

Request for Change



Request for Change

4 Types

Regular

RUSH

Field

No Cost



Fill the Form out correctly with a full description and justification for ALL RFCs.

SIGNED

RFC TOTAL COST
CORRESPONDS WITH
THE SPI

ATTACHMENTS
ATTACHED AND
REFERENCED



RFC Package Includes:

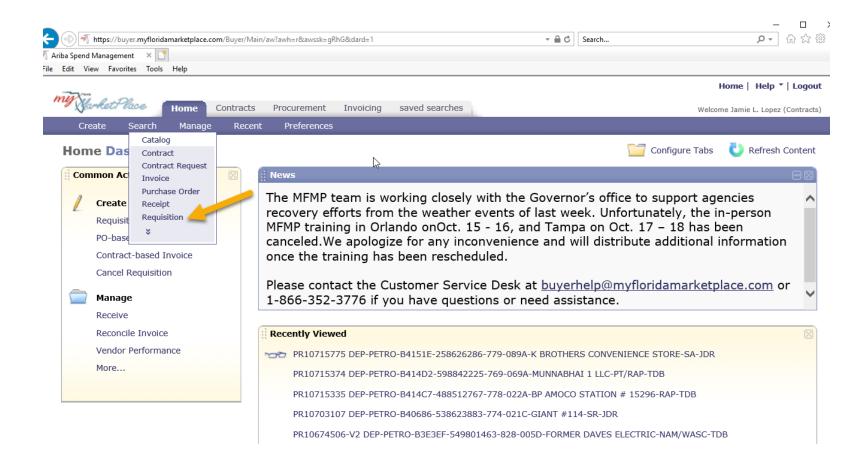
- The RFC Form, signed by the ATC, Site Manager and Administrative Reviewer.
- The updated SPI, downloaded from MFMP.
- Tables, Figures, Emails, Quotes (REFERENCED in the description).

Request for Change (RFC) RUSH

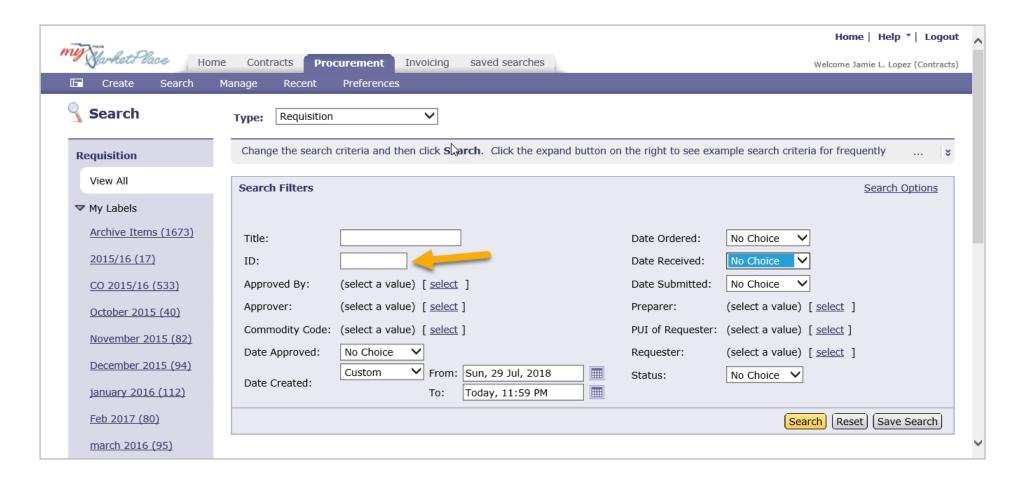
- Must be approved by Team Leader. RUSH RFCs are only approved if work is within the next few days.
- A RUSH is routed the same way as a Regular RFC.
- RUSH should be written on the RFC form and in the subject line of the email.
- <u>SITE MANAGERS</u> are responsible for ensuring the RUSH moves through MFMP timely.



