Insert Municipality Info Here and Date Below

April  2020

Plan Review & Inspection Services Private Provider Pre-Qualification Manual

Insert Municipality Logo, Name and Desired Cover Info Here

**Table of Contents**

[**Section I. Purpose** 1](#_Toc25655590)

[**Section II. Definitions** 1](#_Toc25655591)

[**Section III. Qualification Process** 3](#_Toc25655592)

[**Section IV. Maintenance of Prequalification Status** 4](#_Toc25655593)

[**Section V. Minimum Qualification Standards by Class of Work** 4](#_Toc25655594)

[**Section VI. Suspension of Certification** 6](#_Toc25655595)

[**Section VII. Highway Design - Roadway** 8](#_Toc25655596)

[**Area Class: 1.01** **Rural Roadway Design** 8](#_Toc25655597)

[**Area Class: 1.02** **Urban Roadway Design** 9](#_Toc25655598)

[**Area Class: 1.03** **Traffic Operation Studies** 10](#_Toc25655599)

[**Area Class: 1.04** **Traffic Operation Design** 11](#_Toc25655600)

[**Area Class: 1.05** **Landscape Architecture** 12](#_Toc25655601)

[**Area Class: 1.06** **Utility Coordination** 13](#_Toc25655602)

[**Area Class: 1.07** **Architecture** 14](#_Toc25655603)

[**Area Class: 1.08** **Hydraulic and Hydrological Studies (Roadway)** 15](#_Toc25655604)

[**Section VIII. Highway Structures** 16](#_Toc25655605)

[**Area Class: 2.01** **Minor Bridge Design** 16](#_Toc25655606)

[**Area Class: 2.02** **Bridge Inspection** 17](#_Toc25655607)

[**Section IX. Topography** 18](#_Toc25655608)

[**Area Class: 3.01** **Land Surveying** 18](#_Toc25655609)

[**Area Class: 3.02** **Engineering Surveying** 19](#_Toc25655610)

[**Section X. Soils, Foundation, and Materials Testing** 20](#_Toc25655611)

[**Area Class: 4.01** **Bridge Foundation Studies** 20](#_Toc25655612)

[**Area Class: 4.02** **Hydraulic and Hydrological Studies (Soils and Foundations)** 21](#_Toc25655613)

[**Area Class: 4.03 (a)** **Laboratory Materials Testing** 22](#_Toc25655614)

[**Area Class: 4.03 (b)** **Field Testing of Roadway Construction Materials** 23](#_Toc25655615)

[**Section XI. Construction Engineering** 24](#_Toc25655616)

[**Area Class: 5.01** **Construction Engineering** 24](#_Toc25655617)

[**Section XII. Erosion, Sedimentation, and Pollution Control Plan (ESPCP)** 25](#_Toc25655618)

[**Area Class: 6.01** **Erosion, Sedimentation, and Pollution Control Plan (ESPCP) Preparation** 25](#_Toc25655619)

[**Area Class: 6.02** **Rainfall and Runoff Reporting** 26](#_Toc25655620)

[**Area Class: 6.03** **Field Inspections for Compliance of Erosion and Sedimentation Control Device Installations** 27](#_Toc25655621)

# **Section I. Purpose**

This manual governs the minimum qualifications of professional engineers and architects that perform Third-party Plan Reviews and Inspections and any related work to building and development for **Insert Municipality Here**.

# **Section II. Definitions**

For purposes of this Third-party Inspection Qualification Manual, the following definitions shall apply unless the context clearly indicates otherwise:

*Approved Third-party Inspectors and Plans Reviewer List.* A list maintained by the **Insert Office of the Municipality** comprised of the names of Approved Third-party Inspectors and Plans Reviewers that have complied with the application and renewal requirements of the **Insert Office of the Municipality** and have been approved to perform Third-party Inspections and Plans Review pursuant to this article.

*Approved Third-party Inspector.* A Registered Professional Engineer or Registered Professional Architect that has complied with the application and renewal requirements of **Insert Office of the Municipality** and has been approved to perform Third-party Inspections pursuant to this article. An Approved Third-party Inspector is intended to constitute a "private professional provider" for the purposes of performing inspections as described in the State Act.

