



(Date)

(Client Name and Address)

Via Email: (Email Address)

RE: Property Condition Assessment Proposal – (Location)

Dear _____ ,

Nave Environmental, LLC (NAVE) is pleased to submit this proposal to _____ in reference for conducting a Property Condition Assessment for a commercial property located in _____

Summary of Services Proposed

Property Condition Assessment (ASTM E 2018-15 Standard Practices will be followed)

The PCA will include the onsite observation and reporting on the physical condition of the property and will provide professional recommendations regarding future issues including financial risk or liability. Major structural, electrical, HVAC components, plumbing and site improvements will be examined for their condition, status of completion, code conformance, life cycle costs, sufficiency for their intended use, extent of defects and depreciation.

The final report will outline the systems and components, with any deferred maintenance or deficiencies observed. In addition, NAVE will formulate a list of immediate repairs, short term costs and a Modified Capital Reserves Schedule that approximates repairs and replacement costs most likely to occur over the evaluation period that will allow you to plan for large expenditures in advance of their replacement. Systems surveyed in the PCA will include, but not be limited to the following:

- **Sites and Grounds:** Pavement, curbs, loading docks, walks, landscaping, irrigation, site drainage, exterior lighting, walls, fencing / railings, signage and exterior amenities.
- **Structural Systems:** Foundations and structural framing of walls, columns, intermediate floors, and roofs.
- **Building Envelope:** Roofing systems, exterior finishes, stairs and steps, exterior doors and windows.
- **Interior Building Components:** Interior finishes of common and tenant areas.
- **Mechanical Systems:** Property owned electrical, heating ventilation / air conditioning, plumbing and conveyance systems.
- **Regulatory Compliance:** Life safety, fire suppression systems, and general visual review of property compliance to the Americans with Disabilities Act (ADA). NAVE will also contact the

local building, zoning and fire department authorities to identify any current building or fire code violations at the property.

Our proposal bid for performing the Property Condition Assessment:

\$ _____

This proposal is contingent upon receiving written authorization from _____ to proceed. Upon your authorization, *NAVE* will schedule the onsite assessment and start reviewing records for the Property. *NAVE* will submit a final report to you within fifteen (15) working days after completing the onsite assessment. The report will be submitted in an electronic format and will be uploaded to your email address via our FTP site.

Nave Environmental appreciates the opportunity to provide _____ with this proposal and we look forward to working with you on the project.

Please feel free to call me at (225) 810-5915 if you have any questions or need any additional information; I will respond to your inquiries accordingly.

Sincerely,
Daniel G. Shuler, PG, PEA
Principal

Authorization: _____

Name / Title Date: _____