



**BUREAU
VERITAS**

STONECREST

STATEMENT OF QUALIFICATIONS

RFQ 2022-05 - CHIEF BUILDING OFFICIAL SERVICES

**Presented to
CITY OF STONECREST**

Department of Purchasing and Contracting
3120 Stonecrest Blvd
Stonecrest, GA 30038

June 13, 2022

CONTACT REGARDING THIS PROPOSAL

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1. FIRM HISTORY



BUREAU

VERITAS

1. FIRM HISTORY

June 13, 2022

City of Stonecrest

Chris Eldridge, City Manager

Attn: City Clerk

3725 Park Avenue

Stonecrest, GA 30340

Re: Response Proposal to RFQ 2022-05 - Chief Building Official Services

Dear Mr. Eldridge,

Bureau Veritas North America, Inc. (BV) is excited for this opportunity to cultivate a relationship with the City of Stonecrest (the City) and would be delighted to contribute to the City's growth with exceptional professional services performance. We understand your desire to retain a qualified consultant to assist with these services. Our team has the breadth and depth of resources, skills and expertise needed to provide excellent Building Department Management, Plan Review and Inspection services outlined in the RFP within the time period requested.

Our proposal highlights our over 46 years of experience providing similar services for other federal, state, and local government projects including plan review, inspection and permitting services. We take great pride in our ability to provide exemplary building services to our clients. We are the largest plan review and inspection firm in the United States, with a long-established operation in Georgia. Our staff is registered, certified and dedicated to building safety. BV will always strive to deliver excellent service and will work hard to meet and exceed expectations for agreed-upon review times.

BV will pro-actively ensure exceptional customer service, balance development momentum with code compliance/processing requirements and seamlessly serve as an extension of the client's staff. Our commitment to providing accurate and appropriate solutions to our clients and our ability to quickly and efficiently meet the needs of the communities that we serve makes BV an ideal partner for the City of Stonecrest.

We offer optimal solutions to deliver quality services:

- Expert Chief Building Official personnel
- Unparalleled building plan review and inspections expertise
- Established relationships to ensure timely reviews, transparency and responsiveness
- Depth of resources and close proximity to maximize flexibility and deliver quality services
- Licensed and certified professionals
- Electronic review and web-based document control best practices

Our partnership with City of Stonecrest will be managed through our regional office in Suwanee, GA and augmented by our staff located throughout Georgia, enabling quick and efficient responses. Hal Chitwood, C.B.O., Operations Manager / Project Manager, will be your point of contact for this proposal and Susan Carpenter, MCP, CBO will be the point of contact for day-to-day operations. Van Tran, C.B.O., Vice President / Principal-in-Charge, is authorized to bind the company to the contract. We appreciate the opportunity to provide this proposal to the City and look forward to delivering excellent service in support of your community.



Van Tran, C.B.O., Vice President, Facilities, Central & East Division

Bureau Veritas North America, Inc.

Van.Tran@bureauveritas.com | P: 214.876.6855



Hal Chitwood, C.B.O., Operations Manager

Bureau Veritas North America, Inc.

Hal.Chitwood@bureauveritas.com | P: 706.818.4668

1. FIRM HISTORY

Firm Background

Bureau Veritas is a multi-national corporation with a history which includes over 194 years of providing worldwide regulatory compliance service to industry and governmental agencies and more than 46 years providing building safety services in the United States. Founded in 1828, Bureau Veritas is a global leader in quality assurance, health, safety, and environmental (QHSE) solutions. Recognized and accredited by the largest national and international organizations and with over 80,000 employees, Bureau Veritas has unparalleled resources to manage projects requiring a broad range of expertise across vast geographies. With operations in 140 countries and all continents, Bureau Veritas draws on the synergies between its local teams and dedicated technical centers throughout the world. BV's local presence allows it to provide timely delivery and exceptional customer service in the most cost-effective manner.

Company Ownership

Bureau Veritas North America, Inc. was incorporated in the State of Delaware on March 26, 2003. BVNA is a Delaware corporation founded in 2003, with over 4,000 employees and over 100 offices. It is a wholly owned subsidiary of Bureau Veritas Holdings, Inc. (a Delaware corporation – founded in 1988), which in turn is a wholly owned subsidiary of Bureau Veritas S.A. (BVSA) (founded in 1828) a company publically traded on the Euronext. BVSA has one shareholder owning greater than five percent (5%), Wendel Investissement S.A. Our corporate office location is 1601 Sawgrass Corporate Parkway, Suite 400, Ft. Lauderdale, FL 33323; Telephone: 954.236.8100.

Primary Office Location

The principal office that will be responsible for the implementation of an agreement with the City of Stonecrest and performance of the work is located in Suwanee, GA, just 33 miles door-to-door from the City at:

Bureau Veritas North America, Inc.
3385 Martin Farm Road
Suwanee, GA 30024
Telephone: 706.818.4668

We have one additional office in Georgia in the City of Jefferson. BV provides a wide range of building safety services and is the largest plan review and inspection firm in the United States.

These service offerings include:

- ICC Certified Permitting
- ICC Certified Plan Review
- ICC Certified Inspections
- Code Interpretation
- Code Adoption and Ordinance Preparation
- Planning and Zoning Meeting Attendance
- City Council Meeting Attendance
- ICC Certified Building Official Duties
- Permit Tracking and Record Keeping
- Plan Reviewer, Inspector and Permit Tech Training
- Budget and Staffing Planning
- Pre-Design and Pre-Construction Meetings
- Designer and Builder Training
- Contractor Licensing
- Fee Schedule Evaluation and Updates

What Sets Us Apart

We are ideally suited to provide building safety services to the City of Stonecrest because we possess:

Unparalleled Expertise

- Proven track record of providing services to 400+ agencies nationally
- Building and fire life safety consulting to numerous agencies in Georgia
- Municipal management and staff augmentation expertise
- Key staff who have helped to establish and implement the latest codes

Depth of Resources and Proximity to Meet Peak Workloads

- 100+ offices throughout the United States, including two offices in Georgia
- Registered Engineers and ICC certified staff dedicated to code compliance
- No private sector design work = no conflict of interest

Best Practices and State-of-the-Art Processes to Consistently Meet Turnaround Schedules

- Comprehensive and formalized plan check procedures
- Award-winning, web-based project tracking and controls
- Electronic plan check to save time, money, and paper = a **GREEN** solution
- 99% success rate meeting review turnaround schedules

2. FIRM EXPERIENCE



B U R E A U

V E R I T A

2. FIRM EXPERIENCE

Putting the Right People to Work for You

We have extensive resources and a large pool of **licensed and certified experts** who are equipped to handle all of your needs. Our professionals have extensive experience in educational, residential, commercial, industrial, and other related projects of all sizes and complexities, allowing them to tailor solutions specifically to your needs.

