
Conduct indoor air quality investigations and assessments to include surface, air and materials sampling, ventilation inspections, and compilation into written technical reports. Management of bacteria/mold remediation and contaminant control for the safe removal of impacted building materials; including oversight, clearance testing and documentation. Position requires a working knowledge health and safety concerns and current standard industry practices.

Education

Bachelor of Liberal Arts – Environmental Studies; Geology
University of Minnesota – Duluth
Majors: Environmental Studies; Geography
Minors: Geology; Coaching

Experience

2013 – 2016
Senior Project Manager – Environmental Construction Services
Wenck Associates, Inc.
Design/build and manage group for the inspection and management of regulated materials; including asbestos, lead, mercury and other hazardous materials. Regulated materials inspections/monitoring, indoor air quality investigations. Health and Safety committee program member.

2002 – 2013
Environmental Specialist – Building Services Group
Liesch Associates, Inc.
Regulated materials inspections/monitoring, moisture/mold investigations and remediation oversight, indoor air quality investigations, Phase I & Phase II site assessments and report production.

2001 – 2002
Environmental Scientist
ATC Associates, Inc.
Regulated materials inspections/monitoring, moisture/mold investigations and remediation oversight, indoor air quality investigations, Phase I & Phase II site assessments and report production.

2000 – 2001
Environmental Specialist – Hazardous Materials Group
Nova Consulting Group
Asbestos monitoring/inspections.
Certifications

- OSHA 40-Hour HAZWOPER
- OSHA 10 Hour Construction Industry
- Asbestos Building Inspector
- Asbestos Management Planner
- Asbestos Project Designer
- Asbestos Site Supervisor
- Minnesota 2-Day Asbestos Air Sampling
- NIOSH 582 Equivalent
- Radon Measurement Training
- Lead Risk Assessor
- Lead Project Designer

- Niton – Sealed Source XRF, Radiation Safety, Compliance & U.S. DOT Transportation
- Innov-X Systems – Radiation Safety & Operator Training for portable XRF
- Strategies for Mold Investigation and Sampling
- Fungal Data Interpretation
- Mold and Health Effects
- Infrared Imaging using Fluke Thermal Imaging Cameras
MINNESOTA DEPARTMENT OF HEALTH HARD CARDS

Collin Nelson

Certified by:
State of Minnesota
Department of Health
Expires: 08/12/2017
Collin T Nelson
6720 Quantico Ln N
Maple Grove, MN 55311

Director, Env. Health Div.  No AM8136  Issued: 08/18/2016

Certified by:
State of Minnesota
Department of Health
Expires: 08/12/2017
Collin T Nelson
6720 Quantico Ln N
Maple Grove, MN 55311

Director, Env. Health Div.  No AM8136  Issued: 08/18/2016

Certified by:
State of Minnesota
Department of Health
Expires: 08/12/2017
Collin T Nelson
6720 Quantico Ln N
Maple Grove, MN 55311

Director, Env. Health Div.  No AM8136  Issued: 08/18/2016

Certified by:
State of Minnesota
Department of Health
Expires: 08/12/2017
Collin T Nelson
6720 Quantico Ln N
Maple Grove, MN 55311

Director, Env. Health Div.  No AM8136  Issued: 08/18/2016

Certified by:
State of Minnesota
Department of Health
Expires: 11/18/2017
Collin T Nelson
6720 Quantico Ln N
Maple Grove, MN 55311

Director, Env. Health Div.  No A08136  Issued: 12/06/2016

Licensed by:
State of Minnesota
Department of Health
License No. LR720
Expires 05/20/2017
Collin T Nelson
6720 Quantico Ln N
Maple Grove, MN 55311

Director, Env. Health Div.
Certificate of Completion

8 Hour HAZWOPER Refresher Training
29 CFR 1910.120/29 CFR 1926.65

This is to certify completion of Hazardous Waste Operations and Emergency Response Refresher Training
December 29, 2016

Collin Nelson

Topics Covered:

Ex Safety LLC
PO Box 468 Hudson, WI 54016
tbeyer@pressenter.com 715-220-5188 www.exsafetyguru.com
Ted Beyer, Instructor

[Signature]
# Amy Satterfield

## Present Position

**Director of Business Development**  
Responsible for service and revenue development for the Brooklyn Park offices.  
Maintain existing client relationships and develop new potential clients and services to support the Brooklyn Park office and assist regional IEA offices as needed.

