

# Florida Department of Environmental Protection



## Division of Waste Management

### PETROLEUM RESTORATION PROGRAM

# PRP Site Managers Workshop

Orlando, Florida

November 18 - 19, 2014





# Agenda

## ORLANDO WORKSHOP AGENDA

**TUESDAY NOVEMBER 18, 2014**

<u>TIME</u>	<u>TOPIC</u>	<u>PRESENTER</u>	<u>LENGTH (min)</u>
12:45	Sign-in		
1:15	Welcome, State of PRP and Workflow Overview	Diane Pickett	30
1:45	Metrics	Eddie Gomez	15
2:00	RCI Update	Natasha Lampkin	20
2:20	ADaPT	Diane Pickett	10
2:30	Break		20
2:50	RBCA/DOT MOU/ Delineation update	John Wright/Diane Pickett	40
3:30	Team Building Exercise	Susan Fields	30
4:00	Concurrent		60
	<ul style="list-style-type: none"> <li>• PG Roundtable</li> <li>• PE Roundtable</li> <li>• Fun with STCM</li> </ul>	PG Panel PE Panel Natasha Lampkin	
5:00	Adjourn		



# Agenda (cont'd)

**WEDNESDAY NOVEMBER 19, 2014**

<b><u>TIME</u></b>	<b><u>TOPIC</u></b>	<b><u>PRESENTER</u></b>	<b><u>LENGTH (min)</u></b>
8:00	Performance Based Cleanup	Susan Fields	30
8:30	Scope Tips and Tools	John Wright	30
9:00	SOW to PO Detailed Workflow Process	Kyle Kilga	60
10:00	Break		20
10:20	SOW to PO Detailed Workflow Process cont'd	Kyle Kilga	50
11:10	Request for Change	Natasha Lampkin	15
11:25	eQuotes & MFMP tips	Kyle Kilga	20
11:45	Team Building Exercise	Natasha Lampkin	15
12:00	Lunch		90
1:30	STCM Tips and Enhancements	Natasha Lampkin	45
2:15	Contractor performance Evaluations	John Wright	30
2:45	Site Manager Roundtable	Site Manager Panel	60
3:45	Adjourn		



# State of PRP

**Diane Pickett, PG**

Assistant Program Administrator  
& Chief Geologist

- **Program Evolution**
- **Current Program Status**
  - **Moving Forward**





# PRP Evolution

- Spring 2013
  - Proviso & Implementing Bill
    - **Procure work competitively**
      - Best Value to State
    - **Risk Based Site Management**
      - Without reducing standards of protection
    - \$50 M available thru 6/30 “old way”
      - To keep program running during rebuilding



# Competitive Procurement

- **Evolved from PreApproval to Competitive Procurement**
  - Completed ITN & have 72 ATC's on board
- **Contractor Selection**
  - Owner/RP not involved with contractor selection
    - Unless "qualifying" 25% cost-share
  - Work assigned without staff bias for or against any contractor:
    - Relative Capacity Index (RCI) functional, evolving...
- **62-772 Procurement Rule Ratified**



# Risk Based Site Management

- **RBCA Decisions**
  - RBCA is not an “on/off” toggle!
  - PRP Evaluating other “targets”
- **Rescoring Sites based on “Actual” Risk**
  - Rule 62-771 updated
  - Will allow more LSSI participation
    - Shortcut to “conditional” closure
- **“No RC IC’s” to increase Conditional Closures**
  - =Institutional Controls to Exposure without a formal Restrictive Covenant (Deed Restriction)
    - DOT MOU
    - Governmental Controls as Alternative ICs (i.e., no RC required)
      - Delineated Areas per 62-524
      - Potable Well Restricted areas



# Current Program Status

- Now meeting our \$10 M/mo Goal
  - Actual = \$12 M/mo
- 42 “Generic” SOWs developed
  - Since PRP now writes Scopes
- LSSI Revamped and \$10 M cap still utilized
- Low-Scored Assessments Accelerated
- Funding Score Lowered from 46 to 30
  - Existing Sites Scored >45 have “Matured”
- MFMP & Procurement Process Integrated
- Rapid Process Improvement (RPI)
  - Has streamlined new process
- New PAC (AC) allows 20 site PBC Bundles

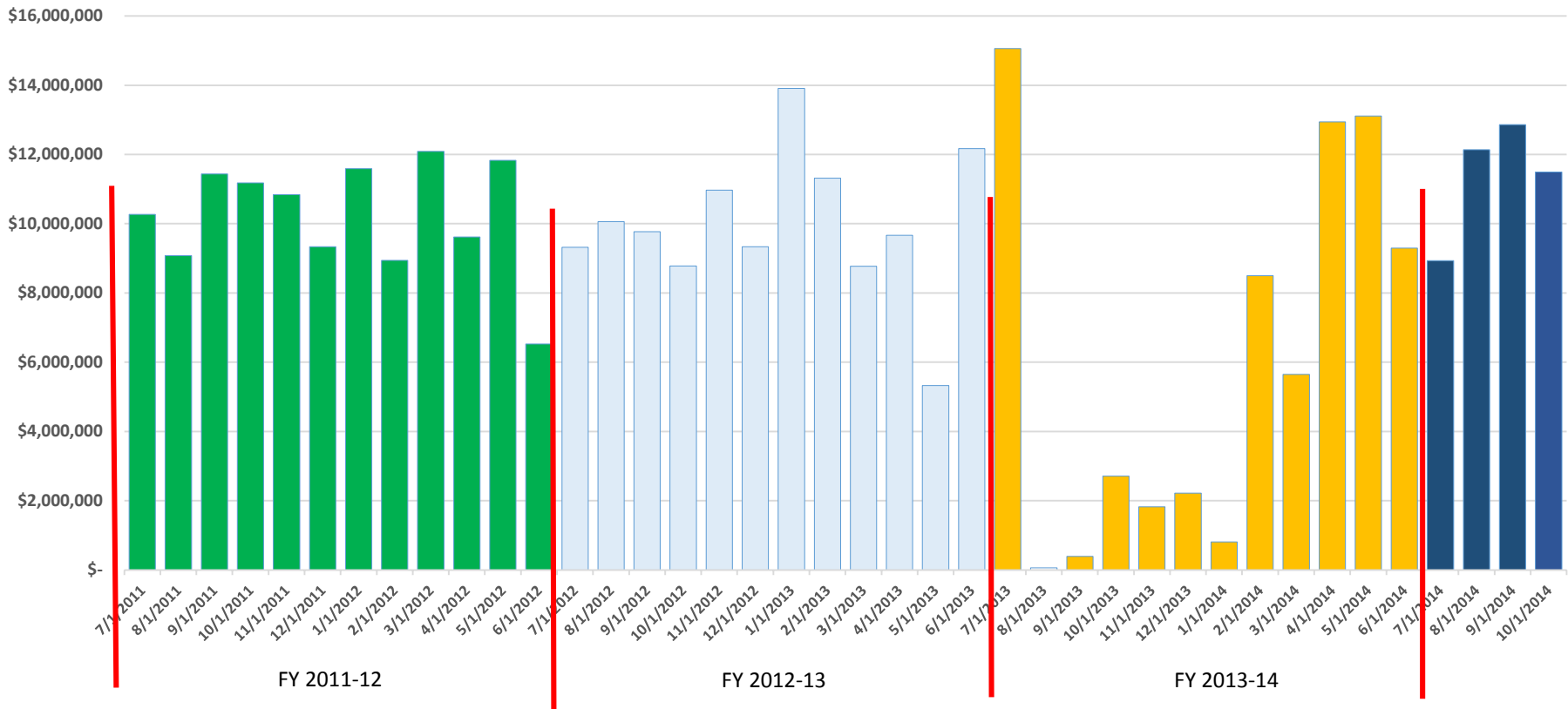


# STATE OF PRP (Cont'd)

## Historical Behavior at a Glance.

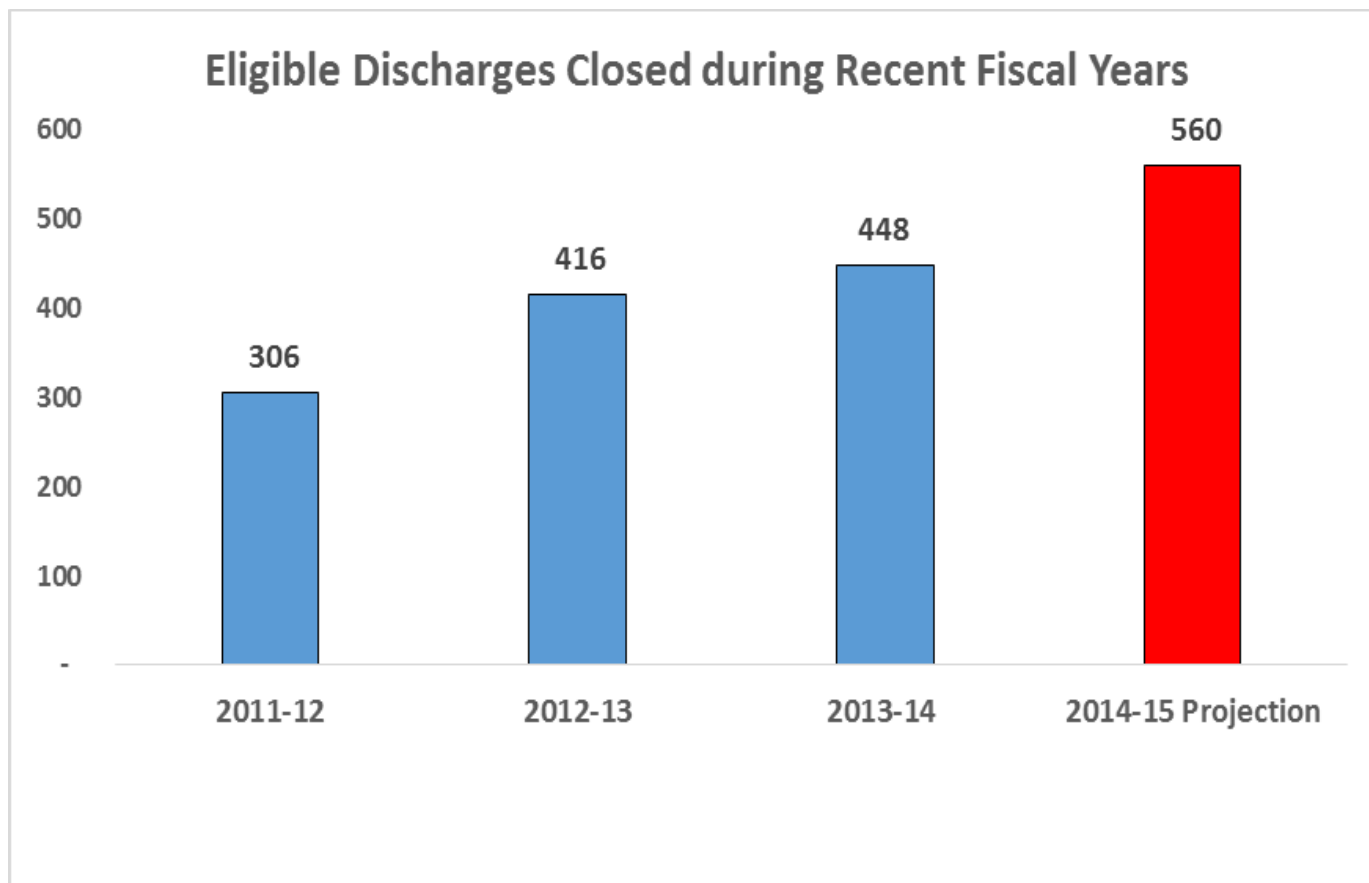
Monthly WO/TA Obligated, past 3 FY.

TA /WO from July 1 to Oct 30 per FY	
2011-12	\$ 41,963,233
2012-13	\$ 37,931,248
2013-14	\$ 18,220,348
2014-15	\$ <b>45,415,902</b>



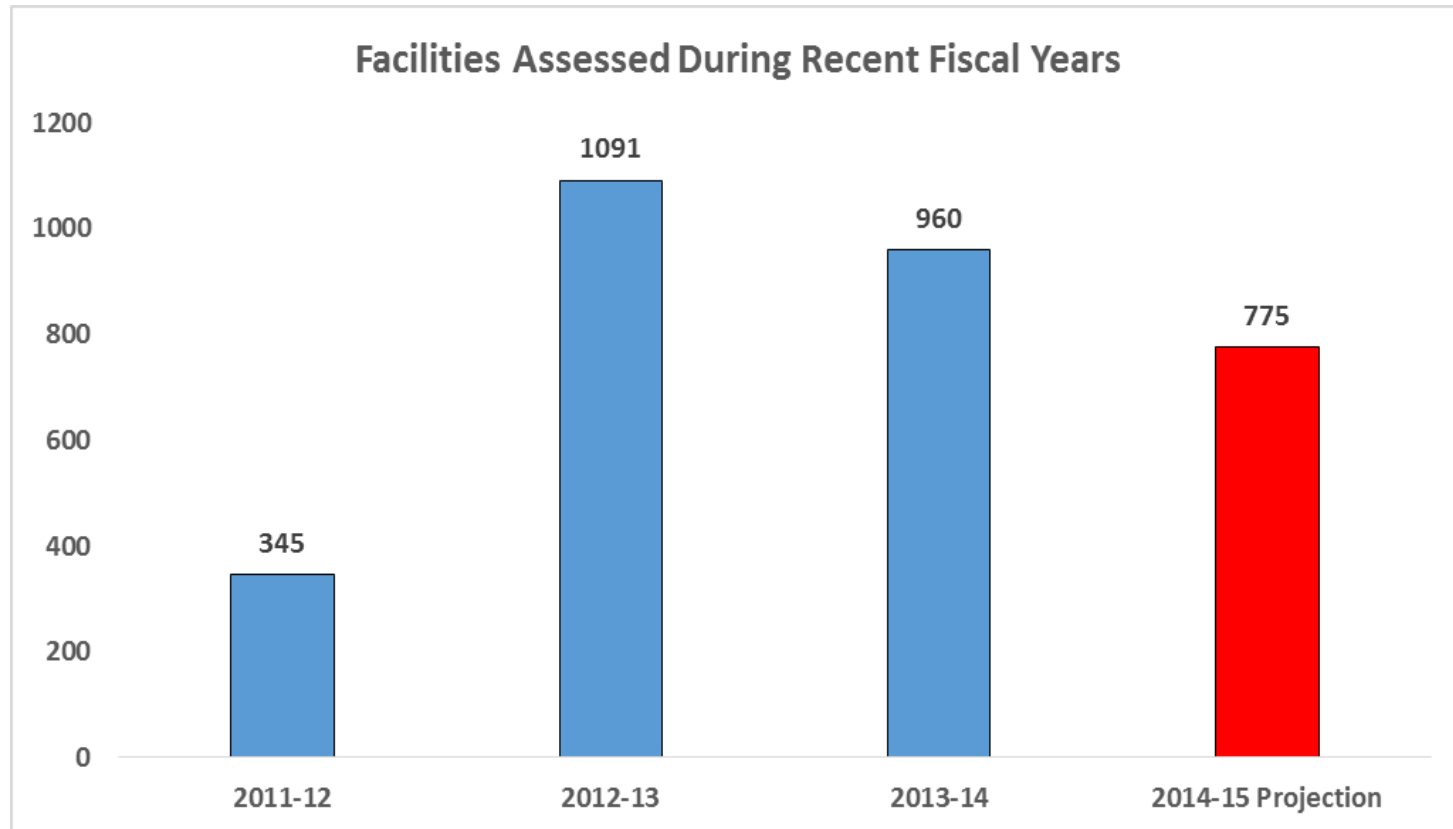


# Discharges Closed in Recent Fiscal Yrs





# Assessments In Recent Fiscal Yrs





# Moving Forward

## 1. Amendments to ATC Contracts

- To fix issued discovered (send input to Marty)

## 2. Augmenting Procurement Staff

## 3. Procurement Strategy for RACs/SRs

- Stabilize Workflow: Push thru from LSA to RAP to RAC/SR
  - For the LSA sites that need RA
  - For SCS sites with recent RAP SOWs assigned
- Have Augmented “Professional” Help to assist with slug of RA work coming in
  - Get with your “Team Leader” to arrange

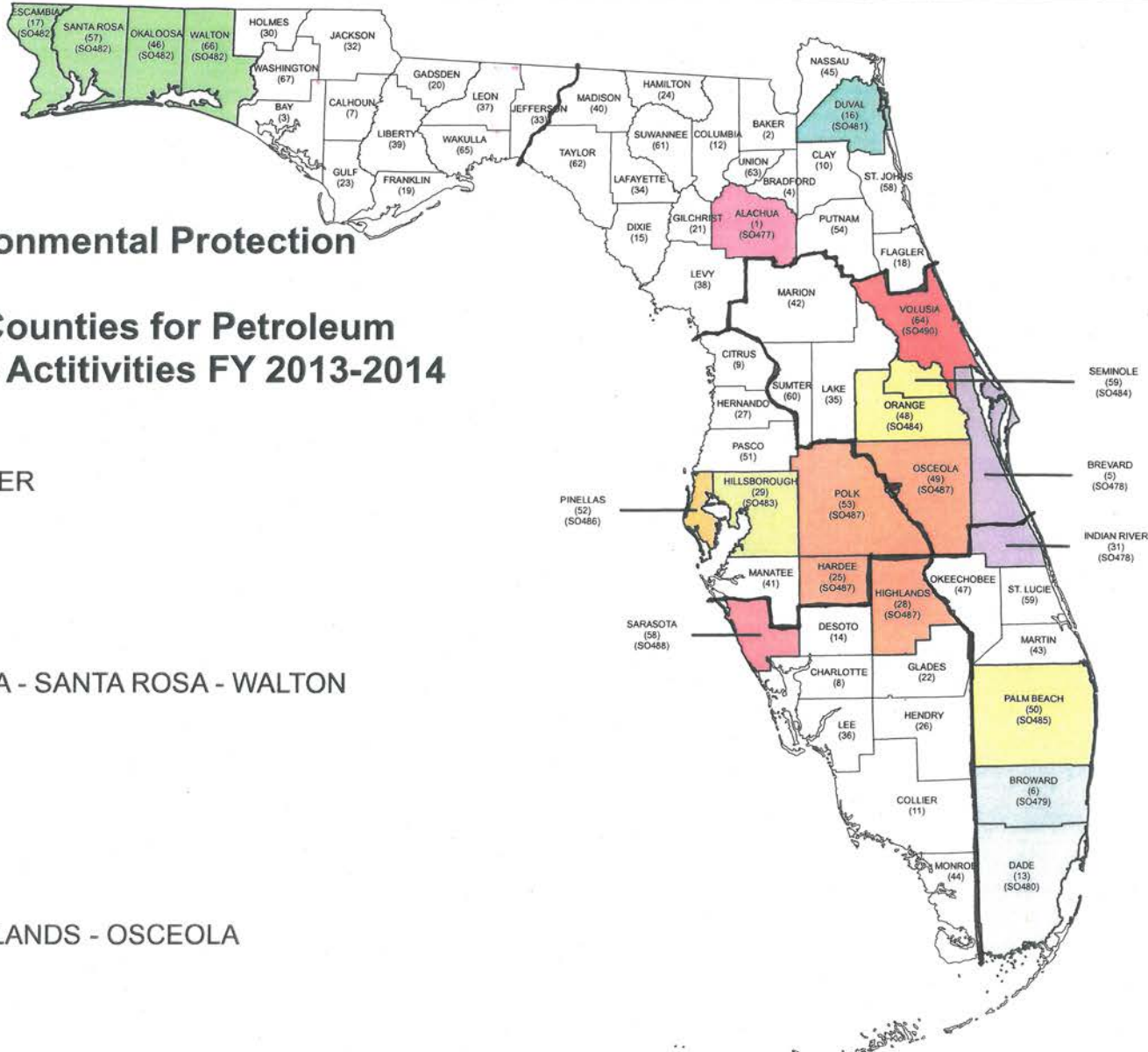
## 4. Expanding Local Programs

- All sites managed locally, new N. Central FL Region





# Previous LP-Managed Counties



Florida Department of Environmental Protection

Contracted Local Program Counties for Petroleum Contamination Site Cleanup Activities FY 2013-2014

-  SO477 - ALACHUA
-  SO478 - BREVARD - INDIAN RIVER
-  SO479 - BROWARD
-  SO480 - DADE
-  SO481 - DUVAL
-  SO482 - ESCAMBIA - OKALOOSA - SANTA ROSA - WALTON
-  SO483 - HILLSBOROUGH
-  SO484 - ORANGE - SEMINOLE
-  SO485 - PALM BEACH
-  SO486 - PINELLAS
-  SO487 - POLK- HARDEE - HIGHLANDS - OSCEOLA
-  SO488 - SARASOTA
-  SO490 - VOLUSIA







# Questions?





# PRP Workflow Overview

## **Scope of Work to Purchase Order, Request for Change, Invoice**

Diane Pickett



# Scope of Work to Purchase Order

- Site Manager prepares SOW and SPI
- PG or PE reviews and approves
- Team Coordinator / LP Manager
  - Perform QA review
  - Works with Site Manager for needed updates
  - Enters AA status in STCM and Notifies Team Leader
- PRP Contracts (RCI Specialist) Assigns/Offers
  - Copies site manager (this is when the site manager gets the excel SPI)
- Contractor Accepts Scope
  - Copies site manager