Competence Through Certification – International Code Council

Building safety depends on more than codes and standards. Building safety results from providing trained professionals with the resources and ongoing support necessary to stay current with the latest advancements in the building safety field. ICC certification ensures competent building and fire safety individuals are involved in the critical building approval process. It also helps to continue attracting an increasing level of competence and professionalism into the building code community. The ICC certification represents the BV team's commitment to providing professional and competent building safety staff to our municipal clients. The following is a list of ICC certifications held by our staff members and maintained in active status through continuing education units.

- Accessibility Inspector/Plans Examiner
- Building Inspector
- Building Plans Examiner
- Certified Building Code Official
- Certified Electrical Code Official
- Certified Fire Code Official
- Certified Fire Marshal
- Certified Housing Code Official
- Certified Mechanical Code Official
- Certified Plumbing Code Official
- Coastal & Floodplain Construction Inspector
- Combination Inspector
- Combination Inspector - Legacy
- Combination Plans Examiner
- Commercial Building Inspector
- Commercial Combination Inspector
- Commercial Electrical Inspector
- Commercial Energy Inspector
- Commercial Energy Plans Examiner
- Commercial Mechanical Inspector
- Commercial Plumbing Inspector
- Disaster Response Inspector
- Electrical Inspector
- Electrical Plans Examiner
- Energy Code Specialist
- Fire Inspector I
- Fire Inspector II
- Fire Plans Examiner
- Green Building Residential Examiner
- ICC/AACE Property Maintenance & Housing Inspector
- ICC/AACE Zoning Inspector
- Master Code Professional
- Mechanical Inspector
- Mechanical Inspector UMC
- Mechanical Plans Examiner
- Plumbing Inspector
- Plumbing Inspector UPC
- Plumbing Plans Examiner
- Residential Building Inspector
- Residential Combination Inspector
- Residential Electrical Inspector
- Residential Energy Inspector/Plans Examiner
- Residential Fire Sprinkler Inspector / Plans Examiner
- Residential Mechanical Inspector
- Residential Plans Examiner
- Residential Plumbing Inspector
- Spray-applied Fireproofing Special Inspector

Coupled with our extensive ICC Certifications, our group also holds the following licenses and certifications:

- Professional Engineer
- Registered Architect
- Master Plumber
- Master Electrician
- Certified Floodplain Manager
- Electrical Engineer
- Mechanical Engineer
- Structural Engineer
- LEED AP
- Fire Protection Engineer
- Environmental Engineer
- Professional Geologist
- Asbestos and Mold Analysts
- Elevator Inspector
- Master Plumber
- Journeyman Plumber
- Master Electrician
- Journeyman Electrician
- Registered Sanitarian
- Registered Accessibility Specialist
- Code Enforcement Officer
- GASWCC Lvl 1B Certified Inspector
- GASWCC Lvl II Certified Plans Examiner

2. FIRM EXPERIENCE

A Technical Expertise Recognized By Multiple Accreditation Bodies

BV has acquired skills and know-how in a large number of technical areas in addition to a broad knowledge of regulations. The firm is currently authorized or accredited by a large number of national and international delegating authorities and accreditation bodies. BV constantly seeks to maintain, renew and extend its portfolio of accreditations and authorizations. It is subject to regular controls and audits by authorities and accreditation bodies to ensure that its procedures, the qualification of its personnel and its management systems comply with the applicable standards, norms, references or regulations.

IAS AC251 Accreditation

In October 2010, Bureau Veritas proudly became the first, and still only, company to achieve accreditation under the International Accreditation Service (IAS) Third-Party Permitting, Plan Review and Inspection Service Providers Accreditation Program (AC 251). AC251 outlines requirements for the accreditation of third-party nongovernmental providers of building department services and thus recognizes the important role that private firms play in ensuring public safety. The goal of this program is to provide accreditation to independent providers of building department services based on quality management principles and best practices, to ensure that the outstanding safety record of buildings in the U.S., as compared to buildings elsewhere in the world, is maintained. Building departments can use the IAS program to verify that the companies they hire are qualified to provide building safety services for the jurisdiction. For Bureau Veritas, accreditation is a way to provide independent verification of its established quality procedures and best practices that have been an integral part of the company since its founding in 1828.

For Bureau Veritas to achieve IAS accreditation, evaluators assessed Bureau Veritas across several distinct categories including code administration, construction codes, plan review processes, professional credentials and licensing, and inspection procedures. In addition, IAS also assessed critical elements of the services provided to jurisdictions such as contract details, operational procedures and plans, and fiscal year budgets.



The International Accreditation Service is a nonprofit, internationally recognized accreditation body and a subsidiary of the International Code Council (ICC). IAS accredits building departments, third-party building department service providers, special inspection agencies, product certification agencies, inspection programs for metal building manufacturers, fabricator inspection programs, testing and calibration laboratories, inspection agencies, training agencies, curriculum developers, and field evaluation bodies.

Management Systems Certified:

ISO 9001:2015 • ISO 14001:2015 • OHSAS 18001:2008



As a world leader in Testing, Inspection & Certification, Bureau Veritas provides its clients with solutions to meet their quality, health, safety, environmental protection, and social responsibility (QHSE-SR) objectives. A unique feature of Bureau Veritas is that the company as a whole, is subject to the high standards of the ISO Management Systems. These system are applied to our entire operation, and periodic audits certify the company continues to be in full compliance. This assures our clients that wherever our services are provided, they will be accurately prepared and the deliverables will be received in a timely manner.

Bureau Veritas prides itself on its commitment to these principals, and has obtained global certification to each of the following International Management Systems Standards:

- ISO 9001:2015 – Quality
- ISO 14001:2015 – Environmental
- OHSAS 18001:2008 – Health & Safety

2. FIRM EXPERIENCE

Project Understanding

We understand the City of Stonecrest is seeking a qualified firm to manage all building services for the City, including building inspections and all plan reviews for a period of three years, with an option to extend the contract in one year increments for up to three additional years. The scope of work includes the following:

Building Department Management - A full range of services will be required in close coordination with the City officers, public works and police departments, Fire Marshal's office and other County departments.

Plan Reviews - All plan reviews required as part of building and permitting will include, but not be limited to, land disturbance permits, commercial and residential building permits, tree protection plans, tree removal permits, stormwater and other erosion control plans.

Building Inspections - Including 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).

