



Pre-Certification for Post Construction BMP Inspection Program

Policy and Procedures

Contents

Background 2

Requirements for annual inspections and reports 2

Precertified Engineers List 2

Precertifying Engineers 2

Random Inspections..... 3

Removing an Engineer from the Precertified List..... 3

Appeals Procedure 3

Appendix A..... 4

Appendix B 6

Background

On July 2016 the San Marcos City Council amended Section 86.531 of the city code which created requirements for annual inspections of permanent stormwater management facilities. Permanent stormwater management facilities are structural Best Management Practices (BMPs) that have been installed to capture and treat stormwater runoff. Examples of these facilities include above ground and underground detention and retention ponds, bio-filtration ponds, rain gardens, permeable pavements, and in-ground separators and filtration units. Each of these facilities requires periodic maintenance to ensure that they remain operating as they were designed.

To ensure that periodic maintenance is occurring City Code requires that owners of permanent stormwater management facilities hire a licensed Texas engineer (PE) to inspect each facility and certify that each facility is being maintained and is operational for that year.

Requirements for annual inspections and reports

Section 86.531 (d) of City code requires owners of permanent stormwater management facilities to conduct an annual inspection of each facility that they own. This inspection must be conducted by a licensed Texas engineer. The engineer performing and certifying the inspection report must be chosen from a list of precertified engineers which is provided by the City of San Marcos.

Precertified Engineers List

A list of prequalified engineers who may perform Post Construction BMP inspections inside the city limits of San Marcos is kept on the Public Services – Transportation webpage. The webpage can be accessed at www.sanmarcostx.gov/298/Stormwater-Management

Precertifying Engineers

The City of San Marcos, Public Services – Transportation division is responsible for pre-qualifying engineers for the Post Construction BMP Inspection Program. Engineers who would like to be included on the “precertified list” must submit an application to Public Services – Transportation for review. The application can be found in Appendix B. Each application will be reviewed by the Public Services stormwater staff. Approval or denial of the application will be based on the criteria outlined on the Municipal Separate Storm Sewer System (MS4) Post Construction BMP Inspection Pre-certification Checklist found in Appendix A.

Applicants will be notified by email as to whether they have met the requirements to be added to the precertified engineers list.

Random Inspections

The Public Services – Transportation division will collect and maintain an inventory of all certified inspection records for stormwater management facilities. Each year 25% of the inspection records will be randomly selected to have an inspection performed by city staff. These inspections will be conducted to ensure that engineers are performing certifying inspections correctly and accurately.

Removing an Engineer from the Precertified List

An engineer may be removed from the list of precertified engineers if he/she has two (2) or more complaints filed against them by a property owner and/or as a result of two (2) failed random inspections performed by city staff within a one (1) year period in one year related to the Post Construction BMP Inspection Program.

Appeals Procedure

An applicant who fails to pre-qualify or is removed from the precertified list can appeal this decision to the Executive Director of Public Services. All appeals must be in writing and submitted to the director within seven calendar days of the receipt of notification that applicant was denied approval. All decision made by the Executive Director shall be final.

Appendix A

City of San Marcos

Post Construction BMP Inspection Pre-certification Checklist

Applicant Name: _____

Professional Engineer License Number: _____

Firm Name: _____ Branch: _____

Firm Address: _____

Telephone: _____ Fax: _____

Email: _____

Is the applicant a licensed Professional Engineer in the State of Texas? _____ Yes _____ No
 If the applicant is not a licensed engineer in the State of Texas they are automatically disqualified from participation in this program.

Note: A total score of 350 or greater and no individual criteria scored less than 70 shall be considered passing for precertification

Criteria	Notes	Score (0-100)
Does the applicant have sufficient training to conduct inspections of permanent stormwater management facilities?		
Does the applicant have at least 2 years of relevant experience with inspections and/or design experience of permanent stormwater management facilities?		
Has applicant worked on 5 relevant projects?		
Have projects listed on the application been successful?		
Have reference checks resulted in positive responses?		
Total Score		

Appendix B

City of San Marcos

MS4 Post Construction BMP Inspection Pre-certification Application

Employee General Information:

Employee Name: _____

Professional Engineer License Number: _____

Firm Name: _____ Branch: _____

Firm Address: _____

Telephone: _____ Fax: _____

Email: _____

Engineering firms are automatically pre-certified if they have one or more employees who are pre-certified.

Employee Certification Information: List all degrees, certifications, and trainings relevant to Post Construction BMP Inspections.

1. Degree Type _____
(Type of degree, if any, held by this individual)

Training Type _____
(Type of training or certification)

Training Date _____
Month Day Year

2. Degree Type _____
(Type of degree, if any, held by this individual)

Training Type _____
(Type of training or certification)

Training Date _____
Month Day Year

3. Degree Type _____
(Type of degree, if any, held by this individual)

Training Type _____
(Type of training or certification)

Training Date _____
Month Day Year

4. Degree Type _____
(Type of degree, if any, held by this individual)

Training Type _____
(Type of training or certification)

Training Date _____
Month Day Year

5. Degree Type _____
(Type of degree, if any, held by this individual)

Training Type _____
(Type of training or certification)

Training Date _____
Month Day Year

6. Degree Type _____
(Type of degree, if any, held by this individual)

Training Type _____
(Type of training or certification)

Training Date _____
Month Day Year

7. Degree Type _____
(Type of degree, if any, held by this individual)

Training Type _____
(Type of training or certification)

Training Date _____
Month Day Year

8. Degree Type _____
(Type of degree, if any, held by this individual)

Training Type _____
(Type of training or certification)

Training Date _____
Month Day Year

Project Summary: List five (5) most relevant projects you have worked on related to Post Construction BMP Inspections.

Project #1: _____

Project #2: _____

Project #3: _____

Project #4: _____

Project #5: _____

Project Information: Describe five (5) most relevant projects you have worked on related to Post Construction BMP Inspections.

Project #1

Project Name: _____

Location: _____

Client Name: _____

Client Phone Number: _____

Client Contact Name: _____

Date Project Began: _____
Month Day Year

Date Project Completed: _____
Month Day Year

Enter a description of the work done on this project:

Project #2

Project Name: _____

Location: _____

Client Name: _____

Client Phone Number: _____

Client Contact Name: _____

Date Project Began: _____
Month Day Year

Date Project Completed: _____
Month Day Year

Enter a detailed description of the work done on this project:

Project #3

Project Name: _____

Location: _____

Client Name: _____

Client Phone Number: _____

Client Contact Name: _____

Date Project Began: _____
Month Day Year

Date Project Completed: _____
Month Day Year

Enter a detailed description of the work done on this project:

Project #4

Project Name: _____

Location: _____

Client Name: _____

Client Phone Number: _____

Client Contact Name: _____

Date Project Began: _____
Month Day Year

Date Project Completed: _____
Month Day Year

Enter a detailed description of the work done on this project:

Project #5

Project Name: _____

Location: _____

Client Name: _____

Client Phone Number: _____

Client Contact Name: _____

Date Project Began: _____
Month Day Year

Date Project Completed: _____
Month Day Year

Enter a detailed description of the work done on this project:
