

NEPA DOCUMENTATION QUESTIONS – 2016

CONSULTANT SUBMITTED QUESTION	TDOT RESPONSE
Overarching Questions or Questions with Multiple Item References	
<p>Overarching Question: On the Request for DT-0330 Part II, the list of proposal elements includes:</p> <ul style="list-style-type: none"> · A completed DT-0330 Part II form · Detailed answers to the attached Requests for Supplemental Information <p>The NEPA Documentation DT-0330 Part II Additional Requirements indicates what other information is requested to be included in the proposal, and that “in some instances, the items... clarify or alter the information requested in the DT-0330 form.” Could you please clarify whether firms should submit both a DT-0330 Part II form (item 1 above) and a separate section in response to the Additional Requirements (item 2 above), or a single DT-0330 Part II that has been modified to include responses to the Additional Requirements (with the understanding that these modifications would be significant)?</p>	<p>The DT-0330 form cannot be edited. Please complete the DT-0330 form according to the instructions contained therein. Unless otherwise specifically stated in these responses, additional items requested in the NEPA Documentation DT-0330 Part II Additional Requirements should be attached separately – pursuant to Section H of the DT-0330</p>
<p>Do subconsultants also need to provide the information requested in NEPA-1 thru NEPA-3?</p>	<p>For NEPA 1, NEPA 2, and NEPA 3 - please only provide the requested information for the prime consultant.</p>
<p>For NEPA 5, 6, 7, and 8, it is not clear how the narrative illustrating our firm’s key personnel that would participate in the development of CEs, EAs, and EISs would be substantially different depending on the level of documentation. Please clarify what additional information you would like described as part of the narrative for each document type.</p>	<p>Please provide the information requested for each document level as requested in NEPA 5, 6, 7, and 8. No special or additional information is requested per document type.</p>
<p>Item 3 in the February 12th Memo from Mr. Ozment requires a Conflict of Interest Disclosure Statement and references Appendix 3, which includes this statement “If a possible organizational conflict of interest is identified, a description of such should be attached to this document”. Is there a specific format that needs to be followed for the additional information other than a statement describing the potential conflict and is anything else required?</p>	<p>We are awaiting final responses from our legal division on those questions submitted on the new Organizational Conflicts of Interest Policy. A follow-up email with the responses to those questions will be sent out when they are available.</p>
<p>The Additional Requirements document attached to the February 12th Memo, third paragraph, states “<i>Each firm must also detail the proposal page number for each item in the appropriate space below</i>”. When an item of additional information relates to a basic part of the DT-0330, do we include the additional information within the applicable DT-0330 section, or do we include all information related to the additional items NEPA-1 through NEPA-12 together in Section H?</p>	<p>Unless otherwise specifically stated in these responses, supplemental information is part of Section H. Please complete the DT-0330 form according to the instructions contained therein. Additional items requested in the NEPA Documentation DT-0330 Part II Additional Requirements should be attached separately – pursuant to Section H of the DT-0330</p>
NEPA 1	
<p>Question Regarding Item Ref. NEPA 1 – This asks us to “Describe the specific employee make-up of each listed office, including the names and titles of employees that</p>	<p>Provide only information requested in item reference NEPA 1 for people that will specifically be working on this contract.</p>