**Senior Project Manager**  
Responsible for providing and managing indoor air quality investigations, reports and client follow up, conduct infection control indoor air quality monitoring and site assessments and environmental health and safety projects.

- March 2017-Present  
**IEA, Inc.**  
9201 West Broadway, Suite #600  
Brooklyn Park, MN 55445  
763-315-7900

## Experience

**January 1998-2017**

**IEQ & EHS Division Manager**  
Management of division and staff activities.  
Development of new business contacts/clients.  
Maintenance and expansion of current client base, services and products.  
Manage, coordinate and disseminate project activity information to clients, contractors and IEA employees.  
Coordinate staff, activities and projects between IEA’s indoor air quality, mechanical engineering, environmental health & safety, and asbestos/lead divisions.

**Project Manager**  
**Institute for Environmental Assessment**  
Responsible for managing and providing indoor air quality investigations, assessments, management of mold remediation for the safe removal of moisture/mold impacted building materials as well as documentation, conduct and manage Phase I Environmental Site Assessments, coordinating ventilation/mechanical system surveys, documenting MN Department of Education Health and Safety Funding, coordinating ventilation upgrade/replacement design and construction.

**Senior IAQ Investigator**  
**Institute for Environmental Assessment**  
Monitored asbestos abatements and mold remediation projects to include air monitoring & surface sampling. Conduct indoor air quality investigations to include air, surface and materials sampling and ventilation inspections, and provide final report documents for clients.

## Education

**University of Wisconsin – River Falls**  
B.S. Degree in Conservation  
Minor: Hydrogeology

## Continuing Education

Building Mechanical Systems, Univ. of Wisconsin, 2006  
Project Management Certification, Univ. of St. Thomas, 2006  
MN State Building & Fire Code, S. Central Tech. College, 2005  
AIA Contracts in Minnesota, 2004

## Certifications

Certified Professional Project Manager  
Asbestos Site Supervisor  
NIOSH 582
Present Position

2003 - Present
Senior Project Manager, Indoor Environments Division
Institute for Environmental Assessment
9201 West Broadway N., Suite #600
Brooklyn Park, MN 55445
763/315-7900

Ms. Cloonan has performed occupational safety and health surveys for industrial and public entities. She has more than 18 years of experience in assisting clients with environmental, health, and safety compliance. She has also conducted hundreds of indoor environmental quality evaluations of varying scopes and sizes in schools, office buildings, hospitals, residences and industrial facilities. She managed semi annual proactive indoor air quality testing of over 30 million square feet of commercial office/light industrial buildings for five years.

Ms. Cloonan also provides expertise in industrial hygiene sampling and contaminant control for construction and abatement projects. She has a wide range of experience in sampling for airborne contaminants including solvents, metals, aldehydes, isocyanates, particulates and microbials.

Past Professional Experience

2000 – 2003
Project Manager
Indoor Environments Division
Institute for Environmental Assessment

1998 – 2000
Sr. Environmental Technician/Project Manager
Environmental Management Services Division
Institute for Environmental Assessment

1997 – 1998
Research Assistant
Midwest Universities Radon Consortium
University of Minnesota
St. Paul, Minnesota

Certifications

LEED AP O+M
Certified Industrial Hygienist (Certificate #8377 CP)
Licensed Industrial Hygienist (Illinois)
Asbestos Inspector

Education & Training

Graduate
M.P.H. Environmental & Occupational Health
University of Minnesota

M.S. Environmental Studies
University of Montana

Undergraduate
B.S. Biology/Environmental Science, magna cum laude
University of Wisconsin at Green Bay
## Education & Training (continued)

**Other Training**
- Bayesian Statistics: Overview and Applications in Industrial Hygiene Data Interpretation and Exposure Risk Assessment. Professional Development Conference, AIHCE 2008, Minneapolis, MN.
- Investigative Photography for the Safety and Health Professional. Professional Development Conference, AIHCE 2008, Minneapolis, MN.
- The Impact of Mold on Health and Indoor Air Quality, The Academy of Medicine, Atlanta, Georgia, October 18-19, 2001.