*Approved Third-party Plans Reviewer*. A Registered Professional Engineer or Registered Professional Architect that has complied with the application and renewal requirements of **Insert Office of the Municipality** and has been approved to perform Third-party Plans Review pursuant to this article. An Approved Third-party Plans Reviewer is intended to constitute a “private professional provider” for the review of reviewing building construction plans as described in the State Act.

*Complete Application.* For purposes of processing applications in compliance with the State Act, an application submitted to **Insert Office of the Municipality**) shall not be considered complete until all applicable fees have been paid, and all applicable city and county departments have received the application and provided any required approvals.

*Convenience Fees.* Fees established by the **Insert Office of the Municipality** to be paid to the **Insert Office of the Municipality** upon the election by an applicant to use a Third-party Inspector or Third-party Plans Reviewer or despite the **Insert Office of the Municipality** otherwise being able to provide inspection and plan review services within the time frames required by the State Act. Such fees shall be the same as any Regulatory Fees assessed by the **Insert Office of the Municipality** for inspections and plan review services performed by the **Insert Office of the Municipality**.

*Department.* The **Insert Office of the Municipality** or such other department as may be assigned by **Insert Name of Governing Body or City Manager** the responsibility of performing inspections and overseeing the third-party inspection and plans review system described herein.

*Inspection.* The observance of work and the performance of test for certain components and elements to establish conformance with **Insert Name of Municipality** approved construction documents, building codes and ordinances adopted by **Insert Name of Municipality**, and the requirements of the state minimum standards as adopted and amended by the Georgia Department of Community Affairs.

*Inspection Certification.* A written statement signed by an Approved Third-party Inspector or his/her approved Technician, which shall indicate that the item(s) being inspected, in the Approved Third-party Inspector's professional opinion and to the best of their knowledge, complies with **Insert Name of Municipality** approved construction documents, building codes and ordinances adopted by **Insert Name of Municipality**, the requirements of the state minimum standards as adopted and amended by the Georgia Department of Community Affairs, and any other applicable inspections that are typically performed by Inspectors employed by **Insert Name of Municipality**.

*Inspection Field Report.* A written report prepared by an Approved Third-party Inspector or a Technician working under the direct supervision of an Approved Third-party Inspector describing the work conducted and findings of an inspection performed by an Approved Third-party Inspector or a Technician working under the direct supervision of an Approved Third-party Inspector.

*Plans Review Affidavit*. A written affidavit on a form adopted by the Georgia Department of Community Affairs that is completed and signed under oath by an Approved Third-party Plans Reviewer, which shall indicate the plans which have been reviewed for the purpose of a building permit for the application in question, in the Approved Third-party Plans Reviewer’s professional opinion and to the best of their knowledge, complies with the regulatory requirements as designated by **Insert Name of Municipality**, including the Georgia State Minimum Standard Codes most recently adopted by the Department of Community Affairs and any locally adopted ordinances and amendments to such codes, applicable zoning ordinances and conditions, design standards, and any other applicable laws and regulations that would otherwise be required of staff employed by the **Insert Name of Municipality**.

*Registered Professional Architect*. An individual that holds a certificate of registration issued under O.C.G.A. § 43-4 et seq.

*Registered Professional Engineer.* An individual that holds a certificate of registration issued under O.C.G.A. § 43-15 et seq.

*Regulatory* Fees. All fees established by the **Insert Name of Municipality** to be paid to the **Insert Name of Municipality** for any regulatory action, inspection services, or plan review services as provided by the State Act and this Article.

*State Act.* O.C.G.A. § 8-2-26.

*Technician.* An individual who performs inspections under the direct supervision of an Approved Third-party Inspector.

*Third-party Inspection and Plans Review Program.* The rules and procedures described in this Third-party Inspection and Plans Review Ordinance.

*Third-party Plans Review*. Building construction plans review performed in conformance with this program by Approved Third-party Plans Reviewers.

