

**MULTI-YEAR CONTRACT  
SERVICE PROVIDER CONTRACT  
RFP 25-02 MUNICIPAL SERVICE PROVIDER**

This **CONTRACT** made and entered into this \_\_\_\_\_ by and between the City of Dunwoody, Georgia (Party of the First Part, hereinafter called the "City"), and, \_\_\_\_\_ (Party of the Second Part, hereinafter called the "Service Provider").

**NOW THEREFORE**, for and in consideration of the mutual promises and obligations contained herein and under the conditions hereinafter set forth, the parties do hereby agree as follows:

**1. TERM:**

The services to be performed under this Contract shall commence on January 1, 2026. The initial term of this Contract shall be through December 31, 2030. This Contract shall terminate absolutely and without further obligation on the part of the City on December 31 of each succeeding and renewed year, as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this Contract. This Contract may be automatically renewed on an annual basis for three additional twelve-month terms along with a fourth additional twelve-month term subject to Council approval, for a total lifetime Contract term of five years, upon the same terms and conditions, as provided for in this Contract, unless previously terminated. This Contract will terminate on December 31, 2030.

**2. ATTACHMENTS:**

Copies of the Service Provider's proposal, clarifications and modifications, including all drawings, specifications, price lists, Instructions to Bidders, General Conditions, Special Provisions, and Detailed Specifications submitted to the City during the Bid process (hereinafter collectively referred to as the "Bid ") are attached hereto (Exhibit A) and are specifically incorporated herein by reference. In the event of a conflict between the City's contract documents and the Bid, the City's contract documents shall control.

**3. PERFORMANCE:**

Service Provider agrees to furnish all skill and labor of every description necessary to carry out and complete in good, firm and substantial, workmanlike manner, the work specified, in strict conformity with the Bid.

**4. PRICE:**

As full compensation for the performance of this Contract, the City shall pay the Service Provider for the actual quantity of work performed. Bid amount shown on Exhibit A is the total obligation of the City pursuant to OCGA section 36-60-13 (a) (3). The fees for the work to be performed under this Contract shall be charged to the City in accordance with the rate schedule referenced in the Bid (Exhibit A). The City agrees to pay the Service Provider following receipt by the City of a detailed invoice, reflecting the actual work performed by the Service Provider.

**5. INDEMNIFICATION AND HOLD HARMLESS:**

Service Provider shall indemnify and hold completely harmless the City, and the members (including, without limitation, members of the City's Council, and members of the citizens' advisory committees of each), officers, employees and agents of each in accordance with the terms contained in General Conditions Section 6.14 of the RFP.

**6. TERMINATION FOR CAUSE:**

The City may terminate this agreement for cause as outlined in General Conditions Section 6.18 of the RFP. Such termination shall be without prejudice to any of the City's rights or remedies provided by law.

**7. TERMINATION FOR CONVENIENCE:**

The City may terminate this agreement for convenience as outlined in General Conditions Section 6.18 of the RFP.

**8. TERMINATION FOR FUND APPROPRIATION:**

The City may unilaterally terminate this Agreement due to a lack of funding at any time by written notice to the Consultant. In the event of the City's termination of this Agreement for fund appropriation, the Service Provider will be paid for those services actually performed. Partially completed performance of the Agreement will be compensated based upon a signed statement of completion to be submitted by the Service Provider, which shall itemize each element of performance.

**9. CONTRACT NOT TO DISCRIMINATE:**

During the performance of this Contract, the Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, or disability which does not preclude the applicant or employee from performing the essential functions of the position. The Service Provider will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed, color, sex, national origin, age, or disability which does not preclude the applicant from performing the essential functions of the job. The Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provision will be binding upon each subservice provider, providing that the foregoing provisions shall not apply to contracts or subservice providers for standard commercial supplies of raw materials.

**10. ASSIGNMENT:**

The Service Provider shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation except in accordance with General Conditions Section 6.20 of the RFP.

**11. WAIVER:**

A waiver by either party of any breach of any provision, term, covenant, or condition of this Contract shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

**12. SEVERABILITY:**

The parties agree that each of the provisions included in this Contract is separate, distinct and severable from the other and remaining provisions of this Contract, and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

**13. GOVERNING LAW:**

The parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia. This Contract has been signed in DeKalb County, Georgia.

**14. MERGER CLAUSE:**

The parties agree that the terms of this Contract include the entire Contract between the parties, and as such, shall exclusively bind the parties. No other representations, either oral or written, may be used to contradict the terms of this Contract.

**15. TRAVEL COST REIMBURSEMENT**

If travel cost reimbursement is to be a part of this contract then the vendor must comply with the City's Travel Policy.

**IN WITNESS WHEREOF**, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed and delivered.

(Signatures Next Page)

DRAFT NOVE CONTRACT FOR COMMUNITY DEVELOPMENT

CITY OF DUNWOODY, GEORGIA

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

Lynn Deutsch, Mayor  
City of Dunwoody, Georgia

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
City Clerk/ City of Dunwoody

APPROVED AS TO FORM:

\_\_\_\_\_  
Signature  
City of Dunwoody Staff Attorney

SERVICE PROVIDER: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

DRAFT NOVE CONTRACT FOR COMMUNITY DEVELOPMENT



Solicitation No. RFP 25-02

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dunwoody has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Dunwoody at the time the subcontractor(s) is retained to perform such service.

E-Verify \* User Identification Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

BY: Authorized Officer or Agent Date: \_\_\_\_\_  
(Contractor Signature)

Title of Authorized Officer or Agent of Contractor: \_\_\_\_\_

Printed Name of Authorized Office or Agent: \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is "E-Verify" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)



# Technical Proposal – Municipal Government Services (RFP) 25-02 City of Dunwoody, Georgia

Request for Municipal Government Services | RFP 2025-02

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DRAFT NOVE CONTRACT FOR COMMUNITY DEVELOPMENT



Seamless  
Communication

Prompt Response

Meet or Exceed  
Scheduled  
Timeline

Meet Budget

Mitigate Risks

Successful Project  
Delivery

Build Strong  
Relationships

May 19, 2025

**City of Dunwoody**

John Gates, Purchasing Manager  
Municipal Government Services RFP  
Dunwoody City Hall  
4800 Ashford Dunwoody Road  
Dunwoody GA 30338

**Re: Request for Municipal Government Services | RFP 2025-02**  
City of Dunwoody, Georgia  
NOVA Proposal Number: 10102-4125045.000

Dear Mr. Gates:

**NOVA Engineering and Environmental, LLC (NOVA)** appreciates the opportunity to submit this Technical Proposal to provide Community Development services for the City of Dunwoody. We are extremely confident that NOVA is the right choice to provide these requested services for the following key reasons:

- **Highly Qualified Team.** NOVA offers one of the most qualified and experienced staffs of outsourced Municipal Services in Georgia. Our company's leadership has been instrumental in assisting the State of Georgia in write the State guidelines for the implementation of the International Building Code and we are often featured as speakers at industry conferences and symposiums. Our team, led by Ms. Susan Carpenter, is readily available and personally committed to service this contract with the utmost priority. Ms. Carpenter has over 26 years' experience with Code Inspections in the metropolitan Atlanta area, including the City of Dunwoody, and has managed each of NOVA's recent building code contracts in Georgia. This includes the current City of Dunwoody contract and the City of Duluth Plan Review and Building Inspection Contract.
- **Quality, Experience and Proven Management Approach.** NOVA has held over 125 outsourced permitting, code compliance and building inspection contracts with more than 30 municipalities, including other current local contracts with the City of Dunwoody, City of Atlanta, Clayton County, Fulton County, Spalding County, City of Duluth, DeKalb County, Fulton County Schools, Meriwether County, Upson County, as well as City of Doraville. Our deep experience in this market has allowed us to develop the best practices that result in a more efficient process, while maintaining the responsiveness and quality of services the City of Dunwoody expects.


For this contract NOVA is committed to ensuring that the City of Dunwoody's citizens and businesses are professionally served in a responsive manner. NOVA holds our proposal price contained herein valid for a minimum of one hundred and eighty (180) days after the time and date of proposal opening. Again, thank you for this opportunity. If you have any questions or if we can be of further service, please let us know. We are excited about serving in this important role for the City of Dunwoody.

Point of Contact: Susan Carpenter, MCP, CBO, MCEP, Contract Manager  
678.543.4567 (mobile/direct)

Secondary Contact: Todd Tamasy, EI, Senior Project Manager  
678.756.9646 (mobile/direct)

