

**Individual Performance Based Cleanups (PBCs) < \$325,000 - Direct Assign**

**SITE MANAGER GUIDANCE**

Site Managers will be the point of contact for the Responsible Party, the Owner, and/or the Agency Term Contractor.

**PROCESS**

Step 1: Is the facility a good candidate for an Individual Direct Assign PBC < \$325K?

A facility must meet the following criteria to be eligible for this type of PBC,

- 1) An up to date site access agreement is in place.
- 2) The ATC has competitively procured the site through RCI/CSF assignment.
- 3) The facility has been completely assessed (soil, groundwater and surface water, etc.).
  - The horizontal and vertical extent of soil and groundwater contamination has been delineated.
  - Soil SPLP and Fractionation has been performed if appropriate.
  - If contamination extends off-site, the horizontal and vertical extent of the contamination has been delineated.
- 4) The cleanup will result in an agreed upon endpoint (RMO I or RMO II).
- 5) Costs cannot exceed any existing funding CAPS.

Step 2: Site Manager and PE think the facility meets criteria.

Site Manager completes the Facility Information Sheet. The Facility Information Sheet is then sent to the PBC Coordinator (Grant Willis – [grant.willis@dpe.state.fl.us](mailto:grant.willis@dpe.state.fl.us)).

Step 3. PBC Coordinator evaluates Facility Information and discusses facility with Site Manager.

- 1) Not a good candidate – work at the facility should continue under a “regular” PO.
- 2) Facility is a good candidate – Site Manager is notified to the ATC and ask them to prepare and submit an application packet (Proposal, Milestone Summary and a “best estimate” line item Schedule of Pay Items (SPI). This SPI will be used to evaluate Total Cost relative to ATC Rates and Average Cost for the region.

Step 4: Site Manager receive the Application Packet from the ATC.

- 1) Site Manager reviews packet for completion.
- 2) Site Manager verifies STCM name, facility ID, eligibility, CAP, deductible, amount remaining in the CAP (as applicable).
- 3) Site Manager forwards application packet to the PBC Coordinator.
- 4) PBC Coordinator schedules a meeting/conference call with the Site Manager, their PE, and the PBC Committee to determine negotiation guidelines.

Step 5: Negotiation.

PBC Coordinator schedules a meeting/conference call with the ATC, the Site Manager, their PE and members of the PBC Committee.

Step 6: Creating the Purchase Order Requisition

Following negotiations, the Site Manager;

- 1) Completes Attachment A: Scope of Work (SOW) Workbook (see guidance at the end of this document and example).
- 2) Reviews Technology, etc with their PE.
- 3) Enters the SPI Quantities as Tasks/Milestones in Section 22 (see guidance at the end of this document and example)..
  - a) The STCM Description must include “Individual DA PBC < 325K to ATC Name.
  - b) Verify the Deliverable Names MATCH between the SPI and the Milestone Description Tab of Attachment A. Note the Milestones listed on the Milestone

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Summary Tab of Attachment A do not have to match STCM “report names” and should define the actual milestone to complete.

- c) Routes All Necessary Documents to their Administrative Reviewer/County Liaison, PBC Coordinator as applicable to the Site Managers internal review process.

Typically, items in this “review” folder includes:

- Site Access Agreement
- Attachment A: Scope of Work Workbook
- Attachment B: SPI Buildup
- SPI Number
- Any associated figures or tables

Step 7: Generating the Task Assignment (TA)

Upon notification of ATC Acceptance the Site Manager should;

- 1) Review all the documents. Note, there is a “special” exported SPI for PBCs that among other things does not add a markup to Section 22 – “Reimbursable items”.
- 2) Generate the Task Assignment (TA) with the appropriate code (2E)
- 3) Route the TA with all documents received as attachments to the notice of acceptance email to the PR Creator.
- 4) Continue Processing through MFMP.

**THE SITE MANAGER MUST CREATE THE TASK ASSIGNMENT - EVEN IN CASES WHERE THE PBC COORDINATOR HELPED PRODCUE THE PACKET.**

Step 8: PO Execution

Upon completion of the PO, the Site Manager should:

- 1) Verify the information in MFMP is Correct.
- 2) Upload appropriate documents in Oculus.
- 3) Update the Deliverable Due Dates in STCM
- 4) Notify the PBC Coordinator the Oculus and STCM have been updated
- 5) Contact the ATC to verify Due Dates and discuss time frame.

**SITE MANAGER MATERIALS**

- 1) Facility Information Form
- 2) Attachment A - SOW Workbook; the Milestone Description Table, Special Terms and Conditions, and the Milestone Summary
- 3) Schedule of Pay Items Buildup → Attachment B – SPI

**COMPLETING ATTACHEMENT A: SCOPE OF WORK**

Tab 1 Milestone Description

- Verify the STCM Facility Name and Facility Id#.
- The Milestone Description may combine many different activities. The cell will wrap to allow a thorough description (see example).
- The Milestone Deliverable may include various information, however, the main deliverable must correspond with a STCM/SPI Report name (see example).
- The total days is automatically totaled and 60 days added to the last.
- Note that there is a five (5) year limit to PBC POs, check that total time to complete does not exceed the time limit.

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Tab 2: PBC Special Terms and Conditions

Do NOT make any changes to this worksheet

Tab 3: Milestone Summary

- Contract, Facility Name, Facility ID#, and milestone due days and months all auto populate from the Milestone Description Sheet.
- Based on negotiations enter the Total Cost of the PO. Also enter the estimated utility cost (provided by the ATC).  
Utilities are paid by the Department outside of this Purchase Order, HOWEVER, utility costs are applied to any existing CAP(s). The ATC is asked to provide a utility estimate for the life of the project on the Milestone Summary. Emphasize to the ATC that the Department must establish the utility account and should contact the Site Manager when it is time to establish the account.
- Enter the agreed upon milestones (note these do not have to match a STCM or SPI report name).
- Enter the agreed upon % Milestone Payment. Note that the dollar amount for each milestone auto fills.
- The Milestone Summary must be completely filled out, use N/A when applicable. A Corrective Based Action (CBA) must be presented. There are no costs associated with this CBA.
- Verify that there is not a penny rounding error in Section 1 of the Milestone Summary
- Complete the Milestone Summary per the negotiation determinations.

**ENTERING SPI QUANTITIES IN STCM**

IMPORTANT – Description must include “Individual PBC for Direct Assignment < \$325kk to ATC Name”

- PBCs are RCI excluded (check the box).
- Retainage is NOT withheld on PBCs (amount is \$0)
- None of the line items Section 1 – Section 21 should be selected, only Section 22 will contain cost information. The amount to be paid for each milestone was negotiated and is found on the Milestone Summary.
- The deliverable entered must be one of the STCM report types and must correspond with the deliverable entered in the Milestone Description Table (SOW Description Tab of the Attachment A – SOW workbook). Note that the Milestones listed in Section 1 of the Milestone Summary is a description of activities, not an SPI/STCM report.