

**Environmental Division
2021 On-Call Contracts**

**Compliance & Field Services
For Region 1, Region 2, Region 3, Region 4**

DT-0330 Part II Additional Requirements

Please respond to all of the following questions in your proposal. Proposals for multiple Regions **cannot** be combined. If your firm was invited to submit for more than one Regional contract, **submit a separate proposal for each**. State the question and question number in your response.

For the QA Inspection aspect of the Contract:

Firm / Staff Qualifications:

1. Ensure that the following information is provided in **Section E of the DT-0330 Part 2** for each personnel who would be utilized to fulfill the terms and conditions of the QA Inspection aspect of this contract. Please designate the employees who will be utilized as part of the QA Inspection component of this contract.
 - A. Certification from the Tennessee Department of Environment and Conservation (TDEC) Erosion Prevention Sediment Control (EPSC) Level I Course (EPSC Fundamentals Workshop). Please provide the certification number for all listed staff.
 - B. Certified Professional in Erosion and Sediment Control (CPESC) or TDEC EPSC Level 2 Certification (Design Principals for Erosion Prevention and Sediment Control for Construction Sites). Please provide the certification number(s) for all listed staff.
 - C. Degree in engineering (agricultural, civil, or environmental), geology, soil science, natural resource science or management, or a related field. Please list the degree(s) obtained for all listed staff.
 - D. OSHA certification regarding construction site worker training.
 - E. License type and number for any current professional licenses (P.E, P.G. etc.) held by staff within Tennessee.
 - F. Classes / training each employee has completed during the past **three (3)** years pertaining to NPDES (storm water) permitting / inspection and EPSC design / inspection (other than TDEC's Level I and/or Level II courses).

Please note that, if selected, no employee substitutions will be allowed without written approval from the Compliance & Field Services Office. Substitutes must be of equal experience and education for approval.

Experience Conducting QA Inspections:

1. Ensure that **three (3)** of the projects provided in **Section F of the DT-0330 Part 2** are for inspections evaluating compliance with issued environmental permitting and /or state and federal regulations for which the inspection occurred within the last five (5) years and was completed by current, in-house, full-time firm staff (whether completed while employed at your firm or with a previous employer). Please designate each of these projects as a QA Inspection. Ensure the following information is included in the brief description section for each example project:
 - A. Describe the type of construction project being evaluated.
 - B. Discuss whether the inspection was related to Stormwater, Water Quality, or both issues.
 - C. Discuss the types of related state/federal environmental permitting involved with the project.
 - D. Discuss your in-house QA/QC process regarding generated inspection reports, report preparation.

Local Presence:

1. Ensure the following information is provided in **Section C of the DT-0330 Part 2** regarding the office location(s) dedicated to the QA aspect of this contract. Please specify the distance in road miles to the corresponding TDOT Regional Office with the given address of the applicable office.

Technical Assistance:

1. Ensure that the following information will be provided in **Section E of the DT-0330 Part 2** for each employee who will be utilized to fulfill the terms and conditions of the corrective action aspect of this contract. Please designate the employee as part of the Technical Assistance component of the contract
 - A. Degree(s) obtained by proposed staff.
 - B. License type and number for any current professional license(s) (P.E, P.G. etc.) held by staff identified above within Tennessee.
 - C. Certification number(s) for listed staff identified above, such as CPESC, TDEC Level I and TDEC Level II Certification.
 - D. OSHA certification regarding construction site worker training.

Please note that, if selected, no employee substitutions will be allowed without prior written approval from the Compliance & Field Services Office. Substitutes must be of equal experience and education for approval.

2. Ensure that **three (3)** of the projects provided in **Section F of the DT-0330 Part 2** are for environmental assessments, including sediment removal / stream channel restoration projects, your firm has successfully completed within the past **five (5)** years. Please designate each of these projects as Technical Assistance. Within the brief description section, please discuss the firm's expertise and experience dealing with such aspects as:
 - A. Assessment of site problems,
 - B. Experience regarding relevant state and federal environmental permitting.
 - C. Development of corrective action plans,
 - D. Implementation and documentation of site corrective action plans.
 - E. Please describe the timeframe necessary to implement the above-mentioned steps.

If sub-consultants are to be utilized, for those sub-consultant firms, please provide the information and documentation requested in all items noted in this document and provide documentation regarding the firm's TDOT prequalification.