Sincerely,

**NOVA ENGINEERING AND ENVIRONMENTAL, LLC**

  
Adam D. Marr, PE  
Vice President

  
Susan Carpenter, MCP, CBO, MCEP  
Contract/Project Manager

  
Todd Tamasy, EI  
Senior Project Manager

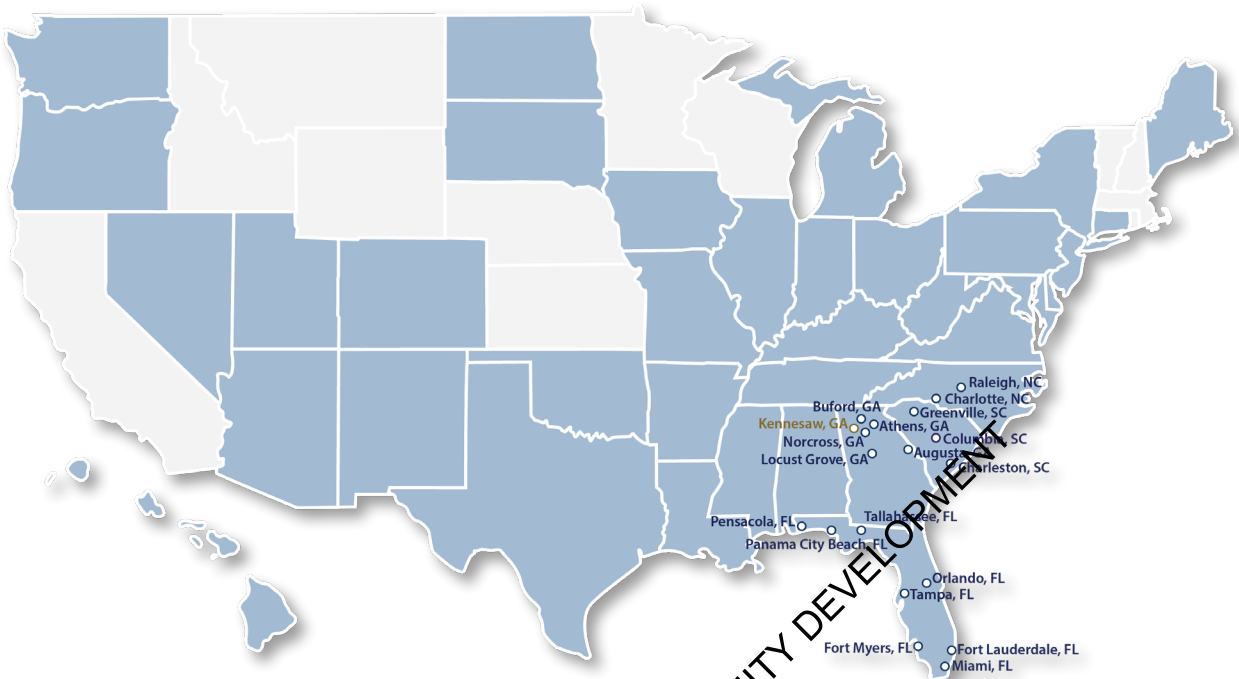


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DRAFT NOVE CONTRACT FOR COMMUNITY DEVELOPMENT



## 2 BACKGROUND OF FIRM



### FIRM OVERVIEW

Established in 1996, NOVA was originally founded to provide Special Inspection, Construction Materials Testing, Geotechnical Engineering, and Environmental Consulting to the design and construction community. Throughout the last 16 years, NOVA has expanded to provide industry leadership in building code compliance services that include: Municipal and Government Outsourcing, Loss Prevention, Construction Defect Mitigation, Florida Private Provider™ and HUD Inspection services. Our professional staff includes experienced ICC certified plans examiners and inspectors, building officials, and engineers that can help you maintain the building standards of your community.

In addition to our traditional services, NOVA also provides Building Envelope, Roofing Consulting, Forensic and Non-destructive Testing services. These services typically include detailed condition assessments, field and laboratory testing, repair design and drawing preparation, bid solicitation and inspection services during repair construction.

Currently, NOVA employs 600+ personnel in 19 offices serving clients throughout the southeastern United States and beyond. Since our founding over 28 years ago, NOVA has been a leader in solving complex issues and managing projects from inception to completion for clients in both the public and private sectors. Our clients include private industry; federal, state and local governmental entities; banks and lending institutions; school districts; commercial developers; retail companies; agricultural operations; and transportation agencies.

NOVA boasts one of the most qualified and experienced teams for outsourced Municipal Services in Georgia. Our leadership has played a pivotal role in helping the State of Georgia develop guidelines for implementing the International Building Code. Additionally, we are frequently invited to speak at industry conferences and symposiums. Our proposed team members are highly trained, licensed, and possess extensive local experience in Building Code Administration, Plan Review, Permitting, and Inspections.



#### PRIMARY CONTACT

**Susan Carpenter, MCP, CBO, MCEP**  
**Municipal Services Manager**  
**Point of Contact**

3900 Kennesaw 75 Parkway, Suite 100  
 Kennesaw, GA 30144

email: [scarpenter@usanova.com](mailto:scarpenter@usanova.com)  
 mobile: 678-543-4567

- a) Describe attributes, special capabilities, techniques, or resources that make your firm uniquely qualified to provide requested services.

NOVA's Annique Hall identified a previously uncharged permit fee. This discovery enabled the City of Dunwoody to incorporate the fee into their permitting system and begin charging it. She also trained multiple team members on the permitting process, and the City **valued her expertise** as they transitioned their data to a new system.

NOVA's staff and resources are more than sufficient to service major projects yet strategically located to give personal attention to each project undertaken.

## A LOCAL FIRM WITH EXTENSIVE LOCAL RESOURCES

**NOVA Feature:** Our principals and staff of professionals are the best in the business with long histories of success. Every team member is dedicated to providing high quality, cost-effective professional services that will lead to practical innovative solutions for the City in a prompt and responsible manner based on sound business and construction practices. Whether an individual project involves constructing a single family home or a large new public facility, ensuring that necessary permit and inspection services are completed accurately and in a timely manner is essential.

**The City of Dunwoody's Benefit:** NOVA offers a staff with decades of collective years of successful experience providing regulatory and code administration, inspection, enforcement, plan review and fire-related services. We have established an excellent reputation in metro Atlanta for having and maintaining an in-depth knowledge of the latest, regulations, codes and code developments. Our experience includes the successful completion or on-going service on more than 50 relevant municipal government contracts over this period. All of our professionals have the knowledge and experience gained by years of service to municipalities of all types and sizes.

We understand the City of Dunwoody needs a firm with certified and experienced Plans Reviewers and Building Inspectors that can be responsive to the citizens and businesses of Dunwoody. NOVA's Code Enforcement and Arborist professionals and administrative staff have served in similar positions as municipal employees and as consultants to municipalities so they truly understand the needs from both vantage points. Our team members are familiar with current minimum codes adopted by the Georgia Department of Community Affairs, DeKalb County, and the City of Dunwoody.





NOVA offers one of the most qualified and experienced staffs of outsourced Municipal Services in Georgia. Our company's leadership has been instrumental in assisting the State of Georgia in writing the State guidelines for the implementation of the International Building Code and we are often featured as speakers at industry conferences and symposiums. Our proposed Team members are well trained, licensed and have local experience in the key roles for Building Code Administration, Plan Review, Permitting and Inspections.



NOVA began providing on-call municipal support services to the **City of Dunwoody's Planning and Development department** in 2021. Our **established team** is providing municipal services in the following service areas: Public Works, Finance and Administrative Services, Planning and Zoning, Information Technology, Permitting and Inspections, and Parks and Recreation and Facilities Management.



- b) State whether the bidder has any pending litigation, and state whether the firm has had any litigation in the last five years and the outcome of such litigation.

## CLAIMS OR LITIGATION

The company has never had any alleged, significant prior or ongoing contract failures, licensing or permit violations, claims on bonds, criminal litigation or investigation pending (including wage theft complaints filed) involving the firm or in which the firm was judged guilty or liable.

NOVA has been named as a 3<sup>rd</sup> party defendant in various residential civil claims pertaining to construction defects alleged by Home Owner Associations, primarily in Florida in which the Developer was served for alleged construction defects. NOVA has not been exclusively singled out in these claims and to date has had no judgment against it regarding professional negligence or fault.

These claims do not and will not affect the performance or sustainability of the business or the ability of NOVA to fulfill its contract obligations for this project. The following Table details the lawsuits NOVA has been named in over the last five (5) years and provides a summary regarding the status of each.

PROJECT/CLAIM NAME	LOCATION	STATUS
Heritage Commons	Circuit Court of The Eighteenth Judicial Circuit, Seminole Co., FL	Settled July 2020
Campus Gators	Circuit Court of The 8th Judicial Circuit, Alachua County, FL	Settled August 2020
Emerald Preserve	Circuit Court of The 4th Judicial Circuit in and for Duval County FL	Settled December 2020
Towns of Westyn Bay	Circuit Court Ninth Judicial Circuit, Orange Co., FL	Settled March 2021
Towns of Westyn Bay	Circuit Court Ninth Judicial Circuit, Orange Co., FL	Settled March 2021
Cypress Reserve	Circuit Court of The 9th Judicial Circuit, Osceola County, FL	Settled March 2021.
Stonehaven	Circuit Court of The Seventh Judicial Circuit, St. Johns Co. FL	Summary On Amended Complaint received February 2021. Tolling Agreement reached in March 2021 as NOVA's services do not appear to be implicated.
Private Residence-Star Island	Circuit Court of The 11th Judicial Circuit, Dade County, FL	Settled November 2021
Summer Key	Circuit Court, Fourth Judicial Circuit in and for Duval Co., FL	Settled January 2023
Magnolia Park	Circuit Court of The 13th Judicial Circuit, Hillsborough Co., FL	Settled - 2022
One Paraiso	Circuit Court of The 11th Judicial Circuit, Dade County, FL	Notice received February 2020. No developments in case since notice was received.
The Flora Ridge	Circuit Court of The Ninth Judicial Circuit, Osceola Co. FL	Settled - 2022
Koch Development	Panama City Beach	Settled - 2020
Panama Commons	Panama City Beach, FL	"Notice received 1-7-22, suit served 1-25-22."
M.O.T.	Dade County, GA	Settled - 2022
Casa Bahia	Circuit Court of The 13th Judicial Circuit, Hillsborough Co., FL	Received FL Chapter 558 Notice in July 2018, but NOVA was never named in the claim. After no activity, the claim was closed by our carrier in March 2021.
Private Residence Venice, Florida	Sarasota County, FL	NOVA has not been named in the claim. Lennar demand our GL Carrier provide defense and indemnity, but Colony denied such coverage in July 2021.
Private Residence Walton Co., Florida	Circuit Court of The First Judicial Circuit, Walton Co. FL	"Notice received November 2020. Currently assessing allegations, but NOVA's scope was limited to foundation installation monitoring which does not appear to be included in the alleged defects."
Former Employee vs. Lennar Corporation, ETC., EL AT.	Circuit Court of Osceola Co., FL - Civil Division	FL Chapter 558 Notice received July 2020. Colony Insurance has denied Lennar's demand for defense. AWAC has also denied coverage. Claim closed April 2021.
GWCC (Georgia World Congress Center)	Atlanta, GA	Settled - 2023
"Confidential Corporate Headquarters"	Atlanta, GA	No claims made at this time.
Treviso Bay	Naples, FL	Notice received October 2021. Currently assessing allegations, but NOVA's scope was limited to structural inspections which does not appear to be included in the alleged defects. NOVA has not been named in the claim. Lennar demanded our Carriers provide defense and indemnity, but Carriers denied such coverage.
Dale and Cynthia Barber v. Lennar (NOVA as 3rd Party Defendant)	Tampa, FL	Ongoing arbitration matter received in 2022. Plaintiffs allege construction defect issues, including concrete slab thickness. While added as a 3rd party by the homebuilder, NOVA's scope of work is not implicated by the allegations.
Panama City Port Authority	Panama City Beach, FL	Claim received 2022, NOVA did not perform design services and Design Build team met wind requirements; however, actual wind speeds were significantly higher than design code requirements.
Lloyd's of London as Subrogee of Gazzy Garcia	Miami-Dade County, FL	Suit received 2021. Subrogation action by homeowner's insurer alleging defective home construction. NOVA's scope of work not implicated by the allegations.