We believe that Bureau Veritas is the right choice for the City of Stonecrest. We are able to provide all of the services requested in the RFP, including expert on-site services supported by the local staff at our Suwanee, GA location, backed by a deep pool of additional resources unmatched by any other company.

Building Official Services

BV staff will work directly with City staff to prepare accurate interpretations of the Code requirements, to adopt and process new codes and their requirements, and to act as a general point of contact for the jurisdiction. The building official will provide the support and direction necessary to facilitate timely and efficient work amongst the jurisdictional staff and other departments.

Our staff is able to analyze applicable ordinances and resolutions of jurisdictions and make recommendations for approval of appropriate code adoptions, amended as necessary in accordance with the applicable code, to implement an effective and compliant code enforcement program. Our staff will keep current on applicable code requirements adopted at the state or federal levels and inform and implement as necessary to keep the jurisdiction compliant.

Our building official will attend staff, board, and council meetings as required and mutually agreed upon. This individual will oversee other BV staff as well as provide guidance for City staff, applicants, designers, and contractors to navigate the code. Our building official and support team will be up to date on code changes and will assist in implementing those changes.

BV's building official shall serve the City of Stonecrest's requested scope, in the RFQ For Chief Building Official Services. Additionally, typical duties of the building official can include:

- Function as the Building Official as outlined in the International Building Code
- Manage and oversee the building department and assist staff with coordinating the building permit and plan check, building inspection, building counter, and building code enforcement services
- Guide inspectors and plans examiners on adopted codes and local amendments
- Make recommendations regarding local amendments and code adoption
- Serve as liaison between BV and the City
- Serve as liaison between the building department and other City departments
- Attend meetings as requested and agreed upon
- Report building department activities as requested and agreed upon
- Assess applicant and client satisfaction
- Attend pre-submittal meetings when needed
- Assist in improving the processes and procedures of the building department, if requested

Plan Reviews

As the **largest plan review firm in the United States**, we provide full-service code consulting and plan review services for compliance with a variety of codes, including the international Building, Plumbing, Electrical, Mechanical, Fuel Gas, Energy Conservation, and Fire Codes, as well as the National Electric Codes as adopted by each jurisdiction. We have specific experience working through a variety of challenges, including (but not limited to) infill commercial development; adaptive reuse and change of occupancies

2. FIRM EXPERIENCE

of existing buildings; retrofit of un-reinforced masonry or soft-story buildings; large commercial shopping centers and mixed-use multi-family developments; live-work projects; and high tech, research, and development facilities.

BV personnel have performed and managed plan review for thousands of projects. Project types include high-rise hotels and office buildings; institutional occupancies (including jails, shipping facilities, and room additions); single-family tract and custom homes; tilt-up shells; tenant improvements; and infrastructure (roads, wet and dry utilities). Our staff has considerable review experience of virtually any structure requiring permits, plan reviews, and inspections. Our large, licensed plan review staff enables us to manage numerous and complex projects simultaneously, as well as provide discipline-specific plan reviews (e.g., structural, mechanical/plumbing, electrical, fire, access, street, drainage, map, civil infrastructure).

We offer the following plan review services:

- Architectural, fire & life safety
- Structural
- Energy code
- Accessibility requirements, including:
 - Barrier free
 - Disabled access
 - ADA
- Mechanical, electrical, and plumbing code
- Review and approval of alternative materials, design, and methods of construction
- Civil plans examination, including:
 - Grading and drainage
 - NPDES/SWPPP
 - Development
 - Infrastructure
 - Water and wastewater
 - Sewer
- Green building and LEED consulting

Plan Review Time Schedule

At your request, BV can provide plan review activities on a fast-track basis. Turnaround times for each submittal will relate to the size and nature of the project and its impact on the construction schedule. To reduce turnaround times for plan review, we use electronic submittals, phased submittals, conference calling, and videoconferencing.

BV has built long-term partnerships with agencies. We understand that accuracy, efficiency, and integrity in all

aspects of professional services are required. Testimony to our professional excellence is the fact that we have provided services to many of our municipal clients since their incorporation. Because of our large pool of accessible resources, we can assemble experienced personnel in order to help with project schedule recovery when necessary. Our team maintains efficient turnaround times on all reviews as a key measurement of performance of our plan review services. BV will also accommodate preliminary reviews to facilitate fast-tracked, or accelerated, projects. This aids with timely turnaround and enhances public relations. If applicants include designs that do not conform to the prescriptive requirements of the codes, the City's designee will have final approval over the plan being reviewed. If requested, our staff will make recommendations for the resolution. We are also available to meet with agency staff or others as needed to discuss our findings.

Electronic Plan Reviewing

BV provides an alternative solution to traditional plan checking. By utilizing Adobe Acrobat with electronic plan submittal and commenting, our plan reviewers can quickly and accurately review plans for compliance with applicable codes; this allows for economical movement of plans and quick turnaround, eliminating shipping time and costs. In this way, electronic plans with comments can be viewed and discussed with tenant, designer, and plans examiner as needed to resolve issues quickly and efficiently.

As part of this process, plans are first submitted as PDF files via a secure and confidential FTP site in which the client also has access. Our staff then reviews these plans and places comments and redlines directly on the plans, corresponding to areas needing revisions. Next, redlined plans with comments are forwarded to, or placed on, the secure FTP site for the designers, engineers, and architects. Plans can then be revised and resubmitted via the same method described. Once all items are resolved, hard copy plans are sent to BV for approval stamps and signatures. Finally, these stamped and signed approved drawings are sent to the City for permitting.

Transmittal of Plans and Correction Lists

BV assumes responsibility for the pickup and return of plans. All plans shall be picked up from the City offices within 24 hours of notification. Should the volume of work be

2. FIRM EXPERIENCE

sufficient, we propose to establish regular pickup of plans on a consistent basis. We will also utilize shipping courier at no additional cost to the City.

Upon completion of each plan review, we will forward an electronic copy of the correction list to both the City and the applicant. When corrected plans are resubmitted, we will either follow the previous procedure, or the applicant may schedule an office visit to go over any corrections in person. BV will forward completed plans once they are stamped and signed by BV staff. Our transmittal forms are customized for use unique to the City.

Inspections

At BV, we are client-focused and customize the work according to your specific needs. We can provide inspection services for a single project that presents unique complexities due to its construction or size, or we can provide enough staff to handle all inspection services for an entire City. Our building inspection services can be adjusted to provide a high level of coordination specifically suited to the design-build concept. Our inspectors are ICC certified and have extensive experience in the construction trades. Fast-tracked projects may be built into small phases based on incremental design and fabrication steps. In such cases, our inspection team keeps daily logs to track corrections and plan review changes.

