

Work Type Definition and Submittal Requirements

5.5 Wetland Services

Work Type Definition

Page 1-2 details the work type definition. In order to become *pre-qualified* for this work type, please see the “Work Type Submittal Requirements” on pages 3-4.

I. Description

A. Wetland services may include:

1. Preparation of wetland inventory,
2. Preparation of wetland sections as outlined in the MnDOT HPDP Handbook
3. Performance of jurisdictional wetland delineations in accordance with the 1987 Corps of Engineers Wetlands Delineation Manual and applicable regional supplements
4. Preparation of wetland permit and approval applications (typically the “Minnesota Local/State/Federal Application Form for Water/Wetland Projects, PUBLIC TRANSPORTATION AND LINEAR UTILITY PROJECTS”)

B. This work type is divided into the following three levels:

1. Level 1:

- Projects require Corps of Engineers Standard Individual Permits (SIP). These projects typically involve wetland impacts greater than 5 acres for work on public roads, and wetland impacts greater than 3 acres for all other construction projects.
- Compliance with current Wetland Conservation Act (WCA) rules will be required.
- A Department of Natural Resource (DNR) Public Wetlands/Waters permit may also be required

****For purposes of pre-qualification, Level 1 professional qualification includes qualification for Levels 2 and 3. (see submittal requirements on pages 3-4)***

2. Level 2:

- Projects require a Corps of Engineers Letter of Permission (LOP).
- Compliance with current Wetland Conservation Act (WCA) rules will be required.
- A DNR Public Wetlands/Waters permit may also be required.

****For purposes of pre-qualification, two approved example submittals of Level 2 examples are considered comparable to a single Level 1 submittal example. (see submittal requirements on pages 3-4)***

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3. Level 3:

- Projects involve impacts that qualify for a Corps General Permit.
- Compliance with current Wetland Conservation Act (WCA) rules will be required.
- A DNR Public Wetlands/Waters permit may also be required.

****For purposes of pre-qualification, two approved example submittals of Level 3 examples are considered comparable to a single Level 2. (Note – this does not have the option to convert to a Level 1). (see Submittal Requirements on pages 3-4)***

II. Standards and Specifications

Standards and specifications required for a project under this work type may include the following: See Professional Certification/ Licensure

III. Provided by Consultant

Deliverables to be supplied by the consultant for a project may include the following:

- A. Maps showing locations and types of wetlands in the project area.
- B. Wetland delineation reports (including Data Sheets).
- C. Tables showing impacts in terms of acres by wetland type for each basin affected by the project.
- D. Wetland section of project document, as outlined by the MnDOT HPDP, dependent on the level of the project.
- E. Wetland permit application (or other appropriate application), typically the “Minnesota Local/State/Federal Application Form for Water/Wetland Projects, PUBLIC TRANSPORTATION AND LINEAR UTILITY PROJECTS,” including all attachments as specified.

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Work Type Submittal Requirements

A consultant firm becomes pre-qualified based on the qualifications of the personnel that are employed by the firm.

Key Personnel Requirements	
Minimum Number of Staff:	At least one qualified individual
Professional Certification/Licensure:	<ul style="list-style-type: none"> • A Bachelor degree in biology or a natural resources related discipline such as, but not limited to, aquatic, wetland and terrestrial ecology, fisheries, wildlife management, plant communities, and geology is desired. • The qualified personnel must have a working knowledge of wetland laws and regulations, including CWA Section 404, CWA Section 401, Minnesota Chapter 6115 and Chapter 8420. • One of the following is required to qualify for this work type: <ul style="list-style-type: none"> ○ Qualified personnel must have successfully completed a 38 hour (or equivalent) U of MN, Minnesota Board of Water and Soil Resources (BWSR), or USACOE sponsored wetland delineation course; or b) a 38 hour (or equivalent) consultant/agency sponsored wetland delineation training course in any of the following Land Resource Regions: Midwest, North East/North Central or Great Plains. ○ Wetland Delineator Certification Program (WDCP) certification ○ Broad wetland related coursework in the three wetland parameters from either Minnesota, Wisconsin, Iowa, Illinois, North or South Dakota, or Michigan (Exceptions will require that transcripts need to be provided in order to consider approving alternates/updates to training obtained outside the listed states, etc. Final Judgment to be determined by the technical review committee.)
Work Type Submittal Requirements*	
I. Resume and Relevant Project Experience Form (Form PQ1) <i>Submit in Word format</i>	A. Complete Parts 1, 1A, 2 and 3 of Form PQ1 <u>Part 1:</u> Fill out general information and names of personnel <u>Part 1A:</u> Qualified personnel must show evidence of having completed three routine wetland delineation transects (each in different wetland types) using the 1987 Corps of Engineers Wetlands Delineation Manual in either Minnesota, Wisconsin,

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	<p>Iowa, Illinois, North or South Dakota, or Michigan (Exceptions will require documentation to be provided in order to consider approving alternates obtained outside the listed states, etc. Final Judgment to be determined by the technical review committee.)</p> <p><u>Part 2:</u> <u>Level 1 Qualification</u> (includes qualification for Levels 2 and 3). Experience must be demonstrated on at least one Level 1 project or two Level 2 Projects in the last five years. <u>Level 2 Qualification</u> (includes qualification for Level 3) Experience must be demonstrated on at least one Level 2 or two Level 3 projects in the last five years. <u>Level 3 Qualification</u>- Experience must be demonstrated on at least one Level 3 project in the last five years.</p> <p>Project Examples listed must correlate to those described below in “Project Example Requirements.”</p> <p><u>Part 3:</u> A signed statement by one of the firms authorizing representative (on the Consulting firm’s letterhead) that each of the qualifying Key Personnel have read and have a working knowledge of the following documents: <i>Wetland laws and regulations, including CWA Section 404, CWA Section 401, Minnesota Chapter 6115 and Chapter 8420.</i></p>
<p>II. Project Example Requirements</p> <p><i>Submit in PDF format</i></p>	<p>A. Level 1 Qualification (includes qualification for Levels 2 and 3): Experience must be demonstrated on at least one Level 1 project or two Level 2 Projects in the last five years. Level 2/3 Qualification: Experience must be demonstrated on at least one Level 2/3 Project in the last five years.</p> <p>B. Project examples should consist of a copy of the approved Corps permit letter (no need to attach the supporting information, maps, plans, etc.).</p>
<p>III. Proof of Professional Certification/Licensure</p> <p><i>Submit in PDF format</i></p>	<p>A. Copy of completion certificate for 38 hour courses described above.</p> <p>B. Copy of WDCP card</p> <p>C. Copy of certificates or college transcripts for coursework identified above.</p>

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***Work Type Submittal Instructions:**

Create a CD or flash drive that includes the following individual files or folders in this order:

- I. Resume and Relevant Project Experience Form (Form PQ1)
- II. Project Example Requirements (this should be a folder that includes individual files clearly named according to Part 2 of the PQ1)
- III. Proof of Professional Certification/Licensure

**Each file should be saved in the format identified above.
Submit 5 copies of the CD or flash drive.**