- c) Describe the “back office” attributes, capabilities, and resources that will support the staff positioned at the City’s premise(s).



NOVA’s “back office” resources are **essential to the success** of the whole NOVA team because they provide the foundation that allows the front office to operate smoothly and efficiently.

## TEAM-CENTRIC PHILOSOPHY

It is imperative that all persons, including NOVA’s and the City’s personnel, understand that we are a single team, working to achieve the same results; “to provide high quality service and increased efficiencies of municipal operations”. In addition, every NOVA employee must recognize and operate knowing that the City of Dunwoody is our Client, who will provide daily direction and supervision. Therefore, for NOVA and our staff to be considered successful we must constantly communicate clearly and concisely our past efforts, current undertakings and planned actions to all concerned City parties. By doing so, all parties will be up-to-date regarding the current status of each endeavor and will allow for collaboration to ensure that the end results are as anticipated.

Equally important is recognizing the citizens of Dunwoody are our customers. Our fundamental goal is to educate the citizens and builders in the City about the building, property maintenance, and development codes and help them efficiently navigate the process of obtaining proper site and construction drawings, permits, and approvals during construction. Our team members will firmly ensure the process is being followed correctly by everyone, and that solutions are provided that meet the intent of all adopted codes, recognizing that more than one solution may be suitable.

NOVA’s philosophy is quite simple and based on our decades of experience in the marketplace: treat the customer with dignity, civility and respect, communicating and collaborating continually. This is a fundamental truth which will almost certainly lead to favorable outcomes on a consistent basis. Our proposed Key Team members and our “back office” staff have worked diligently on a daily basis to accomplish this on our current municipal contracts.

Back office resources provide the foundation that allows the front office to operate smoothly and efficiently, contributing significantly to the overall success of the team. Continuously evaluating processes to improve efficiency, reduce costs, and streamline workflows is a key function of NOVA’s back office team. NOVA’s experienced and qualified team guarantees informed decision-making and adherence to Human Resources and Risk Mitigation compliance. They also excel in customer service support and process optimization.



- d) The City reserves the right to verify Bidder's financial statements and information provided to ensure that Bidder has the necessary financial resources to perform the contract in a satisfactory manner.

## ANNUAL REVENUE

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

YEAR	ANNUAL REVENUE
2024	\$97.90 Million
2023	\$99.53 Million
2022	\$86.12 Million
2021	\$71.00 Million
2020	\$60.00 Million

*This information clearly demonstrates our financial ability to execute professional consulting services for our core client base, as well as build relationships with new clients.*

- e) A listing of ongoing similar contracts to this RFP that were in effect on January 1, 2025 in the Atlanta area. The list should include the contracting entity, area of contractual services, purpose of the contract, and summary of its operations.

## ONGOING SIMILAR CONTRACTS

CLIENT	SERVICES AND PURPOSE OF THE CONTRACT, SUMMARY OF OPERATIONS	DATES OF SERVICE
City of Dunwoody	Building Official, Plan Review, Building and Erosion Control Inspections	Jan 2021 – Present
City of Atlanta	Commercial and Residential Building Code Inspections, Code Enforcement, Plan Review	March 2020 – Present
City of Doraville	Building Department Management, Plan Review, and Building Inspection	June 2024 – Present
City of Duluth	Plan Review and Building Code Inspections	April 2019 – Present
City of Forest Park	Building Inspection Services	June 2024 - Present
Fulton County	On-Call Building Permit Inspections and Plan Review	June 2024 - Present
Fulton County	Plan Review, Permitting, Building Code and Erosion Control Inspections	Jan 2016 – Present
Clayton County	Plan Review and Building Code Inspections	Jul 2018 – Present
Dekalb County	Building and Land Development Plan Review	April 2021 – Present April 2016 – Dec 2018
Fulton County Schools	Plan Review, Permitting, Building Code Inspections	2015 – Present
Meriwether County	Building Code Inspections, Plan Review	May 2023 - Present
Upton County	Building Code Inspections	Sep 2023 - Present





- f) Describe your firm's approach to supporting the City's environmental sustainability goals.



NOVA wholly supports the City's environmental sustainability goals.

NOVA purchased a hybrid vehicle to support the City's **Sustainable Pillar** — **Transportation and Air Quality** for Donnie Sullivan, the City of Dunwoody Building Official, to use in the course of daily business.

## CORPORATE SUSTAINABILITY INITIATIVE

At NOVA, sustainability is not an option; it's our commitment to making a positive impact in the communities we serve. NOVA employees, clients, and communities have become more environmentally conscious. As a result, adopting sustainability practices enhances our ability to attract new employees, service environmentally-minded clients, and foster community trust. Sustainable building practices often result in energy efficiency, water conservation, and reduced operational costs over the life of a structure. Clients recognize that investing in sustainable design and construction can lead to long-term economic benefits and operational savings. At NOVA, we strive to make this an internal practice.

Our company's Sustainability Committee is dedicated to fostering environmentally responsible practices within our organization. Comprising diverse members from various departments, the committee focuses on implementing sustainable initiatives, reducing our carbon footprint, and promoting eco-friendly policies. Through collaboration innovation, and volunteering at local events, we aim to create a greener, more sustainable future for our company and community.

### SERVICE VEHICLES AND CARBON FOOTPRINT

Representing the largest carbon footprint across the company, NOVA has made a priority of reducing the environmental impact of our fleet of vehicles. Through a series of combined measures, we have reduced fleet gasoline consumption and greenhouse gas emissions. In recent years, NOVA has focused on purchasing hybrid trucks, like the Ford Maverick, to implement our sustainability focus into our fleet.

We maintain fleet efficiency by using:

- GPS technology in all service vehicles—which allows us to monitor and reduce miles driven
- An overall program of regular vehicle maintenance and replacement; vehicle-mix modification and continual fleet updating to stay current on safety and performance features
- "Right-size" vehicles to actual need in order to help ensure a higher blend of smaller, more efficient vehicles. Examples include utilizing more fuel-efficient vehicles to use rather than larger trucks.

### RESOURCES, RECYCLING AND ENERGY CONSERVATION

Because we are a service-based business that depends on written communications, paper represents a significant portion of NOVA's materials consumption and waste generated. To mitigate this, we encourage employees to avoid unnecessary paper consumption by a "think before you print" mentality.

We are seeing clients move away from hard copy reports and documents, with an increase in electronic submissions and online file sharing. Our paper reduction is supported by communications to raise employee awareness about decreased costs and waste minimization, because good management of resources makes good business sense.

### ENVIRONMENTAL STEWARDSHIP

Every Earth Day, NOVA's dedicated staff come together to make a positive impact in their community by participating in clean-up activities. Armed with gloves, trash bags, and a shared sense of purpose, they worked tirelessly to remove litter from local parks, streets, and waterways. Their efforts not only beautified the area but also raised awareness about the importance of environmental stewardship. The team's enthusiasm and commitment to sustainability were evident as they collaborated with local residents and organizations, fostering a sense of unity and collective responsibility for the planet. Through their actions, NOVA's staff demonstrated that small, community-driven initiatives can lead to significant environmental improvements.



### 3 RECRUITMENT, RETENTION, AND OVERSIGHT OF STAFF

- a) Describe how the firm will recruit and retain quality staff for this project area. Show current successful methods used by your firm in both recruitment and retention.

Our successful methods for recruitment and retention are based on our **ability to forecast availability, share work across offices, maintain productivity with a remote workforce, provide a uniform team of knowledgeable professionals, ensure consistent and high-caliber deliverables, encourage ongoing training, and continuously recruit qualified professionals.**

#### STAFFING STRATEGY

NOVA's ability to forecast availability is based on a strategy of balancing a handful of significant projects that extend over a year's time as well as modest to medium sized endeavors. NOVA also has the ability to share work across all of our offices. This is evidenced by our growth during the global pandemic. Our ability to remain productive with a remote workforce demonstrates the ability of our team to communicate, achieve project goals, and maintain client satisfaction.

NOVA's ideology for a successful relationship is to provide a uniform team of professionals who are knowledgeable and plugged-in with both the client and their projects in a geographic area. Therefore, the project manager will have experienced employees available, even on short notice, to ensure consistent and high caliber deliverables are provided in a timely manner. We have the capability to successfully perform this contract given our current workload. NOVA has both state and regional resources available if temporary (short-term) peak demands of this contract are ever needed.

To maintain staff with the necessary experience, licensure, and certification over the duration of the agreement, we will encourage ongoing training to keep skills current, ensure timely renewals of licenses and certifications and continuously recruit qualified professionals as needed. This strategy ensures our team remains skilled and compliant throughout the agreement period.

Our Team is organized such that our Municipal Services Manager, **Susan Carpenter, MCP, CBO, MCEP**, is the **Primary Contact for communication with Dunwoody**. Susan will communicate with Dunwoody staff to review performance of current staff and anticipate future staffing needs or changes so that our team will be prepared to respond to the City's needs at a moment's request. Each individual assigned to the contract will report directly to Susan to ensure that we can continue to provide Dunwoody single seamless consistently performing team.





- b) Describe how the firm will have oversight of staff, ensuring that all services are provided in a superior manner.
- c) Describe the firm's approach to maintaining appropriate and timely communication with the City Manager and City staff requests, especially concerning employee performance.



- d) Describe the firm's methodology for addressing transition issues at both the beginning and conclusion of this contract.

## STAFFING OVERSIGHT

NOVA's local presence ensures effective, efficient, and timely oversight. Susan Carpenter, our Contract Manager, will be responsible for supervising all staff, including off-site personnel, to guarantee 100% contract compliance and high quality, timely, and efficient work. Both Susan Carpenter and Todd Tamasy, our Project Manager, will communicate daily with team members to ensure staff availability and task completion.