BV's inspection teams also provide on-call building inspection services to cover staff vacation time, peak workloads, specialized inspection activities, and any other situations that may arise. These activities may include next-day inspections and same-day response to important or urgent requests. BV will provide the client with ICC certified personnel to provide the following services:

1. Read and study project specifications, plans, and drawings to become familiar with project prior to inspection, ensuring that structural or architectural changes have been stamped as approved by appropriate authority and recognizing the need for/requiring of plan checks for electrical, plumbing, and mechanical code requirements.

2. Perform and document inspections on construction projects to determine that all aspects of the project, such as foundations, building, electrical, plumbing, and mechanical systems, conform to the applicable building codes, zoning ordinances, energy conservation, and accessibility requirements, including known local, City, state, and federal requirements.
3. Review plans for building construction, plumbing, electrical, and mechanical details prior to making inspection.
4. Bring to the attention of the City for approval of certain changes in building, plumbing, mechanical, electrical, and related work consistent with code and ordinance requirements.
5. Participate in reviews with fire, health, and other government agency inspectors, as well as owners.
6. Maintain a record of non-complying items and follow up to resolution of such items.
7. Inspect existing buildings for substandard, unsafe conditions, upon request.

Additionally, we can provide regular inspections of all aspects of the fire permit requirements, whether annually, biannually, triennially, every five years, or any other length of time as mandated by the adopted codes.



3. KEY STAFF



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3. KEY STAFF

Key Personnel

BV has assembled a team of experts that bring a wealth of knowledge and expertise. Resumes of key personnel to be assigned to our team are included on the following pages. Our organizational chart depicts lines of communications and areas of work for each of our team members. Each project team member has been specifically chosen for their experience in performing the required scope of work detailed in the request, as well as their certifications and licenses.



MANAGEMENT TEAM

Van Tran, C.B.O.

Principal-in-Charge

Hal Chitwood, C.B.O.

Operations Manager

Susan Carpenter, MCP, CBO

Project Manager / Building Official

ADDITIONAL STAFF AVAILABLE

Building Inspectors

Paul Calcaterra

Wendell Mosley

Arthur Tay

Plan Reviewers

John Brown

Paul Calcaterra

Erosion Control

William Rhodes

Michael Vasquez

Planning & Zoning Administration

Claire Bleckley

3. KEY STAFF

Van Tran, C.B.O., Vice President / Principal-in-Charge

Education

Master of Business Administration
Bachelor of Science - Environmental
Design

Registrations/Certifications

ICC Certified:
Certified Building Official
Certified Plans Examiner
Accessibility Inspector/Plans Examiner
Certified Permit Technician
Residential Energy Inspector/Plans
Examiner
Commercial Energy Plans Examiner
Commercial Energy Inspector

Professional Affiliations

International Code Council (ICC)
North Texas Chapter of ICC
Texas Municipal League
Building Officials Association of Texas

Total Years of Experience

21+

Since joining Bureau Veritas in 2003, Van has played a key role in managing the operations and business growth of the Central and Eastern Regions of the U.S. He currently manages a multi-million dollar budget with more than 110 employees serving 400+ clients.

Key to Van's success is the ability to hire and retain high-quality professionals and ensure premium service for his division's clients. With more than 21 years of private and public experience he has played a role in providing plan review, inspection and code consulting services to many multi-million dollar projects of all major building types, including the new \$1.2B Dallas Cowboys Stadium.

Van also leads a team of training professionals in developing and educating AIA/ CES approved seminars for design professionals, code officials, developers, contractors, engineers, and building owners. Since 1999, Van has been actively participating with the continuing education program offered by Building Professional Institute where he serves as a Moderator and Speaker.

As the Principal-in-Charge, Van's main responsibilities are to ensure the adequate number and quality of resources are provided for each project, render decisions on recommendations or changes presented by the Project Manager, stay informed of project development and status, confirm and prioritize the requirements for the project, and resolve any issues that cannot be resolved at other lower project management levels. His success in this position is the result of numerous contract awards.

Professional Experience

Vice-President, Central & East Region

Bureau Veritas

2003 - Present

- Develop new business plan and strategy for region.
- Develop budget and manage P&L for \$12M region with over 100 staff in over 500 municipalities including Arizona, Florida, Georgia, Massachusetts, Oklahoma, Pennsylvania, Texas, and Virginia/DC
- Code consultation of major projects includes Dallas Cowboys Stadium, National Mixed-Use Developments, and other large-scale commercial developments.
- Develop training workshops for design professionals, code officials, developers, contractors, engineers and building owners.
- Develop and implement technology solutions for an on-line project tracking system and energy code compliance reporting system.
- Develop and implement an on-line knowledge-based plan review and inspection guide.
- Responsible for operational and implementation functions of new business development.

3. KEY STAFF

Hal Chitwood, C.B.O., Operations Manager

Education

Bachelor of Arts

Registrations/Certifications

GSWCC Level 1B Inspector

GSWCC Level II Plans Examiner

ICC Certification:

Accessibility Inspector/Plans Examiner

Building Inspector

Building Plans Examiner

Certified Building Code Official

Certified Building Official

Certified Mechanical Code Official

Combination Inspector

Commercial Combination Inspector

Commercial Electrical Inspector

Commercial Energy Inspector

Commercial Mechanical Inspector

Electrical Inspector

Mechanical Inspector

Mechanical Plans Inspector

Plumbing Inspector

Residential Combination Inspector

Residential Energy Inspector/Plans Examiner

Professional Affiliations

International Code Council (ICC)

National Fire Protection Association (NFPA)

Building Officials Association of Georgia (BOAG)

Metro Atlanta Inspectors Association (MAIA)

Georgia Municipal Association (GMA)
GA EPD

Georgia Soil and Water Conservation Commission (GSWCC)

Total Years of Experience

30+

With more than 30 years of experience in the management of people, Hal Chitwood is very well organized, a self-starter and has grown his ability to strategize and prioritize. He is excellent at multi-tasking, someone who can stay focused under pressure and has highly evolved his listening and communication skills. He has the ability to assess customer needs in a timely and proficient manner, which in turn makes him an excellent leader on projects.

Select Project Experience

Southeast Operations Manager / Project Manager

Bureau Veritas

2014 - present

- Develop new business plan and strategy for region.
- Develop budget and manage P&L for \$3M region with over 20 staff in over 25 municipalities including Georgia
- Code consultation of major projects includes SK Battery America, Commerce, GA, Regional Mixed-Use Developments, and other large-scale commercial developments.
- Develop training workshops for design professionals, code officials, developers, contractors, engineers and building owners.
- Develop and implement technology solutions for an online project tracking system and energy code compliance reporting system.
- Develop and implement an online knowledge-based plan review and inspection guide.
- Responsible for operational and implementation functions of new business development.