# Scope of Work to Purchase Order

- RCI Specialist enters Acceptance and notifies site manager
- Site Manager prepares Task Assignment
- Team enters Cost Center Approval
- PRP Accounting reviews for Weekly List
- PRP PO Creators generate PR in MFMP and perform QA



# Scope of Work to Purchase Order

## Review and Approve in MFMP

- Site Manager
- Team Leader / PRP LP Liaison / Private Team Contract Manager
- PRP Accountant
- ATC Contract Manager
- Upper Management based on Funding Amount
- Gatekeeper





# Request for Change



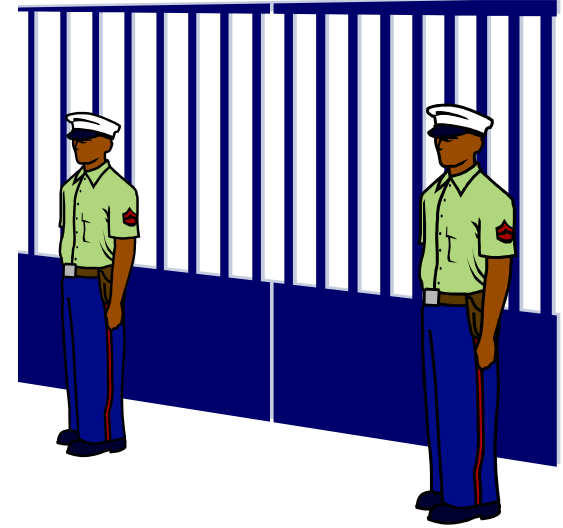
- Site Manager creates or reviews and approves ATC submitted RFC
- PE or PG reviews and approves
- Team Coordinator / LP Manager reviews and approves
- PRP PR creator enters in MFMP



# Request for Change

## Reviews and Approves in MFMP

- Site Manager
- Team Leader
- PRP Accountant
- ATC Contract Manager
- Upper Management (based on delegated authority)
- Gatekeeper
- Site Manager updates STCM and uploads to OCULUS





# Field Request for Change



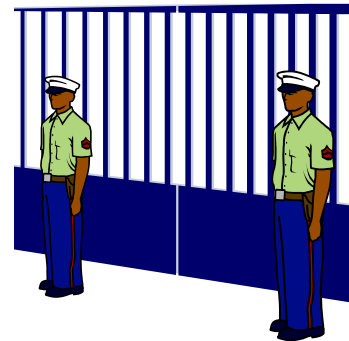
- Site Manager creates or reviews and approves ATC submitted RFC
  - \$35,000 limit cumulatively
- PE or PG reviews and approves
- Team Coordinator / LP Manager reviews and approves
- Team Leader Approves and discusses with Gatekeeper
- ***Work can Begin but Process Continues***
- PRP PR creator enters in MFMP
- Follows MFMP approval flow



# Field Request for Change

## Review and Approve in MFMP

- Site Manager
- Team Leader
- PRP Accountant
- ATC Contract Manager
- Upper Management (based on delegated authority)
- Gatekeepers





# No Cost Request for Change



- Site Manager creates or reviews and approves ATC submitted RFC
- PE or PG reviews and approves if appropriate
- Team Coordinator / LP Manager reviews and approves
- Email to no cost change order creator
  - [Judith.A.Pennington@dep.state.fl.us](mailto:Judith.A.Pennington@dep.state.fl.us)

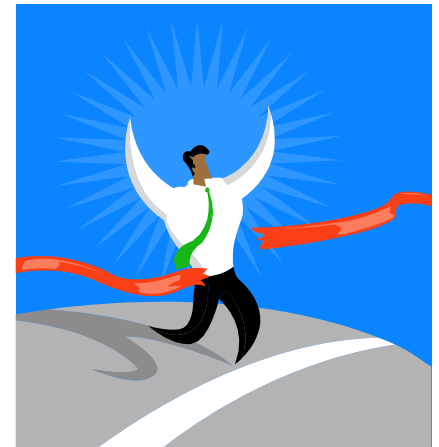


# Workflow Invoices



**START**

- Site manager reviews and approves rate sheet
  - concurrent with deliverable review
- PRP Accounting reviews and approves
- PRP Accounting inputs into MFMP
- Site manager
  - Reviews invoice in MFMP
  - Inserts certification language in MFMP
  - Approves invoice in MFMP





# QUESTIONS?



# Metrics

Eddie Gomez



# FY 2014-15 Projections

Sub Phase	Sites	Amount	Percent
Low Score Site Initiative	375	\$ 9,975,000	8%
Site Assessment (Not LSSI)	400	\$ 10,517,600	8%
Remedial Construction & Operation	200	\$ 47,290,000	37%
Remedial Action Plan or Pilot Test	300	\$ 7,555,800	6%
Source Removal (Dig or FPR)	115	\$ 15,110,080	12%
Operation & Maintenance	370	\$ 25,590,310	20%
Post Active Monitoring	225	\$ 2,644,650	2%
Natural Attenuation Monitoring	525	\$ 3,982,125	3%
Well Abandonment	350	\$ 3,527,650	3%
<b>Grand Total</b>	<b>2860</b>	<b>\$ 126,193,215</b>	<b>100%</b>





# How are we doing?

## Budget Analysis as of 11-04-14 (AMOUNT)

SUBPHASE	PROJECTION AMOUNT	ORIGINAL AMOUNT	WORK_ORDER	Percent
NAM	\$ 3,982,125	\$ 2,566,508		64%
O&M	\$ 25,590,310	\$ 9,085,017		36%
PARM	\$ 2,644,650	\$ 2,614,887		99%
RAC	\$ 47,290,000	\$ 6,880,535		15%
RAP	\$ 7,555,800	\$ 4,036,037		53%
SA	\$ 20,492,600	\$ 9,874,921		48%
SR	\$ 15,110,080	\$ 3,871,478		26%
WA	\$ 3,527,650	\$ 1,998,197		57%
<b>Grand Total (*)</b>	<b>\$ 126,193,215</b>	<b>\$ 40,927,581</b>		<b>32%</b>

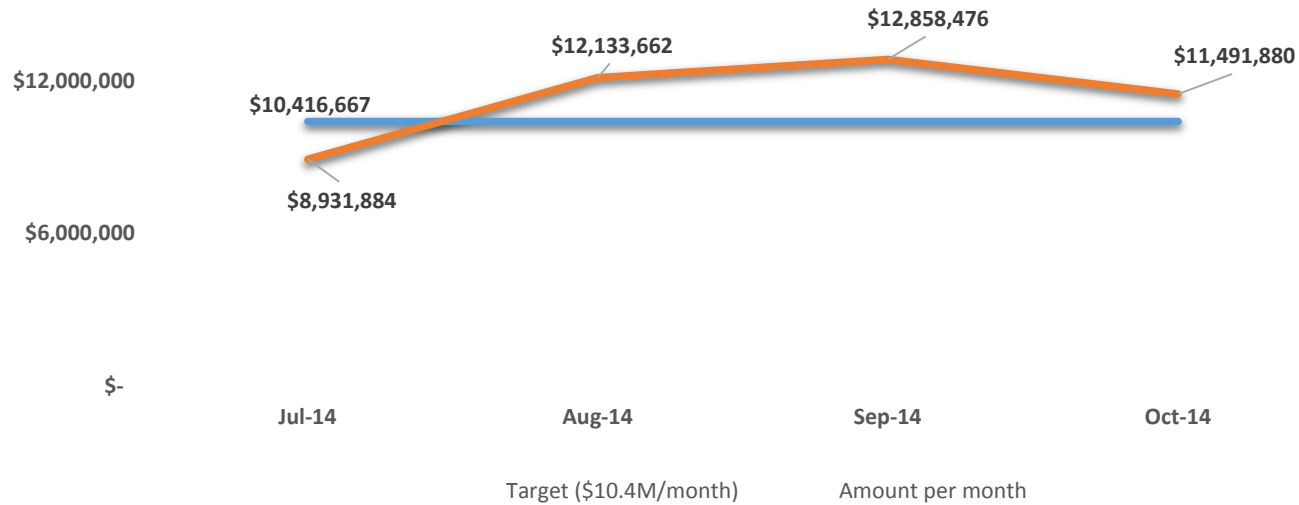
Data source: PRP Budget Analysis by Activity 11-04-14

(\*) Utilities and C/O are not included



# FY 2014-15 Work Funded per Month

FY 2014-15 Monthly WO / TA as of 10-30-14

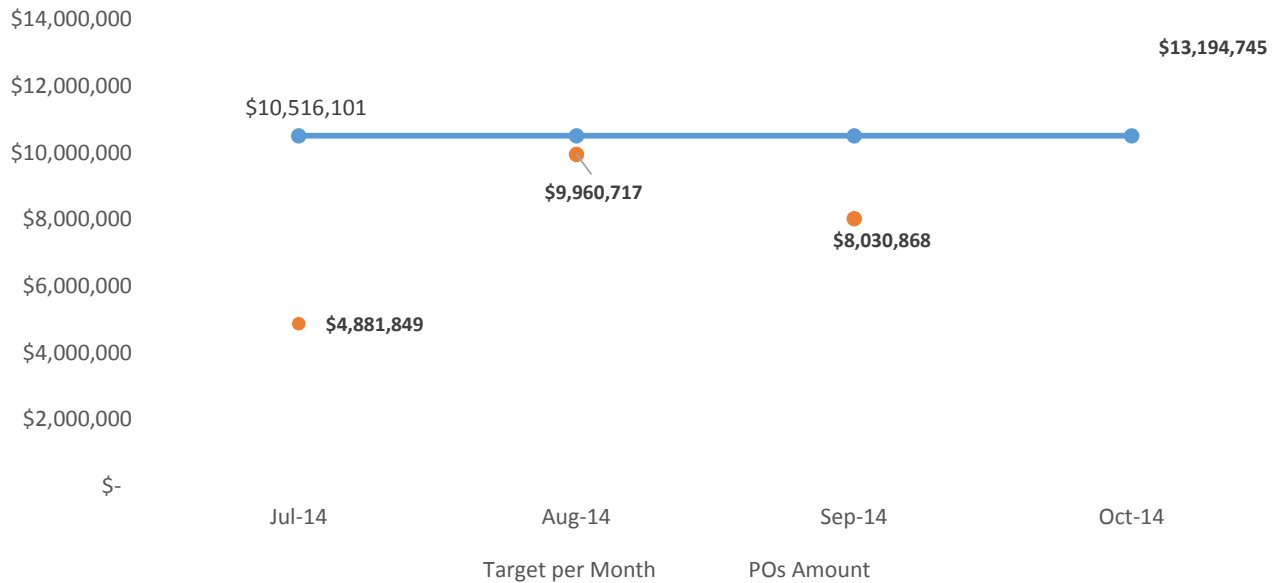


	Target	Cumulative Obligated	Percent
As of 11/04/14	\$ 45,673,077	\$ 39,365,469	86.2%
Cumulative	\$ 125,000,000	\$ 39,365,469	31.5%



# Procurement

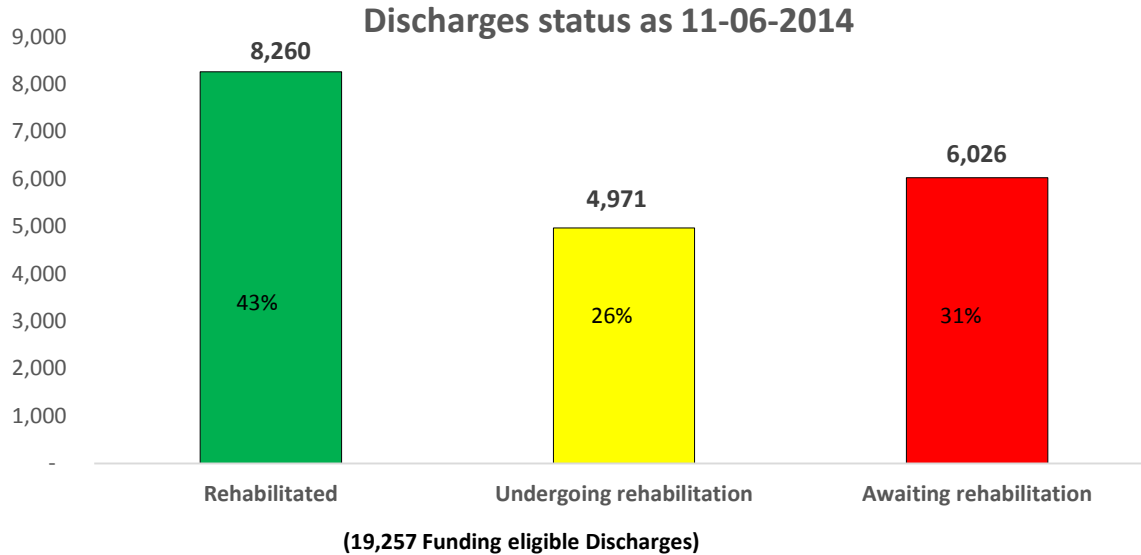
FY 2014-15 Amount of POs Issued per Month as of 10-30-14



	Target	Current POs Amount	Percent
<b>As of 11/05/14</b>	\$ 46,109,059	\$ 39,365,469	85%
<b>Cumulative</b>	\$ 126,193,215	\$ 39,365,469	31%



# Discharges Status



## UNDERGOING REHABILITATION by Phase and Score as of 11-06-14

SCORE RANGE	RA	RAP	SA	Grand Total
< 30	329	32	781	1,142
31-45	337	3	1,339	1,679
46-74	1,502	66	207	1,775
> 75	340	7 (*)	28	375
<b>Grand Total</b>	<b>2,508</b>	<b>101</b>	<b>2,355</b>	<b>4,971</b>

(\*) In RAP Approval Process



# Questions?





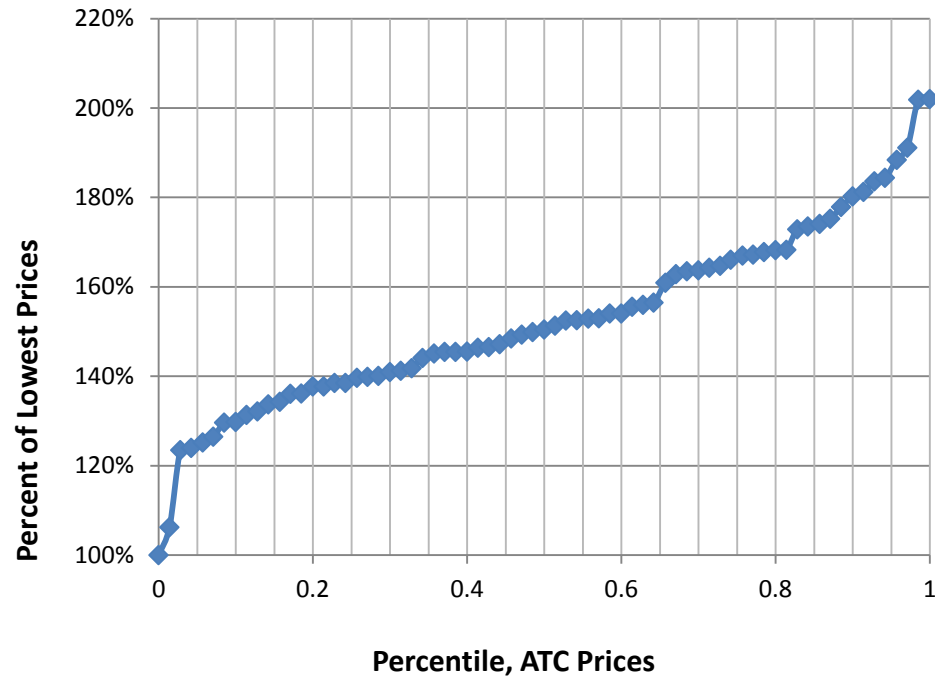
# Relative Capacity Index (RCI)

## Overview and Refinements

11/18/2014

Natasha Lampkin

# ATC Price Schedules



- Wide range of Prices among ATCs
- Median price (percentile = 0.5) is about 150% of the lowest price schedule



# Previous RCI Formula

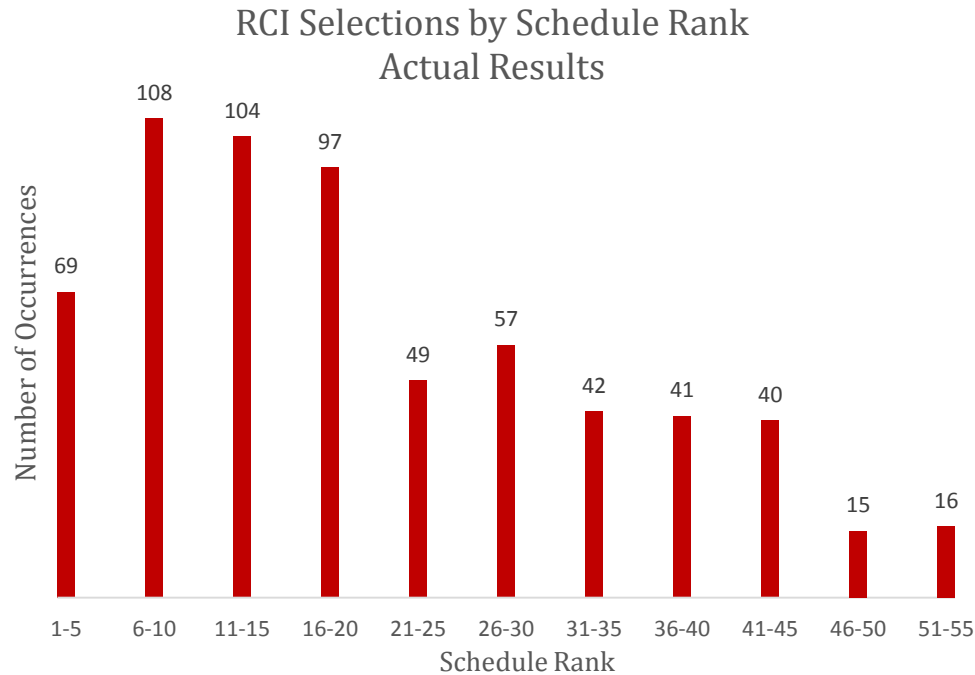
$$= \frac{\text{BondingCap}^{c=0.85}}{\left(\text{EncBal} \times \frac{\text{EncBal}}{25,000}\right)^{b=0.7} + \text{SchRank}^{r=2.5}}$$

- Purpose
  - Unbiased selection method
  - Algorithm for selection of best value among ATCs
- RCI formula components & concept
- Bonding Capacity limited to \$3 million





# Preliminary RCI Results



- Actual Results
  - 50% of work selected for top third of the schedule ranks based on project (i.e., Scope of Work) pricing
  - Focus of selections weighted to better pricing (i.e., Schedule Rank)



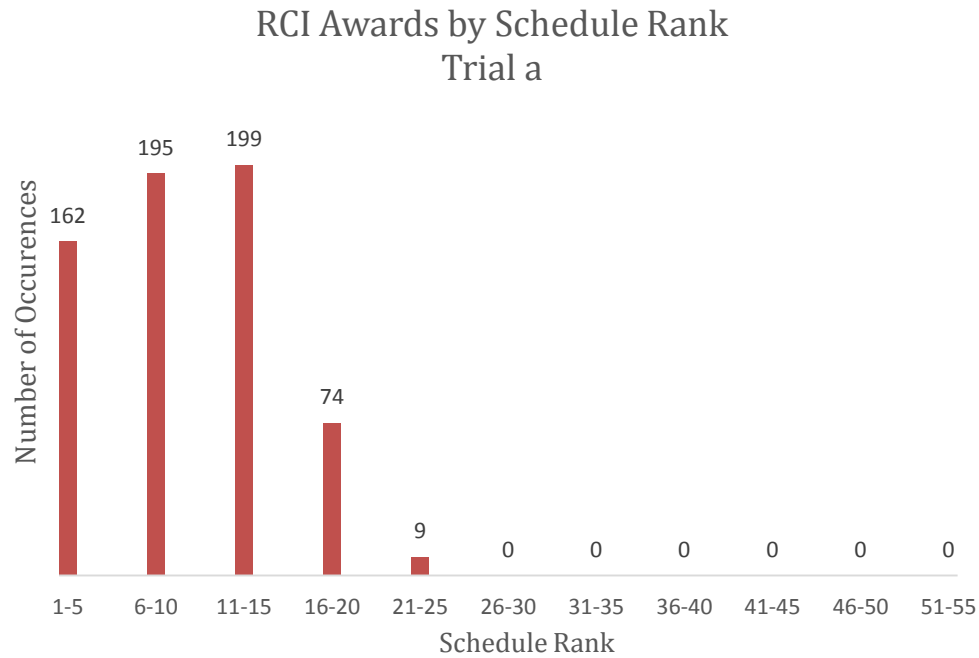
# Model Results – Refinement Testing Projected Work

Trial	Performance Factors	Total Price, 639 Awards	BondCap c	EncBal m/b	SchRank r	Number w/ 0 Awards	Number w/ 1 Awards	>1% (6) Awards:	>3% (19) Awards:
a.	NA	\$72,545,036	0.85	600,000 / 0.65	3.20	23	49	27	6
b.	NA	\$71,323,147	0.85	600,000 / 0.60	3.20	27	45	28	9
c.	NA	\$73,713,357	0.85	600,000 / 0.65	3.00	19	53	32	6

- Model Results – Refinement testing
  - Highlighted Sections Runs



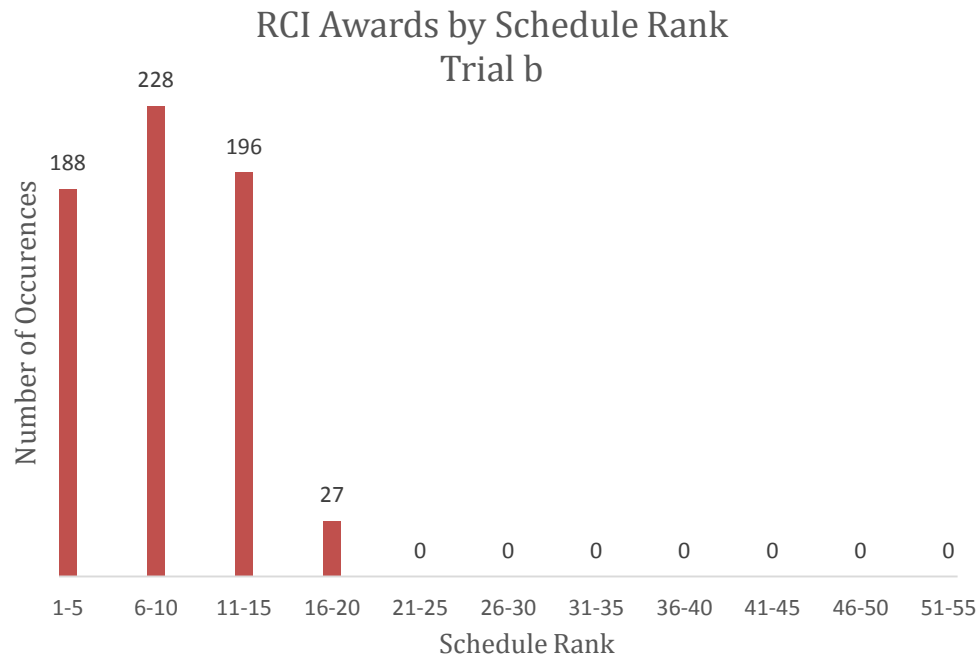
# Model Results – Trial a



- Model Results – Projected Work with Refined Formula



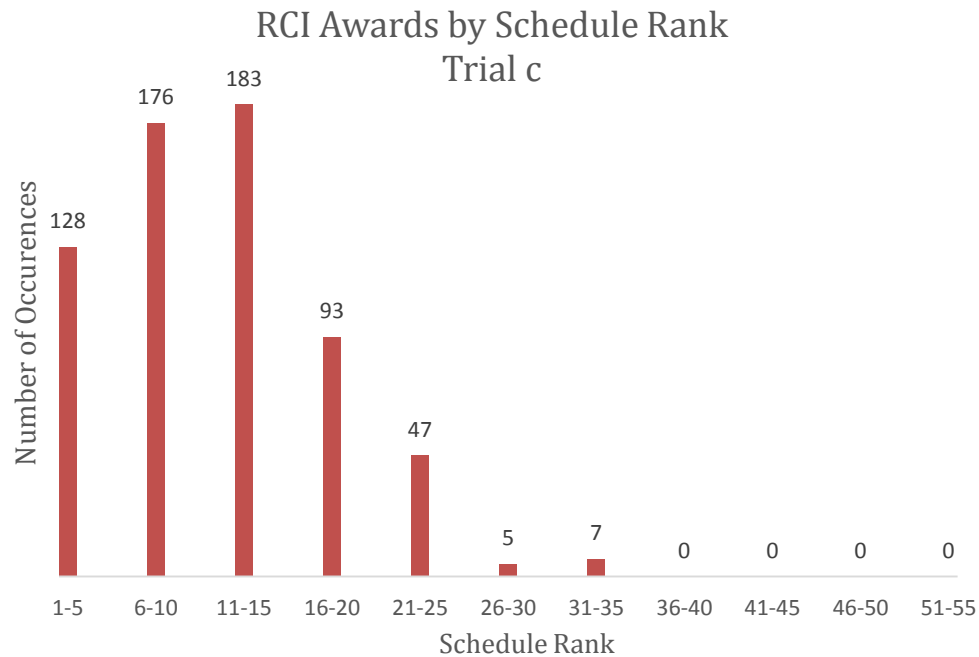
# Model Results – Trial b



- Model Results – Projected Work with Refined Formula



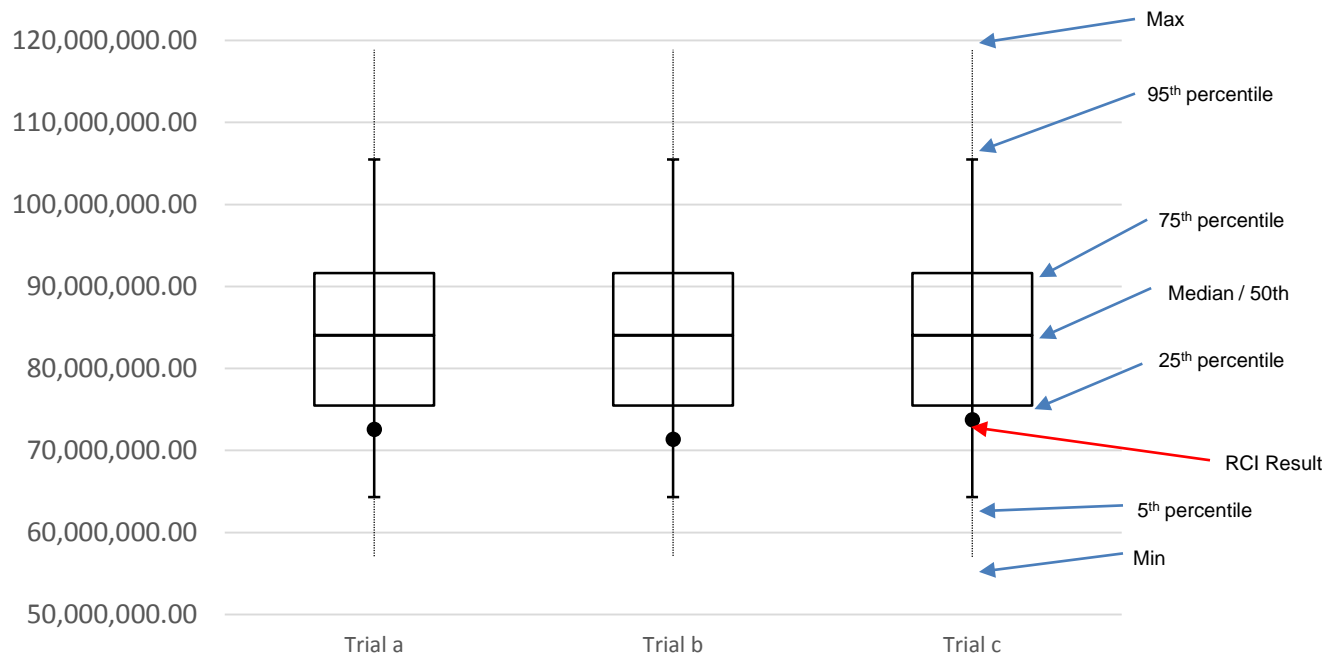
# Model Results – Trial c (Current RCI Formula)



- Model Results – Projected Work with Refined Formula



# Model Results – Proposed Changes Projected Work



- Model Results – Proposed Changes



# Current RCI Formula

$$= \frac{\text{BondingCap}^{c=0.85}}{\left(\text{EncBal} \times \frac{\text{EncBal}}{600,000}\right)^{b=0.65} + \text{SchRank}^{r=3.0}}$$

- Refinements

- Algorithm strengthened for selection of best value among ATCs
- Allows companies with higher Encumbrance Balances to compete more based on pricing by reducing emphasis on their Encumbrance Balance
- Increased Schedule Rank exponent
- Bonding Capacity limited to \$5 million.



# RCI Refinements

- RCI Formula
  - Algorithm strengthened for selection of best value among ATCs
  - Allows companies with higher Encumbrance Balances to compete more based on pricing by reducing emphasis on their Encumbrance Balance
  - Bonding Capacity limited to \$5 million
  - Estimated Savings of 10%





# ADaPT

# Automated Data Processing Tool

Jamie Lopez (Diane Pickett)



# Why do we need ADaPT?

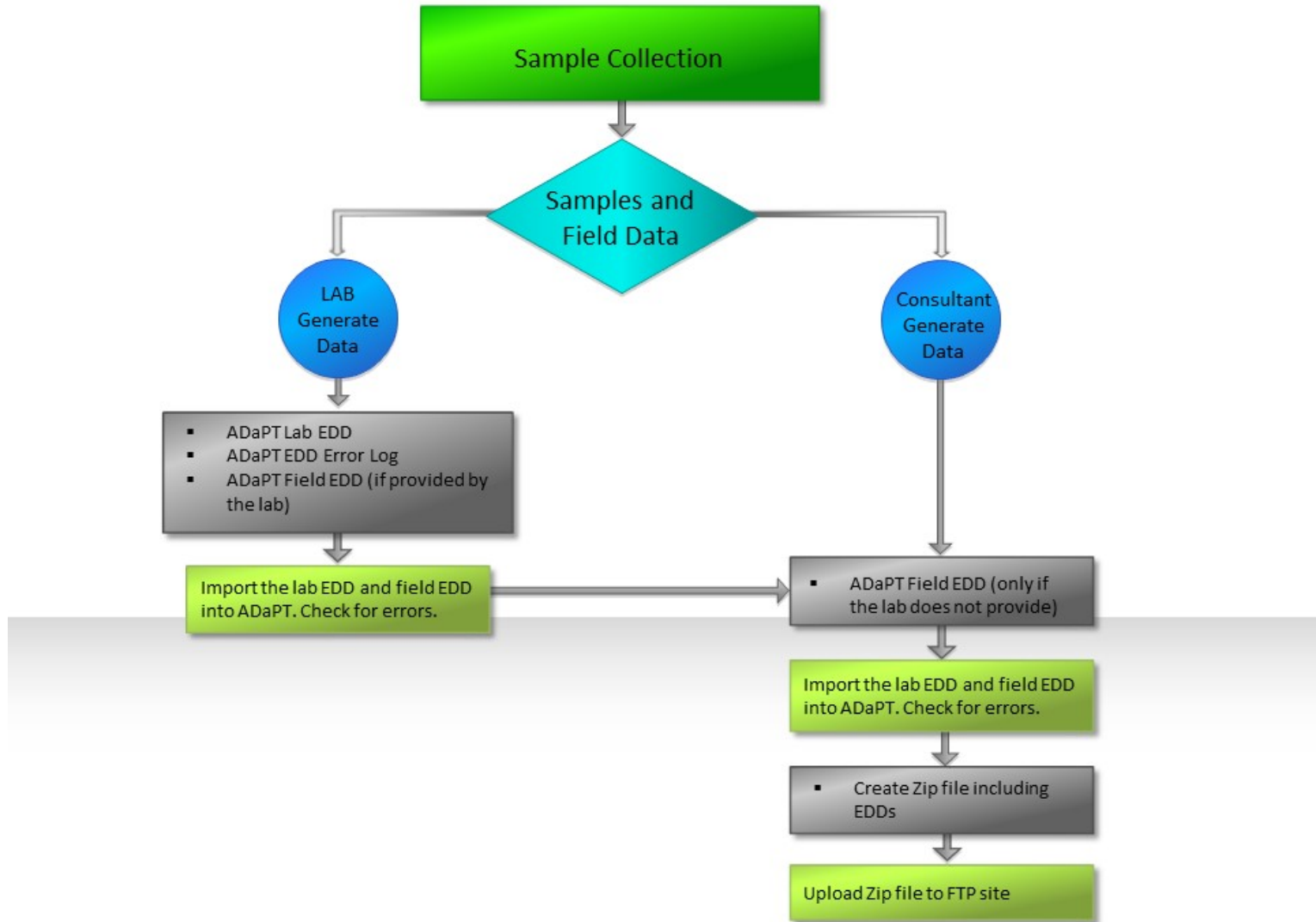
- The requirements for ADaPT Electronic Data Deliverable (EDD) submittals is mandated in our Division of Waste Management Quality Assurance Plan.
- The ADaPT EDDs will be uploaded to Repository for Electronic Data Deliverables (REDD) database in order for data analysis to be conducted.



# What is ADaPT?

- ADaPT is a Microsoft Access application used to evaluate analytical data from samples.
- ADaPT performs routine checks for
  - Quality Control (QC) data that falls outside of specific QC limits.
  - Compares QC accuracy and precision reported in the EDD against DWM criteria.
  - Evaluates holding times.
  - Identifies contamination in the equipment field blanks.
  - If outliers exist ADaPT will add the necessary qualifier.

# Lab and Consultant Flow Chart





# ADaPT User Guide

If the Consultant has questions please refer them to the UPDATED User Guide

The screenshot shows the Florida Department of Environmental Protection website. The main content area is titled "Petroleum Restoration Program" and includes a photo of a red storage tank, a description of the program, and a link for announcements. A red arrow points to the "ADaPT" logo in the "Highlights" sidebar. The sidebar also includes links for "Petroleum Storage Tank Registration", "OCULUS", "CLM Contamination Locator Map", and "Guidance for Contamination Notification".

**Florida**  
Department of Environmental Protection

DEP Home About DEP Programs Contact Site Map Search

**Programs**

- » [Waste Home](#)
- » [Permitting and Compliance Assistance](#)
- » [Petroleum Restoration](#)
- » [Waste Cleanup](#)

**Information**

- » [Division & Program Contacts](#)
- » [Data Reports](#)
- » [DEP Public Notices](#)
- » [Forms](#)
- » [News](#)
- » [Publications and Reports](#)
- » [Rules](#)

**Navigation**

- » [Agency Site Map](#)
- » [Division Site Map](#)

**Petroleum Restoration Program**



The Petroleum Restoration Program encompasses the technical oversight, management, and administrative activities necessary to prioritize, assess, and deannup sites contaminated by discharges of petroleum and petroleum products from stationary petroleum storage systems. These sites include those determined eligible for state-funded deannup using qualified contractors selected through competitive procurement or selected by the property owner or responsible party and state lead contractors under direct contract with the Department, as well as non-program or voluntary deannup sites that are funded by responsible parties.

Click here for the latest Announcements, Events & News 

**PRP Lowers Funding Eligibility Score to 30 (Posted 08/18/14)**

Effective August 18, 2014, the Petroleum Restoration Program (PRP) will lower the score for funding eligibility for sites in the PRP from 46 to 30. This change is being made to increase the pool of potential candidate sites for assessment and remediation. PRP will not be assigning ATCs work from this group of sites immediately, but it is anticipated that assignments will begin shortly.

**Preliminary Pre-Approved Advance Cleanup (PAC)**

**Highlights**

- PETROLEUM STORAGE TANK REGISTRATION    
PAY ON-LINE BY CREDIT CARD
- 
- 
- 
- [Guidance for Contamination Notification](#)
- Property Owner Notification List Updated: November 14, 2008**
- » [Petroleum Restoration Program Main Page](#)
- » [Contacts](#)



# PRP ADaPT User Guide



**Florida**  
Department of Environmental Protection

[DEP Home](#) [About DEP](#) [Programs](#) [Contact](#) [Site Map](#) [Search](#)



### Programs

- » [Waste Home](#)
- » [Permitting and Compliance Assistance](#)
- » [Petroleum Restoration](#)
- » [Waste Cleanup](#)

### Information

- » [Division & Program Contacts](#)
- » [Data Reports](#)
- » [DEP Public Notices](#)
- » [Forms](#)
- » [News](#)
- » [Publications and Reports](#)
- » [Rules](#)

### Navigation

- » [Agency Site Map](#)
- » [Division Site Map](#)

### ADaPT

#### ADaPT

ADaPT (Automated Data Processing Tool) is a Microsoft Access application used by the Division of Waste Management (DWM) to evaluate analytical chemistry data from water, soil, and air samples. It checks for the completeness of data using method specific Quality Control (QC) elements specified in the DWM library, and then further evaluates the data. For example, ADaPT evaluates all QC data reporting, all QC that falls outside specific QC limits, and compares all lab quality control accuracy and precision information reported in the Electronic Data Deliverable (EDD) against the criteria established in the DWM library. Further, it evaluates holding times and looks for contamination in the samples collected for field equipment blanks. If QC problems (outliers) exist, and the laboratory has not assigned or has incorrectly assigned the appropriate qualifiers, then ADaPT will add the necessary qualifiers to the associated sample results.

The ADaPT software requires Microsoft Office Access version 2007 or 2010 (32-bit only). The newest version of the ADaPT software (version 8.0.03) does NOT have an Install Shield installation. Installation is accomplished by replacing the existing *ADaPT 6.4 ADaPTModule.mdb* file. Please refer to the [ADaPT 8.0 Update Instructions](#) for details.

In order to install ADaPT 8.0.03, you must first have ADaPT 6.4 installed on your computer. If you do not have ADaPT 6.4 installed, please refer to our [ADaPT 6.4 Installation Instructions](#). For a complete list of modifications and enhancements to each version of ADaPT, refer to our [ADaPT-Version History](#) document.

The following are links to files and resources applicable to all program areas within the DWM.

[ADaPT FAQ](#)

[ADaPT Error Check Guidance](#)

[Division of Waste Management Master Library](#) (last updated 08/19/2014) The library contains DWM appropriate analytical methods for matrices and analytes, method required QC elements, and method specific OC element control limits. Please review our [DWM Library Additions](#)

### Highlights

- 
- 
- 
- 
- 
- 
- 
- 



# PRP ADaPT User Guide

additions.

[Division of Waste Management Valid Values](#) (last updated 08/19/2014) Valid values are used to validate data and identify methods, matrices, unique Client Analyte IDs, analyte names and QC elements specified in the DWM library, and also contains all DWM Project Numbers (site/facility IDs) and Project Names (site/facility names), and all Florida Department of Health NELAC certified laboratories and sample preparation methods. To update the valid values, right click the link and save to local drive.

**Project Number (Site ID/Facility ID) Lookup by Program Area** This tool can help you locate the correct ID number for your Waste Cleanup or Petroleum Cleanup site.


Subscribe to the [ADaPT-L Listserv](#) to automatically receive notifications on updates to ADaPT and the DWM Library. All ADaPT users should sign up for this list serve to stay up-to-date on any issues and changes. Notifications will direct you to the ADaPT homepage so you can download new versions of ADaPT and/or changes to the DWM Library.

[ADaPT Training Opportunities](#) are available from LDC (Laboratory Data Consultants). This link is provided for informational purposes only. No mandatory third party ADaPT training is required to use ADaPT, but some may find it helpful.

## Contact Us

The DWM is comprised of three program areas: Permitting and Compliance Assistance, Waste Cleanup, and Petroleum Restoration. Although there are many components of ADaPT that are applicable to the entire DWM, each program has its own requirements for submittal of ADaPT deliverables. Specific requirements and user guides for each program are provided below.

For general assistance with ADaPT software installation or troubleshooting, please contact Clark Moore at [Clark.B.Moore@dep.state.fl.us](mailto:Clark.B.Moore@dep.state.fl.us) or 850-245-8739.



### **Petroleum Restoration Program User Guide**

#### **Contact:**

Randi Peddie, QA Coordinator  
[Randi.Peddie@dep.state.fl.us](mailto:Randi.Peddie@dep.state.fl.us)  
850-245-8901

[http://appprod.dep.state.fl.us/www\\_wacs/Reports/GWMR/project.asp](http://appprod.dep.state.fl.us/www_wacs/Reports/GWMR/project.asp)

- » [Solid & Hazardous Waste](#)
- » [Waste Cleanup](#)



# ADaPT 8.1 Version COMING SOON

- ADaPT Version 8.1 Beta is now available.
  - Version 8.1 resolves the issues with compatibility with MS Access 2013 and Windows 8.
  - A Consultant or Laboratory can request to Beta test ADaPT Version 8.1.





# Responsibilities

- ADaPT EDDs are auto inserted into oculus using an FTP site (Consultant responsibility).
- Site Managers should not approve the deliverable without verifying the contents of the zip folder in Oculus.
- Ensure that the electronic copy of the Zip file with the Lab EDDs, the Lab EDD Error Log, and Field EDD are uploaded in Oculus prior to approving the deliverable.



# Electronic Data Deliverables (EDDs)

- The zip folder should have the following files prior to approval:

8515075}{11-18-2010}{PRLDD.TXT

8515075}{11-18-2010}{PRLDD\_ErrorLog.TXT

8515075}{11-18-2010}{PRFDD.TXT

- Do not approve the deliverable if a file is missing or if named incorrectly.
- Contact the Consultant, request the errors to be fixed and have the Consultant resubmit the zip file to the FTP site.



# Corrected EDDs in Oculus

- Once the zip file has been corrected and automatically uploaded to oculus, the site manager can recheck Oculus prior to approving the deliverable.
  - The date in the file name will be the document date and received date in oculus, scroll to created date to view the most recent file.