## MAINTAINING APPROPRIATE AND TIMELY COMMUNICATION

We are committed to meeting or exceeding the City's promised service times. NOVA's team is accustomed to responding on short notice and is readily available via phone and email. Our local presence means that we can schedule meetings at the City's request to review findings or address any questions or concerns at the City office or on job sites as needed. Our staff and backup personnel are equipped with regularly maintained and serviced vehicles. In case of unforeseen delays, the requester will be notified, and a secondary backup inspector will be dispatched.

Our goal is to meet or exceed your expectations and respond to all requests promptly. We will do whatever is necessary to provide our services within your scheduling constraints. This commitment is supported by our large staff of experienced professionals, modern in-house equipment, and employees' direct and real-time connectivity.

## TRANSITION COMMUNICATION

As a consulting engineering firm, NOVA and our team partners are fundamentally based on a culture of client service and satisfaction. Our business simply would not sustain itself without providing superior responsiveness and problem-solving capabilities. For our municipal contracts, the "Client" equates to the municipality and its citizens. At NOVA, we operate under the philosophy of "running to a problem", not away from it, so we are constantly focused on improvement to our processes.

Susan Carpenter and Todd Tamasy, our Contract Manager and Project Manager, will be available 24/7 to respond to issues that may arise. In the case of City staff requests, especially concerning employee performance, if we can rectify the situation immediately, then we do so. If not, we let the employee know why and when the problem can be resolved. If the issue cannot be resolved, additional NOVA Team staff may be consulted or brought in for a second opinion. Should the City representative deem it necessary, NOVA can provide another qualified person to work with the City for the remainder of the project.

As NOVA is the current provider of inspection and plan review services for Dunwoody, we anticipate no transition issues if awarded the contract for these services. NOVA will closely collaborate with the current service provider in code enforcement, site inspection, and arborist services to fully understand existing policies, procedures, and ongoing projects, ensuring a seamless transition.

Should NOVA not be selected to continue providing services at the contract's conclusion, we commit to working with the successor to ensure a smooth transition with minimal to no disruption for Dunwoody's staff and citizens.



- e) Provide and describe a list of any firm-supplied facilities, equipment, and supplies you anticipate using for this contract.
- f) Describe the approach taken to fill staff positions during times of vacancy such as vacation, sickness, FMLA or other leave of absence, or attrition.

## EQUIPMENT, SOFTWARE, SUPPLIES, AND VEHICLES

All equipment is to be provided by NOVA, including company vehicles (costs and maintenance), laptops, smartphones, uniforms, safety equipment, etc. As such, our submittal has taken this into account, and we commit to asking for nothing beyond those items specifically identified in the RFP as being furnished by the City. Electronic devices will be utilized by our inspectors to interface with the City's permitting software system.

## APPROACH TO FILL STAFF POSITIONS

The NOVA Team staff presented in this proposal will be assigned to the Dunwoody contract. Therefore, these individuals will be available immediately to continue providing these services. If our proposed personnel are unable to support the City during times of vacancy such as vacation, sickness, FMLA or other leave of absence or attrition, we will provide another qualified individual from our team to provide service to Dunwoody. Considering the deep bench strength of our Team, we are confident we will be able to meet expectations for providing staff in all cases.

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## 4 QUALIFICATION OF STAFF

- a) Describe Contractor's and any proposed staff's qualifications and experience with the delivery of municipal services; particularly those described for this project.

NOVA is currently providing qualified and experienced staff to the City of Dunwoody and will continue to provide the quality of services the City has come to expect.

- b) Provide resumes or professional profiles of key personnel already identified that the Contractor would likely assign to this project.

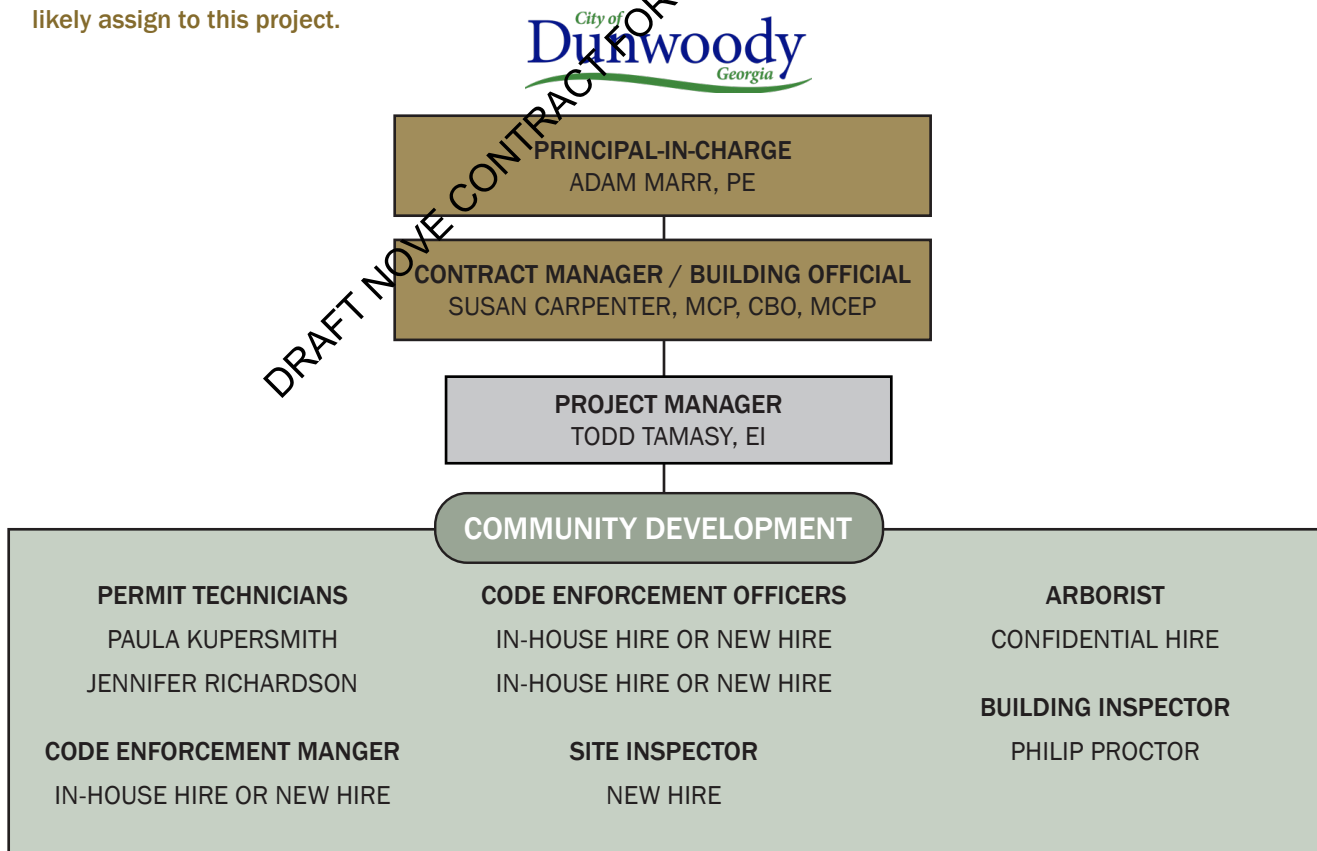
### PROPOSED STAFF'S QUALIFICATIONS

NOVA has held over 125 outsourced permitting, code compliance and building inspection contracts with more than 30 municipalities in Georgia and Florida, including other current local contracts with the City of Atlanta, Clayton County, Fulton County, as well as a City of Dunwoody. Our deep experience in this market has allowed us to develop the best practices that result in a more efficient process, while maintaining the responsiveness and quality of services the City expects.

### PROFESSIONAL PROFILES OF KEY PERSONNEL

NOVA and our professional staff have completed thousands of projects for municipalities, educational (universities, technical colleges and K-12 facilities), healthcare, local government, transportation, low to high-rise office complexes, commercial developments, and manufacturing and industrial market sectors. Our firm thoroughly understands the procedures and requirements associated with Building Code Inspections and we are familiar with the potential challenges that may emerge during construction of this project. With our extensive experience and understanding of local construction, code enforcement, building codes requirements and arborist services, there will not be a "learning curve" as a result of our involvement with these types of projects. We pride ourselves on our ability to deliver a quality product in a timely manner. It is our endeavor to be an asset to the design and construction team on each and every project we undertake.

The organizational chart below and resumes that follow delineates the key roles on this project and the team members.







## EDUCATION

**BACHELOR OF ENGINEERING,  
CIVIL ENGINEERING**  
 Vanderbilt University

## CERTIFICATIONS

**PROFESSIONAL ENGINEER**  
 Georgia #PE032239

# ADAM D. MARR, PE

VICE PRESIDENT | GEORGIA REGIONAL MANAGER

## PROFESSIONAL EXPERIENCE

Adam has over 25 years of experience (1999) in the industry. While working in the industry, Adam has gained experience in geotechnical and materials engineering consulting during construction of regional and international airports; retail, warehouses, and manufacturing facilities; water and wastewater treatment facilities; and solid waste landfills. He also has a background in civil engineering and design services pertaining to storm water and erosion sediment control; pavement evaluations; and development of Quality Assurance/Quality Control plans for large projects. Mr. Marr has demonstrated strong leadership and effective delegation while leading a team of 130+ engineers and technicians in 7 different geographic markets. He oversees daily operations, manages budgets, and sets performance objectives. Mr. Marr plans, evaluates, and optimizes operations to be efficient and cost-effective. He ensures products and services comply with regulatory and quality standards. Adam is proficient in collaborating across departments and communicating effectively with staff members and has a history of building highly functional teams and leading them through operational changes.

## RELEVANT PROJECT EXPERIENCE

### CITY OF DUNWOODY PLAN REVIEW & BUILDING INSPECTION ANNUAL CONTRACT (2021 - PRESENT)

NOVA began providing on-call municipal support services to the City of Dunwoody's Planning and Development department in 2021. Our team is providing municipal services in the following service areas: Public Works, Finance and Administrative Services, Planning and Zoning, Information Technology, Permitting and Inspections, and Parks and Recreation and Facilities Management.