## Professional Membership

- American Industrial Hygiene Association (AIHA)
- American Society of Safety Engineers – Northwest Chapter – Board Member
- AIHA-Upper Midwest Section – Officer (2005-2007)
- American Association of Radon Scientists and Technologists (AARST) – Member of national organization and local North Star Chapter
- American Academy of Industrial Hygiene (AAIH)

## Articles & Publications

organized to improve the practice of industrial hygiene
proclaims that

Leslie Cloonan

having met all requirements of
education, experience and examination, and
ongoing maintenance,
is hereby certified in the

COMPREHENSIVE PRACTICE
of
INDUSTRIAL HYGIENE

and has the right to use the designations

CERTIFIED INDUSTRIAL HYGIENIST

CIH

Certificate Number 8377 CP
Awarded: November 1, 2002
Expiration Date: June 1, 2018

Chair ABIH
Executive Director ABIH
Steve Zechmeister, P.E., CxA, QCxP, LEED AP O+M

Present Position

Mechanical Engineer
Institute for Environmental Assessment
2007-Present
9201 West Broadway, Suite 600
Brooklyn Park, MN 55445

Mr. Zechmeister has more than 25 years of experience in engineering/project management related to major construction projects. He has more than nine years of experience with operation and troubleshooting of building Heating Ventilation and Air Conditioning Systems (HVAC). He has commissioned or recommissioned more than 100 buildings while at IEA. Mr. Zechmeister provides expertise in Mechanical Engineering design and problem solving related to building HVAC.

Some of the areas in which he provides engineering support are:
- Commissioning of heating, ventilation, and air conditioning systems
- Building indoor environment problem solving
- Building energy optimization and building automation system analysis
- HVAC-related design
- Bleacher safety and inspection for compliance with Minnesota Bleacher Safety Act

Previous Experience

Mechanical Engineer
Staging Concepts
2001 - 2007

Design and project management of custom stage, bleacher, and seating solutions for schools, churches, and the entertainment industry. Utilized AutoDesk Inventor and ANSYS finite element analysis software to design. Manage projects from sales through fabrication and installation.

Mechanical Engineer
Douglas R. Iverson P.A., Structural Engineering
1990-2001

Performed design and project management for a variety of industrial clients. Projects ranged from grain facilities and commercial laundries to art projects such as the bridge and tower for the torch at the 1996 Atlanta Olympics.

Certifications

Licensed Professional Engineer Minnesota and various other states (P.E.)
ACG Certified Commissioning Authority (CxA)
University of Wisconsin Qualified Commissioning Process Provider (QCxP).
United States Green Building Council Leadership in Energy and Environmental Design (LEED AP O+M)

Education

Bachelor of Mechanical Engineering
University of Minnesota
Minneapolis, MN

Professional Memberships

American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE)
U.S. Green Building Council (USGBC)
AABC Commissioning Group (ACG)
Present Position

Commissioning Agent
Institute for Environmental Assessment
2016-Present
9201 West Broadway, Suite 600
Brooklyn Park, MN 55445

More than 20 years of experience with mechanical and electrical systems and over 15 years of commissioning and recommissioning experience with schools, data centers, laboratories, the military, correctional facilities, and financial institutions. Hands-on background that includes commissioning, facility management, design, project management, automation, and controls, offers clients a solid perspective and proven methodology that helps ensure reliable systems that efficiently operate per design and function. Also worked as a mechanical contractor, controls contractor, manufacturer's representative for a full-line of commercial HVAC products, plumbing and heating wholesaler, and in facilities management. Facilitating relationships with all project team members.

Some of the areas in which he provides support are:

- Commissioning of heating, ventilation, and air conditioning systems
- Commissioning of electrical systems and mission critical facilities
- Assessment of HVAC equipment and systems
- Building energy optimization and building automation system analysis

Previous Experience

Commissioning / Construction Administration
LRPB Engineers, Inc.
2011 - 2016

Managed and directed commissioning services for large commercial buildings and mission-critical projects. Worked directly with contractors and building Owners to verify proper installation and operation of HVAC, electrical systems, and controls. Responsible for sales and estimating all commissioning projects. Assisted with the design and operation of mission critical projects. Provided construction administration on larger projects.

Senior Electrical Engineer
Michaol Cooley Erickson
2008 - 2008

Provided electrical and mechanical commissioning services. Confirmed proper installation and provided tests and verified operation of STSs, UPS systems, switchgear, motor controls centers, panelboards, breakers, and alarms. Conducted arc flash and coordination studies for large commercial buildings and mission critical projects.