Manages staff conducting projects including the following:

Jackson County

Conduct plan reviews and inspections around Jackson County on both commercial and residential projects to ensure compliance with applicable codes and address any issues to rectify issues of nonconformity.

City of Commerce

Conducts plan review and inspections on residential properties located in the jurisdiction of the City of Commerce. Works with contractors to address building code issues and bring projects into substantial compliance with applicable codes.

Banks County Inspections

Inspect commercial and residential construction projects throughout Banks County to ascertain compliance with building with all relevant building and safety codes.

3. KEY STAFF

Susan Carpenter, C.B.O., M.C.P., Project Manager

Registrations/Certifications

ICC Certified:
Master Code Professional
Housing and Zoning Code Specialist
Fire Code Specialist
Combination Inspector
Certified Building Official
Building Code Specialist
Commercial Combination Inspector
Certified Fire Code Official
Fire Plans Examiner
Fire Inspector I
Mechanical Inspector
Housing Code Official
Building Plans Examiner
Residential Plans Examiner
Disaster Response Inspector
ICC/AACE Code Enforcement Officer
Commercial Energy Inspector
Residential Energy Insp./Plans Examiner
Commercial Mechanical Inspector
Residential Plumbing Inspector
Zoning Inspector
Residential Building Inspector
Commercial Electrical Inspector
Fire Inspector II
Building Inspector
Plumbing Inspector
Commercial Plumbing Inspector
Accessibility Inspector/Plans Examiner
ICC/AACE Code Enforcement Administrator
Residential Combination Inspector
Commercial Energy Plans Examiner
Commercial Building Inspector
Residential Electrical Inspector
ICC /AACE Property & Housing Inspector
Residential Mechanical Inspector

Professional Affiliations

International Code Council Region VIII
Building Officials Association of Georgia

Total Years of Experience

25+

Susan is a Building Official/Inspector with over 25 years of industry experience. Susan has been a part of many projects and has proven to be a great leader as well as an excellent team player. Throughout her career, Susan has earned various certifications and licenses. As a Building Official/Inspector, Susan has been able to ensure the structural integrity of any project and perform thorough inspections.

Select Project Experience

Area Inspection Manager

Bureau Veritas North America, Inc.

October 2021 - Present

Conducts inspections to ensure building construction is in compliance with the applicable municipal, state, and federal codes and ordinances. Reads and studies project specifications, plans, and drawings to become familiar with the project prior to inspection, confirming structural or architectural changes have been stamped as approved by the relevant authority. Documents inspections on construction projects to determine all aspects of the project such as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, and disabled access requirements. Currently works with the following jurisdictions:

- City of Holly Springs
- City of Dallas
- 3rd party projects in Atlanta
- 3rd party projects in Forsyth County

Chief Building Official/ Project Manager

CPL

2016 - Present

Oversaw building permitting and inspections departments for multiple jurisdictions.

Chief Building Official

City of Suwanee

2009 - 2016

Oversaw permitting, inspections, and code enforcement departments. Performed commercial and residential building, zoning, and site inspections. Supervised staff and perform plan reviews.

Building Inspector

City of Suwanee

2005 - 2009

Performed inspections for residential and commercial construction projects.

3. KEY STAFF

Relevant Certifications

Susan Carpenter

Suwanee

GA



INTERNATIONAL
CODE
COUNCIL®

Residential Energy Inspector/Plans Examiner (expires 01/24/2029)
Commercial Energy Plans Examiner (expires 01/24/2029)
Zoning Inspector (expires 01/24/2029)
Residential Combination Inspector (expires 01/24/2029)
ICC/AACE Code Enforcement Administrator (expires 01/24/2029)
Residential Building Inspector (expires 01/24/2029)
Mechanical Inspector (expires 01/24/2029)
Fire Inspector I (expires 01/24/2029)
Fire Inspector II (expires 01/24/2029)
Accessibility Inspector/Plans Examiner (expires 01/24/2029)
Fire Plans Examiner (expires 01/24/2029)
ICC/AACE Code Enforcement Officer (expires 01/24/2029)
Master Code Professional (expires 01/24/2029)
Commercial Electrical Inspector (expires 01/24/2029)
Fire Code Specialist (expires 01/24/2029)
Certified Fire Code Official (expires 01/24/2029)
Building Code Specialist (expires 01/24/2029)
Housing and Zoning Code Specialist (expires 01/24/2029)
Certified Building Official (expires 01/24/2029)
Residential Plans Examiner (expires 01/24/2029)
Commercial Energy Inspector (expires 01/24/2029)
Commercial Combination Inspector (expires 01/24/2029)
ICC / AACE Property Maintenance and Housing Inspector (expires 01/24/2029)
Disaster Response Inspector (expires 01/24/2029)
Building Inspector (expires 01/24/2029)
Combination Inspector (expires 01/24/2029)
Residential Electrical Inspector (expires 01/24/2029)
Plumbing Inspector (expires 01/24/2029)
Commercial Building Inspector (expires 01/24/2029)
Residential Plumbing Inspector (expires 01/24/2029)
Commercial Mechanical Inspector (expires 01/24/2029)
Building Plans Examiner (expires 01/24/2029)
Housing Code Official (expires 01/24/2029)
Residential Mechanical Inspector (expires 01/24/2029)
Commercial Plumbing Inspector (expires 01/24/2029)
Electrical Inspector (expires 01/24/2029)

4. PROJECTS



B U R E A U

V E R I T A

4. PROJECTS

Experience

At BV, we believe that our reputation is our greatest asset. A leading provider of building safety and related services to jurisdictions for more than 46 years, we take pride in helping our clients to successfully serve our communities. Below are references of select jurisdictions to which we provide services similar to those requested in the City of Stonecrest's RFP.

Jackson County Government

Full Service Building Department Administration, Inspections, and Plan Review

Jamie Dove, Public Development Manager

67 Athens Street

Jefferson, GA 30549

P. 706.367.5908 | E. jdove@jacksoncountygov.com

Dates of Service: 2013 - Present

In November, 2013, the county retained the services of BV to act as the plan reviewer and building inspector for the Jackson County Public Development Department. BV is responsible for reviewing commercial plans, inspecting residential and commercial buildings and structures, providing inspection reports, advising County staff on matters related to County buildings and structures, and coordinating inspections with relevant County staff.