**ROLE: PRINCIPAL**

### CITY OF ATLANTA SUPPLEMENTAL STAFFING CONTRACT | (2020 - PRESENT)

NOVA inspectors are performing commercial and residential inspections in all disciplines for low rise to high rise building projects throughout the City. They work closely with the City's Chief Inspector and the Director of the City Planning Department. NOVA inspectors are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to efficiently provide inspection services in a very demanding and active construction area. Projects have included office, retail, industrial, multi-family, single-family, commercial, health care, education, and other ancillary construction.

**ROLE: CONTRACT/PROJECT MANAGER/TECHNICAL LEAD**



# SUSAN CARPENTER, MCP, CBO, MCEP

CONTRACT MANAGER/TECHNICAL LEAD | POINT OF CONTACT

## PROFESSIONAL EXPERIENCE

Susan has over 26 years of experience in the industry. Throughout her career, she acquired a background as a code enforcement officer, chief building official, project manager, code compliance manager, and municipal services manager. She gained experience in commercial and residential building, zoning, plan reviews, and site inspections. Susan will be the Contract Manager for this contract.

## CERTIFICATIONS

### GEORGIA ASSOCIATION OF CODE ENFORCEMENT:

Level I and Level II Code Enforcement  
Officer

### AMERICAN ASSOCIATION OF CODE ENFORCEMENT:

Master Code Enforcement Professional

### INTERNATIONAL CODE COUNCIL (ICC):

Master Code Professional

ICC/AACE Code Enforcement  
Administrator

ICC/AACE Code Enforcement Officer

Commercial Energy Plans Examiner

Residential Plans Examiner

Commercial Energy Inspector

Commercial Combination Inspector

Property Maintenance and Housing  
Inspector

Disaster Response Inspector

Building Inspector

Combination Inspector

Residential Electrical Inspector

Plumbing Inspector

Commercial Building Inspector

Residential Plumbing Inspector

Commercial Mechanical Inspector

Building Plans Examiner

Certified Housing Code Official

Residential Mechanical Inspector

Commercial Plumbing Inspector

Certified Building Official

Electrical Inspector

## RELEVANT PROJECT EXPERIENCE

### CITY OF DUNWOODY PLAN REVIEW & BUILDING INSPECTION ANNUAL CONTRACT (2021 - PRESENT)

NOVA began providing on-call municipal support services to the City of Dunwoody's Planning and Development department in 2021. Our team is providing municipal services in the following service areas: Public Works, Finance and Administrative Services, Planning and Zoning, Information Technology, Permitting and Inspections, and Parks and Recreation and Facilities Management.

ROLE: CONTRACT/PROJECT MANAGER/TECHNICAL LEAD

### CITY OF DORAVILLE BUILDING DEPARTMENT MANAGEMENT, PLAN REVIEW, AND BUILDING INSPECTION SERVICES | (2024 - PRESENT)

NOVA began providing municipal support services for the City of Doraville in 2024. Our team is providing municipal services in the following service areas: 1) Building Department Management: Staff and manage the Building Department for the City of Doraville. A full range of services, with close coordination and cooperation with the City's Code Enforcement Officer's, Public Works and Police Departments, as well as DeKalb County's Fire Marshal's Office and other County departments as appropriate. 2) Building Inspections: Land disturbance permits, Commercial and residential building permits, Issuance of Certificates of Occupancy (COs), Erosion control inspections, Stormwater and other utility inspections, Life safety inspections for Occupation Tax Certificates (OTCs). 3) Plan Reviews: Land disturbance permits, Commercial and residential building permits, Tree protection plans, Tree removal permits, Stormwater and other erosion control plans

ROLE: CONTRACT/PROJECT MANAGER/TECHNICAL LEAD

### CITY OF DULUTH PLAN REVIEW AND BUILDING INSPECTION ANNUAL CONTRACT (2019 - PRESENT)

NOVA began providing on-call municipal support services to the City of Duluth's Planning and Development department in April 2019. Based on the County's needs and workload, this support has included part-time commercial and residential plan reviews, and part-time commercial and residential building code inspections. Our personnel have been working under the direction of the City's Building Official. Our reviewers are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to review the entire set of architectural and

**INTERNATIONAL CODE COUNCIL (ICC) -  
CONTINUED:**

Residential Energy Inspector/Plans Examiner  
 Zoning Inspector  
 Residential Combination Inspector  
 Residential Building Inspector  
 Mechanical Inspector  
 Fire Inspector I  
 Fire Inspector II  
 Accessibility Inspector/Plans Examiner  
 Fire Plans Examiner  
 Commercial Electrical Inspector  
 Fire Code Specialist  
 Certified Fire Code Official  
 Building Code Specialist  
 Housing and Zoning Code Specialist

**BUILDING CODE SPECIALIST**
**HOUSING AND ZONING CODE  
SPECIALIST**
**GEORGIA SOIL AND WATER  
CONSERVATION COMMISSION  
(GSWCC):**

Level 1B Soil and Erosion Inspector

**BUILDING OFFICIALS ASSOCIATION OF  
GEORGIA 1ST VICE PRESIDENT**
**ICC REGION VIII - IMMEDIATE PAST  
PRESIDENT**
**STATE CODES ADVISORY COMMITTEE  
MEMBER**
**GEORGIA ASSOCIATION OF CODE  
ENFORCEMENT PAST BOARD MEMBER**

## SUSAN CARPENTER, CBO, MCP, MCEP

CONTRACT/PROJECT MANAGER/TECHNICAL LEAD | POINT OF CONTACT

### RELEVANT PROJECT EXPERIENCE (CONTINUED)

structural drawings for new construction and renovation projects. Projects have included office, retail, industrial, multi-family, commercial, health care, and other ancillary construction.

**ROLE: CONTRACT/PROJECT MANAGER/TECHNICAL LEAD**

#### CLAYTON COUNTY PLAN REVIEW AND BUILDING CODE INSPECTIONS (2018 – PRESENT)

NOVA began providing municipal support services to Clayton County's Community Development department in 2018. Based on the County's needs and workload, this support has included 1 full-time ICC Certified Plan Reviewer for commercial plan reviews, and up to three 3 full-time ICC-certified combination inspectors performing commercial and residential building code inspections. Our personnel have worked in the Jonesboro office under the supervision of Clayton County CD department officials. Our reviewers are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to review the entire set of architectural and structural drawings for new construction and renovation projects. Projects have included office, retail, industrial, multi-family, commercial, healthcare, education, cell tower, and other ancillary construction.

**ROLE: CONTRACT/PROJECT MANAGER/TECHNICAL LEAD**

#### CITY OF ATLANTA SUPPLEMENTAL STAFFING CONTRACT | (2020 – PRESENT)

NOVA inspectors are performing commercial and residential inspections in all disciplines for low rise to high rise building projects throughout the City. They work closely with the City's Chief Inspector and the Director of the City Planning Department. NOVA inspectors are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to efficiently provide inspection services in a very demanding and active construction area. Projects have included office, retail, industrial, multi-family, single-family, commercial, health care, education, and other ancillary construction.

**ROLE: CONTRACT/PROJECT MANAGER/TECHNICAL LEAD**

#### UPSON COUNTY ON-CALL BUILDING CODE INSPECTIONS | (2023 - PRESENT)

NOVA was selected to provide supplemental building code inspection services to Upson County in 2023. The scope of services include building code services, including building, plumbing, mechanical, and electrical inspections on commercial, residential and accessory structures within Upson County under the direction of the County Manager, Community Development Director, Building Official or other designed County Official.

**ROLE: CONTRACT/PROJECT MANAGER/TECHNICAL LEAD**



# TODD TAMASY, EI

## PROJECT MANAGER

### PROFESSIONAL EXPERIENCE

Todd currently serves as NOVA's Municipal Project Manager. He has over 20 years' experience in the construction industry, performing and managing Building Code Inspection, Special Inspection, Construction Materials Testing, and Geotechnical engineering projects. During his tenure at NOVA, he has managed several of NOVA's municipal services contracts, and worked on hundreds of construction projects where Special Inspections and Building Code inspections are performed by himself or other NOVA staff. He currently manages NOVA's Building Code inspection contracts in the City of Atlanta, Clayton County, City of Duluth, Fulton County, and City of Dunwoody. He oversees nearly 25 building inspectors, plan reviewers, permitting technicians, and Building Officials who work on these contracts.

### EDUCATION

#### BS, CIVIL ENGINEERING

Virginia Polytechnic Institute and State University, 2000

### CERTIFICATIONS

#### ENGINEERING INTERN, VIRGINIA

### RELEVANT PROJECT EXPERIENCE

#### CITY OF DUNWOODY PLAN REVIEW & BUILDING INSPECTION ANNUAL CONTRACT (2021 - PRESENT)

NOVA began providing on-call municipal support services to the City of Dunwoody's Planning and Development department in 2021. Our team is providing municipal services in the following service areas: Public Works, Finance and Administrative Services, Planning and Zoning, Information Technology, Permitting and Inspections, and Parks and Recreation and Facilities Management.

#### ROLE: PROJECT MANAGER

#### CITY OF DORAVILLE BUILDING DEPARTMENT MANAGEMENT, PLAN REVIEW, AND BUILDING INSPECTION SERVICES | (2024 - PRESENT)

NOVA began providing municipal support services for the City of Doraville in 2024. Our team is providing municipal services in the following service areas: 1) Building Department Management: Staff and manage the Building Department for the City of Doraville. A full range of services, with close coordination and cooperation with the City's Code Enforcement Officer's, Public Works and Police Departments, as well as DeKalb County's Fire Marshal's Office and other County departments as appropriate.

2) Building Inspections: Land disturbance permits, Commercial and residential building permits, Issuance of Certificates of Occupancy (COs), Erosion control inspections, Stormwater and other utility inspections, Life safety inspections for Occupation Tax Certificates (OTCs). 3) Plan Reviews: Land disturbance permits, Commercial and residential building permits, Tree protection plans, Tree removal permits, Stormwater and other erosion control plans.

#### CLAYTON COUNTY PLAN REVIEW AND BUILDING CODE INSPECTIONS (2018 - PRESENT)

NOVA began providing municipal support services to Clayton County's Community Development department in 2018. Based on the County's needs and workload, this support has included 1 full-time ICC Certified Plan Reviewer for commercial plan reviews, and up to 3 full-time ICC-certified combination inspectors performing commercial and residential building code inspections. Our personnel have worked

## TODD TAMASY, EI

PROJECT MANAGER

### RELEVANT PROJECT EXPERIENCE (CONTINUED)

in the Jonesboro office under the supervision of Clayton County CD department officials. Our reviewers are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to review the entire set of architectural and structural drawings for new construction and renovation projects. Projects have included office, retail, industrial, multi-family, commercial, healthcare, education, cell tower, and other ancillary construction.