# ADaPT in Oculus

OCULUS™ Hello Lopez

Search Actions Tools Help Logout

## Results

Result/Page: 30 Refresh

Operations: View Select

Showing Result(s) 1 to 30

Pages: 1 2 3 4 5 6 7 8 9 10 Next

review	Profile	Facility-Site ID	Document Date	Revised Date	Document Type	Facility Type	Application Number	Permit Number	Document Subject	County	District	File Size	Version	Master	Created	Creator
	Cleanup_Remediation	8629813	07-24-2014	07-24-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ADAPT LAB EDD ERROR LOG	DUVAL	NED	28 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	9400768	05-15-2014	05-15-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 05-15-20	BAY	NWD	46 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8732153	07-30-2014	07-30-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 07-30-20	ALACHUA	NED	15 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8506834	07-22-2014	07-22-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 07-22-20	DUVAL	NED	18 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8506834	07-29-2014	07-29-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 07-29-20	DUVAL	NED	20 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8514760	08-07-2014	08-07-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 08-07-20	PALM BEACH	SED	19 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8625201	09-15-2014	09-15-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 09-15-20	HILLSBOROUGH	SWD	37 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8629813	07-14-2014	07-14-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 07-14-20	DUVAL	NED	5 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8629813	07-24-2014	07-24-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ADAPT LAB EDD ERROR LOG	DUVAL	NED	28 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8841853	09-25-2014	09-25-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 09-25-20	WALTON	NWD	23 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8842063	09-19-2014	09-19-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 09-19-20	DUVAL	NED	10 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8842483	04-28-2014	04-28-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 04-28-20	MANATEE	SWD	44 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8842483	05-02-2014	05-02-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 05-02-20	MANATEE	SWD	98 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8509393	08-26-2014	08-26-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 08-26-20	JACKSON	NWD	18 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8510269	08-15-2014	08-15-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 08-15-20	LEON	NWD	14 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8510269	08-19-2014	08-19-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 08-19-20	LEON	NWD	21 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8509393	08-26-2014	08-26-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 08-26-20	JACKSON	NWD	18 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8510269	08-15-2014	08-15-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 08-15-20	LEON	NWD	14 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8515249	09-16-2014	09-16-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 09-16-20	PINELLAS	SWD	63 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8506834	07-22-2014	07-22-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 07-22-20	DUVAL	NED	18 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8506834	07-29-2014	07-29-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 07-29-20	DUVAL	NED	20 KB	1.0	Y	10-09-2014	ADaPT_a
	Cleanup_Remediation	8510269	08-19-2014	08-19-2014	LAB ANALYTICAL REPORTS	STCM FACILITY			ZIPPED ADAPT PACKET - 08-19-20	LEON	NWD	21 KB	1.0	Y	10-09-2014	ADaPT_a



# ADaPT

- Some files are rejected from the FTP site and will not upload to Oculus.
  - If the zip file is rejected the Site Manager will receive an email with the rejected zip file attached.
    - Be sure that you email is set up to be able to receive zip files.
- Contact the Consultant, request the errors to be fixed and have the Consultant resubmit the zip file to the FTP site.



# Common Uploading Errors

- Common Errors

- File named wrong

Correct file name

8517002}{01-14-2011}{przdd.zip

Incorrect file name

8517002}{01-14-**11**}{przdd.zip

Incorrect file name

8517002}{01-14-2014}{przdd.zip.**zip**

Incorrect file name

8517**5**002}{01-14-2014}{przdd.zip



# Contact Information

Jamie Lopez  
FDEP PRP, Mail Station 4545  
2600 Blair Stone Road  
Tallahassee, FL 32399  
(850) 245-8925  
[Jamie.l.lopez@dep.state.fl.us](mailto:Jamie.l.lopez@dep.state.fl.us)

OR

Randi Peddie  
FDEP PRP, Mail Station 3540  
2600 Blair Stone Road  
Tallahassee, FL 32399  
(850) 245-8901  
[Randi.Peddie@dep.state.fl.us](mailto:Randi.Peddie@dep.state.fl.us)



# **Quality Assurance Officer Randi Peddie**

Site Manager Review of Reports  
Containing Analytical Data





# Laboratory Reports

- In accordance with 62-780.300(2)(a), F.A.C., must include all information specified in subsection 62-160.340(2), F.A.C., and in the format specified in Chapter 62-160, F.A.C.
  - Method Detection Limits (MDLs)
  - Practical Quantitation Limits (PQLs)
    - Laboratory Reporting Limits (RLs) are NOT ACCEPTABLE.
  - Data Qualifiers
    - » “U” for MDL
    - » “I” for estimated values between the PQL and MDL
    - » “M” for PQL (not estimated)
    - » “V” contaminant detected in the method blank



# Reported Data

- Summary table must have same level of precision (NO ROUNDING).

Examples:

“35  $\mu\text{g/L}$ ”; summarized as “35” **NOT** “35.0”;

“5.7  $\mu\text{g/L}$ ”, summarized as “5.7” **NOT** “6” or “6.0”.



# Reported Data cont.

- Not detected “[MDL]U” or “ND([MDL])”.
- Detected between the MDL and PQL (estimated) “[estimated value]I”.
- Detected between the MDL and PQL (not estimated) “[PQL] M”.
  
- Any analyte with a “V” should include a footnote in the table and a discussion in the report as to the validity of the detection.



# Groundwater Sampling

## Groundwater Sampling Logs

- Filled out completely and correctly.
- Only the following may be pre-filled out:
  - Site name,
  - Site locations,
  - Well no.,
  - Well Diameter,
  - Well Screen Interval Depth,
  - Intended Analysis, and/or
  - Method
- Filled out legibly in permanent ink (originals)



# Groundwater Sampling (cont.)

## PURGING DATA

WELL DIAMETER (inches):	TUBING DIAMETER (inches):	WELL SCREEN INTERVAL DEPTH:      feet to      feet	STATIC DEPTH TO WATER (feet):	PURGE PUMP TYPE OR BAILER:
<b>WELL VOLUME PURGE: 1 WELL VOLUME = (TOTAL WELL DEPTH - STATIC DEPTH TO WATER) X WELL CAPACITY</b> (only fill out if applicable) $= ( \quad \text{feet} - \quad \text{feet} ) \times \quad \text{gallons/foot} = \quad \text{gallons}$				
<b>EQUIPMENT VOLUME PURGE: 1 EQUIPMENT VOL. = PUMP VOLUME + (TUBING CAPACITY X TUBING LENGTH) + FLOW CELL VOLUME</b> (only fill out if applicable) $= \quad \text{gallons} + ( \quad \text{gallons/foot} \times \quad \text{feet} ) + \quad \text{gallons} = \quad \text{gallons}$				
INITIAL PUMP OR TUBING DEPTH IN WELL (feet):	FINAL PUMP OR TUBING DEPTH IN WELL (feet):	PURGING INITIATED AT:	PURGING ENDED AT:	TOTAL VOLUME PURGED (gallons):

### – Purging Data section:

- Conventional (Well Volume) Purge
  - Pump or intake tubing must be in top 2 feet of water column
  - Electric submersible pump exception
  - Use the Well Volume Purge formula
- Minimized (Equipment Volume) Purge
  - Fully submerged screen with no more than 10 feet of screen.
  - Volume of water determined using the Equipment Volume Purge formula



# Groundwater Sampling (cont.)

- Sampling Data Section:
  - The names of all samplers must be recorded and signed
    - Sampling log and chain of custody (COC)
  - Sample container and sample preservative used
    - VOCs (except for EDB) may use hydrochloric acid
    - EDB no preservative
    - PAHs no preservative
    - TRPH preserved with sulfuric acid or hydrochloric acid
    - Metals preserved with nitric acid
  - Sample flow rates:
    - Maximum for VOCs is 100 mL/minute



# Soil Sampling

- Soil samples must be:
  - Grab samples (not composited);
  - Collected during field soil screening; and
  - Collected in the Vadose zone.



# Soil Sampling (cont.)

## Soil Boring Logs

- Lithologies;
- Moisture content;
- Depth to groundwater;
- OVA measurements;
- Presence of odors;
- Soil discoloration;
- Free products;
- Start and finish date(s) and time(s);
- Person completing the log;
- Sampling interval and percent sample recovered; and
- Boring method.





# Carcinogenic PAHs in Groundwater

- Four carcinogenic PAHs
  - Benzo(a)anthracene
  - Benzo(b)fluoranthene
  - Dibenzo(a,h)anthracene
  - Indeno(1,2,3-cd)pyrene
- CTLS are based upon respective toxicity.
- CTLs are lower than their respective PQLs
- PQLs become the alternative CTLs as long as it is the best achievable detection limit.
  - See “Guidance for the Selection of Analytical Methods and for the Evaluation of Practical Quantitation Limits” date October 12, 2004



# Carcinogenic PAHs in Groundwater

If the four carcinogenic PAHs are not detected, or if one or more are detected but their concentrations do not exceed their respective PQLs, it is considered that the alternative groundwater CTLs are met even if the risk-based groundwater CTLs reference in Table 1 of Chapter 62-777, F.A.C. are lower than the PQL.

- **ADaPT will verify this requirement.**
  - Acceptable error



# Report Review

- SMs must verify the following:
  - Data in the tables is correct.
  - Data on the figures is correct.
  - Data included in the text is correct and includes all work that was tasked.



# For Closures

- For sites that have had Active RA:
  - For RA other than source removal:
    - Four quarters of monitoring, last two clean;
  - For sites with interim source removal:
    - One sampling (no GW contamination prior)
    - Two sampling (GW contamination)
  - For site with chemical or biological application:
    - Four quarter of monitoring AFTER amendments are no longer actively remediating.



# For Closures (cont.)

- For sites with documented soil contamination:
  - Confirmation soil samples collected prior to beginning PARM
  - Soil contaminations not present prior to beginning NAM
    - Leachability-based soil CTL exception



# For Closures (cont.)

- For sites that have NOT had active RA (or past 2 years):
  - Two consecutive quarterly samplings
  - One sampling for previously non lab-verified contamination.
- For sites with a break in monitoring:
  - One additional sampling, if CTLS reached prior to break.



# Sources

- <http://www.floridadep.gov/waste/petroleum-restoration/content/procedures-guidance-documents>
- <http://www.floridadep.gov/dear/quality-assurance/content/dep-sops-0>
- DEP QA Rule 62-160, F.A.C.
- DEP-SOP-001/01 FS 2400
- DEP-SOP-001/01 FS 3000
- DEP-SOP-001/01 FT 1000
- DEP-SOP-001/01 FORM FD 9000-24



# Questions?







**BREAK**



# RBCA / DOT MOU/ Delineation Update

**John Wright / Diane Pickett**



# RBCA / DOT MOU/ Delineation Update

## **FDEP/FDOT MOU Update**

### **Risk Based Closures Funding For Cleanup of Sites Impacting FDOT Projects**

John F. Wright, P.E.

## **Delineation Update**

Diane Pickett



# FDOT MOU

- A Memorandum of Understanding (MOU) Was Signed June 16, 2014
- Provides an Institutional Control Process for Based Closure of Petroleum Discharges In the FDOT ROW
- Allows Funding/Prioritization of Assessment and Remediation of Program Eligible Discharges Impacting Road Projects Regardless of Score



# No Further Action Options

There Are Three Closure Options Allowed In the No Further Action Section of the Cleanup Rules 62-780.680(1),(2),and (3) F.A.C.:

- RMO I: Risk Management Option Level I
  - Soil and Ground Water Below Cleanup Target Levels
- RMO II and III: Risk Management Option Levels II and III
  - Allow Alternative Cleanup Target Levels
  - Require Institutional and/or Engineering Control To Prevent Exposure to and/or Spreading of Contamination



# FDOT MOU Procedure

- Takes Advantage of the inherent “Barriers To Exposure” Provided by the FDOT’s Management of the ROW:
  - Physical Barriers, i.e., road pavement, clean fill
  - Administrative Barriers, i.e., FDOT’s permitting process that is designed to control all activities in the ROW
  - Area Will Be Identified With a Map Note on FDOT’s Right of Way Map



# Minimum Technical Requirements

- Verify that the Ground Water plume Is Stable or Shrinking
  - One Year of Ground Water Monitoring Is Needed
- Determine The Extent Of GW Contamination
  - Access For Well Placement May Be limited
- Determine The Extent Of Soil Contamination
  - Exceeding Direct Exposure and Leachability Levels



# FDOT MOU Procedure

- RP/Discharger or ATC Contractor Submits SRCO Proposal To FDEP To Include:
  - Justification For Closure
  - Summary of Soil/GW Data
  - Legal Description and Map
  - DOT ROW Map and Note
  - Letter of Indemnity as Applicable
- DEP Reviews Proposal





# FDOT MOU Procedure

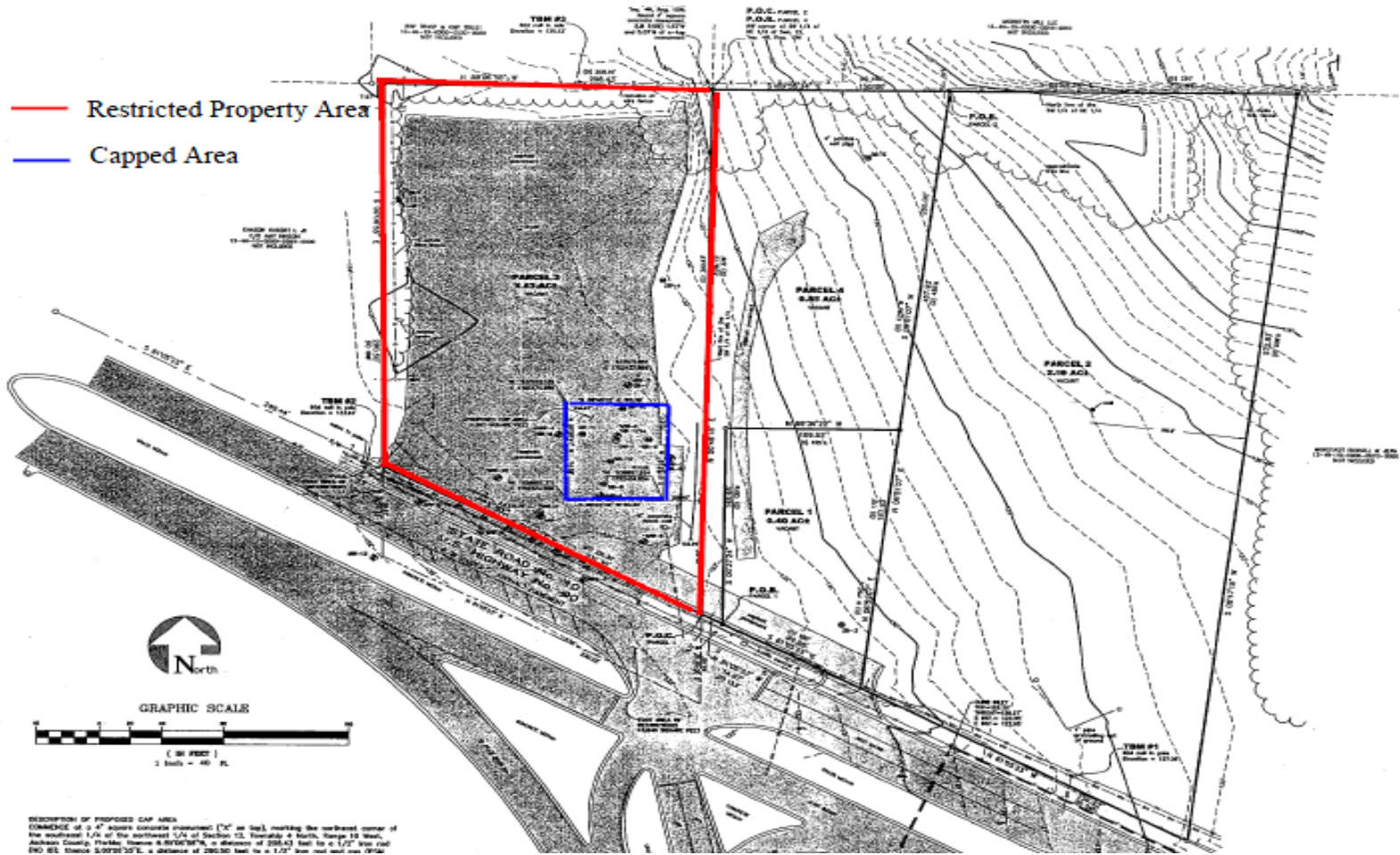
- DEP Requests DOT Add A ROW Map Note (MOU Attachment A)
  - Attachment 1 – Summary of Groundwater Data
  - Attachment 2 – A specific Purpose Survey of Restricted Area
  - Attachment 3 - Diagram of Restricted are On ROW Map
  - Attachment 4 – Indemnity Agreement Between DOT and RP/Discharger



# FDOT MOU Procedure

- DOT Sends DEP Acknowledgment Letter (MOU Attachment B)
- Records The Following With The DOT Mapping Office
  - Request Letter and Attachments
  - Acknowledgement Letter to Include Recording in FDOTs ROW Management System
  - DEPs Site Rehabilitation Completion Order