*Third-party Inspection.* Inspection performed in conformance with this program by Approved Third-party Inspectors.

# **Section III. Qualification Process**

**Qualification process to be determined by the Municipality**

Example:

Applications for qualification with the **Insert Municipality Here** shall be submitted using forms and procedures established by the **Insert Appropriate Governing Body or Department.**

The Third-party Inspection and Plan Review application shall be examined by the **Insert Appropriate Governing Body or Department** to determine the applicant’s ability to perform one or more of the classes of work set forth in below. The **Insert Appropriate Governing Body or Department** typically meets **Insert Meeting Day** and votes on approval of the Third-party Inspector.

# **Section IV. Maintenance of Prequalification Status**

**Maintenance Process to be Determined by the Municipality**

**Example:**

1. Each certified consultant who desires to maintain qualification status shall initiate and submit a renewal application every **Insert Time**. This renewal application shall be submitted within three (3) months prior to the anniversary of the initial qualification for a Class of Work. This submittal shall include updated work experience for all the key personnel and the firm, and other information as requested in the application forms.
2. It is the responsibility of prequalified firms to report to **Insert Municipality Here** any personnel changes that may affect that firm’s prequalification status within 30 calendar days of occurrence. Failure to do so may result in a suspension of prequalification status as provided in Section VI of this manual.
3. If the **Insert Appropriate Governing Body or Department** determines that a firm’s quality of work is insufficient, the **Insert Appropriate Governing Body or Department** may require a Plan of Correction be prepared by the firm. This intermediate action is independent of and is not required in Section VI of this manual and cannot be appealed.

It is the responsibility of the prequalified firm to provide a Plan of Correction to the **Insert Appropriate Governing Body or Department**, if requested, within 30 calendar days of the date of the request. Failure to do so may result in a suspension of prequalification status as provided in Section VI of this Procedure.

# **Section V. Minimum Qualification Standards by Class of Work**

**The following is based on the Private Permitting Prequalification Model Ordinance and can be changed at the Municipality’s Discretion.**

1. The following criteria apply to the qualification of Third-party Plan Reviewers and Inspectors. An individual must:
2. Be employed by or be a partner in an engineering or architect firm, in full compliance with **Insert Municipality Here** Code of Ordinances, including current occupation tax and registration required thereunder.
3. Be a Registered Professional Engineer or a Registered Professional Architect, as defined in Section II.
4. Otherwise be in good standing with all pertinent certification and professional accreditation boards.
5. Demonstrate relevant experience of at least one (1) year.
6. Possess and maintain minimum insurance as described herein
   1. All private professional providers providing plan review or inspection services shall secure and maintain insurance coverage for professional liability (errors and omissions) insurance.
   2. For any project with a construction cost of $5 million or less, the limits of such insurance shall be not less than $1 million per claim and $1 million in aggregate coverage.
   3. For any project with a construction cost of $5 million or more, the limits of such insurance shall not be less than $2 million per claim and $2 million in aggregate coverage.
   4. Such insurance may be a practice policy or project-specific coverage. If the insurance is a practice policy, it shall contain prior acts coverage for the private professional provider. If the insurance is project-specific, it shall continue in effect for two years following the issuance of the certificate of final completion for the project.
   5. **Insert Municipality Here**, Georgia, its officers, officials, employees and representatives shall be named as additional insureds on the required insurance policies for all insurance coverages including but not limited to General Liability, Auto Liability, Employers Liability and Umbrella/Excess coverage, except that additional insured status shall not be required for Professional Liability and Workers Compensation coverages.
   6. The required insurance shall be provided by an insurance company at all material times licensed to business by, and in good standing with, the Georgia Department of Insurance.
   7. Approved Third-party Inspectors shall maintain the minimum insurance coverage as required above at all times during which they are listed as Approved Third-party Inspectors. If at any time an Approved Third-party Inspector fails to maintain the required insurance coverage, **Insert Municipality Here** may remove them from the Approved Third-party Inspectors and Plans Reviewer List.
7. Technicians may perform inspections under the supervision of an Approved Third-party Inspector provided that the technician has satisfied any specific requirements as may be designated by the **Insert Municipality Here** Building Official, if those same requirements are imposed on the municipal employees completing the plan review or inspection.
   1. Technicians performing inspections under the supervision of an Approved Third-Party Inspector shall be a certified ICC Inspector or equivalent, if those same requirements are imposed on the municipal employees completing the plan review or inspection.