**ROLE: PROJECT MANAGER**

#### CITY OF ATLANTA SUPPLEMENTAL STAFFING CONTRACT | (2020 – PRESENT)

NOVA began providing municipal support services to the City of Atlanta's Department of City Planning in January 2020. Our inspectors are performing commercial and residential inspections in all disciplines for low rise to high rise building projects throughout the City. We are working closely with the City's Chief Inspector and the Director of the City Planning Department. Our inspectors are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to efficiently provide inspection services in a very demanding and active construction area. Projects have included office, retail, industrial, multi-family, single-family, commercial, health care, education, and other ancillary construction.

**ROLE: PROJECT MANAGER**

#### FULTON COUNTY BUILDING CODE ADMINISTRATION CONTRACT (2016 – PRESENT)

Todd is serving as contract manager for NOVA's contract to provide Plan Review, Permitting, Zoning, and Building Code Inspection for unincorporated Fulton County. The area covered by this contract is a corridor several miles long roughly along the Fulton Industrial Boulevard alignment in the southern portion of the County. He oversees NOVA's staff of 2 full-time individuals certified as Permit/Zoning technicians, plan reviewers, and Combination Inspectors who perform work on all residential and commercial projects along the corridor. He also responds to needs from our internal staff, project contractors, and the Fulton County Public Works Director when raised.

**ROLE: PROJECT MANAGER**





# PAULA KUPERSMITH

PERMIT AND ZONING TECHNICIAN

## PROFESSIONAL EXPERIENCE

Paula has over 13 years of experience as a permit and zoning technician working in a municipal government setting. In addition, she serves as the Permitting Supervisor for NOVA, performing permitting technician duties while also supervising a staff of two other permit technicians. She excels in the role of service liaison to customers, the community, and field personnel by creating solid relationships and positive integrity-driven results. She develops excellent rapport with customers and the internal staff of plan reviewers, inspectors, and planning/zoning personnel. She is a team-oriented goal setter, with strong attention to detail and a consistent cooperative approach to solving problems and resolving customer complaints. She has demonstrated effectiveness in streamlining improvements in the permitting process within very diverse municipalities with differing customer bases and departmental organization styles. Paula is an accurate interpreter of building plans, legal documents, building codes, municipal ordinances, and local/state laws. She is an exceptionally clear communicator with excellent written and verbal skills.

## EDUCATION

### ASSOCIATE OF PHOTOGRAPHY

Art Institute of Pittsburgh

## RELEVANT PROJECT EXPERIENCE

### FULTON COUNTY BUILDING CODE ADMINISTRATION CONTRACT (2016 - PRESENT)

The area covered by this contract is a corridor several miles long roughly along the Fulton Industrial Boulevard alignment in the southern portion of the County. NOVA has been performing residential and commercial Building Code inspections, Commercial Plan review, and is serving as the County's Permitting Department.

ROLE: PERMIT AND ZONING TECHNICIAN



# JENNIFER RICHARDSON

PERMIT AND ZONING TECHNICIAN

## PROFESSIONAL EXPERIENCE

Jennifer has nearly 10 years of experience as a permit technician. She is a dedicated professional with extensive expertise in construction permitting and building code inspection processes. She excels in maintaining effective customer service relationships with clients and customers, ensuring their building department needs are met with precision and care. Jennifer possesses a thorough working knowledge of construction permitting and building code inspection processes, which she leverages to guide projects from inception to completion. She is adept at maintaining strong customer service relationships, addressing client and customer needs efficiently and effectively. Jennifer has established and maintained systems to ensure that all files, letters, reference manuals, field inspection reports, permit files, blueprints, drawings, and other data are organized and easily accessible. Collaborating with plans examiners and inspectors, Jennifer works to develop and ensure consistent processes across the company, enhancing operational efficiency and compliance.

## EDUCATION

### BUSINESS OFFICE TECHNOLOGY

Valdosta Technical College

## RELEVANT PROJECT EXPERIENCE

### CITY OF DUNWOODY PLAN REVIEW & BUILDING INSPECTION ANNUAL CONTRACT (2025 - PRESENT)

NOVA began providing on-call municipal support services to the City of Dunwoody's Planning and Development department in 2021. Our team is providing municipal services in the following service areas: Public Works, Finance and Administrative Services, Planning and Zoning, Information Technology, Permitting and Inspections, and Parks and Recreation and Facilities Management.

ROLE: PERMIT AND ZONING TECHNICIAN

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# PHILIP PROCTOR, CBO

## BUILDING INSPECTOR

### PROFESSIONAL EXPERIENCE

Philip has 25 years of experience as a Building Code Inspector and Code Enforcement Officer working for the City of Atlanta Building Department. In this role, he participated in development of drafting and rewriting various municipal codes. His Code Enforcement experience includes, writing and issuing citations and appearing in court weekly with cases. Additionally, Philip has 10 years of supervising 10-15 all-discipline inspectors and handling Building Department court cases. His experience includes several years as a Fire Sprinkler Inspector and Life Safety Inspector.

### RELEVANT PROJECT EXPERIENCE

#### CITY OF DUNWOODY PLAN REVIEW & BUILDING INSPECTION ANNUAL CONTRACT (2021 - PRESENT)

NOVA began providing on-call municipal support services to the City of Dunwoody's Planning and Development department in 2021. Our team is providing municipal services in the following service areas: Public Works, Finance and Administrative Services, Planning and Zoning, Information Technology, Permitting and Inspections, and Parks and Recreation and Facilities Management.

#### ROLE: BUILDING OFFICIAL

#### CITY OF ATLANTA SUPPLEMENTAL STAFFING CONTRACT | (2020 - PRESENT)

NOVA began providing municipal support services to the City of Atlanta's Department of City Planning in January 2020. Our inspectors are performing commercial and residential inspections in all disciplines for low rise to high rise building projects throughout the City. We are working closely with the City's Chief Inspector and the Director of the City Planning Department. Our inspectors are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to efficiently provide inspection services in a very demanding and active construction area. Projects have included office, retail, industrial, multi-family, single-family, commercial, health care, education, and other ancillary construction.

#### ROLE: BUILDING CODE INSPECTOR AND CODE ENFORCEMENT OFFICER

### CERTIFICATIONS

#### INTERNATIONAL CODE COUNCIL (ICC):

Property Maintenance and Housing Inspector  
Residential Plumbing Inspector  
Commercial Plumbing Inspector  
Residential Building Inspector  
Residential Mechanical Inspector  
Commercial Building Inspector  
Commercial Electrical Inspector  
Commercial Mechanical Inspector  
Plumbing Plans Examiner  
Residential Electrical Inspector  
Certified Building Official  
Combination Inspector  
Fire Inspector I  
Residential Plans Examiner  
Electrical Inspector  
Building Inspector  
Mechanical Inspector  
Residential Combination Inspector  
Commercial Combination Inspector

DRAFT NOVA CONTRACT FOR COMMUNITY DEVELOPMENT

# CONFIDENTIAL HIRE

## ARBORIST

### PROFESSIONAL SUMMARY

Mid-Level Civil Engineer with 7 years of experience in site plan review, construction inspections, and city engineering. Seeking a position to leverage technical problem solving skills and knowledge of design principles.

### EXPERIENCE

#### County, Department of Water Resources: *Engineer III*

2022 - Present

- Reviews sewer capacity certification requests submitted by design engineers to evaluate existing and future service demand impacts on County wastewater systems
- Prepares sewer capacity certification letters and makes recommendations to engineers and developers for wastewater infrastructure improvements where capacity may be limited
- Manages sanitary sewer capacity tracking data and creates visuals for data interpretation
- Creates and maintains documentation of workflow processes
- Provides QA/QC of sanitary sewer capacity certification related documentation
- Assists with stormwater as-built review
- Assists in rezoning reviews of water and wastewater systems

#### Associates: *Associate Engineer and Arborist*

2020 - 2022

- Conducted review of erosion control, stormwater, and site plans to ensure compliance with relevant codes
- Inspected erosion control measures and stormwater infrastructure to verify construction activity is consistent with approved plans and specifications
- Acted as City engineer providing code interpretation and technical assistance as needed
- Established and maintains effective working relationships with developers, engineers, contractors/subcontractors, the public, and City staff.
- Managed projects in the design phase coordinating plan reviews with appropriate agencies, tracking plan submittals and supplemental documentation through permit issuance
- Organized and maintained records of plans reviewed and inspections conducted

#### County of [REDACTED], Department of Public Utilities: *Utilities Engineer I*

2016 – 2019

- Reviewed water and wastewater systems on residential and commercial site plans and calculations for accuracy and conformance with local, state, and federal codes and standards
- Conducted over 300 construction site plan reviews, completing 78% one or more days before due date
- Participated in the preparation of specifications, plans, and reports involved in the construction, maintenance, and operation of water and wastewater projects
- Analyzed data and compiled research relating to existing and proposed site developments
- Maintained current knowledge of industry best practices, methods, techniques, equipment, local ordinances, state regulations, etc.

### EDUCATION

#### University of Virginia, Double Major

2015

Bachelor of Science in Civil Engineering



- c) Describe the approach to ensure staff is adequately trained and up to date at the beginning of the contract, as well as your methodology for ensuring staff stays up to date throughout the term of the contract.

## STAFF TRAINING

As a condition of employment, NOVA staff must obtain and maintain all relevant certifications for their positions throughout their tenure. NOVA, a Preferred Provider through the International Code Council, conducts numerous in-house training sessions annually. We encourage staff to actively participate in local and state organizations such as the Georgia Association of Code Enforcement, Permit Techs Across Georgia, and the Building Officials Association of Georgia to stay updated on current code changes and legislative updates. Additionally, NOVA supports and encourages our team to obtain additional certifications to enhance their knowledge and skills, benefiting our clients.