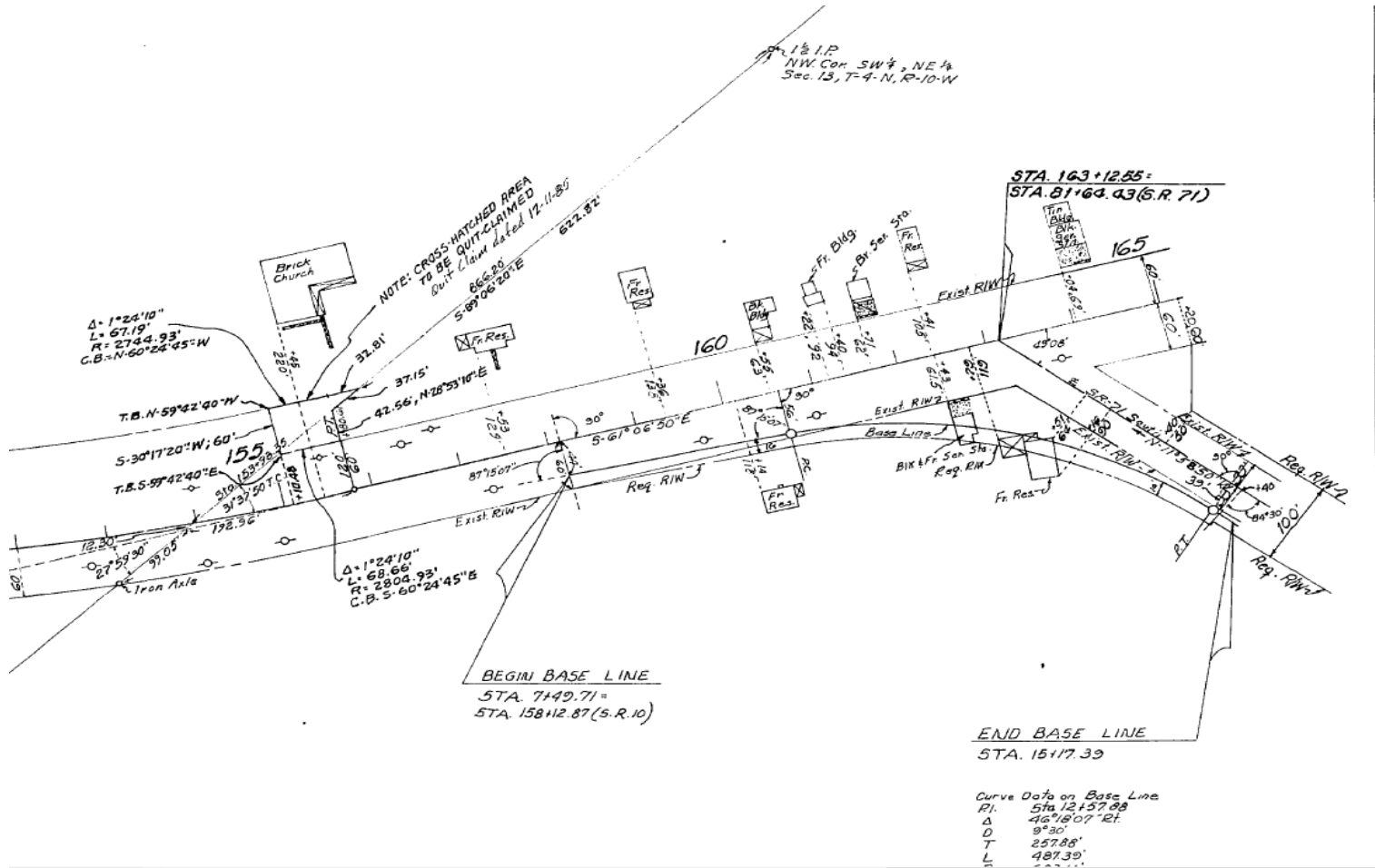
# Jackson Hospital Site



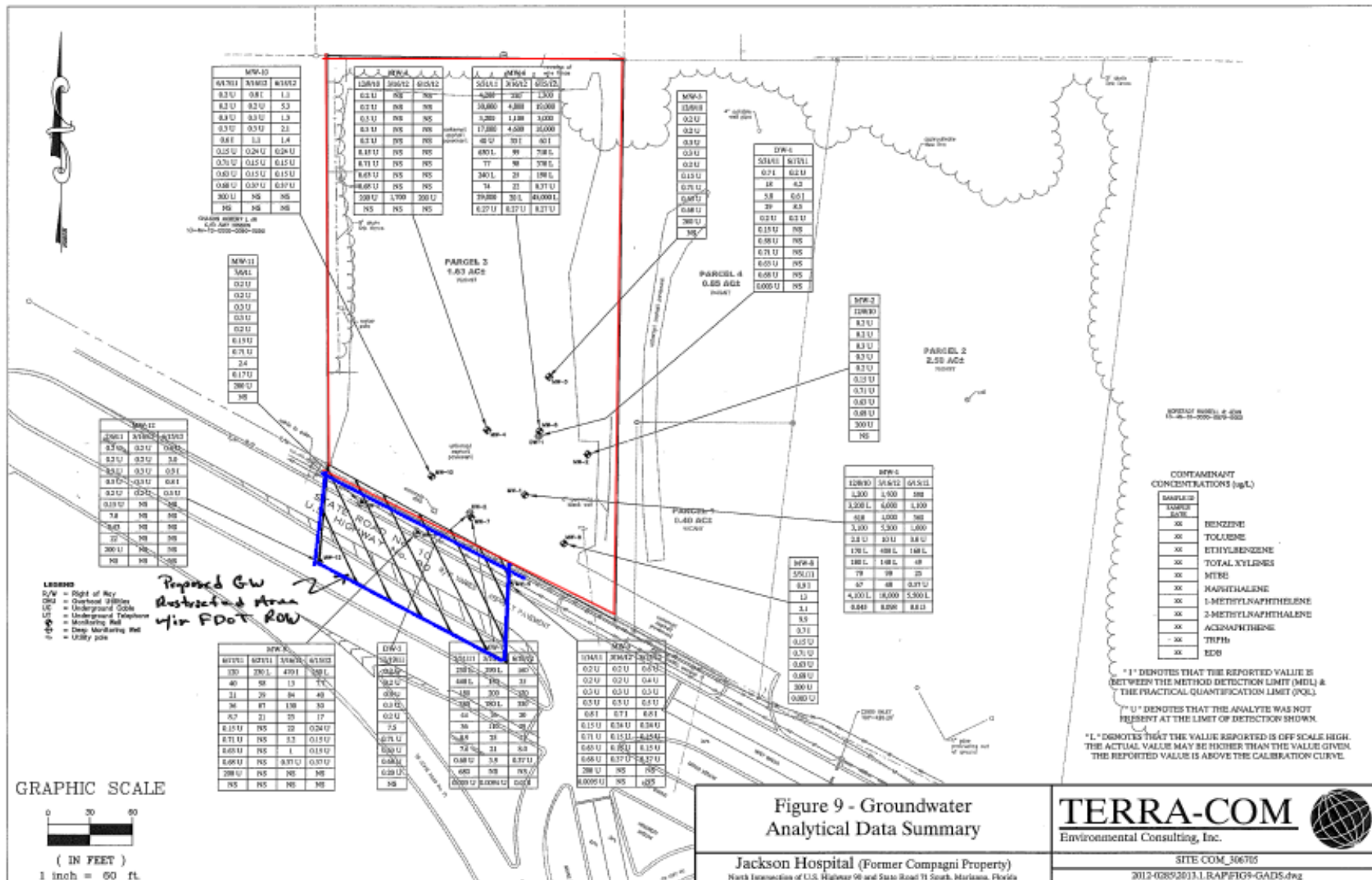


# FDOT Right of Way Map

## 53020-2514 3



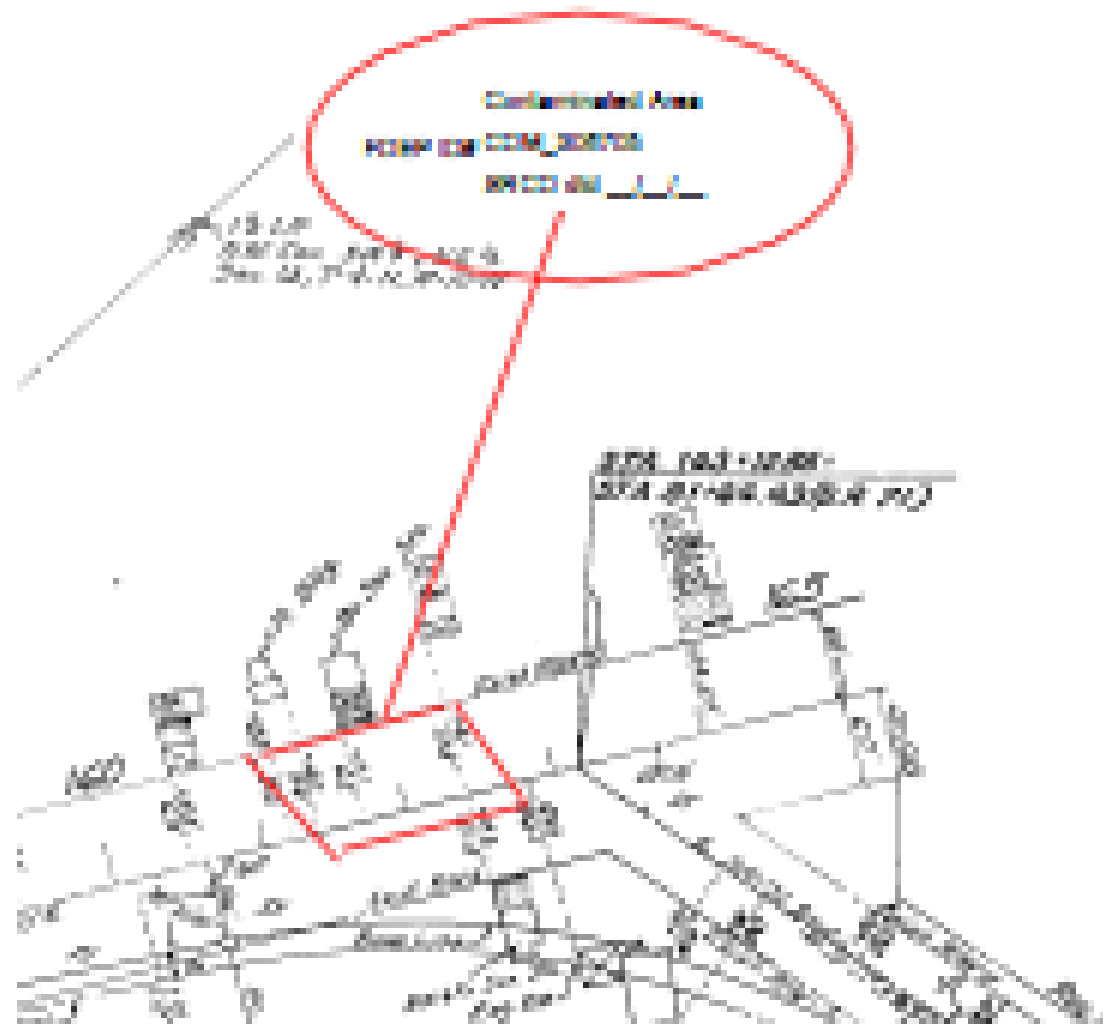
# Proposed Area of Restriction on FDOT ROW





# Proposed Area of Restriction on FDOT ROW 'map note'

- Area of Petroleum Contamination
- FDEP ID#  
COM\_306705
- SRCO date  
\_\_/\_\_/\_\_
- Polygon  
Identifying
- Area of Restriction  
Within ROW





# Funding FDOT Sites

- Allows Funding of Remediation/Assessment of Eligible Discharges Regardless of Priority Score
- Encourages Cooperation Between the Two Agencies, Recognizing The Fact That FDOT Projects Provide Employment And Economic Benefits To The State



# Funding FDOT Sites

- Short Term Projects:
  - FDOT Will Identify Projects That Will Impact Facilities With Eligible Petroleum Discharges and Request Assistance
- Long Term Projects:
  - FDEP and FDOT Will Identify and Prioritize Eligible Petroleum Sites Early In Their Planning Process





# Funding FDOT Sites

- Success Stories:
  - FDEP Transferred A Remediation System To FDOT Allowing Completion of A Cleanup At A Low Score Site
  - Purchase Orders Have Been Issued For Several Well Abandonment Projects Ahead of Road Work Using the Procurement System and Our ATCs: Monroe County, Sarasota County, and Jackson County
  - We Will Soon Have Our First MOU Closure



# Funding FDOT Sites

- Challenges:
  - Develop Process To Allow Funds To Transfer From the IPTF to FDOT to Fund Ongoing Petroleum Remediation/Assessment Projects
  - Develop A Process To Fund Completed FDOT Petroleum Remediation/Assessment Projects



# Closure Risk Management

“Delineation”

## **SRCO with Controls Utilizing Local Governmental Ordinances**

Jamie Lopez (Diane Pickett)



# Closure Risk Management

- This type of closure does not require a Restrictive Covenant.
  - A restrictive covenant is a clause in the deed of the property that limits what the owner can do with the property.
- Examples ordinances include:
  - County or municipal ordinances prohibiting the installation of water wells.
  - Mandating that any new well connect to the county/municipal water delivery system.



# Closure Risk Management

## Factors to Consider

- This option can only be used to address the groundwater contamination at a site.
- The size, location and concentrations of contaminants
- The existing infrastructure (potable and irrigation water wells)
- The potential for additional infrastructure such as:
  - Construction in the area (i.e., possibility of dewatering, discharging of contaminated groundwater to surface soils, causing plume migration; etc.)
  - Installation of new stormwater features or enlargement of existing stormwater features.
- The scope and coverage of the local ordinance:
  - Requires a connection to county/municipal water delivery system for both potable and irrigation water;
  - Prohibition on installation of new wells;



# Closure Risk Management Map

- To assist Site Managers with determining the local ordinance the following map is being beta tested:

[http://internetdev/waste/\\_private/crmm.htm](http://internetdev/waste/_private/crmm.htm)



# Closure Risk Management

- The following information should be submitted with this type of SRCO with Conditions:
  - Deed
  - Legal Description
  - Title Work
  - Notice to Encumbrance Holders
  - Electronic copies of the relevant local ordinances.
- Once approved, the Facility will be listed in the Institutional Control Registry as Non-Restrictive Covenant Institutional Control (Non-RCIC) using Governmental Controls.



# Team Building Exercise

Susan Fields





# Concurrent Sessions

✓ PG Roundtable

PG Panel

✓ PE Roundtable

PE Panel

✓ Fun with STCM

Natasha Lampkin



# DAY 2

# DAY 2



# PERFORMANCE BASED CLEANUP

## The PBC Team

**Grant Willis, PBC Coordinator**

**Rebecca Marx, John Wright, Michelle  
Roberts, Randi Peddie and Dona  
Milinkovich**

**Petroleum Restoration Program**

**PRP – Section 1**



# WHY YOU CARE

**All Site Managers will manage PBCs**

**All Site Managers will be involved in  
Negotiating PBCs**

**All Site Managers will identify sites that  
are Good Candidates for PBCs**



# TODAY'S PBC OVERVIEW

- **Philosophy and History of Performance Based Cleanup (PBC)**
- **Characteristics of PBC**
- **Notice of Intent to Participate in PBC (NOIPP)**
- **Identifying Sites for PBC**



# PBC OVERVIEW

- **The Process**
- **Active Site Management and Corrective Based Action**
- **The PAC PBC (20+ Sites, \$5 million, 25% cost share/cost savings aggregate for bundle)**



# TYPES OF PBCs

## Performance Based Cleanup

PBC

Single Site

?

(P)AC  
Bundle



# PHILOSOPHY OF PBC

**Goal is to Cleanup Sites!**

**Not so much the MEANS**

**We want RESULTS not line items**





# PERFORMANCE

- 1) Pay for Performance (PfP) ~ PBC
- 2) Remedial Action Initiative (RAI)
- 3) Performance Based Cleanup  
(PBC) - Invoice and Payment ONLY when  
agreed upon milestones have been  
reached



# PERFORMANCE BASED CLEANUP

**The Contractor and the Department negotiate a total cost, to an agreed upon endpoint, with specific amounts paid as each milestone is completed.**



# RISK AND REWARD

**Risk – ATC is locked into a specific payment regardless of how long\* and/or how much it costs to meet milestones**

**\* Maximum period of service (PO End Date) = 5 yrs**



# RISK AND REWARD

**Reward – ATC gets the agreed upon amount regardless of how easy and/or quickly milestones are completed**



# RISK AND REWARD

## Balancing Risk and Reward

**Good/Complete Site Assessment**  
**Appropriate Technology**  
**Reachable Endpoint**  
**Structured Milestones**



# PBC MILESTONES

	<b>Milestones</b>			
Milestone 1:	Supplemental Site Assessment			
Milestone 2:	RAP			
Milestone 3:	Construction Drawings			
Milestone 4:	System Construction			
Milestone 5:	Startup Report			
Milestone 6:	Reduction to 50% NADCs			
Milestone 7:	Reduction to 75% NADCs			
Milestone 8:	Alternate Cleanup Target Levels			
Milestone 9:	Demonstration one (1) year of on-site stable			
Milestone 10:	Well Abandonment Report/SRCO RMO II			
	<b>Totals</b>			



# Pre-Approval PBC to PRP PBC

**Similar BUT Different**

**Contractor's Focus STILL on Meeting  
Milestones**

**Contractor still operates with reduced  
DEP involvement**



# PRP PBC

**Proposals/Quotes evaluated on “Best Value”**

**Department’s initial negotiation amount is the Average Cost of All ATCs in the region**

**No Prorated Milestone Payments**





# The “PLAYERS”

## PBC Working Group:

### PRP 1-PBC Team

*Nuts and Bolts, “Paper-Work”, Tracking*



# The “PLAYERS”

**PBC Committee: Some members of the Working Group, Site Manager, Site Manager’s Technical (P.E.), Minimum of 1 person from Team 2 and Team 3 (engineers – not P.E.s).**



# The “PLAYERS”

## ATC’s self-identified by the NOIPP

### *Notice Of Intent to Participate in PBC*

- *Interest based on estimated cost of project*
- *Bonding capacity*
- *Region*



# THE SITES

- 1. Site Manager (SM) identifies candidate site.**
- 2. PBC Working Group (PBCWG) identifies candidate sites.**
- 3. ATC brings “their” site to the attention of the SM or PBCWG.**
- 4. ATC brings unassigned site to the attention of the SM or PBCWG.**



# ALREADY ASSIGNED SITES

## 1) ATC Submits PBC

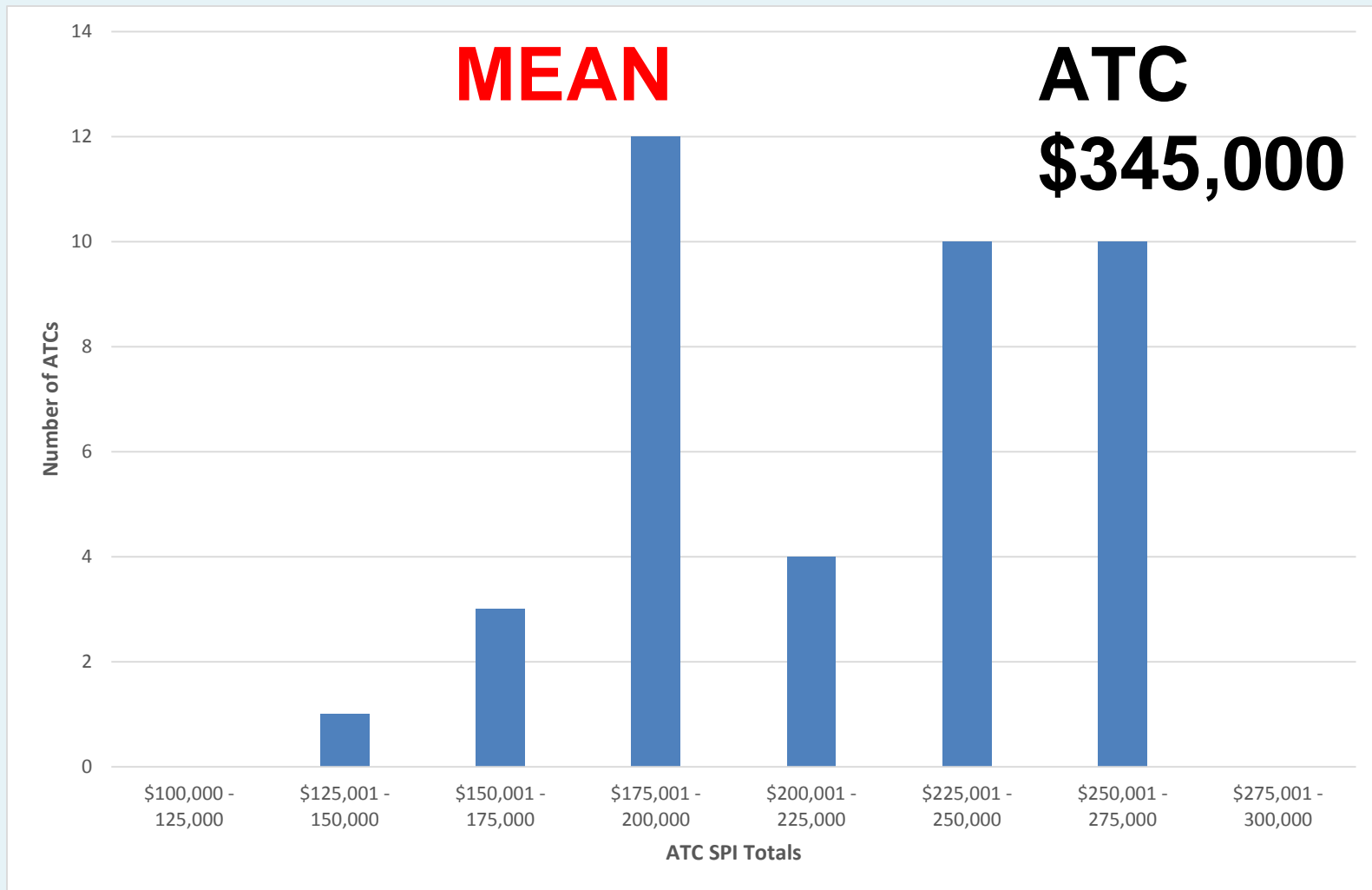
- Written proposal which includes an evaluation of technologies and detailed design information
- A line item SPI
- The milestone summary form

## 2) PBCWG Evaluates Proposal



# ALREADY ASSIGNED SITES

## 3) PBCWG Runs SPI for All ATCs





# ALREADY ASSIGNED SITES

**3) PBCCOM Evaluates Proposal**

**4) PBCCOM Negotiates with ATC**

**Satisfactory**

**Impasse**

**Go Forward with PR**

**No PBC**



# UNASSIGNED SITES

- 1) SM & PBCWG review site for appropriateness.**
- 2) SM & PBCWG determine site specific criteria**
- 3) SM & PBCWG determine weights for best value.**





# EXAMPLE - BEST VALUE

Criteria	Weight	Comments
Design/ Technology/ Proposal	30%	Reviewers will employ a check list for awarding points to major proposal components. Total points awarded (up to 100pts) will be used.
Cost	30%	Provided by ATC (may be set by PRP)
Time to Complete	20%	Provided by ATC
Endpoint	20%	Provided by ATC (endpoint may be set by PRP)
Experience	0%	Tie Breaker based on <u>actual number</u> of PBCs completed



# BEST VALUE

## Site Specific Weights Set by PBCWG but “Values” are Determined by the ATC

- Endpoint: RMO I, RMO II, RMO III
  - Closure w/ Conditions PBCWG communicates with Owner/RP
- Time to Complete
- Total Cost



# UNASSIGNED SITES

- 4) PBCWG produces an eQuote requesting a quote to perform the cleanup, including any site specific considerations and site specific best value weightings
  
- 5) PBCWG sends eQuote to participating ATC's



# BEST VALUE

**Only Subjective Parameter is  
Design/Technology/Proposal**

**0 – 100 points possible**

**PBCCOM uses standardized form**

**Extreme low and high scores discussed.**

**PBC Committee uses the average score.**



# ALREADY ASSIGNED SITES

**6) PBCWG receives quotes and runs each SPI to determine all ATC averages.**

**7) PBCWG assembles PBC Committee.**

**8) PBC Committee reviews and scores proposals.**



# BEST VALUE DETERMINATION

<b>Criteria</b>	<b>ATC 1</b>	<b>ATC 2</b>	<b>ATC 3</b>	<b>ATC 4</b>
<b>Cost</b>	\$500K	\$420K	\$450K	\$560K
<b>Years to Complete</b>	3	4	5	3
<b>Proposal</b>	71	82	76	95
<b>Endpoint</b>	PBCWG determined RMO II			



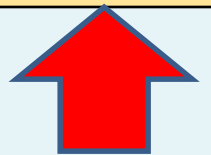
# BEST VALUE DETERMINATION

<b>Criteria</b>	<b>ATC 1</b>	<b>ATC 2</b>	<b>ATC 3</b>	<b>ATC 4</b>
<b>Cost</b>	\$500K Rank 2	\$420K Rank 4	\$450K Rank 3	\$560K Rank 1
<b>Years to Complete</b>	3 Rank 3.5	4 Rank 2	5 Rank 1	3 Rank 3.5
<b>Proposal</b>	71 Rank 1	82 Rank 3	76 Rank 2	95 Rank 4
<b>Endpoint</b>	PBCWG determined RMO II			



# BEST VALUE DETERMINATION

	Weight	ATC 1	ATC 2	ATC 3	ATC 4
Cost	40%	0.80	1.60	1.20	0.40
Years to Complete	20%	0.70	0.40	0.20	0.70
Proposal	40%	0.40	1.20	0.80	1.60
Best Value Score		1.90	<b>3.20</b>	2.20	2.70







# ALREADY ASSIGNED SITES

## 9) Negotiate with 1 or more ATC:

- Total Cost
- Milestones
- % Payment per Milestone

10) SM completes PBC Agreement and SPI. Routes for Review. Completes elements for PR creation.



# ATTACHMENT A - SOW

## Scope of Work (SOW)

**PBC Templates have been developed for a variety of scenarios: RAP, RAPM, System Construction, Injection, AS/SVE, etc.**



# Attachment B - SPI

PAY ITEM	DESCRIPTION	UNIT OF MEASURE	TOTAL UNITS	VENDOR PAY ITEM PRICE	TOTAL EXTENDED PRICE	TASK 1 UNITS	TOTAL EXTENDED PRICE
22.1	Milestone 1: LSRAP	Per Report	1	\$ 6,790.00	\$ 6,790.00	1	\$ 6,790.00
22.2	Milestone 2: Injection Report	Per Report	1	\$ 54,320.00	\$ 54,320.00	0	\$ 0.00
22.3	Milestone 3: 50% Reduction from Baseline	Per Report	1	\$ 13,580.00	\$ 13,580.00	0	\$ 0.00
22.4	Milestone 4: 75% Reduction from Baseline	Per Report	1	\$ 13,580.00	\$ 13,580.00	0	\$ 0.00
22.5	Milestone 5: Cleanup Target Levels	Per Report	1	\$ 13,580.00	\$ 13,580.00	0	\$ 0.00
22.6	Milestone 6: Maintain CTLs for one (1) Year	Per Report	1	\$ 20,370.00	\$ 20,370.00	0	\$ 0.00
22.7	Milestone 7: Well Abandonment and SRCO/RMO/IAI Media	Per Report	1	\$ 13,580.00	\$ 13,580.00	0	\$ 0.00
<b>TOTAL</b>					\$ 278,890.45		\$ 278,890.45

**SPI only uses Miscellaneous. One line per Task/Milestone.**



# Attachment C – PBC Agreement

## Florida Department of Environmental Protection-Division of Waste Management-Petroleum Restoration Program Attachment C: Performance-Based Cleanup Agreement Summary Form

PBC Contract #:							
Facility ID		Facility Name:					
Eligibility		CAP				Remaining:	
Contractor:							
ATC Rep:		Email		Phone:			
Site Manager:		Email		Phone:			
<b>Primary Technology</b>							
<b>Closure / Endpoint</b>		Select					
<b>Confirmatory Soil Sampling Required?</b>							
<b>Baseline Data:</b>							
Baseline Wells (list):							
Baseline Analytes (list):							
<b>Target Levels:</b>							
Groundwater		Select					
Soil DE		Select					
Soil Leachability		Select					
Surface Water		Select					
Other							
<b>Key Wells :</b>							
Key Wells:							
Key Analytes:							
Minimum Sampling Frequency:							
<b>Perimeter Wells:</b>							
Perimeter Wells (list):							



# Attachment C – PBC Agreement

<b>Perimeter Wells:</b>					
Perimeter Wells (list):					
Perimeter Analytes:					
Minimum Sampling Frequency:					
Other Sampling Requirements:					
Other Analytical Requirements:					
Reporting Frequency:					
Other Reporting:					
Contaminant Reductions: <input type="checkbox"/> BTEX / MTBE <input type="checkbox"/> Total Naphthalanes <input type="checkbox"/> TRPHs <input type="checkbox"/> Lead <input type="checkbox"/> EDB					
Other:					
<b>Agreement Ceiling Amount:</b>			<b>Initial Funding Increment:</b>		
<b>PO Starting Date (day 0):</b>			<b>Initial Milestones Funded:</b>		
<b>Milestones</b>		<b>Payment %</b>	<b>Payment Amt.</b>	<b>Months</b>	<b>Milestone Day</b>
Milestone 1:	Select	<input type="checkbox"/>	\$0.00		
Milestone 2:	Select	<input type="checkbox"/>	\$0.00		
Milestone 3:	Select	<input type="checkbox"/>	\$0.00		
Milestone 4:	Select	<input type="checkbox"/>	\$0.00		
Milestone 5:	Select	<input type="checkbox"/>	\$0.00		
Milestone 6:	Select	<input type="checkbox"/>	\$0.00		
Milestone 7:	Select	<input type="checkbox"/>	\$0.00		
Milestone 8:	Select	<input type="checkbox"/>	\$0.00		
Milestone 9:	Select	<input type="checkbox"/>	\$0.00		
Milestone 10:	Select	<input type="checkbox"/>	\$0.00		
<b>Totals</b>		0.00%	\$0.00	0	



# MILESTONE AUTHORIZATION

- The initial PBC Agreement encumbers the first few milestones (MS #1 – MS#3)
- Milestone Authorization Form (MAF) allows us to encumber \$\$ next milestone(s)
- ATC submits an MAF prior to beginning work on milestone(s)
- Change Order (MFMP)



# MANAGING A PBC SITE

- **Site Manager must “pay attention” to milestones**
- **Encourage ATC to communicate problems or concerns**
- **Engage ATC in discussions regarding how to get back on schedule...When to go to corrective based action**

**We want the ATC to Succeed!**

**We want a Clean Site!**



# The (P)AC – PBC for Bundles 20+

**This is a specialized (P)AC Agreement**

**Currently being managed on  
PRP 1 – One or Two Site Managers  
manage a bundle.**





# The (P)AC – PBC for Bundles 20+

## Two major elements:

- 1) A Bundle Consists of a (maintains)  
Minimum of 20 sites – Penalty for  
Drop Outs**



# The (P)AC – PBC for Bundles 20+

**2) Cost-Share/Cost-Savings (minimum of 25%) do not fall below original application amount**

**Each site in the bundle has a PBC-like agreement with payments made upon milestone completion.**



# The (P)AC – PBC for Bundles 20+

**Two (P) Applications for Bundles currently being negotiated and processed.**

**Bundle 1: 26 sites for \$4,709,200**

**Negotiations complete**

**Bundle 2: 21 sites - Negotiations on going**

# Questions?



1st Place DEP Employees Photos Contest Winner July 2014 Sunset At Boca Chica Rest Area, taken at Florida Keys Overseas Heritage Trail, submitted by Tammy Knott.



# Scope Tips and Tools

John Wright



# SCOPE TIPS AND TOOLS

- All Scope of Work Documents have been updated with the most recent data and are available on the shared drive in Tallahassee or on the Templates webpage: <http://www.floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>
- Basic issues identified during Task Coordinator review and Purchase Order entry and review.
- Scope-specific issues identified by the Task Coordinators.
- Issues identified by Contracting during Purchase Order entry and review.
- A new SPI guidance document has been prepared.




# Scope of Work Templates

- Please use the most current SOW templates. These will be located at \\Tlhedms\bpss\BPSS\PRPCS\\_COMMON\SOW Templates, or on the Templates Website: <http://www.floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>
- Please save the SOW or SPI templates to your working file before you begin data entry, so the templates are not altered.
- RCI version should be used for sites assigned to a new contractor for the first time. DA should be used for direct assign sites for continuing work, Cost share should be used for sites with PCPP, SRFA,  $\geq 25\%$  cost share.



# Scope of Work General Issues

## Florida Department of Environmental Protection

-  The yellow-highlighted areas are site/scope specific information that should be updated (or removed) as needed. Please remove the highlighting when you are done.
- Do not change any of the language in the first and last sections of the SOW, these are Contracts language sections and should not be altered.
- You can delete parts of the SOW if you do not need them for your project, particularly for the SSA SOW, where we included all possible contingencies.
- If multiple tasks or tasks from different SOW documents are required, you can cut-and-paste them together (the SSA SOW is a good basic template to use for this).







# Scope of Work General Issues (cont)

- Check your table numbering to make sure the order is correct and that the table numbers match the references in the text.
- Check the spacing between paragraphs and that the section titles aren't at the bottom of the page with the text on the next page.
- Make sure the performance measures section of the SOW matches the text (sampling parameters, table references, report type and section reference, etc.).
- A deliverable is required for each Task in the SOW. You do not need to make the deliverable a separate task from the associated field work.
- Make sure the Project Schedule matches the Tasks and deliverables.
- The total time for the SOW should be 60 days following the final report.
- Retainage should remain 10% at this time.



# Schedule of Pay Items Issues

- Please fill out cost share percentage (if applicable) and contractor name (if direct assign).
- Number of tasks in the SPI should match the number of tasks in the SOW. Make sure your numbers match between the SOW and SPI (number of samples, footage of wells, etc).
- In general, no labor hours should be required in Section 20 and 21, the exception being 2 hours for the interim report for semi-annual NAM.
- If you are doing any drilling, well abandonment, or construction, please include the permit fees in 1-4. Typically \$500 for drilling/abandonment, \$1000-\$1500 for construction/source removal.
- Be sure to include quotes for miscellaneous items.
  - One quote if < \$2,500.
  - Three quotes if > \$2,500.

# Schedule of Pay Items - Drilling


## Florida Department of Environmental Protection

- Contractors should get items for drilling (direct push, HSA, etc) AND soil sampling (split spoon, DPT, etc) if they are sampling soils. They also get the well installation item when installing wells.
- HSA diameter should be 6-10 inches for 2-inch wells and 12-14 inches for 4-6 inch wells.
- Normal 2x2 concrete pads and manholes are included in the drilling costs. Above grade well completion is only for stick-up wells, and vaults are only for large box vaults typically used for remediation system or nested wells. This also applies to well abandonment.



# Site Assessment SOW Issues

## Florida Department of Environmental Protection

-  The Depth to Water Gauging section should only include wells that are not being sampled (sampling includes gauging DTW). If no additional wells are being gauged, remove the first sentence and include the notification language in the well sampling section.
- Until the new Change Order procedure is in place, if you know the site has wells that are dry or have submerged screens, you can include gauging items for wells that might not be able to be sampled, to that a change order is not required.





# Operation & Maintenance Issues

- Mobilizations, labor, and system-related vapor and groundwater sample collection are included in the O&M packages.
- If the site is a Cost Share, put utilities in Miscellaneous, in units of dollars.
- Use the lower amount of daily/weekly/monthly rates.
- As-builts are included in the Startup Report. They need a PE seal.
- Startup reports and Non-Annual O&M reports do not require PE review and seal. You can put the PE review in the SPI if you prefer, but you should only allow it to be invoiced if recommendations for significant changes are included in the report.



# Well Abandonment Issues

- Pay attention to well types on tables (Monitoring Wells vs. Treatment Wells).
- Pay attention to footage and well diameter on the tables and SPI rate sheet.
- Treatment wells that have larger vaults are a separate item (7-5 or 7-6) on the SPI Rate Sheet.
- Include a figure that shows all wells to be abandoned.
- Determine well abandonment fees per the appropriate Water Management District or County. A copy of the fee schedule is usually available from their web site.



# Well Abandonment Issues (cont'd)

- Check if wells will require off-site access or DOT Right-of-Way permits.
- Some system decommission activities can be added as long they are detailed in Section 3.2. A sub paragraph may be appropriate to describe the activity (3.2.1, 3.2.2, etc.) May add some language in the reporting section to document the performance of those activities. Check with your engineer about possible description of activities and reporting requirements.
- System removal or other activities can be lump summed in Miscellaneous Items (Section 22) on the SPI Rate sheet. Be sure to document these activities in the SOW.
- Report is a well abandonment report. No professional certification is required.





# RAPs - Three unique RAP SOWs

- RAP after Site Assessment Approval
- 1 In-Situ Treatment – AS/SVE, Injection, etc
- 2 Excavation – Conventional, LDA
  - Light SSA Included – Baseline Sampling, Maybe some SBs.
  - RA Interim then pre-RAP. PE seal not necessary for RA Interim Report.
  
- 3 RAP for the SCS sites identified for Active Remediation
  - Generic SSA for SCS sites.
  - Finish Assessment.
  - Based on generic LSA model.
  - Modified Site Assessment Plan Proposal.
  - TSAR/SA Approval then pre-RAP.





# RAP after SA Approval

- Two versions
  - RAP w/Const Dwgs: In-Situ Treatment – AS/SVE, Injection, etc.
  - RAP w/Design Specs: Excavation – Conventional, LDA.
  - SM/PG/PE usually familiar w/site conditions.
- Differences
  - Pilot Test Plan.
  - Construction Drawings.



# RAP for the SCS sites Id'd as RA sites

- Need to complete SA prior to RAP preparation.
- Site may be/probably “new” to SM/PG/PE.
- Generic SSA (similar to LSA model).
- More involved SSA.
- Need to Delineate soil and groundwater impacts.
- Probably need PLS.
- May need Initial Noticing.
- TSAR and SA Approval.



# All RAPs

- Pilot Test Plan–
  - Use nearby sites/knowledge to limit PTs. If necessary: CO or SOW .
  - Why just Plan and not Test/Report?:
    - May not be needed.
    - Technology? Test wells ? Obs wells ? Etc.
    - ATC can detail Test in Plan & prepare the CO or SOW .
  
- Pre-RAP – considered part of overall RAP prep.
  - up to 1 hr for SM and PE (Use 20-6 and 21-1), no report item.
  
- Construction Dwgs – PE should certify.
  - up to 3 hrs for PE to sign/seal/deliver (21-1).
  
- RAC SOW/SPI – ATC prepares & DEP/LP reviews/approves.
  - up to 4 hrs for Engineer and 1 for PE (20-3 and 21-1) NOTE: If excavation 3 and 1 hr.



# Mobilization and Per Diem Issues

- Per the ITN Q&A, a Work Trailer or stakebed truck mobilization can be authorized in addition to the drill rig mobilization.
- Per Diem can be authorized if the following conditions are met:
  - Site is located greater than 50 miles from the office personnel mobilize from.
  - Personnel are staying in a hotel overnight.
- A travel voucher must be submitted to authorize per diem costs when invoicing.



# Contracting and Submittal Issues

- The site name should match between STCM, the SOW, and the SPI. The site name line should not include the scope of work.
- If the SOW has a figure, please include a copy of the figure with your submittal.
- If the site is a Cost Share, the SRFA/Cost Share Agreement in its entirety and any amendments must be included in the submittal.
- Make sure you are using the correct GC number. Some contractors have different numbers per region. The correct GC number should be on the SPI when it is sent to you for the Task Assignment.
- Update the deliverable due dates in STCM when you receive the Purchase Order listing the Start Date.



# SPI Guidance Document

- There are three main sections of the spreadsheet:
- A tab for each Scope of work that summarizes what items are typically needed on the SPI, and how to determine the number of units if needed.
- A tab for calculations, primarily to determine number of mobilizations, per diem, and footages for remediation system trenching. Cells highlighted in yellow should be filled out, the rest of the cells calculate automatically.
- A tab with the SPI unit rates, and hints for many of the unit rate items. Click on the cell for a unit rate item and a pop-up should appear with hints. Not all cells have/need the pop-ups, but we can add to this over time if we identify additional items.





# Questions?





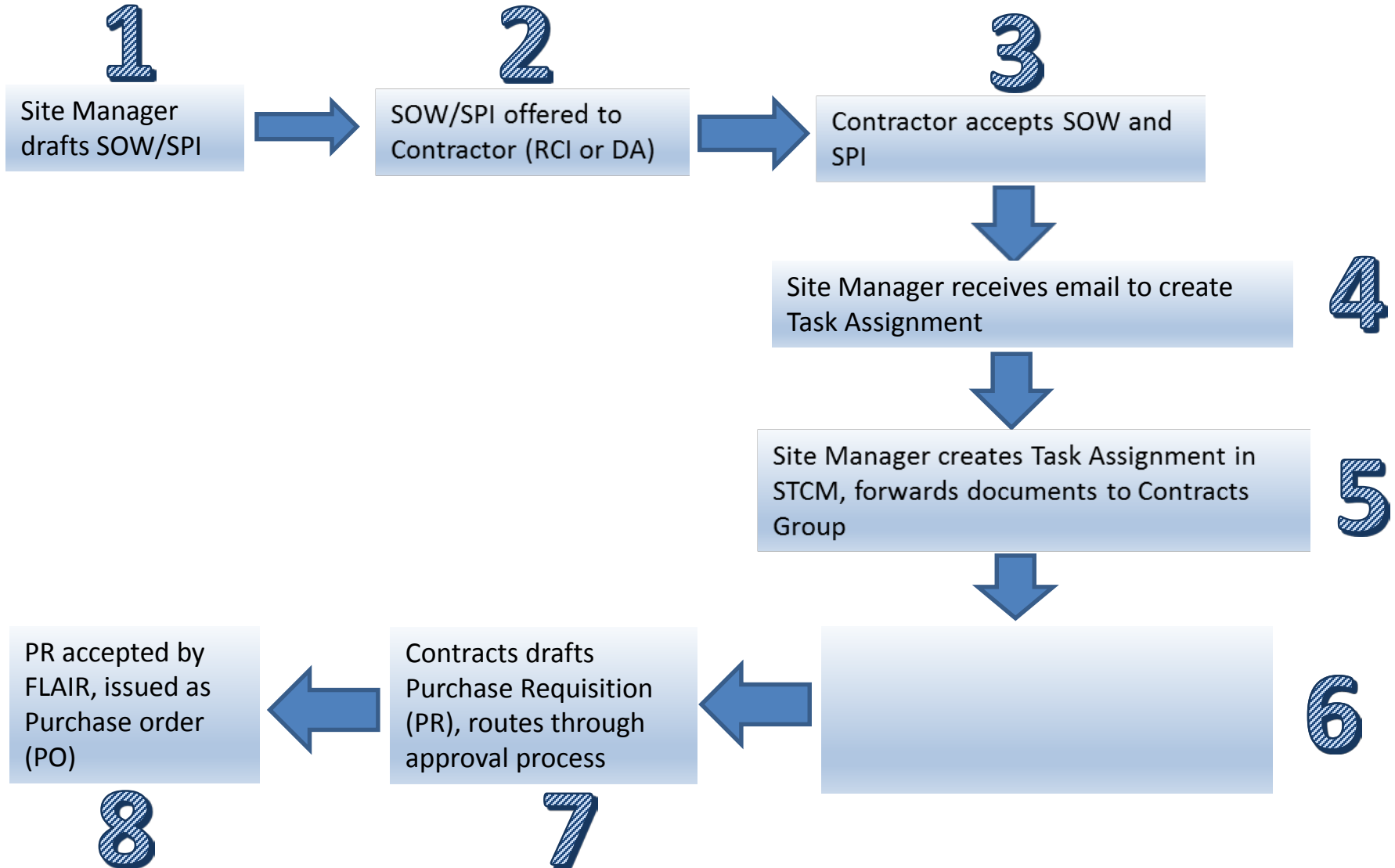
# SOW to PO Workflow

Kyle Kilga  
PRP Administrator's Section





# FROM SOW TO PO





# PRIOR TO CREATING SOW

- **30-day Responsible Party Letter** - verify that period has ended and if owner wants input on contractor selection
- **Identify the Funding Program** - EDI/ATRP/PLRIP/PCPP/PAC
  - ✓ CAP – Spent to Date and Amount Remaining in CAP
- **Cost Share - PCPP, PAC, SRFA**
  - Review Agreement and Amendments
    - ✓ Verify Cost Share
    - ✓ Ceiling Amount
    - ✓ Amount Remaining in Ceiling
- **Transition Agreements** – If Funding Cap will be exceeded
  - Remediation Equipment
  - Remaining Monitoring Wells
- **Noticing Requirements** - 62-780.220 F.A.C.
- **Consult with Team/LP Professional (PE/PG) ON SOW**



# CREATING SOW

## SOW Templates -

<http://www.dep.state.fl.us/waste/categories/pcp/pages/templates.htm>

- **Cost Share** - to be used for sites with a cost share 25% or greater (PAC, PCPP, Cost Share Agreement), where the owner is selecting the contractor.
- **Direct Assign** - to be used when sites are assigned to a contractor based on continuing previous work at the site as allowed under the RCI.
- **RCI** - to be used for sites where DEP is selecting the contractor through the RCI procurement, including sites with cost share <25%, or sites with cost share >25% where the owner does not select their own contractor.