# **Section VI. Suspension of Certification**

**The following is based on the Private Permitting Prequalification Model Ordinance and can be changed at the Municipality’s Discretion**

1. An individual who performs inspections shall be subject to suspension from the Approved Third-party Inspector and Plans Reviewer List, and from submitting Inspection Fields Reports and Inspection Certifications for the following infractions:
2. Providing inspections without appropriate license or certification.
3. Providing inspection services prior to issuance of a valid building permit.
4. Failing to identify any noncompliance with any applicable code, as amending, including, but not limited to, the International Building Code, International Mechanical Code, International Energy Conservation Code, and Life Safety Code, as determined in the sole good faith of the Chief Building Official of **Insert Municipality Here**.
   * + 1. Multiple failures contained in a single inspection shall be treated as a single infraction.
5. Authorizing any deviation from the approved permit.
6. Falsifying reports.
7. Unauthorized employee performing inspections.
8. Performing unauthorized types of inspections.
9. Inspections passed with hold on project or under stop work order.
10. Failure to identify noncompliance with any applicable code not captured in subsection C above, upon identification of such failure by the **Insert Municipality Here** on multiple occasions, as determined in the sole good faith discretion of the Chief Building Official of the **Insert Municipality Here**.
11. Suspension for submitting Inspection Field Reports and Inspection Certifications for infractions by a Technician or individual Approved Third-party Inspector shall be progressive based on the number of infractions in the previous 12-month period. For any combination of infractions within a 12-month period, the following actions and suspensions against a Technician or individual Approved Third-party Inspector shall be assessed:

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| First Infraction: | Warning Letter |
| Second Infraction: | 30-Day suspension from eligibility to perform inspections and submit Inspection Field Reports and Inspection Certifications |
| Third Infraction: | 90-Day suspension from eligibility to perform inspections and submit Inspection Field Reports and Inspection Certifications |
| Fourth Infraction: | 1- Year suspension from eligibility to perform inspections and submit Inspection Field Reports and Inspection Certifications |

1. An approved Third-Party Inspector shall be subject to progressive action based on the number of infractions in the previous 24-month period by individuals performing inspections, including the individual Approved Third-party Inspector or any one or more of the Technicians acting under the supervision of the Approved Third-party Inspector (which shall include Technicians serving as employees, independent contractors, agents, etc.). Violations under this paragraph shall accrue upon every third infraction by an individual contemplated in paragraph 2 above, and shall subject Approved Third-Party Inspectors to the following actions and suspensions for any combination of infractions within a 24-month period:

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| First Violation  (upon third individual violation): | Written Letter of Reprimand |
| Second Violation  (upon third individual violation): | 30-Day suspension from Approved Third-Party Inspector and Plans Reviewer List |
| Third Violation  (upon third individual violation): | 90-Day suspension from Approved Third-Party Inspector and Plans Reviewer List |
| Fourth Violation  (upon third individual violation): | 1-year suspension from Approved Third-Party Inspector and Plans Reviewer List |

1. The **Insert Municipality Here** shall send written notice to the Approved Third-party Inspector for each infraction as contemplated above, the purpose of which shall be to inform the Approved Third-party Inspector of the number of infractions accruing, to put the Approved Third-party Inspector on notice of possible violations, and so the Approved Third-party Inspector has the opportunity to take any remedial action necessary to prevent future infractions and/or violations.
2. In the event a Technician or individual Approved Third-party inspector is found to have falsified report or where life safety issues were not identified, the progressive actions and suspensions may, in the discretion of the **Insert Municipality Here**, be bypassed with an immediate suspension and/or disqualification imposed.
3. Appeal of suspensions and/or disqualifications shall be processed through the **Insert Appropriate Governing Body or Department**.