<p>will provide services to this contract.” Just to confirm, we are to provide the employee number and categories for each office (4 planners, 6 engineers, 2 admin, etc.) AND the names and titles of the employees that will provide the services on this particular contract?</p>	
<p>Question Regarding Item Ref. NEPA 1 – Does TDOT want the managerial hierarchy for just the environmental group of each office, or the managerial hierarchy for the entire office (including engineering, CEI, structures, etc.)?</p>	<p>The purpose of the managerial hierarchy requirement in NEPA 1 is to see the direct supervisory chain for all individuals who will provide services on this contract, whether or not the supervisor(s) provide(s) services under the contract or not. Please provide the managerial hierarchy for each individual providing services for this contract.</p>
<p>Question Regarding Item Ref. NEPA 1 – States that the item page limit is 2 pages, is this in addition to the one page dedicated to the typical Section C page? In other words, is the total for Section C 2 or 3 pages?</p>	<p>The information requested in the NEPA supplemental requirements is in addition to the information requested in the DT-0330 form. Therefore, the two page limit is for that additional information.</p>
<p>Question Regarding Item Ref. NEPA 1 – Does TDOT want all of the same information for sub consultants?</p>	<p>For NEPA 1, please only provide the requested information for all offices of the prime consultant that will be providing services under this contract.</p>
<p>Item Reference, NEPA 1- For clarification, in addition to the contract/project team organizational chart, are you looking for an additional organizational chart for each office/subconsultant which will include individuals that will work not on this contract (i.e. a true organizational/managerial chart) or just individuals from that particular office who will work on this contract?</p>	<p>The purpose of the managerial hierarchy requirement in NEPA 1 is to see the direct supervisory chain for all individuals who will provide services on this contract, whether or not the supervisor(s) provide(s) services under the contract or not. Please provide the managerial hierarchy for each individual providing services for this contract.</p>
<p>NEPA 1 (Item Page Limit: 2) As part of our proposal, we include staff from our Nashville office and other offices. It will be difficult to adequately respond to the question and include an organizational chart for all of the offices within the two page limit. Can the organizational charts be attached separately, or not counted as part of the two page limit?</p>	<p>The information requested in the NEPA supplemental requirements is in addition to the information requested in the DT-0330 form. Therefore, the two page limit is for that additional information. Page limits are firm. Please only include information specifically requested. The two page limit will apply per office, not overall. Please provide the requested information for all offices of the prime contractor that employ individuals providing services under this contract. The purpose of the managerial hierarchy requirement in NEPA 1 is to see the direct supervisory chain for all individuals who will provide services on this contract, whether or not the supervisor(s) provide(s) services under the contract or not. Please provide the managerial hierarchy for each individual providing services for this contract.</p>
<p>Additional Item NEPA-1 states, <i>“In addition to the specific information you provide in Section C of the DT-0330 form, list the location of each office within your firm that will provide services for this contract”</i>. Do you want an org chart for the office location of every team member shown in the “overarching” org chart or just for the key individuals or task leaders?</p>	<p>The purpose of the managerial hierarchy requirement in NEPA 1 is to see the direct supervisory chain for all individuals who will provide services on this contract, whether or not the supervisor(s) provide(s) services under the contract or not. Please provide the managerial hierarchy for each individual providing services for this contract.</p>
<p>Additional Item NEPA-1 states, <i>“Include organizational chart and managerial hierarchy for each office (this is in addition to the overarching organizational chart for the proposed team that is requested in Section D of the DT-</i></p>	<p>The purpose of the managerial hierarchy requirement in NEPA 1 is to see the direct supervisory chain for all individuals who will provide services on this contract, whether or not the supervisor(s) provide(s) services under</p>

<p>0330 form)”. For each additional org chart, do you want the organization of the complete office or just the relevant NEPA staff? For example, if the office is a 30 person office and only three people are NEPA-related staff; do you want the org chart to show the organization of the other 27 non-NEPA-related staff?</p>	<p>the contract or not. Please provide the managerial hierarchy for each individual providing services for this contract.</p>
<p>NEPA 1 The form C within the DT-330 does not easily allow reformatting to provide requested information. Is it acceptable to add additional pages after Form C to provide this information? <i>Consultant provided suggestion: provide one additional page for each office location. This page will include for each office a description of specific employee make-up, names and titles of staff to provide services, percentage of time each individual can dedicate to this contract, organizational chart for office</i></p>	<p>The DT-0330 cannot be edited. However, for the information requested in Section C of the DT-0330 form, you can provide additional copies of that section if necessary. For the supplemental information please provide the information necessary to comply with item reference NEPA 1 in a separate document. This new document should be included with the supplemental information.</p>
<p>NEPA 2</p>	
<p>Question Regarding Item Ref. NEPA 2 – This asks for the certifications for key people that will be assigned to tasks under the contract. This information is also provided on the Section E Form. Do we need to provide the information again as part of this additional requirement?</p>	<p>Duplication of information is not required here. If you have additional information that is not provided in Section E that better fits a category expressed in the supplemental questions, you may provide it there.</p>
<p>NEPA 2 Should our proposal include the Section E, DT-0330 forms as well as this additional information (i.e., should the additional information be added to the Section E, DT-0330 forms, or should we include the Section E, DT-0330 forms and a separate summary to address the additional information)? If a separate sheet, does the Section E, DT-0330 form for each person count toward the three (3) page limit per employee?</p>	<p>The DT-0330 cannot be edited. Please complete one Section E for each key person as instructed in the DT-0330. Then attach the additional information requested in NEPA 2 for each key person to that person’s Section E form. The supplemental information is in addition to the DT-0330, so the 3 page limit applies to that additional information.</p>
<p>Additional Item NEPA-2 states, <i>“In addition to the specific information requested in Section E of the DT-0330 form, please also provide the following information for the key people your firm will assign to perform tasks required by this contract”</i>. Can the information requested in this item be incorporated into Section E of the DT-330 or, alternatively, can it be addressed in Section H?</p>	<p>Please complete one Section E for each key person as instructed in the DT-0330. Then attach the additional information requested in NEPA 2 for each key person to that person’s Section E form.</p>
<p>Additional Item NEPA-2 states, <i>“Estimated number of hours the individual will be able to devote to the required tasks”</i>. Is this in addition to the <i>“percentage of time each individual employee can dedicate to this contract”</i> requested in NEPA-1? If so, can they be combined in the same location in the DT-0330?</p>	<p>Please omit the request for <i>“estimated number of hours. . .”</i> from NEPA 2.</p>
<p>NEPA 2 Form E with the DT-330 has limited space for staff experience under section 19. 1) Is it acceptable to expand this to two pages for each staff member, if required, to list relevant work and the bulleted information requested. 2) For the first bulleted item (estimate number of hours...) please provide (sic) time period... is this estimated number of hours per week, month, year. Please note that this information (sic) seems to be requested in item NEPA 1 where asked to provide percentage of time each individual employee can dedicate to this contract. Please</p>	<p>(1) The bulleted information requested is in addition to the DT-0330. For the information requested in the DT-0330 Section E, please only use the space provided in the DT-0330 form. Please complete one Section E for each key person as instructed in the DT-0330. Then attach the additional information requested in NEPA 2 for each key person to that person’s Section E form. The supplemental information is in addition to the DT-0330, so the 3 page limit applies to that additional information.</p>