## Update as appropriate

- Highlighted (yellow) sections
- Read entire scope
- Remove highlights



# CREATE SPI IN STCM

## Contract Assignment Type:

- **RCI** - Contract selected via RCI Algorithm
- **QUOTE** - eQuote for >\$195K
- **SCOPE** - Direct Assign for continuing scope  
(O&M, PARM or Prior PO)
- **SHARE** - Direct assign for cost share of  $\geq 25\%$
- **DISC** - Direct assignment management discretion  
\*\*\* Requires Program Administrator Approval \*\*\*



# CREATE SPI in STCM

## ❖ REMINDERS:

- ❖ DEP Cost Share Percentage
- ❖ Select Solicitation – Correct region
- ❖ RCI Excluded Box – Check only for Cost Share  $\geq 25\%$ , PBC, LSSI
- ❖ Identify Discharge
- ❖ SPI Status and Date
  - ❖ SM – Site Manager Preparing
  - ❖ TR – Technical Review
  - ❖ AR – Administrative Review
  - ❖ AA – Approved by Administrator

TIP: GENERATE EXCEL VERSION SPI PRIOR TO CREATING SPI IN STCM.



# SPI Description

## INSTRUCTIONS FOR ASSIGNMENT

- DA to XYZ Co. CID#
- Do not assign to XYZ CID#
- CAP or Ceiling Remaining
- Owner Participation
- 30-day letter expired or YES date
- Prior PO issued
- Other pertinent info
  - ATC offered lower rates

Storage Tank/Contamination Tracking - SPI Quantities

Facility ID\* 47 8512495 BP STATION DEP Cost Share\* 74.90 RP 25.10 SPI Quantities ID 317

Pac ID PAC364 Imminent Threat Contract Assignment Type\* SHARE Discharge 11/02/1987 Eligibility EDI Score 30

Solicitation\* SOLICITATION 2014004C-SRAD SOUTH REGION Region SRAD RCI Excluded

SPI Status\* AA APPROVED BY ADMINISTRATOR SPI Status Date\* 10/08/2014

Description PAC364; DA TO FGS (01147, GC859); 30 DAY EXP 4/19/14

Pending or Assigned RCI

SPI Created By ROBERTS\_M

Task Total based Costs \$841.80

Phase\* RA REMEDIA Editor

Task 1 PAC364; DA TO FGS (01147, GC859); 30 DAY EXP 4/19/14

Pay Item	Item Description	Cost	Total
1.	OFFICE A		
1.1.	FILE REV	29.47	\$529.47
1.2.	SITE HEA	12.33	\$312.33
1.3.	NOTICE C	81.24	
1.4.	PERMIT F	\$1.00	
1.5.	OFF-SITE	50.92	
1.6.	PROJECT	\$1.00	
2.	FIELD AC		
2.1.	SITE REC	88.24	

OTHER Items View Task Scope of Work View Entire Scope of Work



# SPI Quantities

Storage Tank/Contamination Tracking - SPI Quantities

Facility ID\* 47 8512495 BP STATION DEP Cost Share\* 74.90 RP 25.10 SPI Quantities ID 317

Pac ID PAC364 Imminent Threat Contract Assignment Type\* SHARE Discharge Eligibility Score

Solicitation\* SOLICITATION 2014004C-SRAD SOUTH REGION Region SRAD RCI Excluded 11/02/1987 EDI 30

SPI Status\* AA APPROVED BY ADMINISTRATOR SPI Status Date\* 10/08/2014 Pending or Assigned RCI

Description PAC364; DA TO FGS (01147, GC859); 30 DAY EXP 4/19/14 SPI Created By ROBERTS\_M

Phase\* RA REMEDIAL ACTION SubPhase\* PARM POST ACTIVE REMEDIATION MONITOR Task Total based on Average Costs \$841.80

Task 1 Task Description\* HASP; FILE REVIEW

Pay Item	Item Description	Unit Type	Quantities	Average Cost	Total
1.	OFFICE ACTIVITIES				
1.1.	FILE REVIEW	REVV	1.00	\$529.47	\$529.47
1.2.	SITE HEALTH & SAFETY PLAN	SITE	1.00	\$312.33	\$312.33
1.3.	NOTICE OF DISCOVERY OF CONTAMINATION PACKAGE (INITIAL OR TPOC)	PACK		\$281.24	
1.4.	PERMIT FEES - ACTUAL FEE ONLY, COST TO OBTAIN PERMIT IS INCLUDED	REIM		\$1.00	
1.5.	OFF-SITE PROPERTY ACCESS AGREEMENT	AGREE		\$350.92	
1.6.	PROJECT SPECIFIC FINANCIAL GUARANTEE BOND (IF REQUIRED BY DEP)	REIM		\$1.00	
2.	FIELD ACTIVITIES - GENERAL				
2.1.	SITE RECONNAISSANCE/FIELD MEASUREMENT VISIT	VISIT		\$588.24	

OTHER Items View Task Scope of Work View Entire Scope of Work

Task

Phase

Subphase

Task Description

Pay Item Quantities

Other Items

(Section 22 Items)

22--X consecutive

Description

Unit Type

Task Average Cost

**SAVE**  
between  
Tasks



# Other Items

Storage Tank/Contamination Tracking - SPI Quantities

Facility ID\* 50 8514151 HESS #09371 DEP Cost Share\* 100.00 RP .00 SPI Quantities ID 705

Pac ID Imminent Threat Contract Assignment Type\* SCOPE Discharge Eligibility Score

Solicitation\* SOLICITATION 2014004C-SRAD SOUTH REGION Region SRAD  RCI Excluded  03/01/1988 EDI 30

SPI Status\* AA APPROVED BY ADMINISTRATOR SPI Status Date\* 10/27/2014

Description LSA BUNDLE #10 DIRECT ASSIGN TO AET SPI Created By COOK\_JM

Phase\* SA SITE ASSESSMENT SubPhase\* SA SITE ASSESSMENT Task Total based on Average Costs \$27,896.43

Task 2 Task Description\* SAMPLING AND LAB WORK

OTHER items associated to the Scope of Work

**OTHER Items Specific to this Contract**

Section	Description		
OTHER	MISCELLANEOUS ITEMS	Close	
Pay Item*	Item Description*	Unit Type*	Quantities*
22-1	WATER, DISSOLVED IRON (.45 MICRON INLINE FILTER + EPA 200.7, EPA 6010 OR EF	SAMP	2.00
22-2	WATER, METHANE (EPA SOP RSK-175)	SAMP	2.00
22-3	SOIL, TRPH FRACTIONATION BY MADEP-EPH/VPH METHOD OF TPHCWG DIRECT MI	SAMP	1.00
22-4	WATER, EDC (1,2-DICHLOROETHANE)(EPA METHOD 8021 OR 8260)	SAMP	1.00

Pay Item #

Unit Type  
Reimbursible





# View Entire Scope of Work

Scope of Work Effort View

Facility: 50 8514151 Phase: SA Subphase: SITE ASSESSMENT Close

Solicitation Number: SOLICITATION 20140040 Description: LSA BUNDLE #10 DIRECT ASSIGN TO AET Status: AA-APPROVED BY ADMINISTRATOR

Task	Item	Description	Unit Type	Units	Average Cost	Total
1	1.	OFFICE ACTIVITIES				
1	1-1.	FILE REVIEW	REVV	1.00	\$529.47	\$529.47
1	1-2.	SITE HEALTH & SAFETY PLAN	SITE	1.00	\$312.33	\$312.33
2	1.	OFFICE ACTIVITIES				
2	1-4.	PERMIT FEES - ACTUAL FEE ONLY, COST TO OBTAIN PERMIT IS INC	REIM	500.00	\$1.00	\$500.00
2	1-5.	OFF-SITE PROPERTY ACCESS AGREEMENT	AGREE	1.00	\$350.92	\$350.92
2	2.	FIELD ACTIVITIES - GENERAL				
2	2-2.	RECEPTOR SURVEY AND EXPOSURE PATHWAY IDENTIFICATION (E)	SURVY	1.00	\$565.00	\$565.00
2	2-3.	PROFESSIONAL LAND SURVEY	REIM	1.00	\$1.00	\$1.00
2	3.	MOBILIZATION				
2	3-2.	MOBILIZATION, LIGHT DUTY VEHICLE (CAR OR 1/2 TON TRUCK) - >	RNDTP	4.00	\$665.51	\$2,662.04
2	3-3.	HEAVY DUTY/STAKEBED TRUCK (3/4 TON +) - <= 100 MILES EACH W	RNDTP	2.00	\$560.92	\$1,121.84
2	3-9.	DRILL RIG MOBILIZATION - <= 100 MILES EACH WAY	RNDTP	2.00	\$547.43	\$1,094.86
2	5.	DRILLING AND BORING				
2	5-1.A.	SPLIT SPOON SAMPLING - 2 FOOT (DURING BORING)	SPN	75.00	\$30.96	\$2,322.11
DEP Share 100.00% \$32,446.64 RP Share .00% \$0.00						Total for Scope of Work based on Average Costs \$32,446.64



# SUBMITTING SOW/SPI

It's important that a thorough QA is performed before offered to Contractor.

- **SUBMIT SOW/SPI FOR TECHNICAL REVIEW**
  - TIP: CREATE SHARED FILE FOLDER / TEAM- INCLUDES SOW/SPI/ SITE FIGURES/ PCPP& PAC AGREEMENTS
- **SUBMIT SOW/SPI PACKAGE FOR ADMINISTRATIVE REVIEW**
- **AFTER ADMINISTRATIVE APPROVAL, FORWARD TO PRP CONTRACT SHARED-MAILBOX- [PRP.SiteManager@dep.state.fl.us](mailto:PRP.SiteManager@dep.state.fl.us)**



# STCM RCI / DA PROCESS

- STCM SPI in AA status with status date
- Email received in PRP.SiteManager mailbox
  - Subject: SPI# 222, FAC ID# 123456789, Team#/LP. SM name
  - Attachments: SOW, Figures, Tables, Monitoring Summary Table, Agreements
  - Contents: Any special instructions



# CALCULATE RCI

Florida Department of Environmental Protection - Enterprise Applications

Workorder Codes RePorts Exit Window

Storage Tank/Contamination Tracking - RCI Calculation

Facility ID\* 04 8500763 SPEEDWAY #8373 Contract Assignment Type RCI CONTRACT SELECTED

SPI Quantities ID 36 Solicitation SOLITICATION 2014004C-NRAD NORTH REGION Region NRAD SPI Status/Date AA 08/13/2014 DEP Cost Share 100.00

SPI Description 30 DAY LETTER SENT ON 2/28/14. FOLLOW SPI Created By MOORE\_KS Site Manager MOORE\_KS Team PCT3 RCI Excluded

Description MOORE\_KS PCT3

**Calculate RCI** Date Calculated 09/25/2014 09:55 AM DEP Cost Share Amount Encumbrance Approved Date

RCI Rank	Contractor ID	Company Name	Qualified for Work	RCI Score	Negotiate Offer / Date	Status	Status Date	Schedule Amount	Schedule Rank	Bonding Cap	Encumbrance Balance
1	169	IMPERIAL TESTING LABORA	Y	.97	<input checked="" type="checkbox"/> 09/25/2014	P	09/25/2014	\$7,913.65	23	\$3,000,000.00	\$1,376,448.53
2	1259	AMEC ENVIRONMENT & INFR	Y	.77	<input type="checkbox"/>			\$8,452.62	36	\$3,000,000.00	\$1,609,220.88
3	145	ARCADIS U.S., INC. FRMLY A	Y	.68	<input type="checkbox"/>			\$9,478.00	46	\$3,000,000.00	\$1,740,035.53
4	274	WATER AND AIR RESEARCH I	Y	.59	<input type="checkbox"/>			\$8,036.71	29	\$3,000,000.00	\$1,967,716.58
5	81	GANNETT FLEMING, INC.	Y	.57	<input type="checkbox"/>			\$8,649.26	39	\$3,000,000.00	\$1,989,200.37
6	311	CONESTOGA-ROVERS & ASS	Y	.55	<input type="checkbox"/>			\$7,319.20	16	\$3,000,000.00	\$2,060,759.11
7	833	ELLIS & ASSOCIATES, INC. (	Y	.52	<input type="checkbox"/>			\$8,011.68	26	\$3,000,000.00	\$2,148,335.14
8	176	JIM STIDHAM & ASSOCIATE	Y	.51	<input type="checkbox"/>			\$8,463.71	37	\$3,000,000.00	\$2,167,267.90
9	1373	ECOTECH ENVIRONMENTAL	Y	.49	<input type="checkbox"/>			\$6,528.50	10	\$3,000,000.00	\$2,255,062.69
9	1070	GROUNDWATER AND ENVIRO	Y	.49	<input type="checkbox"/>			\$5,959.80	2	\$3,000,000.00	\$2,238,997.45
10	1364	AEROSTAR SES LLC	Y	.48	<input type="checkbox"/>			\$8,276.05	32	\$3,000,000.00	\$2,264,975.98
10	258	CARDNO TBE FRMLY TBE GR	Y	.48	<input type="checkbox"/>			\$8,379.00	34	\$3,000,000.00	\$2,272,805.90

Facility ID  
Record: 1/1



# Download to SPI Template

PAY ITEM	DESCRIPTION	UNIT OF MEASURE	CONTRACTED ITEM PRICE	NEGOTIATED ITEM PRICE	TOTAL QUANTITIES	TASK 1 QUANT.	TASK 2 QUANT.	TASK 3 QUANT.	TASK 4 QUANT.
<b>Facility Name:</b> WELLS THRIFTY SERVICE <b>7-Digit Facility ID #:</b> 8501374 <b>County:</b> 05 <b>Region:</b> Central <b>Site Manager Name:</b> DOUGLAS DIVERS <b>Site Manager Phone:</b> (321)633-2017 <b>Site Manager Email:</b> doug.divers@brevardcounty.us									
<b>1. OFFICE ACTIVITIES</b>									
1-1.	File Review	Per Review	\$ 493.05	\$ 493.05	1	1			
1-2.	Site Health & Safety Plan	Per Site	\$ 301.23	\$ 301.23	1	1			
1-3.	Notice of Discovery of Contamination Package (Initial or TPOC)	Per Package	\$ 211.45	\$ 211.45	0				
1-4.	Permit Fees - actual fee only, cost to obtain permit is included in applicable pay items	Reimbursable*	\$ -	\$ -	0				
1-5.	Off-Site Property Access Agreement	Per Agreement	\$ 499.23	\$ 499.23	0				
1-6.	Project Specific Financial Guarantee Bond (if required by DEP)	Reimbursable*	\$ -	\$ -	0				
<b>2. FIELD ACTIVITIES - GENERAL</b>									
2-1.	Site Reconnaissance/Field Measurement Visit	Per Visit	\$ 763.05	\$ 763.05	0				
2-2.	Receptor Survey and Exposure Pathway Identification (Excludes report)	Per Survey	\$ 603.23	\$ 603.23	0				
2-3.	Professional Land Survey (FEDEP authorizes submit quote(s) with Change Order)	Per Survey	\$ -	\$ -	0				

Contracted Item Price VS. Negotiated Item Price



# Download to SPI Template

PAY ITEM	DESCRIPTION	UNIT OF MEASURE	UNITS	NEGOTIATED ITEM PRICE	TOTAL EXTENDED PRICE	UNITS	UNITS
<b>Task 1</b>							

891	3-1.	Mobilization, Light Duty Vehicle (car or 1/2 ton truck) - ≤ 100 miles each way	Per Round Trip	1	\$ 469.59	\$ 469.59	0	0
962	8-1.	Monitoring Well Sampling with Water Level, ≤ 100 foot depth	Per Well	4	\$ 121.57	\$ 486.28	0	0
1001	9-27.	Water, BTEX + MTBE (EPA 602, EPA 624, EPA 8021 or EPA 8260)	Per Sample	4	\$ 31.80	\$ 127.20	0	0
1004	9-30.	Water, Polycyclic Aromatic Hydrocarbons, including 1-methylnaphthalene + 2-methylnaphthalene (EPA 610 [HPLC], EPA 625, EPA 8270 or EPA 8310)	Per Sample	4	\$ 74.20	\$ 296.80	0	0
1208	19-8.	Natural Attenuation or Post RA Monitoring Report, Annual	Per Report	1	\$ 1,060.20	\$ 1,060.20	0	0
1309		<b>SUBTOTAL</b>				\$ 2,443.07	\$ -	
4341		<b>TOTAL COST</b>				\$ 4,703.26	-	
4342					<b>Owner Cost Share:</b>	\$ 1,175.81	-	
4343					<b>FDEP Cost Share:</b>	\$ 3,527.45	-	
4344					<b>Retainage:</b>	\$ 352.75	-	
4345					<b>FDEP Less Retainage:</b>	\$ 3,174.70	-	



# Offer to Contractor

Contractor: AGuA, LLC

Facility: 588841473

The Petroleum Restoration Program (PRP) is offering your company the attached scope of work to be conducted at the referenced facility under your PRP Contract. Please note that your reply to this email is time sensitive. After reviewing of the Scope of Work (SOW) and Schedule of Pay Items (SPI) Workbook, reply to everyone on this email chain within three (3) business days in order to accept or decline this project. Do not alter the subject line. This acceptance email must not include any negotiation or proposed changes to the SOW or SPI. It is only to accept or decline the offer.

Please note your reply must include:

A statement in which you accept or decline this offer of work.

A response stating if your office nearest the facility is within 100 miles.

Rate(s) for those items in section 22 of the SPI that have a quantity but which do not have established contract rates.

One (1) **quote** for all reimbursable items that are  $\leq$  \$2,500, except permit fees (section 1-4) and electric utility estimates (section 22).

One (1) quote for proprietary product, irrespective of cost, clearly providing information regarding the proprietary claim.

Three (3) standardized quotes for activities in Section 22 that are  $>$ \$2,500 pursuant to Attachment A, Paragraph 11 of the ATC contract.

Contact information for your Company's project manager

- name
- office address
- phone number
- email address

After you have emailed your acceptance, you may discuss any change(s) that you feel are necessary to the SOW/SPI with the PRP site manager. Please note they may or may not be accepted or incorporated into the SOW/SPI.

This work is not authorized until a Purchase Requisition is created in MyFloridaMarketPlace by the PRP and a Purchase Order is issued and emailed to your company from Ariba Administrator.

If the email response is not sent to all on this chain within three (3) business days, it will be considered a non-responsive decline and the site will be offered to another contractor.

Respectfully,  
PRP Contracts Group  
Florida Department of Environmental Protection  
Petroleum Restoration Program - DWM

**Sent from PRPScopeOffer (shared mailbox)  
ATC to Reply to all**



# ATC Acceptance Email

- MDM accepts the offer
- MDM's nearest office is within 100 miles from the facility
- Rates for Section 22 items:

22-2.	COMPACTION AND TESTING OF CONVENTIONALLY EXCAVATED BACKFILL MATERIAL	CY	352	\$7 per yard
-------	--	----	-----	--------------

- No activities scheduled for Section 22 are greater than \$2500

- MDM Contact-Jeff Morgan

1055 Kathleen Road

Lakeland, Florida 33803

863-646-9130 ext. 104

[Jeff.morgan@mdmservices.com](mailto:Jeff.morgan@mdmservices.com)

**QUOTES attached**

**“The acceptance has been recorded and the site manager can proceed with the task assignment.”**





# Contractor Acceptance

Florida Department of Environmental Protection - Enterprise Applications

Workorder Codes RePorts Exit Window

Storage Tank/Contamination Tracking - RCI Calculation

Facility ID\* 10 8840216 TEXACO #24-110-0008 Contract Assignment Type RCI CONTRACT SELECTED

SPI Quantities ID 19 Solicitation SOLICITATION 2014004C-NRAD NORTH REGION Region NRAD SPI Status/Date AA 08/22/2014 DEP Cost Share 100.00

SPI Description 30 DAY LETTER EXPIRATION WAS 3/18/14. SPI Created By FOSTER\_T Site Manager FOSTER\_T Team PCTM2 RCI Excluded

Description

Calculate RCI Date Calculated 09/07/2014 11:56 AM DEP Cost Share Amount \$10,394.68 Encumbrance Approved Date 09/16/2014

RCI Rank	Contractor ID	Company Name	Qualified for Work	RCI Score	Negotiate Offer / Date	Status	Status Date	Schedule Amount	Schedule Rank	Bonding Cap	Encumbrance Balance
1	453	CREATIVE ENVIRONMENTAL	Y	.80	<input checked="" type="checkbox"/> 09/07/2014	A	09/11/2014	\$10,394.68	24	\$3,000,000.00	\$1,584,251.25
1	456	ENVIRONMENTAL COMPLIAI	Y	.80	<input type="checkbox"/>			\$8,205.07	7	\$3,000,000.00	\$1,592,674.99
2	787	CARDNO ATC FRMLY A	Y	.79	<input type="checkbox"/>			\$8,226.36	8	\$3,000,000.00	\$1,607,789.97
3	360	GEOSYNTEC CONSULTANTS	Y	.78	<input type="checkbox"/>			\$11,336.74	37	\$3,000,000.00	\$1,598,413.94
3	440	ENVIROTRAC LTD, INC.	Y	.78	<input type="checkbox"/>			\$7,057.00	1	\$3,000,000.00	\$1,614,955.40
4	1259	AMEC ENVIRONMENT & INFR	Y	.77	<input type="checkbox"/>			\$11,017.00	33	\$3,000,000.00	\$1,619,609.51
5	169	IMPERIAL TESTING LABORA	Y	.75	<input type="checkbox"/>			\$9,943.28	18	\$3,000,000.00	\$1,655,441.72
6	222	PROFESSIONAL SERVICE IND	Y	.74	<input type="checkbox"/>			\$11,172.19	34	\$3,000,000.00	\$1,666,048.62
7	1338	MAS ENVIRONMENTAL, LLC	Y	.72	<input type="checkbox"/>			\$8,015.36	6	\$3,000,000.00	\$1,713,685.81
7	142	URS CORPORATION SOUTHE	Y	.72	<input type="checkbox"/>			\$10,616.88	27	\$3,000,000.00	\$1,708,884.75
8	921	HYDRO-LOGIC ASSOCIATES,	Y	.71	<input type="checkbox"/>			\$11,809.19	41	\$3,000,000.00	\$1,701,022.12
9	1373	ECOTECH ENVIRONMENTAL	Y	.68	<input type="checkbox"/>			\$7,873.00	3	\$3,000,000.00	\$1,779,484.23