INTERNATIONAL  
CODE  
COUNCIL®

BUILDING OFFICIALS ASSOCIATION OF

GEORGIA



- d) The City expects staffing levels within the service areas to remain flexible to allow additional back-office support when applicable. Therefore, the City acknowledges that Contractors may occasionally alter staff. To ensure high quality staff, the City will weigh in significantly on changes made by the Contractor.

## STAFFING LEVELS

NOVA will work diligently to meet the City's staffing needs and maintain flexibility as required. As NOVA has demonstrated, it's crucial that candidates not only meet technical requirements but also align well with Dunwoody's culture. NOVA commits to collaborating closely with Dunwoody's staff to ensure the right team is in place to address all technical and customer service needs.





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# 5 EXPERIENCE WITH SIMILAR PROJECTS

## RELEVANT EXPERIENCE

NOVA has successfully managed over 125 outsourced permitting, code compliance, and building inspection contracts across more than 30 municipalities in Georgia and Florida. Our current local contracts include partnerships with the City of Atlanta, Clayton County, Fulton County, and the City of Dunwoody. This extensive experience has enabled us to refine best practices, ensuring a more efficient process while maintaining the high responsiveness and quality of services expected by the City.

Relevant current and local experience is highlighted below and on the following pages.

## CITY OF DUNWOODY PLAN REVIEW & BUILDING INSPECTION ANNUAL CONTRACT

### DUNWOODY, GEORGIA



#### DESCRIPTION:

NOVA began providing on-call municipal support services to the City of Dunwoody's Planning and Development department in 2021. Our team is providing municipal services in the following service areas: Public Works, Finance and Administrative Services, Planning and Zoning, Information Technology, Permitting and Inspections, and Parks and Recreation and Facilities Management.



NOVA's **Donnie Sullivan**, the City of Dunwoody Building Official, was awarded **2024 Field Employee of the Year**. He oversees all city construction projects, ensuring they meet safety standards from start to finish. A notable project under his supervision is High Street, a \$2 billion mixed-use development. Along with his colleague Phil Proctor, Donnie conducts around 16 inspections daily, covering footings, framing, electrical, and plumbing. He takes pride in enhancing community safety and development through his diligent work.

#### CLIENT:

Richard McLeod, MPA  
Director of Community Development  
richard.mcleod@dunwoodyga.gov  
678.382.6802

#### SIZE:

13.0 square miles  
51.6K population estimate (2023)

#### DATES OF SERVICE:

2021 - CURRENT

#### SERVICES PROVIDED:

Commercial Plan Review Commercial and Residential Building Code Inspections  
Permitting and Business License



# CITY OF DORAVILLE BUILDING DEPARTMENT MANAGEMENT, PLAN REVIEW, AND BUILDING INSPECTION SERVICES

**DORAVILLE, GEORGIA**



## DESCRIPTION:

NOVA began providing municipal support services for the City of Doraville in 2024. Our team is providing municipal services in the following service areas:

- **Building Department Management:** Staff and manage the Building Department for the City of Doraville. A full range of services, with close coordination and cooperation with the City's Code Enforcement Officer's, Public Works and Police Departments, as well as DeKalb County's Fire Marshal's Office and other County departments as appropriate.
- **Building Inspections:** Land disturbance permits, Commercial and residential building permits, Issuance of Certificates of Occupancy (COs), Erosion control inspections, Stormwater and other utility inspections, Life safety inspections for Occupation Tax Certificates (OTCs)
- **Plan Reviews:** Land disturbance permits, Commercial and residential building permits, Tree protection plans, Tree removal permits, Stormwater and other erosion control plans

## CLIENT:

Austin Shelton  
Director of Planning and Community Development  
austin.shelton@doravillega.us  
470.622.9357

## SIZE:

3.1 square miles  
10.7K population estimate (2023)

## DATES OF SERVICE:

2024 - CURRENT

## SERVICES PROVIDED:

Building Department Management  
Plan Review  
Building Inspection Services



# CLAYTON COUNTY PLAN REVIEW AND BUILDING INSPECTION SERVICES

CLAYTON COUNTY, GEORGIA



## DESCRIPTION:

NOVA began providing municipal support services to Clayton County's Community Development department in 2018. Based on the County's needs and workload, this support has included one 1 full-time ICC Certified Plan Reviewer for commercial plan reviews, and up to three 3 full-time ICC-certified combination inspectors performing commercial and residential building code inspections. Our personnel have worked in the Jonesboro office under the supervision of Clayton County Community Development department officials. Our reviewers are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to review the entire set of architectural and structural drawings for new construction and renovation projects. Projects have included office, retail, industrial, multi-family, commercial, healthcare, education, cell tower, and other ancillary construction.

## CLIENT:

Patrick Ejike  
Community Development Director  
[patrick.ejike@claytoncountyga.gov](mailto:patrick.ejike@claytoncountyga.gov)  
770.477.3564

## SIZE:

144 square miles  
298.3K population estimate (2023)

## DATES OF SERVICE:

2019 - CURRENT

## SERVICES PROVIDED:

Commercial and Residential Plan Review and  
Building Code Inspections

# CITY OF DULUTH PLAN REVIEW & BUILDING INSPECTION ANNUAL CONTRACT

**DULUTH, GEORGIA**



## DESCRIPTION:

NOVA began providing on-call municipal support services to the City of Duluth's Planning and Development department in April 2019. Based on the County's needs and workload, this support has included part-time commercial and residential plan reviews, and part-time commercial and residential building code inspections. Our personnel have been working under the direction of the City's Building Official. Our reviewers are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to review the entire set of architectural and structural drawings for new construction and renovation projects. Projects have included office, retail, industrial, multi-family, commercial, healthcare, and other ancillary construction.

## CLIENT:

Donald L. Bowers  
Chief Building Official  
dbowers@duluthga.net  
770.497.5320

## SIZE:

10.4 square miles  
87.6K population estimate (2023)

## DATES OF SERVICE:

2019 - CURRENT

## SERVICES PROVIDED:

Commercial and Residential Plan Review and  
Building Code Inspections



# CITY OF ATLANTA SUPPLEMENTAL STAFFING FOR BUILDING INSPECTION SERVICES

ATLANTA, GEORGIA



## DESCRIPTION:

NOVA began providing municipal support services to the City of Atlanta's Department of City Planning in January 2020. Our inspectors are performing commercial and residential inspections in all disciplines for low rise to high rise building projects throughout the city. We are working closely with the City's Chief Inspector and the Director of the City Planning Department. Our inspectors are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to efficiently provide inspection services in a very demanding and active construction area. Projects have included office, retail, industrial, multi-family, single-family, commercial, healthcare, education, and other ancillary construction.

## CLIENT:

Mr. Gregory Pace - Director  
City of Atlanta Department of City Planning  
404.330.6152  
gpace@AtlantaGa.Gov

## SIZE:

136 square miles  
510.8K population estimate (2023)

## DATES OF SERVICE:

2020 - CURRENT

## SERVICES PROVIDED:

Building Official  
Commercial and Residential  
Building Code Inspections





DRAFT NOVE CONTRACT FOR COMMUNITY DEVELOPMENT

# 6 REFERENCES



## REFERENCES:

### City of Doraville

Austin Shelton

Director of Planning and Community Development

[austin.shelton@doravillega.us](mailto:austin.shelton@doravillega.us)

470.622.9357

### Clayton County

Patrick Ejike

Community Development Director

[patrick.ejike@claytoncountyga.gov](mailto:patrick.ejike@claytoncountyga.gov)

770.477.3564

### City of Duluth

Donald L. Bowers

Chief Building Official

[dbowers@duluthga.net](mailto:dbowers@duluthga.net)

770.497.5320



## CURRENT AND PROJECTED WORKLOAD INCLUDING REFERENCES

CLIENT	CONTACT	SERVICES PROVIDED	DATES OF SERVICE
City of Dunwoody	<b>Richard McLeod, MPA</b> <b>Director of Community Development</b> 678.382.6802   richard.mcleod@dunwoodyga.gov	Building Official, Plan Review, Building and Erosion Control Inspections	January 2021 – Present
City of Atlanta	<b>Mr. Gregory L. Pace</b> <b>Director Dept of City Planning, Office of Buildings</b> 404.330.6147   gpace@atlantaga.gov	Commercial and Residential Building Code Inspections, Code Enforcement, Plan Review	March 2020 – Present
City of Doraville	<b>Austin Shelton</b> <b>Director of Planning and Community Development</b> 470.622.9357   austin.shelton@doravillega.us	Building Department Management, Plan Review, and Building Inspection	June 2024 – Present
City of Duluth	<b>Donald L. Bowers</b> <b>Chief Building Official</b> dbowers@duluthga.net   770.497.5320	Plan Review and Building Code Inspections	April 2019 – Present
City of Forest Park	<b>A. Girard Geeter</b> <b>Procurement Manager</b> 404.366.4720   ageeter@forestparkga.gov	Building Inspection Services	June 2024 - Present
Hall County	<b>Robert Gutowski</b> <b>Chief Building Official</b> 770.531.6809   rgutowski@hallcounterga.org	On-Call Building Permit Services, Inspections, and Plan Review	2025 - Present
Fulton County	<b>David E. Clark, PE</b> <b>Director of Public Works</b> 404-612-2804   David.Clark@fultoncountyga.gov	Plan Review, Permitting, Building Code and Erosion Control Inspections	January 2016 – Present
Clayton County	<b>Mr. Patrick Ejike</b> <b>Community Development Department Director</b> 770-477-3564   patrick.ejike@claytoncountyga.gov	Plan Review and Building Code Inspections	July 2018 – Present
Dekalb County	<b>Judi Moore</b> <b>DeKalb County Purchasing Department</b> 404-321.6338   jmoore@dekalbcountyga.gov	Building and Land Development Plan Review	April 2021 – Present April 2016 – Dec 2018
Fulton County Schools	<b>Chad Word</b> <b>Fulton County Schools</b> 404.768.3600   wordc@fultonschools.org	Plan Review, Permitting, Building Code Inspections	2015 – Present
Meriwether County	<b>Cassandra Sharpe</b> <b>Director, Meriwether County Planning, Zoning &amp; Community Development</b> 706-672-1283   c.sharpe@meriwethercountyga.gov	Building Code Inspections, Plan Review	May 2023 - Present
Upson County	<b>Jason Tinsley</b> <b>County Manager, Upson County</b> 706.647.7012   jtinsley@upsoncountyga.org	Building Code Inspections	September 2023 - Present