# **Section VII. Highway Design - Roadway**

## **Area Class: 1.01 Rural Roadway Design**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as roadway design projects of two-lane or multi-lane facilities with free or controlled (permitted) access in rural areas with intersections or driveways generally located more than 1000 feet apart, rural drainage (ditches and cross drains only) and minimum conflicts with utilities. |
| **Additional Description of Area Class:** |
| This area of work may include, among other things, horizontal and vertical alignment design, open channel and culvert drainage analysis and design, sight distance analysis, clear zone analysis, staging plan design, and Right of Way Plan development. |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) Georgia Professional Engineer** with proven proficiency in the field of Civil Engineering is required. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** * Example: Experience of design may include any aspect relating to AASHTO, GDOT or local jurisdiction design standards. |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

## **Area Class: 1.02 Urban Roadway Design**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as roadway design projects of two-lane or multi-lane facilities with free or controlled (permitted) access in urban areas with intersections or driveways generally located less than 1000 feet apart, pedestrian and/or bicycle facilities, urban drainage systems (longitudinal) and moderate conflicts with utilities. |
| **Additional Description of Area Class:** |
| This area of work may include, among other things, horizontal and vertical alignment design including pedestrian and/or bike accommodation, open channel drainage analysis and design, closed system drainage analysis and design including moderate utility coordination, sight distance analysis, clear zone analysis, staging plan design, and Right of Way (ROW) Plan development including moderate ROW coordination. |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) Georgia Professional Engineer** with proven proficiency in the field of Civil Engineering is required. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** * Example: Experience of design may include any aspect relating to AASHTO, GDOT or local jurisdiction design standards. |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

## **Area Class: 1.03 Traffic Operation Studies**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as studies of existing traffic problems and determination of the most effective ways to improve traffic flow and safety. |
| **Additional Description of Area Class:** |
| Class of work is categorized by the collection and evaluation of data related to traffic volumes, speeds, crash history, delay, and roadway characteristics including the number, width, and configuration of lanes, and presence or absence of traffic control devices such as signs, signals, striping, and other pavement markings. Evaluation and interpretation of data includes capacity, queuing, and delay analyses, safety analysis, speed studies, and warrant analyses. Use of traffic simulation software is included in this area class. This class of work is limited to creation of reports that include descriptions and schematic layouts of the proposed improvements, and specifically does not include the preparation of construction plans or the writing of specifications. |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) Georgia Professional Engineer** is required. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
|  **To Be Determined By Municipality** |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

## **Area Class: 1.04 Traffic Operation Design**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as preparation of construction plans and/or specifications for traffic signals. |
| **Additional Description of Area Class:** |
| n/a |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) Georgia Professional Engineer** is required. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
|  **To Be Determined By Municipality** |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

## **Area Class: 1.05 Landscape Architecture**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as preparation of plans, specifications, reports, and/or studies directed toward achieving maximum harmony between the transportation corridor and the general landscape through techniques such as: preservation of aesthetically pleasing existing land features, improvements oriented toward enhancing compatibility with existing surroundings, and creative utilization of the corridor to provide a satisfactory mesh with adjacent lands. |
| **Additional Description of Area Class:** |
| Class of work includes investigation, reconnaissance, research, site planning and design ultimately leading to the construction and development of aesthetically pleasing and functional settings and approaches for structures, roadways, walkways, trails, wayside parks, rest areas, and other appurtenant features, and includes such detailed plans as planting, irrigation, lighting, grading and drainage as they relate to aesthetics and the landscape. It does not entail judgment of engineering factors or preparation of engineering plans. |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) Georgia Registered Landscape Architect** is required. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** * Examples: Experience must demonstrate ability to design plans, specifications, reports, and/or studies directed toward achieving a safe and sustainable balance between the built and natural environments within and adjacent to a transportation corridor. * Experience of design should include such detailed plans as planting, irrigation, lighting, grading and   drainage, site plans, and master plans as they relate to roadsides, walkways, trails, and roadside mitigation. |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