Commissioning Engineer
Stanley Consultants, Inc.
2007 - 2008

Coordinated and performed commissioning activities for several college projects utilizing ASHRAE Guideline 0-2000. Identified deficiencies with HVAC, electrical, and control systems by reviewing design drawings, reviewing installations, and conducting system testing. Assisted contractors by making recommendations as to how to resolve deficiencies. Conducted electrical UPS power surveys. Provided reports and detailed installation drawings to customers. Utilized controls expertise to assist with system design.
Commissioning Engineer
Erickson Ellison and Associates Inc.
2001 - 2004

Directed commissioning services for mechanical, electrical, and communication systems for large commercial and government facilities. Direct contact with customers and construction team to direct the commissioning services for facilities. Prepared customized functional and pre-functional tests for client’s equipment. Coordinated and supervised functional testing and training of equipment and systems. Recommended design or sequence changes based on review of the specifications, drawings, installation, and performance of the systems. Inspected preventative maintenance plans produced for equipment. Made changes as necessary. Produced, compiled, and distributed final commissioning reports. Performed sales of commissioning and engineering services. Accreditation as Qualified Commissioning Process Provider (QCxP). Conducted training for staff and customers. Performed construction administration for larger projects. Resolved design issues. Inspected installation of equipment and prepared punch-lists. Updated and revised mechanical specification masters. Produced sequences of operation for projects. Designed control systems and interfaces. Utilized BACnet, LonTalk, and Modbus.

Certifications

ASHRAE Commissioning Process Management Professional (CPMP)
ABB Inc. US9102 ACH550 VFD Certified Start-Up Program

Education

Bachelor of Technology, Energy and Power Technology
University of Northern Iowa
Cedar Falls, IA

Professional Memberships

American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE)
**Exhibit D1**
**PROFESSIONAL/TECHNICAL CONTRACTS**
**GENERAL INSURANCE REQUIREMENTS**

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

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

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

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

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

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

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

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

   The following coverages shall be included:

   Premises and Operations Bodily Injury and Property Damage  
   Personal and Advertising Injury  
   Blanket Contractual Liability  
   Products and Completed Operations Liability

   Other, if applicable, please list __________________________

   State of Minnesota named as an Additional Insured

3. **Commercial Automobile Liability Insurance:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance or use of all owned, hired, and non-owned autos which may arise from operations under this contract, and in case any work is subcontracted the contractor will require the subcontractor to maintain Commercial Automobile Liability insurance. Insurance minimum limits are as follows:
Exhibit D1

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

In addition, the following coverages should be included:

Owned, Hired, and Non-owned Automobile

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

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

Contractor is required to carry the following minimum limits:

$2,000,000 – per claim or event
$2,000,000 – annual aggregate

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

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

C. Additional Insurance Conditions:

- Contractor’s policy(ies) shall be primary insurance to any other valid and collectible insurance available to the State of Minnesota with respect to any claim arising out of Contractor’s performance under this contract;

- If Contractor receives a cancellation notice from an insurance carrier affording coverage herein, Contractor agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Contractor’s policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the State of Minnesota;

- Contractor is responsible for payment of Contract related insurance premiums and deductibles;

- If Contractor is self-insured, a Certificate of Self-Insurance must be attached;

- Contractor’s policy(ies) shall include legal defense fees in addition to its liability policy limits, with the exception of 3.4 above;

- Contractor shall obtain insurance policy(ies) from insurance company(ies) having an “AM BEST” rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota; and
Exhibit D1

- An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor’s policy limits to satisfy the full policy limits required by the Contract.

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

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

DATE (MM/DD/YYYY) 4/28/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
AssuredPartners of Minnesota LLC
2361 Highway 36 West
St. Paul MN 55113

CONTACT NAME: Cathy Hoffman
PHONE: (651) 644-7200
FAX: (651) 644-9137
E-MAIL: choffman@apminnesota.com

INSURER(A) ASSURING COVERAGE
INSURER A: Colony Insurance Company
NAIC #: 10002

INSURER B: Ohio Security Insurance Company
NAIC #: 24082

INSURER C: Accident Fund Insurance Co of
NAIC #: 0166*

INSURER D:

INSURER E:

INSURER F:

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The State of Minnesota is an additional insured when required by contract or written agreement.

