

**Environmental Division
2021 On-Call Contracts**

NEPA Documentation Services

DT-0330 Part II Additional Requirements

Each firm submitting a proposal for NEPA documentation services must address all items noted in the DT-0330 form Part II (hereinafter referred to as the DT-0330 form). This DT-0330 Part II Additional Requirements document outlines how firms should respond to Section I of the DT-0330 and also outlines clarifications on how to respond to other sections to the DT-0330 Part II, where appropriate.

Each submittal must provide the information and documentation as specified below noting for each the associated “item references” shown in the second column below. Each firm must also detail the proposal page number for each item in the appropriate space below.

Failure to follow instructions and to complete answers within the formats described may result in firm’s disqualification from consideration. Page limits noted in the page limit column below are firm. Paper size and table format (where applicable) within the supplemental information is at your discretion.

To ensure a more consistent understanding and comparison of firm submittals, where the DT-0330 and/or these supplemental questions request information on an employee’s role in document development (whether for past efforts or anticipated efforts under this contract), firms must use the role descriptors outlined and described below:

- Project Manager – drives project and project schedule (internally), serves as liaison between consultant project team and TDOT (or other client, if non-TDOT work), may double as lead writer
- Project Oversight – drives project and project schedule (along-side and on behalf of TDOT, or other client if non-TDOT work), assists TDOT (or other client, if non-TDOT work) with project oversight tasks
- Lead NEPA Writer – responsible for drafting the overall document (including all sections); in cases where there may be multiple writers, Lead Writer would be responsible for ensuring consistency and flow across all sections
- Technical NEPA Writer – drafts section(s) of the NEPA document for specific technical areas, drafts additional correspondence, if needed, for follow up with technical studies staff. When using this role, specify the relevant technical area(s)
- Technical Studies – provides analysis and report drafting for a specific technical area(s) When using this role, specify the relevant technical area(s)
- QC/Reviewer – provides overall review of the NEPA document to ensure the document is complete, well written, and reasonably free of errors.

In this package, the term “environmental document” refers specifically to Categorical Exclusions (CE), Environmental Assessments (EA), Environmental Impact Statements (EIS), and Reevaluations as required under the National Environmental Policy Act (NEPA).

“Environmental document” does not refer to any technical reports prepared in support of an environmental document, such as a Phase 1 Archaeology Study or a Biological Assessment.

NEPA documentation requires attention to detail and the ability to accurately and concisely convey complex information in a reader friendly format. To demonstrate a firm's, and its employees', experience in developing NEPA documentation to these standards, in addition to the items listed below, each firm will also be rated on the quality and presentation of the proposal, including but not limited to:

- Spelling
- Grammar
- Consistency
- Accuracy
- Concise presentation of information
- Clarity of information presented
- Reader friendly presentation of information
- Responsiveness to information requests below

FIRM NAME:			
Proposal Page #	Item Ref.	Item Page Limit	Qualifications
	NEPA 1	2	<p>For the prime only, in addition to the specific information you provide in Section C of the DT-0330 form, list the location (city and state) of each office within your firm that will provide services for this contract. For each listed office, list the names and titles of employees that will provide services to this contract. Include the percentage of time each individual employee can dedicate to this Contract and the anticipated role of that employee under this Contract (please only use role descriptors as described above).</p>
	NEPA 2	Edits to Section E and 1 additional page per form if warranted	<p>In completing Section E of the DT-0330:</p> <ul style="list-style-type: none"> • Provide a separate DT-0330 Section E form for each employee that will provide services under this Contract. • Only provide forms for individual(s) employed by the prime. • For item 13, clearly indicate the employee's anticipated role(s) under this Contract (only using role descriptors as described above). • For item 19, ensure the projects referenced are linear transportation projects for which the individual provided services within the past 3 years in the development of an environmental document and serving in a role(s) described above <ul style="list-style-type: none"> ○ Note the role(s) in which the employee served on the project (using role descriptors as provided herein) ○ Note the start and end date of the employee's participation on the project for each role in which the employee served <p>* Work performed at a previous firm may be included but must be specifically noted as such.</p> <p>In addition to the specific information requested in Section E of the DT-0330 form, for each Section E form provided, please also provide the following (if this information cannot be accommodated within the spaces provided in Section E, a separate single page attachment may be included):</p> <ul style="list-style-type: none"> • Title/current position with your firm • Relevant Employment history <p>*Note – response to this NEPA 2 will not generate a separate page for inclusion in your Section I. Your Proposal Page # reference should be to your Section E, as this NEPA 2 anticipates changes to how you respond to that section. If the separate single page attachment is warranted (as noted above), it should be included with the relevant page in Section E.</p>

FIRM NAME:

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	NEPA 3	No more than 1 page for each example project	<p>In completing Section F of the DT-0330:</p> <ul style="list-style-type: none"> • Example projects should reflect the work of the prime • Example projects provided in this section can include up to 5 linear transportation projects for each of the following types of environmental documentation for which the firm's current in-house, full-time employees have performed services (an employee's work at a previous firm may be included, but must be specifically noted as such): <ul style="list-style-type: none"> ○ CE, examples provided may include reevaluations of CE documents (where services provided within the past 3 years) ○ EA (where services provided within the past 6 years) ○ EIS (where services provided within the past 6 years) ○ Reevaluations of EA and/or EIS level documents (where services provided within the past 6 years) • The description section for each project should include the following: <ul style="list-style-type: none"> ○ Start date of the NEPA process ○ Start date of the employee's (or employees') involvement ○ Current status of the NEPA process (if completed, state the completion date) ○ End date of the employee's (or employees') involvement in the NEPA process (or note if the involvement is ongoing) ○ A brief description of the project and the development of the environmental document <p>*Note – response to this NEPA 3 will not generate a separate page for inclusion in your Section I. Your Proposal Page # reference should be to your Section F, as this NEPA 3 only anticipates changes to how you respond to that section.</p>
	NEPA 4	Edits to Section G and 1 additional page	<p>In completing Section G of the DT-0330 form, choose up to 20 of the projects referenced in your Section F and complete Section G according to the instructions shown in the DT-0330 form. The format of Section G may be adjusted to accommodate the additional examples. Firms should ensure that example projects provided reflect the breadth and depth of their NEPA experience across document types.</p> <p>To complete this NEPA 4 response, create another table that integrates the information generated in response to Section G with the following additional information:</p> <ul style="list-style-type: none"> • name(s) of current firm employee(s) that provided services related to the development of the environmental document • the role(s) each listed employee provided in the development of the environmental document for the example project (use only the roles noted herein) • the duration of each individual's involvement in each project listed, including the start and end dates for the individual's involvement. <p>*Note that Item 27 in Section G of the DT-0330 form asks for the anticipated role for this employee under the NEPA On-Call Contract, not the role the employee played in the listed project.</p>
	NEPA 5	1	<p>To more clearly demonstrate the likely personnel who will provide services under each key environmental document type, provide a table that clearly shows for each document type the anticipated personnel that would participate in the development of that document type and the likely role(s) each individual would play for that particular document type (only using the role descriptors described herein). Environmental document types that should be included in this table include:</p> <ul style="list-style-type: none"> • CE (including CE reevaluations) • EA • EIS • Reevaluations of EA and/or EIS level docs

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	NEPA 6	1 if no examples provided. Up to 3 total if examples provided (no more than 1 page per example)	<p>Provide a flow chart that outlines your firm's internal review of a NEPA document being readied for submittal to TDOT. From the point that a draft is completed through submittal to TDOT, the flow chart should show the various review steps, who (which role) would be reviewing at each step, and how many steps are in your review process (if the process includes more than one review, note what each review covers - reviewing for technical accuracy, grammar, consistency, etc.). If your firm internally documents such reviews (i.e. a form that notes and tracks when each review point is completed and by whom), provide an example of this document.</p> <p>Provide as an extension to this flow chart the review process following revisions pursuant to TDOT or FHWA comments. From the point that comments are received through re-submittal to TDOT, this portion of the flow chart should show the various review steps, who (which role) would take action at each step, and how many steps are in the review process (if the process includes more than one review, note what each review covers). If your standard internal process includes a disposition to comments document or response to comments in tracked changes, provide an example.</p>
	NEPA 7	3	<p>Provide an example of a visualization (imagery, animation, or other representation that is not heavily text dependent) developed by a current employee to represent a complex idea or collection of data. Provide not only the visualization, but also the text of the idea and/or data being represented in the visualization. Note the intended audience for the visualization and the purpose it was meant to serve. Also indicate which firm employee(s) was responsible for the development of the visualization and note that employee(s) role in the development of the visualization. To demonstrate the context in which the visualization is used, provide a page from the document in which the visualization is used or a link to an active website on which the visualization is being used.</p>
	NEPA 8	1	<p>Provide an example of a process improvement (e.g. reduce waste, enhance quality, improve user/worker experience, etc.) developed by a current employee with your firm. The description for the example should briefly explain the inefficiency or issue that the process change was aimed at remedying, what was changed about the process to address the inefficiency or issue, and the extent to which the change resulted in increased efficiency or effectiveness for the process. Ideally the example will relate to the development of environmental documentation or a component part or process thereof.</p>
	NEPA 9	3	<p>Give up to 3 examples of public outreach innovations implemented by a current employee(s) in your firm. Note the name(s) and role(s) of the employee(s) involved. For each example, briefly describe the various methods of initial outreach, the materials and platforms developed or used, and any other facets of the effort that provided increased efficiency or effectiveness. Please also note how the outreach was tailored to the relevant community and/or situation. Note any lessons learned from the effort. If the outreach effort was developed for use in a current or recent project for which an active website still references the effort, please include a link to that project site.</p> <p>Ideally, some examples would include public involvement that incorporated enhanced virtual options (especially if the effort also accommodated a community with limited access to and/or usage of technology), innovations to more efficiently and effectively integrate in-person and virtual components of an outreach effort, or enhanced efforts to reach traditionally underserved communities (environmental justice, limited English proficiency, etc.). This additional instruction is not to limit potential responses, but to provide clarification on the base level of innovation preferred.</p>
	NEPA 10	Up to 2, 1 page per example	<p>Briefly describe a project for which your firm was tasked with completing an environmental document in an abbreviated timeframe (for example, an EA in 1 year or an EIS in 2 years). In your description, include the type and number of personnel (with the DOT and at your firm) required, any additional resources needed, and the methods employed to meet the abbreviated timeframe. Note any major obstacles encountered and the solutions developed to overcome those obstacles. If the personnel involved in this effort are current employees who would provide services under this Contract, include the names of those employees.</p> <p>Instead, or in addition, describe a project for which your firm was tasked with drafting an environmental document with a strict page limit (for example, an EA in 75 pages or less or an EIS in 150 pages or less, excluding appendices). In your description, include employee role(s) involved in the effort, any additional resources used, and the methods employed to draft the document in fewer pages while still meeting legal sufficiency. Note any major obstacles</p>

FIRM NAME:

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			encountered and the solutions developed to overcome those obstacles. If the personnel involved in this effort are current employees who would provide services under this Contract, include the names of those employees.
	NEPA 11	1	Clearly indicate which components of the environmental document will be handled by a subcontractor.