Request for Change (RFC)

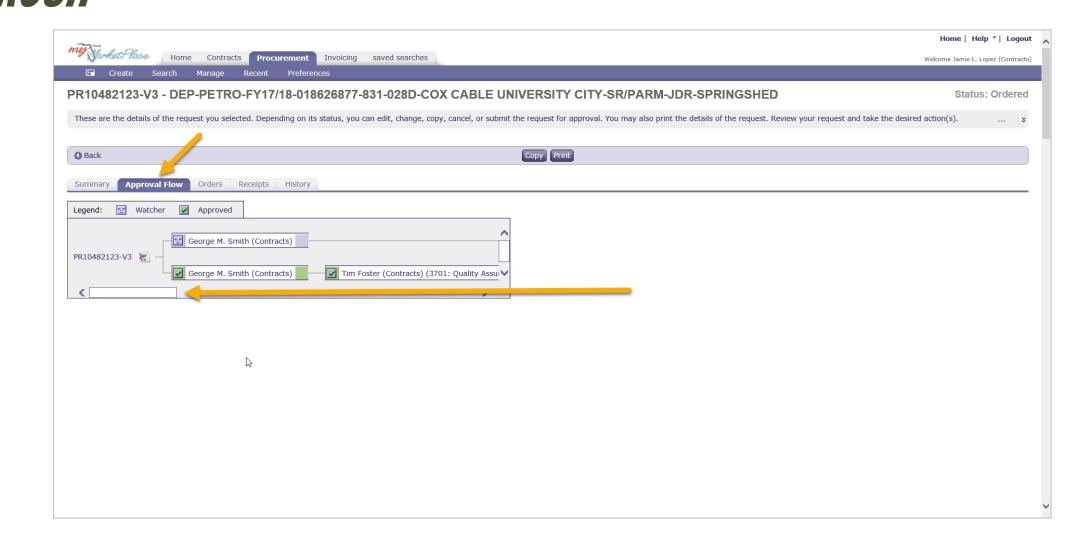








Request for Change (RFC)



Request for Change (RFC) EQUOTES

- Approved by the equote coordinator.
- Forward the request to the coordinator to update the SPI if approved.
- Only unanticipated costs will be approved.



PO End Date or Deliverable Due Date Extension

- If the SPI is updated (even with zero cost) then the RFC is a regular RFC.
- Approved upon SM signature but must go through the MFMP process.
- Do not use dates falling on weekends or holidays.
- No attachments on no cost RFCs.

Request for Change (RFC) No Cost RFC

- Expired due dates can not be extended.
- Ensure the PO End Date is correct (60 days following the last task) and update if needed.
- Ensure the entire PO does not exceed the 18 months requirement from PO start date to final deliverable due date.
- Completed No cost RFC should be emailed to PRP.nocostchange@dep.state.fl.us
- Update STCM Report dates and PO End date if applicable.



Floride Department of Breframmental Protection-Division of Waste Management-Petroleum Bastocation Program Request for Change - Authorization for Change in Scope of Work