CERTIFICATE HOLDER
The State of Minnesota
Department of Administration
Real Estate & Construction Services
309 Administration Building
50 Sherburne Ave
St Paul, MN 55155

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Bill Velin/Chief Financial Officer

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ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD

INS025 (2014/01)
Exhibit E
State Of Minnesota – Affirmative Action Certification

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

Your response will be rejected unless your business:

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

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

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

☐ We have a current Certificate of Compliance issued by the MDHR. Proceed to BOX C. Include a copy of your certificate with your response.

☐ We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on ___________ (date). [If the date is the same as the response due date, indicate the time your plan was received: ___________ (time). Proceed to BOX C.]

☐ We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance. (See below for contact information.)

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

BOX B – For those companies not described in BOX A

Check below.

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

BOX C – For all companies

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

Name of Company: Insti[illegible] for Environmental Assessment, Inc. Date: March 9, 2017

Authorized Signature: [Signature] Telephone number: 763-315-7000

Printed Name: In[illegible] Altmann Title: C[illegible]

For assistance with this form, contact:
Minnesota Department of Human Rights, Compliance Services Section
Mail: 190 East 5th St., Suite 700 St. Paul, MN 55101
Web: www.humanrights.state.mn.us
Email: employerinfo@therightsplace.net

TC Metro: (651) 296-5653 Toll Free: 800-657-3704
Fax: (651) 296-9042 TTY: (651) 296-1283
INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC.
ATTN: Michelle Johnson
9201 W BROADWAY
SUITE 600
BROOKLYN PARK, MN 55445

Your organization's affirmative action plan has been approved by the Minnesota Department of
Human Rights. The department's review of your equal employment opportunity policies and
practices indicates compliance with Minnesota Statutes, Sec. 363A.35.

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

Also enclosed is an Annual Report form packet, which includes:
- A sample annual report;
- Affirmative Action Plan Progress Report spreadsheet;
- the Affirmative Action Progress Report narrative

The Annual Report form packet must be completed and submitted annually during the
certification period whether a state contract has been awarded to you or not. The MDHR
website (mn.gov/mdhr) has the complete packet in an excel version. This packet must be
submitted together or it will be rejected. You must submit reports as required and
promptly notify us of any address or status changes.

If you have any questions, please contact Compliance Services at 651-539-1085 or
compliance.mdhr@state.mn.us.

Sincerely,

Kevin M. Lindsey, Commissioner
Minnesota Department of Human Rights

Enclosures: Certificate of Compliance
Annual Report Form Packet
Posters (2)
CERTIFICATE OF COMPLIANCE

INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC. is hereby certified as a contractor by the Minnesota Department of Human Rights. This certificate is valid from 4/29/2015 to 4/27/2019.

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

Minnesota Department of Human Rights
FOR THE DEPARTMENT BY:

Kevin M. Lindsey, Commissioner

AN EQUAL OPPORTUNITY EMPLOYER
Freeman Building • 625 Robert Street North • Saint Paul, Minnesota 55155
Tel 651.539.1160 • MN Relay 711 or 1.800.627.3529 • Toll Free 1.800.657.3704 • Fax 651.296.9042 • mn.gov/mdhr
CERTIFICATION REGARDING LOBBYING
For State of Minnesota Contracts and Grants over $100,000

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

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

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

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

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

Institute for Environmental Assessment, Inc.
Organization Name

Jeffrey Althmann, CEO
Name and Title of Official Signing for Organization

By [Signature of Official]
Date [3/9/17]

Rev. 01/16
Exhibit I

Affidavit of Noncollusion

State of Minnesota
Request for Proposals

Firm Name:

Instructions: Please return your completed form as part of the Response submittal.

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

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).

2. That the attached proposal submitted in response to the Industrial High Risk Services Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit fair and open competition.

3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.

4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Authorized Signature

Responder's firm name: Institute for Environmental Assessment, Inc.
Print authorized representative name: Jeffrey Athmann
Title: CEO
Authorized signature: __________________________
Date (mm/dd/yyyy): 03/09/2017

Notary Public
Subscribed and sworn to before me this:
7th day of March, 2017

Notary Public signature: __________________________
Commission expires (mm/dd/yyyy): 1/31/22

PATRICK A. WEIR
Notary Public
State of Minnesota
My Commission Expires January 31, 2022