<p>identify specific information required for employment history (ie number of years with firm, role, how far back would you like the information (last 10 years)? <i>Consultant provided suggestion: provide one additional page for each staff member. This page will include additional specific project information (sic) and a table including the specific information requested in bulleted items.</i></p>	<p>(2) Please omit the request for “estimated number of hours. . . “ from NEPA 2.</p>
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NEPA 3

<p>Item Reference, NEPA 3- For clarification, is TDOT requesting 10 projects per document type and not 10 projects total like the LOI? Also, transitioning Section F of the DT-0330 into table format while including the additional items requested could go beyond the limits of an 8.5x11 portrait or landscape causing a lot of the columns to create a second page. Is a 11x17 tri-folded table acceptable or is there a standard format for this table you would like to see?</p>	<p>As stated in the instructions associated with Section F, firms should present as many projects as requested by the agency. Complete Section F according to the instructions provided in the DT-0330 (completing one section F for each project). Please also provide the information requested in Section F, along with the additional information requested in item reference NEPA 3 in the format requested in item reference NEPA 3. This new table should be included with the supplemental information. Paper size and table format within the supplemental information is at your discretion. Please note that a firm’s ability to effectively present information is considered in the overall evaluation of proposals.</p>
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<p>NEPA 3 Should our proposal include the Section F, DT-0330 forms as well as a table that duplicates that information along with the additional information requested, or do we not need to submit the DT-0330 forms? To display the information in a table that is “formatted for easy reading and reference” may require the use of an 11” x 17” sheet of paper. Is that format acceptable and would that size paper meet the page limit of “no more than 3 pages for each document type”.</p>	<p>Complete Section F according to the instructions provided in the DT-0330 (completing one section F for each project). Please also provide the information requested in Section F, along with the additional information requested in item reference NEPA 3 in the format requested in item reference NEPA 3. This new table should be included with the supplemental information. Paper size and table format within the supplemental information is at your discretion. Please note that a firm’s ability to effectively present information is considered in the overall evaluation of proposals.</p>
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<p>Additional Item NEPA-3 states, “<i>For Section F of the DT-0330 form, please provide that information in a table formatted for easy reading and reference</i>”. Are we to reformat Section F pages for each project or provide the same information in a summary table in Section H? If the latter, does it count against the page max of three per document type?</p>	<p>Complete Section F according to the instructions provided in the DT-0330 (completing one section F for each project). Please also provide the information requested in Section F, along with the additional information requested in item reference NEPA 3 in the format requested in item reference NEPA 3. This new table should be included with the supplemental information. Paper size and table format within the supplemental information is at your discretion. Please note that a firm’s ability to effectively present information is considered in the overall evaluation of proposals. “NEPA Documentation DT-0330 Part II Additional Requirements” are in addition to the information provided in DT-0330, therefore the page limits only apply to this additional information. The DT-0330 pages are not included in the page limit.</p>
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<p>NEPA 3 The project descriptions within Section F usually are the ten projects listed in section G. The additional (sic) information requested in NEPA 3 (10 linear projects for each of the following categories) could potentially include a total of 50 projects. Please clarify if this request means to add a project description for each project (up to (sic) 50) or only the normal ten projects (listed in section G) and a table listing the 10 projects for each category and the requested information. <i>Consultant provided suggestion: provide 10 project descriptions (listed in section G) and additional page(s) with a table to identify the 10 projects for each category and the requested information for each. Include a brief description of each of the projects along with the bulleted information requested</i></p>	<p>As stated in the instructions associated with Section F, firms should present as many projects as requested by the agency OR 10 projects if not specified. Complete Section F according to the instructions provided in the DT-0330 (completing one section F for each project). Please also provide the information requested in Section F, along with the additional information requested in item reference NEPA 3 in the format requested in item reference NEPA 3. This new table should be included with the supplemental information. Paper size and table format within the supplemental information is at your discretion. Please note that a firm's ability to effectively present information is considered in the overall evaluation of proposals.</p> <p>For Section G of the DT-0330, choose 10 of the projects referenced in your Section F and complete Section G according to the instructions for that section within the DT-0330 form. Then please also create a separate table to be included with the supplemental information with all information provided in that Section G plus the information necessary to comply with item reference NEPA 4 for those projects noted in your DT-0330 Section G.</p>
<p>NEPA 4</p>	
<p>Question Regarding Item Ref. NEPA 4 – This asks for additional information in Section G (experience matrix) related to the duration of each individual's involvement on each project. It mentions adding a column to the format already proposed in the DT-0330 form, but that won't allow us to show the duration of the individual's involvement for EACH project. In order to do this, we will need to provide an additional column after each Project Number in Section 28, thus creating spacing issues. Would it be possible to indicate the duration within the columns as opposed to the traditional "X" indicating which individual has worked on the project? [Example provided as attachment in emailed question submission]</p>	<p>For Section G of the DT-0330, choose 10 of the projects referenced in your Section F and complete Section G according to the instructions for that section within the DT-0330 form. Then please also create a separate table to be included with the supplemental information with all information provided in that Section G plus the information necessary to comply with item reference NEPA 4 for those projects noted in your DT-0330 Section G.</p>
<p>Item Reference, NEPA 4- Formatting: Adding additional columns to Section G will add additional width to the table and in some cases all the columns will not fit on a single-page (i.e. individuals who have worked on multiple projects)? Does TDOT object to this or do you have a standard template you would like us to utilize?</p>	<p>For Section G of the DT-0330, choose 10 of the projects referenced in your Section F and complete Section G according to the instructions for that section within the DT-0330 form. Then please also create a separate table to be included with the supplemental information with all information provided in that Section G plus the information necessary to comply with item reference NEPA 4 for those projects noted in your DT-0330 Section G. The format of this table is at the discretion of the proposer.</p>
<p>NEPA 4 Should we alter Section G of the DT-0330 form, or create a new table to address the duration of each individual's involvement in each project? If we are to create a new table, do we also include Section G of the</p>	<p>For Section G of the DT-0330, choose 10 of the projects referenced in your Section F and complete Section G according to the instructions for that section within the DT-0330 form. Then please also create a separate table to</p>

