

REQUEST FOR PROPOSAL (RFP) CHECKLIST

- Contractor Data
 - Name
 - Address
 - Contact Person
 - Phone
 - Fax
 - Email
- Sub Contractor Data
 - Name
 - Address
 - Contact Person
 - Phone
 - Fax
 - Email
 - List of Sub Contractor's Equipment
 - List of List of Sub Contractor's Employees and Job Descriptions
- Owner Data
 - Name of Facility
 - Address
 - Contact Person and Title
 - Phone
 - Fax
 - Email
- State Regulatory Agency & Regional Office
 - Name
 - Address
 - Contact Person and Title
 - Phone
 - Fax
 - Email
- Lagoon Information Available From NPDES Permit
 - NPDES Permit Numbers
 - State
 - Federal
 - Legal Description _____Section ____, Township_____, Range_____, _____ County/State
 - Number and Type of Cells (primary/secondary/tertiary or final)
 - Size (surface acres), Depth (feet), & Berm Slope Ratio (example 3:1)
 - Type of Lagoons (facultative/aerobic/anaerobic)
 - Number and Cell Location of any Aerators
 - List of which Cells are to be Desludged
 - Discharge Stream(s)
 - Number of Outlets
 - Special Requirements for Land Application of Sludge

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- Other Lagoon Information
 - Daily Flow if Known
 - Sludge Volume
 - Sludge Depth
 - Sludge Concentration
 - Sludge Removal Parameters
 - Year Lagoon(s) Constructed
 - Year of any Previous Desludging
 - Population Served and/or Design PE
 - Directions to the Treatment Facility
 - List of any Creek/River/Stream Crossings for Sludge Piping
 - List of any Road Crossings for Sludge Piping
 - List of any Flood Hazard Areas or Critical Wildlife Habitat
 - Is the Owner Under a Consent Order or Other Legal Action?
- Application Site Information
 - Owner Data
 - Name
 - Address
 - Phone
 - Number Application Sites
 - Acres Land Available
 - Land Category
 - Plowed Farmland
 - Pasture or CRP
 - Other
 - Crop(s) to be Planted or Applied too:
- Approved Desludging Method
 - Dredging
 - Houling
 - Other
- Approved Sludge Transport Method
 - Direct Pumping
 - Transport Vehicles
 - Other
- Approved Land Application Method
 - Surface Applied
 - Injection
 - Other
- Other Project Information
 - Project Completion Time
 - Special Considerations
 - Owner Responsibilities
 - Land Owner Responsibilities
 - Contractor Responsibilities