## **Area Class: 1.06 Utility Coordination**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as the coordination of utility owner/facility issues on projects and providing professional engineering services necessary to ensure that utility impacts will not delay the **Insert Municipality Here** project schedule. |
| **Additional Description of Area Class:** |
| To this end, utility facility conflict identification and resolution are significant tasks involved with this area class. Other activities associated with this class of work are utility relocation design, and utility impact avoidance/mitigation training. All activities shall conform to the **Insert Municipality Here** current standards, guidelines, processes, and the scope of services for Utility Coordination. |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) Georgia Professional Engineer** with proven proficiency in the field of Civil Engineering with emphasis on both transportation and utility design is required. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** * Examples: Knowledge of and experience with related federal, state, and local utility and transportation laws and regulations; AASHTO Design Standards; professional engineering standards; project management; and cost estimating related to transportation projects and utility relocations. * At least one key personnel must have a minimum of 4 years of experience performing utility coordination activities on projects. * At least one key personnel must have a strong working knowledge of roadway and utility construction practices. * At least one key personnel must demonstrate a strong working knowledge of Overhead/Subsurface Utility Engineering (SUE) and its application to increase engineering value to projects. * Must have sufficient personnel to accommodate multiple projects simultaneously. |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

## **Area Class: 1.07 Architecture**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as design and preparation of plans of buildings such as residential and commercial structures. |
| **Additional Description of Area Class:** |
| The architect may be required to furnish construction supervision. |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) professional** is required. * Professionals may be either a **Georgia Professional Engineer** or a **George Registered Architect**. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

## **Area Class: 1.08 Hydraulic and Hydrological Studies (Roadway)**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as large-scale studies of drainage basins, stream diversions or alternate route analysis to optimize roadway locations over bodies of water or marsh areas. |
| **Additional Description of Area Class:** |
| Class of work shall include activities based on all appropriate federal, state and local municipality procedures for collecting, analyzing and modifying hydraulic and hydrologic data. |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) Georgia Professional Engineer** with proven proficiency in the field of Civil Engineering is required. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** * Example: The firm shall indicate experience with flood routing procedures and computer programs including experience in the use and application of the computer programs "HY8" (or an equivalent program for culvert design) and "HEC -RAS". |

# **Section VIII. Highway Structures**

## **Area Class: 2.01 Minor Bridge Design**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements  in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as the production of competently engineered bridge plans for non-complex bridge structures generally using simple or continuous spans of reinforced concrete, pre-stressed  concrete, or steel with pile bent foundations or spread footings. |
| **Additional Description of Area Class:** |
| Bridge plans shall conform to acceptable design standards which meet the specific requirements of the Georgia Department of Transportation, AASHTO and/or the Federal Highway Administration. Bridges in this class are conventional (i.e. one-way slabs or slabs on stringers using precast prestressed concrete, simple or continuous span steel or reinforced concrete deck girders). The foundation types for these  bridges are conventional utilizing piles or spread footings. The bridges generally have simple geometrics. |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) Georgia Professional Engineer** with demonstrated experience in the design of highway bridges as provided in this Area Class. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** * Example: Firm must have professional and technical support personnel capable of completing work within schedule and budget. |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

## **Area Class: 2.02 Bridge Inspection**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements  in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as safety inspection of bridges, including detailed inspection and documentation of bridges on the public road system. |
| **Additional Description of Area Class:** |
| Safety inspection of bridges shall be done in accordance with the Code of Federal Regulations Title 23, Part 650, Subpart C – National Bridge Inspection Standards as well as specific requirements of the  **Insert Municipality Here** . |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) Georgia Professional Engineer** with proven proficiency in the field of Civil Engineering is required. |
| **Required Training:** |
| * **To Be Determined By Municipality** * Example: Successful completion of an FHWA approved comprehensive bridge inspection training course is required for any individual in immediate charge of a bridge inspection team. |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** * Example: Any individual in immediate charge of a bridge inspection team shall possess **at least one (1)** of the following minimum qualifications.   + Be a **Georgia Professional Engineer** and possess three years of experience in safety bridge inspection assignments in a responsible capacity.   + Have a minimum of five years of experience in safety bridge inspection assignments in a responsible capacity and have completed a comprehensive training course based on the “Bridge Inspectors Training Manual”, which has been developed by a joint Federal-State task force.   + Maintain current certification as a Level III or IV Bridge Safety Instructor under the National Society of Professional Engineers program for National Certification in Engineering   Technologies (NICET). |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