City of Social Circle

Full Service Building Department Administration, Plan Review and Inspections, Code Enforcement

Barbara Schlageter, Assistant Clerk & Zoning Administrator

166 N Cherokee Road

Social Circle, GA 30025

P. 770.464.6905 | E. BSchlageter@socialcirclega.com

Dates of Service: 2015 - Present

Located 45 miles east of Atlanta, Social Circle is a historic community in the Historic Heartlands section of Georgia in rural Walton County. BV proudly supports the city's code administration program by providing full service plan review, inspections, and housing rehabilitation inspections.

City of Dallas

Building Plan Review & Inspections Services

Michael Cash – Building Official

129 East Memorial Drive

Dallas, GA 30132

P. 770.443.8110 | E. mcash@dallas-ga.gov

Dates of Service: 2018 - Present

Anchored in Paulding County, the City of Dallas contracted with BV for the provision of as-needed commercial and residential plan review and inspection services.

Town of Braselton

Building Plan Review and Inspection Services

Kevin Keller – Planning and Development Director

4982 Hwy 53

Braselton, GA 30517

P. 706.654.3915 | E. kdkeller@braselton.net

Dates of Service: 2016 - Present

Situated about 40 miles northeast of Atlanta, the Town spans across four counties: Jackson, Hall, Gwinnett, and Barrow. Upon the retirement of the building official, the Town arranged for BV to assume the responsibilities of the role, such as plan review and inspections.

City of Oakwood

Full Plan Review and Inspection Services

B.R. White – City Manager

4035 Walnut Circle

Oakwood, GA 30566

P. 770.534.2365 | E. brwhite@cityofoakwood.net

Dates of Service: 2016 - Present

A growing City in Hall County, Oakwood teamed with BV to perform plan review, inspections and building department services. BV provides the city with experienced and professional resources to optimize a high level of service delivery to the city's community.

5. FINANCIAL STABILITY



BUREAU

VERITAS

5. FINANCIAL STABILITY

Our Financial Key Figures

Over the last five years, Bureau Veritas has demonstrated proven resilience to the effects of economic cycles. The Group has a solid financial structure. The very good health of all the financial markers is the result of several years of transformation that have led Bureau Veritas to become a resilient company, perfectly positioned to successfully and completely meet the City’s needs.

(in millions of dollars)	2021	2020	2019	2018	2017
Revenue	4,981	4,601	5,100	4,796	4,689

Documentation of these financials is available upon request or available for download here:

<https://group.bureauveritas.com/investorsfinancial-information/financial-reports>

1,400+

Offices and Laboratories in 140 Countries

80,000+

Employees Worldwide

400,000

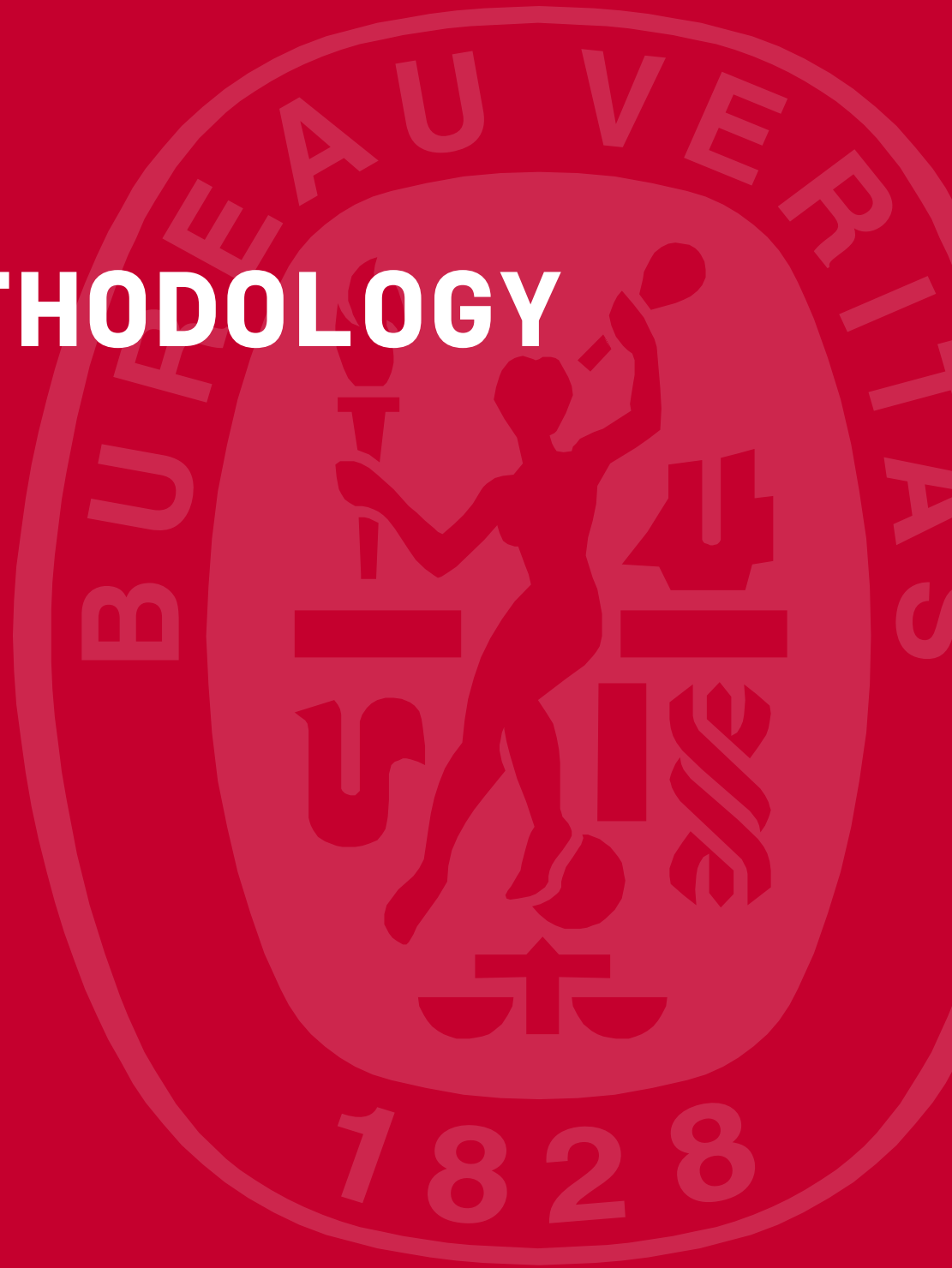
Clients Served in a Variety of Industries

4.9 Billion

Dollars in Annual Revenue



6. METHODOLOGY



B U R E A U

V E R I T A

6. METHODOLOGY

Methodology & Approach

The BV team has a two-step approach to ensuring the delivery of high quality services. BV is subject to regular controls and audits by authorities and accreditation bodies to ensure that its procedures, the qualifications of its personnel and its management systems comply with the applicable standards, norms, references or regulations. To maintain the accreditations and certifications, quality assurance methods are built into every function of our service. Quality assurance is achieved through a number of systems and tools.

