

**Georgia Soil and Water Conservation Commission**

**SCOPE OF CONSULTANT SERVICES**

**Field Evaluation of Best Management Practices**

All proposals shall be based on, but not limited to, the services listed below. Upon successful completion of contract negotiations and issuance of a contract Notice to Proceed, the Consultant will be responsible for the following:

1. **General:**

Field Evaluation services for this project include inspection, performance observation, documentation; both written and photographic, and reporting services required to fully assess and document side-by-side comparisons of new Best Management Practices (“BMPs”) to BMP requirements established in Chapter 6 of the Georgia Soil and Water Conservation Commission’s (“GSWCC”) current approved Manual For Erosion and Sediment Control in Georgia (“Manual”). Alternative BMPs will require inspection, performance observation, documentation; both written and photographic and reporting services for BMPs that have been introduced with performance standards and applications provided by the manufacturer.

GSWCC and Georgia Department of Natural Resources Environmental Protection Division (“GAEPD”) requirements for compliance with State law and the EPD’s National Pollutant Discharge Elimination System General Permit, whichever is applicable to a site used for analysis, shall govern all matters of proper BMP installation, maintenance, and inspection of Equivalent BMPs. GSWCC will provide any necessary additional guidance for Alternative BMPs as required. It is to be understood that neither the Consultant nor GSWCC can act on behalf of the GAEPD, or Local Issuing Authorities in matters of NPDES permit compliance or enforcement.

The Consultant and its project personnel shall execute and abide by the Conflict of Interest agreement as well as the Attorney Client Privilege requirements in the execution of the services required herein.

1. **Personnel:**

Provide qualified personnel at the site(s). Person(s) must be suitably qualified with either current Georgia Professional Engineer Licensure and Registration (“PE”), or Certified Erosion and Sediment Control Professional registration (“CPESC”) and current GSWCC Level II Design Professional Certification.

 **C. Pre-Inspection:**

1. Familiarity with Contract Documents: Develop a comprehensive understanding of the

Project plans and specifications to perform the duties contained herein.

2. Inspection Plan: Prior to commencement of work, personnel should develop an Inspection Plan for the project utilizing the forms provided. Travel to and from the site and upon the project shall be understood to be incidental to the work. Any required physical ability to perform the requirements of this contract is the responsibility of the firm to determine and provide for. Communication and coordination with the site contractor and BMP manufacturer for scheduling inspection and verifying site access is the responsibility of the Consultant.

**D. Inspection:**

The Consultant shall be responsible for the inspection of Equivalent or Alternative BMPs as specifically required in Appendix A-2 of the Manual.

**E. Reporting:**

Documents required by this contract include, but are not limited to; site inspection reports, including photo documentation and a final summary report providing a recommendation regarding adoption of either an Equivalent or Alternative BMP. In addition, minor submittal reviews may be necessary as required by GSWCC. Reports shall be sent directly to GSWCC headquarters in Athens, GA. Reports shall be sent within 14 days of the date of each inspection, unless results indicate clear non-compliance in which case reports must be sent immediately. All reports shall include a signed certification statement under penalty of perjury.

**F. Facilities and Equipment:**

The Consultant will be responsible for providing their own transportation, equipment/special equipment, personal computer, technology and related equipment, printer and any clerical support and other goods and supplies necessary to perform services as required by this contract.

**G. Formats**

All correspondence and reports shall utilize Microsoft Office products and be compatible with Windows 10.

Portable Document Formatted (PDF) files shall be compatible with Adobe products.

The minimum pixel count for photographs shall be 1024 x 768 pixels suitable for 5” x 7” pictures