# 8 REQUIRED FORMS

## Appendix A Affidavit – REQUIRED IN SUBMITTAL Verifying Status for City Public Benefit Application

By executing this affidavit under oath, as an applicant for a City of Dunwoody, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Dunwoody, Business License or Georgia Occupational Tax Certificate, Alcohol License, Taxi Permit or other public benefit (check one) for NOVA ENGINEERING & ENVIRONMENTAL, LLC

[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) ☒ I am a United States citizen

OR

2) ☐ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: \_\_\_\_\_

Date

MAY 15, 2025

Printed Name: ADAM J. MARR, PE

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

15th DAY OF May, 2025

Alien Registration number for non-citizens \_\_\_\_\_

Notary Public

*Patricia J. Neal*

My Commission Expires: April 11, 2028



\*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in, the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

**APPENDIX C– Proposal Form – REQUIRED IN SUBMITTAL**  
**City of Dunwoody, GA**  
**Municipal Government Services Procurement**

Company Name: NOVA ENGINEERING & ENVIRONMENTAL, LLC

The undersigned, as Bidder, hereby declares that this Proposal is in all respects fair and submitted in good faith without collusion or fraud. Bidder represents and warrants to the City that: (i) except as may be disclosed in writing to the City with its Proposal, no officer, employee or agent of the City has any interest, either directly or indirectly, in the business of the Bidder, and that no such person shall have any such interest at any time during the term of the Contract should it be awarded the Contract; and (ii) no gift, gratuity, promise, favor or anything else of value has been given or will be given to any employee or official of the City in connection with the submission of this Proposal or the City's evaluation or consideration thereof.

The Bidder further represents that it has examined or investigated the site conditions if necessary, and informed itself fully in regard to all conditions pertaining to the place where the work is to be done; that it has examined the Contract Documents and has read all Addendum(s) furnished by the City prior to the opening of the Proposals, as acknowledged below, and that it has otherwise fully informed itself regarding the nature, extent, scope and details of the services to be furnished under the Contract.

The Bidder agrees, if this Proposal is accepted, to enter into the written Contract with the City in the form of Contract below (RFP 20-04 properly completed in accordance with said Proposal Documents), and the Contract Documents for RFP 20-04 Municipal Government Services Procurement, at the City of Dunwoody, and to furnish the prescribed evidence of a valid business license, insurance, and all other documents required by these Contract Documents. The Bidder further agrees to commence work and to perform the work specified herein within the time limits set forth in the Contract Documents, which time limits Bidder acknowledges are reasonable.

The undersigned further agrees that, in the case of failure or refusal on its part to execute the said contract, provide evidence of specified insurance, a copy of a valid business or occupational license and all other documents required by these Contract Documents within ten (10) business days after being provided with Notice of Intent to Award the contract (or such earlier time as may be stated elsewhere in these Proposal Documents), the Proposal award may be offered by the City to the next ranked Bidder, or the city may re-advertise for Proposals, and in either case the City shall have the right to recover from the Bidder the City's costs and damages including, without limitation, attorney's fees, to the same extent that the City could recover its costs and expenses from the Bidder under Instructions to Bidder if the Bidder withdrew or attempted to withdraw its Proposal.



Company Name: NOVA ENGINEERING & ENVIRONMENTAL, LLC

The Bidder further agrees, if it fails to complete the scope of work according to the provisions within the scheduled time or any authorized extension thereof, that the City may deduct damages from the Contract price otherwise payable to the Bidder.

Acknowledgement is hereby made of the following Addendum(s) received since issuance of the Contract Documents (identified by number)

Addendum No. / Date

1. APRIL 17, 2025
2. May 9, 2025
- 3.
- 4.
- 5.

It shall be the responsibility of each Bidder to visit the City Purchasing Department's website to determine if the City issued addendum(s) and, if so, to obtain such addendum(s). Failure to acknowledge an addendum above shall not relieve the Bidder from its obligation to comply with the provisions of the addendum(s) not acknowledged above.

Work, excluding transitional requirements, is to commence on or about January 1, 2026.

The City of Dunwoody requires pricing to remain firm for the duration of the term of the contract. Failure to hold firm pricing for the term of the contract will be sufficient cause for the City to declare bid non-responsive.

Termination for Cause: The City may terminate this agreement for cause upon ten days prior written notice to the Consultant of the Consultant's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the City's rights or remedies by law.

Termination for Convenience: The City may terminate this agreement for its convenience at any time upon 30 days written notice to the Consultant. In the event of the City's termination of this agreement for convenience, the Consultant will be paid for those services actually performed. Partially completed performance of the agreement will be compensated based upon a signed statement of completion to be submitted by the Consultant, which shall itemize each element of performance.

Termination for fund appropriation: The City may unilaterally terminate this Agreement due to a lack of funding at any time by written notice to the Consultant. In the event of the City's termination of this Agreement for fund appropriation, the Consultant will be paid for those services performed. Partially completed performance of the Agreement will be

compensated based upon a signed statement of completion to be submitted by the Service Provider, which shall itemize each element of performance.

The Contractor agrees to provide all work to complete the project described in this document for the amount listed in the Cost Proposal (submitted in a separate package).

Legal Business Name NOVA ENGINEERING & ENVIRONMENTAL, LLC

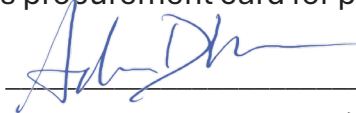
Federal Tax ID 26-0347209

Address 3900 Kennesaw 75 Parkway, Suite 100, Kennesaw, Georgia 30144

Does your company currently have a location within the City of Dunwoody? Yes No

Will your company accept the City's procurement card for payments from the City? Yes No

Representative Signature



Printed Name

Adam D. Marr, PE

Telephone Number

770.425.0777

Email Address

amarr@usanova.com

DRAFT NOVE CONTRACT FOR COMMUNITY DEVELOPMENT

DRAFT NOVE CONTRACT FOR COMMUNITY DEVELOPMENT



3900 Kennesaw 75 Parkway, Suite 100  
Kennesaw, Georgia 30144

t. 770.425.0777  
f. 770.425.1113

[usanova.com](http://usanova.com)





# Cost Proposal – Municipal Government Services (RFP) 25-02 City of Dunwoody, Georgia

# 7 COST PROPOSAL

## APPENDIX B

### Cost Table – REQUIRED IN SUBMITTAL (Page 1 of 2)

Submitted by (FIRM) NOVA Engineering & Environmental, LLC

Bidders will submit a full annual cost for each position(s) listed below that they wish to be considered on. This form MUST be submitted separately and in a sealed envelope. Please include a PDF version on a thumb drive as a backup copy in the envelope also.

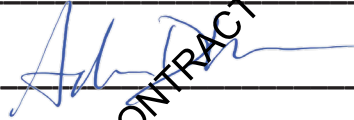
Alternatives to this structure may be included in an appendix, but this form must be complete for the bid to be considered.

Throughout the term of the contract, changes to the scope of work may cause the need to include additional staffing to the contract. The Contract may be amended to include additional staffing requirements when the scope changes.

Please provide the proposed costs for all applicable service areas. If your organization is not proposing for a specific service area, please indicate so by marking N/A in the corresponding row.

Submitted by (FIRM) NOVA Engineering & Environmental, LLC

Representative Signature



Date May 14, 2025

Printed Name and Title Adam D. Marr, PE | Vice President

Telephone Number 70.425.0777

Email Address amarr@usanova.com

Submitted by (FIRM) NOVA Engineering & Environmental, LLC (Page 2 of 2)

Firms shall provide service to the City for the period of four years, plus one additional year at the City's option. The inflationary factor each year will be based on the CPI-U for Atlanta as outlined in the RFP's Cost Proposal Section.

Area	Position	Annual Cost 2026	Subtotal
Parks	Recreation Manager	\$ 1	N/A
Parks	Operations Manager	\$ 1	N/A
Parks	Recreation Coordinator (1 of 2)	\$ 1	N/A
Parks	Recreation Coordinator (2 of 2)	\$ 1	N/A
Parks	Grounds Coordinator	\$ 1	N/A
Parks	Facilities Coordinator	\$	N/A
Parks	Facilities Associate	\$ 1	N/A
Parks	PT Recreation Leader (Based off 26 hours per week) (1 of 2)	\$ 1	N/A
Parks	PT Recreation Leader (Based off 26 hours per week) (2 of 2)	\$ 1	N/A
Admin	Assistant Office Manager/Receptionist	\$ 1	N/A
Admin	Office Manager/Executive Assistant	\$ 1	N/A
ComDev	Site Inspector	\$ 1	138,700.00
ComDev	Arborist	\$ 1	175,600.00
ComDev	Building Inspector	\$ 1	155,400.00
ComDev	Permit Technician (1 of 2)	\$ 1	112,300.00
ComDev	Permit Technician (2 of 2)	\$ 1	112,300.00
ComDev	Code Enforcement Manager	\$ 1	175,600.00
ComDev	Code Enforcement Officer (1 of 2)	\$ 1	128,500.00
ComDev	Code Enforcement Officer (2 of 2)	\$ 1	128,500.00
PubWks	Stormwater Manager	\$ 1	N/A
PubWks	Stormwater Compliance	\$ 1	N/A
PubWks	Stormwater Engineer (0.25 FTE)	\$ 1	N/A
PubWks	Traffic Engineer (0.50 FTE)	\$ 1	N/A
PubWks	Operations and Maintenance Supervisor	\$ 1	N/A
PubWks	Construction Manager (0.50 FTE)	\$ 1	N/A
PubWks	Construction Project Manager	\$ 1	N/A
PubWks	Construction Engineer	\$ 1	N/A
PubWks	Utility Coordinator (0.50 FTE)	\$ 1	N/A
PubWks	<b>Stormwater Capital Project Manager (0.50 FTE)</b>	\$ 1	N/A
		\$	\$ 1,126,900.00
Place NA in the cost field, if the vendor is not proposing those positions.			



DRAFT NOVE CONTRACT FOR COMMUNITY DEVELOPMENT



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f. 770.425.1113

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