- Service goals for timeliness, quality and professionalism are defined and tracked
- Training and education is required
- Random audits are performed
- Documented procedures are accessible, monitored, and updated
- Utilization of North America Management System (NAMS) and Corrective Action Response System (CARSys)

One of the tools BV uses is NAMS. NAMS is a means to obtain BV's objectives of quality excellence as prescribed by the BV business model. In order to achieve our goals, BV has implemented processes and procedures intended for application at all levels of the organization.

The management system has been implemented and maintained with the aim of satisfying our customer's needs and expectations. In order for NAMS to be effective, the policies and procedures are implemented, continuously monitored and updated.

The customer feedback is provided through a variety of avenues, examples include the use of a satisfaction survey or face-to-face/on-site communication.

Once the customer feedback has been received, the management team then analyses, measures, and implements the improvements required for quality excellence. The cycle continues until needs and expectations have been satisfied.

BV also utilizes the CARSys Issues Tracking program. CARSys is an improvement tool, which provides a closed-loop process

for the management of customer and internal concerns and corrective/preventative actions that result from the concerns or issues. With the flexibility of CARSys, BV is able to Identify, Act, Implement and Verify issues.

Key Deliverables

Our deliverables include, but are not limited to:

- Performing building inspection services
- Submitting clear and concise correction lists the City for distribution to the project applicant/designer
- Responding to telephone inquiries from the City staff and permit applicants regarding review comments

We are available to provide valued-added deliverables, such as tracking logs, reports, 24/7 access to web-based documents, electronic plan check, and green building reviews/consulting. In addition, we can augment your staff with on-site building inspection and code enforcement personnel. We offer maximum flexibility in doing the work either at the City's office or through our office, as desired.

Project Tracking and Records

Task Management System

The BV Task Management System provides individual permit reports that include plan review, permitting and inspection information. We also provide various reports that encompass all projects with information such as Inspection Counts, Failed Inspections, Building Finals Passed, Permit Activity, and Project Status. There are additional reports containing specific information that can be utilized if needed.

Web-Based Comprehensive Project Tracking

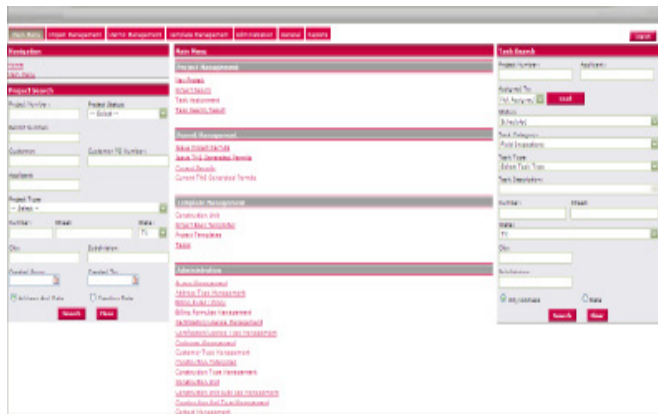
The web-based project tracking system offers comprehensive features to easily record, process, track, and report all phases of and inspection. BV Task Management System provides an effective tool to issue and track a variety of permits and associated administrative, plan review, and inspection tasks from preliminary review to final approval.

Because the BV Task Management System is completely web-based, users with a login name and password can access the system from any computer connected to the internet. The system uses SSL security to protect user passwords and stored project data. The BV Task Management System will be available to the City's designated departments. First-time users will be provided

6. METHODOLOGY

with a short training course to introduce them to the application, and our technical support team will respond to all technical inquiries/issues within 24 hours.

Web-Based Tracking of Inspections

The screenshot displays a web-based application interface for task management. It features a top navigation bar with tabs like 'Home', 'Project Management', 'Reports', 'Administration', 'Settings', and 'Help'. The main content area is divided into several sections: 'Project Details' on the left with fields for Project Name, Project Status, and Project Manager; 'Task Details' in the center with fields for Task Name, Task Status, and Task Manager; and 'Task Search' on the right with a search bar and filters. The interface is designed for efficient data entry and tracking of project tasks.

The BV Task Management System provides an efficient tool to ensure that all inspections are scheduled and performed in a responsive and timely manner. It manages all inspections for the project, ensuring that inspections are scheduled at the appropriate phases and completed prior to scheduling the next phase of inspections. Inspections scheduled out of sequence will need authorization of an inspection manager. The system provides the users the ability to check the up-to-date records of the inspection status.

Quality Assurance Program

At BV, we all share the responsibility for continual improvement of our quality management process and believe that our program, supported by our BV business model and our code of ethics, will ensure the continual delivery of high quality products and services to City. We will establish BV as City of Stonecrest preferred supplier in conformity assessment and certification services in the fields of quality assurance, health and safety, environment, and social responsibility (QHSE).

Our quality management system provides the framework for continual improvement of our internal management processes and resources which will in turn add value for City through the services offered and delivered. In addition, our quality management system gives the company and City the confidence that the provision of services and products will be delivered consistently to worldwide.

Budget Controls

Budget control is achieved by closely monitoring work assignment labor and direct expenses. Work reports must be completed by each individual and the labor hours must be approved by the project manager before being charged to the project. Similarly, expense reports, and other direct expenses must be approved by the project manager prior to entering the cost data system. Once the information is placed in the system, the following budget control reports will be produced by our accounting group and will be available for review by the project manager.

- The Labor Report – Identifies task-specific personnel, budgeted labor hours, current week's hours, cumulative hours expended, and remaining hours under each task.
- Project Detail Report – Provides records of all direct expenses and labor cost. It also indicates the overall work assignment status, including hours and expenses budgeted, current and cumulative charges, and remaining balance.

The BV project manager will inform the designated client representative on the status of the budget, percent of budget used, and work accomplished.

Schedule Controls

Work assignment schedules will be managed on several levels. The project manager will maintain regular contact with the City of Stonecrest manager to communicate the project status and progress on deliverables. In addition, an internal schedule including critical milestones and deliverable due dates will be established prior to initiating the task work. This allows ample time for changes, and assurance in schedule compliance.