9-Digit Facility ID ft: 068801448 Facility Name; PARATRANSIT PROPERTY >	Ref #: 885-001C * FDEP Cost Share %: 100.00% Contract #: GC885 *	c	Of: B37BD8 _ Of: 1 ge: Data Extension Only-
Site Manager Phone: (954)519-1429	Contractor: UNIVERSAL Solut		per deale Editional Gray
Site Manager Email:	Contractor Phone: 613-639-1241		
Site Address: 2400 NW 53rd St			
The lean suthertestor for the costs associated with the change in quantities of said best in the change of the ch	g supricus and/or corporate that carea. Income and a terrated Purchase Order Issued by MFMP a	for to end posts to be past, this for to intralignment:	io chiligas inuet be processed
Description of Change and Justification: Include complete description of who, where, where, whe	m, how and why.		
Due to a dela_ed LRAP report approval by the FBEP, a due date extension is	being requested for the Task 3 del Iven	ble	
Due to delays by FDEP issuing UIC Approval Order,			
			<u>-</u>
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displayed so dollare for invoking purposes. Please refer to the Scope of Work for additional description of these terms	in. II.	CHAIN CHIEF WELLOW	
Task Deliverable Name	Previous Due Date	New Duo Date	Change Order Subtotals
3 Design Specs, signed &sealed Construction Drawings, RACSO	W/8PI 1/25/2019	€3/25/2019 <u></u>	\$
Period of	Service: // 3/28/2019 /	€5/27/2019 A	•
			8 8.
	Previous End Date	New End Date	8 - Total Authorized Cost
	Previous End Date	New End Date	8 8.
Contractor Representative: Keih Ford	() 8x	New End Date	Total Authorized Cost (FDEP Shere: 100%) 1/17/2019
Contractor Representative: Kelh Ford (Print Name)	Previous End Date	Newy End Delte	Total Authorized Cost (FDEP Share: 100%)
CONTRACTO I COMPANIENT CO.	() 8x	Havey Earl Delte	Total Authorized Cost (FDEP Sheet 100%) 1/17/2019



9-Digit Facility ID #: 068501448

Request for Change - Authorization for Change in Scope of Work

Ref#: 885-001C *

PO#: B37BD8 🗻

81	Facility Name: PARATRANSIT PROPERTY /		rt Share %: 100.00% / Contract & GC885 /	•	Ork 1 ype: Date Extension Only-	
	te Manager Phone: (954)519-1429		Contractor: UNIVERSAL Solu		per come Extension only	-
	to Manager Email:		tor Phone: 613-639-1241			
8	Site Address: 2400 NW 53rd St					
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Due to de	stays by FDEP issuing UIC Approval Order,					
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Tasic	Del vernble Name	105 (2014)	Previous Due Date	New Duo Date	Change Order Subtotals	
3	Design Spece, signed &sealed Construction Drawings,	RAC SOW/SPI	1/25/2019	93/25/2019	\$	
		Period of Service:	/3/20/2019 _	€6/27/2019 A	8 8 -	
			Previous End Date	New End Date	Total Authorized Cost	_
			() 8 -	1	(FDEP Share: 100%)	
Contract	or Representative: Kelh Ford		C 100	0000	1/17/2018	
	(Print Hanne)			A PARTY	(Dete)	
F	DEP Site Manager:	10		XXXX	01/17/19	
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			- Colymon -		- Company	
Artested	strative Reviewer:			2	51/17/19	١

Schedule of Pay Items 10-24-17 Page 1 of §

Request for Change (RFC) Field RFC

- Field RFCs are only used while the contractor is in the <u>field</u>.
- Cannot result in a cost increase. Must use contingent funding.
- Reductions for other line items, other than contingent funding (23-1) must be identical.
 - Size, distance, diameter, depth, volume, duration or unit of measure.
 - Such as a Mobilization, abandonment diameter, disposal volume, boring diameter or total depth.
- Field RFC is approved once the site manager and ATC have signed the form.
 - Download the SPI from MFMP and update, then forward for Administrative Review prior to and processing through MFMP.



Contingent Funding is based on the phase of work in the following table:

S b-Phase	Contingent Amount (\$)
LSA	\$7,000
NAM	\$1,000
PARM	\$1,000
PT	\$1,000
0&M	\$1,000
RAC	\$7,000
RAP	0.00 unless there is field activity then 1,000
SA	\$7,000
SR	\$7,000
WASC	\$1,000



Tips

- Description should indicate if existing line items are being used.
- Attachments should be referenced.
 - Generic References are acceptable in RFCs.
- Check for confidential statements.
- Use the most current version of the SPI.
- List the deliverables for interim and letter reports.



Tips

- If adding a new task, also move the contingency funding.
- When resubmitting a correction, always reply all to the email sent from the CM, DO NOT resend to the PRP.Changeorder email.
- Download the documents from MFMP to update.