<p>DT-0330 form in our proposal?</p>	<p>be included with the supplemental information with all information provided in that Section G plus the information necessary to comply with item reference NEPA 4 for those projects noted in your DT-0330 Section G.</p>
<p>Additional Item NEPA-4 states, <i>“For Section G of the DT-0330 form, please also provide the duration of each individual’s involvement in each project. This should just be an additional column to the format already proposed in the DT-0330 form”</i>. Section G has one column for each of 10 projects for each person on the team. To note the time for each person on each project, we will need 10 additional columns. Is that what you are requesting? If not, please explain further.</p>	<p>For Section G of the DT-0330, choose 10 of the projects referenced in your Section F and complete Section G according to the instructions for that section within the DT-0330 form. Then please also create a separate table to be included with the supplemental information with all information provided in that Section G plus the information necessary to comply with item reference NEPA 4 for those projects noted in your DT-0330 Section G.</p>
<p>NEPA 4 Form G within the DT-330 has limited ability to expand. Our interpretation of NEPA 4 would indicate adding 10 additional columns to the format. Please confirm this is the intent and if so it is acceptable to change the format (landscape vs portrait, Legal size paper vs letter, etc.). Also NEPA 3 is requesting up to 10 projects in 5 separate document categories. Please confirm if the State would like each of these 10 documents per category (up to 50 potentially) listed in the matrix in section G. <i>Consultant provided suggestion: the forms are usually completed by placing an 'X' or similar to show the individual's involvement in a listed project. Instead, place a number representing the years of each individuals involvement (sic) or instead of adding columns, add rows. By adding rows the information will still fit on letter size paper in portrait, but may require 2 pages depending on the number of staff listed. Keep the matrix to 10 projects only and do not expand to include the additional project requested in NEPA 3</i></p>	<p>For Section G of the DT-0330, choose 10 of the projects referenced in your Section F and complete Section G according to the instructions for that section within the DT-0330 form. Then please also create a separate table to be included with the supplemental information with all information provided in that Section G plus the information necessary to comply with item reference NEPA 4 for those projects noted in your DT-0330 Section G.</p>