Building Inspectors Availability

BV will anticipate your project needs and respond with specific, immediate solutions to the challenges associated with residential and commercial developments. Consistency, responsiveness, efficiency, and a positive attitude of our local staff are key components of our approach. As the largest code compliance firm in the United States, we have helped over 400 municipalities, counties, regional and state agencies handle their code compliance needs from full-service building department administration to targeted services including code enforcement service.

6. METHODOLOGY

Scheduling

BV will schedule all inspection requests and track results of inspections and follow up actions, as needed. All inspections scheduled before 5 PM, Monday - Friday, will be inspected the next business day, unless a same day inspection is needed to keep the construction moving forward. In such cases, BV will accommodate same day, after-hours, weekend, and holiday requests. BV will communicate real-time progress to the City and maintain an electronic and/or hard copy filing system in an auditable system for the duration of the project.

BV will provide coverage throughout the City on a daily basis, Monday - Friday, evenings, and/or weekends as directed by the City. In addition to designated regular hours of work, BV offers a full range of as-needed or temporary coverage, to cover staff vacation time, peak work loads, specialized inspection activities and any other situations that may arise. These activities may include next-day inspections and same-day response to important or urgent requests.

Additionally, we offer after-hour, weekend, and same-day re-inspections. We understand the importance of tight schedules and will make ourselves available to help keep the momentum moving forward. The BV team will, at all times, maintain an adequate workforce for the uninterrupted performance of all tasks defined for inspection services.

Ability and Process for Responding to Emergency Calls

In the event of an emergency, the Project Manager will be available to respond or delegate another team member to provide an appropriate response. BV has extensive experience responding to emergency matters and is highly qualified to address anything that may arise.

Firm's Availability to City of Stonecrest

Transition Plan 1 - BV Staff

BV proposes to place our team in the City of Stonecrest. We are able to initiate work within fifteen (15) days of receiving the Notice to Proceed from the City. There are no major risks or challenges that would potentially affect BV's ability to meet this start date. Should the City elect to utilize BV staff for all positions we will approach the transition in this fashion:

- | | |
|--------|--|
| Week 1 | BV transition team and in house managers will meet to gain insight on City priorities, identify what has been working, where the City would like to see improvements, and review a detailed transition plan with key dates and deliverables. Our team will also identify current projects, duties and tasks. Project team will train with outgoing Contractor to learn the processes, procedures, and responsibilities of their designated positions. BV will work with City to identify the current staff to continue working on this contract. |
| Week 2 | BV transition team will begin delegating duties and tasks to the incoming technical team. The technical team will shadow the existing Contractor to learn daily duties, tasks, processes, and procedures. |
| Week 3 | BV project team has completed the transition and previous Contractor no longer report to the City. |

Transition Plan 2 - Existing Contractor

BV proposes to place a Chief Building Official in the City of Stonecrest to manage the day-to-day activities of the Department. Should the City request BV to retain a portion of the existing team, we will work with City leaders to identify top performers and will bring in additional qualified individuals to fill the remaining positions. Our identified project team is robust and enables us to quickly bring in resources for plan review, inspection, and permitting when needed.

6. METHODOLOGY

Should the City utilize this option, we will start the process of transitioning employees approximately three (3) weeks prior to the contract start date. This will ensure all background checks, benefits, and other incidentals are completed when the contract term begins. We understand this type of change can be intimidating for the team members. We are prepared to work with them in any way we can to ensure they are comfortable, confident, and supportive of this transition.

We understand that the City has a commitment to providing excellence in customer service and is looking to continue to improve the permitting process from a “reactive” approach to a “proactive” approach in partnership with the community and development stakeholders. We have experienced personnel, with thoughtful leadership, to assist in achieving the identified performance improvement goals. We will collaborate with the City and its citizens to promote and maintain a safe and desirable community. We will explore our best practices with the City to provide customized solutions that are impartial and professional while remaining in conformance with standards.

Our proposed team members are familiar with the requirements of the Office of Buildings permitting, plan review and inspection processes and procedures. We believe that technical competence, while expected, is not enough. In addition to these purely technical considerations, experience and careful, thorough consideration of issues and impacts is needed. We have devoted a great deal of time and effort over the years to refining our approach and developing documentation to assist our clients and train our staff in understanding building inspection department procedures.

We will provide an Administration and Executive Management Team whom will have the support and guidance from our internal team of executive management advisors. The Building Official Officer will direct personnel and collaborate with the City to achieve its performance improvement objectives. It is expected that the Building Official will work with the City staff to provide executive leadership and oversight to the City.

Subcontracting

BV will perform the entirety of this scope of work and no subcontractors will be utilized.

7. INSURANCE



BUREAU

VERITAS

7. INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
12/22/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS 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 have ADDITIONAL INSURED provisions or 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 Aon Risk Services Northeast, Inc. Aon Risk Services Northeast, Inc. NY NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA		CONTACT NAME: PHONE (A/C. No. Ext): 866-283-7122 FAX (A/C. No.): 800-363-0105 E-MAIL ADDRESS:	
INSURED Bureau Veritas North America, Inc. 3380 Chastain Meadows Parkway, Suite 300 Kennesaw GA 30144 USA		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Hartford Fire Insurance Co.	19682
		INSURER B: Hartford Underwriters Insurance Company	30104
		INSURER C: Allianz Global Risks US Insurance Co.	35300
		INSURER D: Trumbull Insurance Company	27120
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 570085338659 **REVISION NUMBER:**

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	Limits shown are as requested	
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			USL00159321	01/01/2021	01/01/2022	EACH OCCURRENCE	\$2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$2,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COM/PO/ AGG	\$2,000,000
A	AUTOMOBILE LIABILITY			10 AB S41202	01/01/2021	01/01/2022	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
B	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> Hired AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			AOS 10 AB S41203 HI	01/01/2021	01/01/2022	BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB						EACH OCCURRENCE	
	EXCESS LIAB						AGGREGATE	
	DED							
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A		10WNS41200 See State Policy Addendum	01/01/2021	01/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT	 \$1,000,000 \$1,000,000 \$1,000,000
c	Archit&Eng Prof			USF00248021 Claims Made SIR applies per policy terms & conditions	01/01/2021	01/01/2022	Each Claim Aggregate	\$1,000,000 \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance. The Architects & Engineers policy includes coverage for Professional Liability and Contractors Pollution Liability.

CERTIFICATE HOLDER Bureau Veritas North America, Inc. 3380 Chastain Meadows Parkway, Suite 300 Kennesaw GA 30144 USA	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 Aon Risk Services Northeast, Inc.
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ACORD 25 (2016/03)

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