# **Section IX. Topography**

## **Area Class: 3.01 Land Surveying**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work includes the determination of boundaries of tracts of land by the laying off or the measurement of the lengths and directions of lines forming the boundaries of the tract. |
| **Additional Description of Area Class:** |
| n/a |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) Georgia Registered Land Surveyor** is required. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** * Example: Applicant must have the equipment necessary to perform this class of work. |

## **Area Class: 3.02 Engineering Surveying**

**Minimum Qualification Requirements**

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| --- |
| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is concerned with making physical measurements to obtain both horizontal and vertical distances for use in the planning, design and construction of engineering projects. |
| **Additional Description of Area Class:** |
| Included in this class of work are route surveys for transportation facilities, precise horizontal and vertical traversing based on the State Plane Coordinate System and the National Geodetic Survey datum, topographic surveys to determine the relief of a particular tract of land, and hydrographic surveys to determine the shore and bank of bodies of water, and depths at particular points. |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) Georgia Registered Land Surveyor** is required. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** * Example: Applicant must have the equipment necessary to perform this class of work. |

# **Section X. Soils, Foundation, and Materials Testing**

## **Area Class: 4.01 Bridge Foundation Studies**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as determination of one or more specific sites or alternate sites for a structure, usually a bridge, where soil characteristics must be known for the design of footings or where settlement must be predicted to determine construction methods, surcharge requirements or the necessity of scheduling construction over extended time periods. |
| **Additional Description of Area Class:** |
| n/a |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) professional** is required. * Professionals may be either a **Georgia Professional Engineer** . |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** * Example: Applicants must demonstrate experience in evaluating subsurface conditions and designing foundations for bridges and other structures. |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

## **Area Class: 4.02 Hydraulic and Hydrological Studies (Soils and Foundations)**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as including studies of drainage basins, stream diversions or alternate route analyses to optimize building and infrastructure locations over bodies of water or marsh areas where ground water would seriously affect sub grades and foundation conditions. |
| **Additional Description of Area Class:** |
| n/a |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) Georgia Professional Engineer** is required. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** * Example: Applicants must demonstrate experience in evaluating hydraulic and hydrologic conditions and their effect on foundation conditions. |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

## **Area Class: 4.03 (a) Laboratory Materials Testing**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as conducting tests in accordance with **Insert Municipality Here** approved specifications on aggregates, concrete (pipe, beam, or post products; cement; concrete additions including water or epoxies), bituminous materials including testing of field mixes, timber, metals, paints, rubber, roadway soils, clay, and/or masonry products. |
| **Additional Description of Area Class:** |
| n/a |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * Professional – At least **one (1) Georgia Professional Engineer** with proven proficiency in the field of Civil Engineering is required. * Technician – At least **one (1) technician** certified with a National Certification Board in specific area(s) of testing with proven proficiency in specific area(s) of testing. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** * Example: Applicants must demonstrate experience in testing of construction materials. |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

## **Area Class: 4.03 (b) Field Testing of Roadway Construction Materials**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as conducting tests in accordance with Georgia Department of Transportation or **Insert Municipality Here** approved specifications on aggregates, concrete (pipe, beam, or post products; cement; concrete additions including water or epoxies), bituminous materials including testing of field mixes, timber, metals, paints, rubber, roadway soils, clay, and/or masonry products. |
| **Additional Description of Area Class:** |
| n/a |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) technician** is required. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** * Example: Technician must demonstrate proven proficiency in specific area(s) of testing. |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

# **Section XI. Construction Engineering**

## **Area Class: 5.01 Construction Engineering**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as inspection and supervision of construction projects to insure construction is in accordance with the contract plans and specifications. |
| **Additional Description of Area Class:** |
| It includes the inspection of construction activities and the maintenance of project records in accordance with the **Insert Municipality Here** requirements.. The construction activities may include but not limited to grading, drainage, base paving, erosion control, bridge construction, retaining wall construction, sidewalks, bicycle facilities, water and sewer, and ADA construction. |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) Georgia Professional Engineer or Georgia Professional Architect** with proven proficiency in the field of construction supervision. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

# **Section XII. Erosion, Sedimentation, and Pollution Control Plan (ESPCP)**

## **Area Class: 6.01 Erosion, Sedimentation, and Pollution Control Plan (ESPCP) Preparation**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as the use of engineering principles, accepted guidelines, and Best Management Practices in the preparation of erosion and sedimentation control plans compliant with State of Georgia NPDES General Permits Nos. GAR100001 (Stand Alone Construction), GAR100002 (Infrastructure Construction), GAR100003 (Common Development Construction) and the latest version of the Metropolitan North Georgia Water Planning District Model Ordinance for Post Development Stormwater Management for New Development and Redevelopment for all projects with a disturbed area equal to or greater than one acre. |
| **Additional Description of Area Class:** |
| n/a |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) professional** who currently holds a valid **GSWCC Level II Certification** as a “Certified Design Professional” pursuant to Georgia Code 12-7-19 (b) is required. * All applicants must provide copies of GSWCC Level II Certification with legible expiration dates. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** * Examples: The licensed or certified professional must be the individual who will prepare the ESPCP. * The firm and the licensed or certified professional designated to perform this work must list any instances of noncompliance associated with ESPCP preparation. |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |

## **Area Class: 6.02 Rainfall and Runoff Reporting**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as the recording of rainfall and the sampling and testing of runoff in accordance with accepted guidance documents on all projects with a disturbed area greater than one acre. |
| **Additional Description of Area Class:** |
| n/a |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) professional** is required**.** * Professionals must hold a valid GSWCC **Level IA Certification** as “Certified Personnel” or **Level II Certification** as a “Certified Design Professional” pursuant to Georgia Code 12-7-19 (b).   All applicants must provide copies of GSWCC Level IA or Level II Certification with legible expiration dates. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** * Examples: Employees are required to provide independent checks of data, calculations and reports. * A Quality Control/Quality Assurance program must be in place for this class of work. |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** * Example: The firm or the individuals must possess the equipment to measure rainfall, collect runoff samples, and analyze samples in accordance with methodology and test procedures established by 40 CFR Part 136 (unless other test procedures have been approved), the guidance document titled "NPDES Storm Water Sampling Guidance Document, EPA 833-B-92-001" and guidance documents that may be prepared by the EPD. |

## **Area Class: 6.03 Field Inspections for Compliance of Erosion and Sedimentation Control Device Installations**

**Minimum Qualification Requirements**

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| **Requirements for Prequalification:** |
| In order for a firm to become prequalified in this area class, they must meet the following requirements in addition to general requirements found in Sections I thru VI of this manual, and their employees must demonstrate experience in the activities required by this area class. |
| **Summary Description of Area Class:** |
| This class of work is defined as all activities involved in the inspection of the installations of erosion and sedimentation control devices on all projects with a disturbed area greater than one acre. |
| **Additional Description of Area Class:** |
| n/a |
| **Professional Registration, Certification, Education and/or Qualifications:** |
| * At least **one (1) professional** is required**.** * Professionals must hold a valid GSWCC **Level IA Certification** as “Certified Personnel” or **Level II Certification** as a “Certified Design Professional” pursuant to Georgia Code 12-7-19 (b). * All applicants must provide copies of GSWCC Level IA or Level II Certification with legible expiration dates. |
| **Required Training:** |
| * **To Be Determined By Municipality** |
| **Additional Personnel Requirements:** |
| * **To Be Determined By Municipality** * A proven proficiency in the field of construction inspection is required. * Applicant must demonstrate experience in inspection of the different phases of construction activities as related to compliance with erosion and sedimentation control law and **Insert Municipality Here** practice. |
| **Equipment and/or Software Requirements:** |
| * **To Be Determined By Municipality** |