Facility ID

Record: 1/1



# Update SPI - Site Manager

## **\*\*\*Unhide Rows on both SOW Units Tab and Invoice Rate Sheet\*\*\***

### **SOW Units Tab**

- Update Mobilizations (Section 3)
  - as appropriate ( $\leq 100$  miles vs.  $> 100$  miles)
- Misc. (Section 22) Rates
  - enter in Negotiated Item Price column
- Verify and/or acquire quotes for all costs that do not have established unit rates

**Contact contractor to discuss minor changes to SOW and SPI**



# Reimbursable Items

## ***It bears repeating:***

- Quotes must be provided in sufficient detail to support item (i.e., providing fenced compound – details describing the request for quote and the details of components with costs)
- Items quoted at or under \$2,500.00 require a single quote and over \$2,500.00 require 3 quotes (Note: DEP reserves the right to request more than 1)
- This also applies to cumulative totals of items which appear in multiple tasks
- “No bid” is NOT a responsive bid
- Remember, this also applies to lab cost items not included in the contract (e.g., NAM parameters (dissolved iron and methane)), or large numbers of a particular analysis



# SPI Template

PAY ITEM	DESCRIPTION	UNIT OF MEASURE	CONTRACTED ITEM PRICE	NEGOTIATED ITEM PRICE	TOTAL QUANTITIES	TASK 1 QUANT.	TASK 2 QUANT.	TASK 3 QUANT.	TASK 4 QUANT.
<b>1. OFFICE ACTIVITIES</b>									
1-1.	File Review	Per Review	\$ 493.05	\$ 493.05	1	1			
1-2.	Site Health & Safety Plan	Per Site	\$ 301.23	\$ 301.23	1	1			
1-3.	Notice of Discovery of Contamination Package (Initial or TPOC)	Per Package	\$ 211.45	\$ 211.45	0				
1-4.	Permit Fees - actual fee only, cost to obtain permit is included in applicable pay items	Reimbursable*	\$ -	\$ -	0				
1-5.	Off-Site Property Access Agreement	Per Agreement	\$ 499.23	\$ 499.23	0				
1-6.	Project Specific Financial Guarantee Bond (if required by DEP)	Reimbursable*	\$ -	\$ -	0				
<b>2. FIELD ACTIVITIES - GENERAL</b>									
2-1.	Site Reconnaissance/Field Measurement Visit	Per Visit	\$ 763.05	\$ 763.05	0				
2-2.	Receptor Survey and Exposure Pathway Identification (Excludes report)	Per Survey	\$ 603.23	\$ 603.23	0				
2-3.	Professional Land Survey (FEDEP authorizes submit quote(s) with Change Order)	Reimbursable*	\$ -	\$ -	0				

Contracted Item Price VS. Negotiated Item Price



# Download to SPI Template

PAY ITEM	DESCRIPTION	UNIT OF MEASURE	UNITS	NEGOTIATED ITEM PRICE	TOTAL EXTENDED PRICE	UNITS	UNITS
<b>Task 1</b>							

891	3-1.	Mobilization, Light Duty Vehicle (car or 1/2 ton truck) - ≤ 100 miles each way	Per Round Trip	1	\$ 469.59	\$ 469.59	0	0
962	8-1.	Monitoring Well Sampling with Water Level, ≤ 100 foot depth	Per Well	4	\$ 121.57	\$ 486.28	0	0
1001	9-27.	Water, BTEX + MTBE (EPA 602, EPA 624, EPA 8021 or EPA 8260)	Per Sample	4	\$ 31.80	\$ 127.20	0	0
1004	9-30.	Water, Polycyclic Aromatic Hydrocarbons, including 1-methylnaphthalene + 2-methylnaphthalene (EPA 610 [HPLC], EPA 625, EPA 8270 or EPA 8310)	Per Sample	4	\$ 74.20	\$ 296.80	0	0
1208	19-8.	Natural Attenuation or Post RA Monitoring Report, Annual	Per Report	1	\$ 1,060.20	\$ 1,060.20	0	0
1309								
4341								
4342								
4343								
4344								
4345								



# Site Manager Prepare TA

- QA all documents
- Prepare TA, print and submit hard copy to Team Coordinator/County Manager for review and approval
- Once approved forward to Team Leader/County Liaison
- Once approved submits TA to AA staff to enter STCM Cost Center signature date and priority code
- AA staff submits TA to PRP Accounting for weekly approval list



# TA Preparation & email

- Email to [PRP.TaskAssignment](#) (shared mailbox)
  - Attach following items
    - SOW
      - Attachment A-Phase-Scope of Work-FAC ID.doc
    - SPI
      - Attachment B-Schedule of Pay Item & Related Items-FAC ID.xml
    - PAC, PCPP, SRFA Agreements and Amendments (1 PDF)
      - PAC239-FAC ID.pdf or SRFA-FAC ID.pdf
    - Quotes – one of multiple pdf files
      - 22-1.pdf or quotes.pdf or laboratory.pdf
    - Approved Task Assignment
      - TA-GC999-099a.pdf



# PR PACKAGE

## TA approved on Weekly Encumbrance List

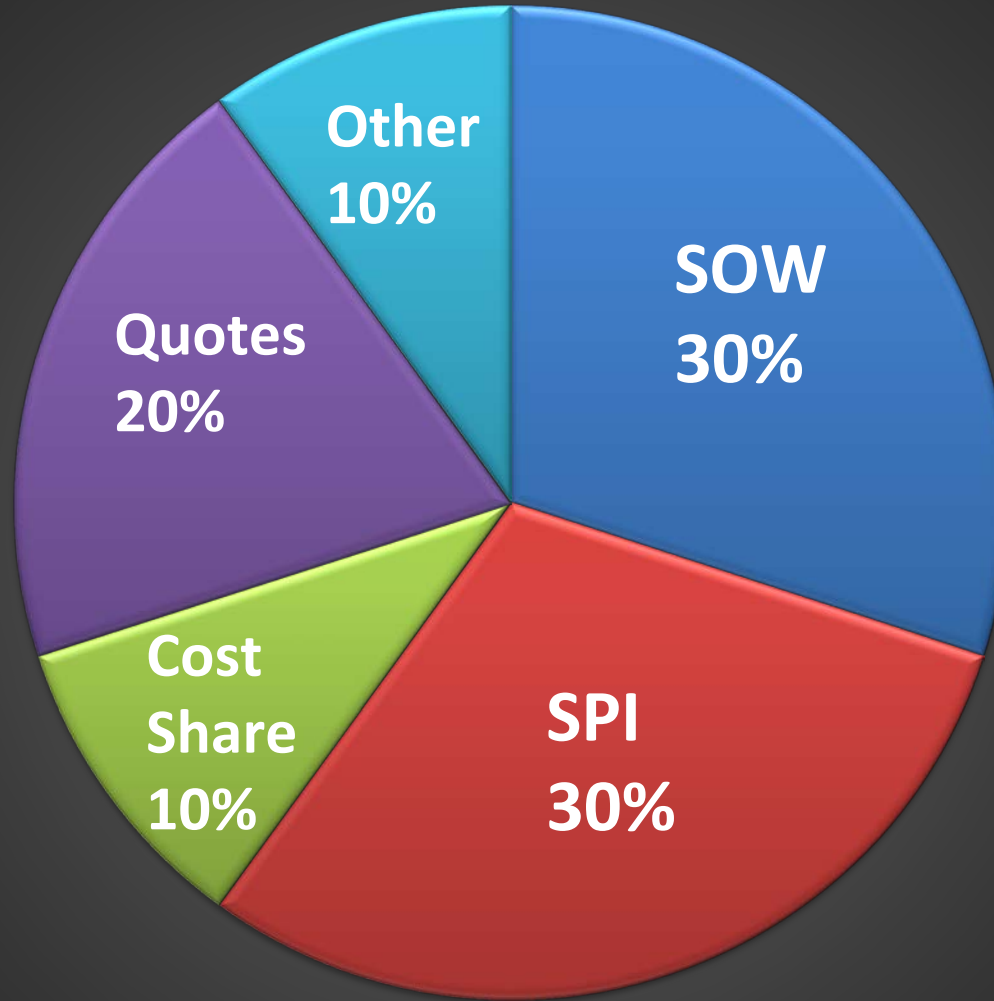
### PR Package Creation

- Step 1: Find email in PRP.TaskAssignment shared mailbox
- Step 2: Sort documents, look for updated info (SOW/SPI) and accompanying figures, required backup documentation
- Step 3: Check, verify, update and correct

**Very Very Time Consuming**



# Why Does It Take So Long?





# Every SOW Is Special

- Nearly all of them need editing before they are ready to be attached to the PR - this is very time-consuming!
- Please use the most recent generic templates (Cost Share or RCI or Direct Assign) available on the PRP website and tailor them to your specific site
- Do Not edit the procurement language in the template, otherwise, we have to reinsert it



# SOW Formatting

- ✓ Remove all yellow highlights
- ✓ All text black, same font and font size
- ✓ Section numbering sequence
  - ✓ **SECTION TITLES** all CAPs and **bold**
  - ✓ **Subsections bold** but not CAPs
  - ✓ Blank line before and after all section titles and paragraphs
  - ✓ Keep section title with body of text (not at bottom of page)



# SOW Formatting

- ✓ Do not split tables onto 2 pages
- ✓ If more than 2 lines blank at end of page enter **REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**
- ✓ **Bold** all references to:
  - ✓ **Attachment W**
  - ✓ **Exhibit X**
  - ✓ **Figure Y**
  - ✓ **Table Z**
- ❖ **SPELL CHECK**



# Consistency

- SOW – SPI – TA – Figures - Tables
  - Site name, address, city, county (per STCM)
  - Site manager name (per STCM)
  - FAC ID#
  - Figure, Table, Exhibit, Attachment
    - All present and for the correct site
    - Site name and FAC ID#
    - Referenced in text, and in List of Exhibits
    - Consistent numbers/letters
  - Number & name of wells in text, tables and SPI



# Check and Verify

- The tasks on pages 1-2 should match the deliverables and the timeframe listed. They should also be consistent with the quantity and specific items in the SPI.
  - Example: Task 1 should be Site Access Agreement, Health and Safety Plan, Cost-Share Site Contractor selection form (as applicable), due on X days from start of Purchase Order. If these items are missing, they must be added to SOW.

# TRANSLATION

If you have 7 tasks for your SOW, there should be:

- 7 task descriptions at the beginning of your SOW
- 7 task deliverables listed at the end of the SOW
- 7 tasks in your SPI (even if there is no cost associated with them – DA HASP, etc.)





# Verify SPI

## NAM Parameters

9-53 Water, Nitrate [as N]

9-57 Water, Orthophosphate [as P]

9-60 Water, Sulfate

22-1 ***Water, Methane (EPA RSK-175)***

22-2 ***Water, Iron, Dissolved (EPA METHOD 200.7,  
200.9, 6010B, or 7380)***

**NOT 9-44 Water, Iron, Total**





# Verify SPI

- Format for Reimbursable Items
  - Item Price = \$1.00
  - Units = quote amount or estimate

1-4. Permit Fees - actual fee only, cost to obtain permit is included in applicable pay items

Reimbursable*	500	\$	1.00	\$	500.00
---------------	-----	----	------	----	--------

Reimbursable permit fees (to minimize need for future Change Orders)



# Quotes

- All Reimbursable Items (other than Permits) and Section 22 Items Require Quotes!!!
  - $\leq$  \$2,500 single quote unless amount is unreasonable
  - $>$ \$2,500 three (3) responsive quotes (NOT “No Bid”)
  - Exception for Proprietary
  - Quotes must be provided in sufficient detail to support item (i.e., providing fenced compound – details describing the request for quote and the details of components with costs)
  - No contractor markup
- File name should identify quote such as SPI item # (22-1) or Laboratory



# DA vs RCI

DEP will not pay contractors of DA sites for resubmitting the Site Access Agreement(s) or the site specific Health & Safety Plan ("...at no cost..." is part of the HASP paragraph language and no File Review paragraph).

The SOW still must have the Office Activities section therefore the SPI needs the following statement added to the Miscellaneous Section 22 in order for the deliverables/tasks to match throughout all documents:

Site Access Agreement(s) and Health & Safety Plan (FDEP will not pay for updated documents)      Unit of Measure = Per Site    Units = 1    Item Price = \$0.00

If DA and a Cost Share Site the language should include the following:

Cost Share Contractor Selection Form, Site Access Agreement(s), and Health & Safety Plan (FDEP will not pay for updated documents)

Unit of Measure = Per Site    Units = 1    Item Price = \$0.00



# DA vs RCI

RCI Templates - Office Activities section include Site Access Agreement(s), HASP, and File Review. These items must be selected on the SPI as well (in rare situations you may not have file review for an RCI assigned site; i.e PBC Verification Sampling or Well Abandonment).



- Corrupted file
  - Can't roll up 2<sup>nd</sup> or 3<sup>rd</sup> tab
  - Data from 1<sup>st</sup>/2<sup>nd</sup> tab doesn't appear on 3<sup>rd</sup> tab—cost items per task don't add up correctly to the listed subtotal—in this case, we have to import a new SPI and start over
- Other errors: Incorrect facility name, FACID, site manager changes, ATC contract number
- Backup documentation missing



# More Issues

- SPI Total must match TA Total
- If this site has a cost-share agreement, the percentage of the cost-share in the SPI must match the amount in the agreement AND the TA total should be for **ONLY** the DEP portion, not the total amount of the SPI
- Transition agreements

# SPI MODE

After your SPI has been finalized, it is saved as:

- a) Attachment B – Schedule of Pay Items & Other Related Documents – saved as a Microsoft Excel 1997-2003 file and attached to the PR

**AND**

- a) SPI Macro version for future edits and Change Orders saved to file folder (97-03 Excel files may become corrupted)





# PR Checklist

- SOW as Word document (in file) and pdf file (combined with any figures)
- SPI Macro (in file) and as Excel 97-03 Workbook
- Quotes for reimbursables (including Items 22-XX) and as needed (based on cost)
- Cost-share agreement (original *plus all amendments as one pdf document*)
- Any other necessary documentation sent by Site Manager





# AA/PR Creator

**Magen Greene** – Team 3, Team 6, and Palm Beach

**Joanie Diestelhorst** – Team 1, Brevard (includes Indiana River county) and Alachua

**Rose Driber** - Team 2, Team 4, Team 5, Volusia, and Pinellas

**Shoun Riley** – Sarasota County

**Caleb Selman** – Duval, Orange (includes Seminole, Osceola counties) and Dade

**Kevin McCranie** – Escambia (includes Santa Rosa, Okaloosa, Walton, Bay, Holmes and Washington counties), Hillsborough, Polk (includes Hardee and Highlands counties) and Broward



# MFMP Workflow

- Site Manager - Watcher

## Approvers

- PRP Accountant (Sharon Lee)
- Site Manager
- SM Supervisor/LP Liaison
- Contract Manager (Mary Ehlen)
- Program Administrator (???)
- DWM Division Director (Jorge Caspary) – (>\$100k)
- DEP Deputy Secretary (Cliff Wilson) – (>\$250k)
- DEP Secretary (Hershel Vinyard) – (>\$500k)
- Gatekeeper (Gwenn Godfrey) - ALL



# QA Reviewer

## What Does QA Cover?

- The Purchase Requisition (PR)
- Review of SOW
- Review of SPI
- Review of additional documents
  - (quotes, cost-share agreements, etc.)
- Accuracy and completeness



# When The PR Is Drafted

- QA reviewer is usually listed first in the MFMP approval chain
- Depending upon the number of errors in the SOW/SPI or as the PR progresses, you will see text in the Comments section, noting when an attachment is modified and the original is deleted.
- *Please* read the comments to better understand issues associated with this PR. The final version of the SOW and SPI are the ones which dictate the terms of the PR.



# PR Completeness Checklist

- SOW as Word document (in file) and pdf file (combined with any figures) in PR
- SPI Macro (in file) and as Excel 97-03 in PR
- Quotes for reimbursables in pdf file
  - (including Items 22-XX) and
  - as needed based on cost
- Cost-share agreement in pdf file
  - (original *plus all amendments*)
- Any other necessary documentation sent by Site Manager



# Sample Checklist

ITEM	SUFFICIENT?
1. PR Header accurate?	YES/NO
-DEP-PETRO	YES/NO
-FY14/15 (may be 13/14 for CO)	YES/NO
-FACID	YES/NO
-PRP Reference Number	YES/NO
-Facility Name	YES/NO
-Scope Type	YES/NO
2. Correct Contractor Name?	YES/NO
3. Correct Contractor Number (for Region)?	YES/NO
4. PR Total matches SPI total?	YES/NO
5. Line item accurate?	YES/NO
-Scope Type	YES/NO
-Facility Name	YES/NO
-Facility Address	YES/NO
-FACID	YES/NO
-PRP Reference Number	YES/NO
-FACS hotlink	YES/NO
6. PO start and end dates match sow?	YES/NO
7. PRP Accounting, confirmatory TA number matches PRP Reference Number?	YES/NO
8. SOW in pdf and word doc	YES/NO
9. SPI as EXCEL 97-03	YES/NO
10. Quotes needed?	YES/NO
11. Cost-share agreement? Includes all amendments?	YES/NO
12. Contractor Summary Form Correct?	YES/NO
13. Site Manager listed as Watcher?	YES/NO



# An Example PR

The screenshot shows a web browser window displaying a procurement request page. The browser address bar shows the URL: https://buyer.myfloridamarketplace.com/Buyer/Main/aw?awh=r&awssk=dUn9&ddard=1. The page title is "PR8336780 - DEP-PETRO-FY14/15-388510590-794-014A-JIFFY FOOD STORE #1556-SD/WA-RD". The status is "Submitted".

Callouts in blue ovals point to specific parts of the page:

- The Header:** Points to the top navigation bar containing "Home", "Contracts", "Procurement", and "Invoicing".
- Site Manager:** Points to the "On Behalf Of:" field, which is "Kristy Trueblood (Contracts)".
- Contractor Info:** Points to the "Supplier:" field, which is "Cardno ATC(F460399408)".
- Line Item:** Points to the first line item in the "Line Items" table, which describes the contractor's selection for site decommissioning and abandonment.

The "Line Items" table has the following data:

No.	Type	Description	Qty	Unit	Price	Amount
1		Contractor has been selected to perform a ...	35,022.46	Dollar	\$1.00000 USD	\$35,022.46000 USD

The "Total Cost" is \$35,022.46000 USD.



# More PR Info

No.	Type	Description	Qty	Unit	Line Type	Price	Amount
<p>Solicitation #: 2014004C</p> <p>Method of Procurement: J - Agency ITN [s 287.057(1) (c), F.S.]</p> <p>Terms and Conditions: <a href="http://dms.myflorida.com/mfmp_PO_TC">http://dms.myflorida.com/mfmp_PO_TC</a></p> <p>MyGreenFlorida Content: No</p> <p>Recycled Content? No</p> <p>Vendor Designation: A - Non Minority</p> <p>Accounting:</p> <p>Bill To: DEP309B (DEP-PETROLEUM RESTORATION PROGRAM SECTION 2)</p> <p>P Card Order? <input type="checkbox"/></p> <p>Advanced Payment Indicator: <input type="checkbox"/></p>			<p>Attached hereto and made a part of this PO is Attachment B - Schedule of Pay Items and Other Related Documents. Pay items are at or below the negotiated maximum rates included in the ATC. Contractor must submit the appropriate completed documents from Attachment B to the Site Manager with each deliverable, as instructed. Upon completion and approval of all work under this PO, Contractor shall submit a signed Release of Claims document, along with the final invoice. Contractor must include Subcontractor Utilization Report form, included as a tab on Attachment B, with each invoice.</p> <p>The Department will retain 10% of the total amount of each payment made. Contractor may submit a request for release of retainage upon completion, and DEP approval of, all work performed under this PO.</p> <p>The Department will evaluate the Contractor as specified in the Agency Term Contract.</p> <p>The Contractor agrees to perform the services described in the PO in accordance with the terms of its ATC (as those terms may have been amended) which are in effect on date of issuance of the PO. The applicable ATC terms are available at the following URL: <a href="https://facts.fids.com/Search/ContractDetail.aspx?AgencyId=370000&amp;ContractId=GC794">https://facts.fids.com/Search/ContractDetail.aspx?AgencyId=370000&amp;ContractId=GC794</a></p>				

FACS URL

Total Cost: \$35,022.46000 USD

PR Total

PR Comments go here

### SHIPPING - ENTIRE REQUISITION

Ship To: DEP309S (DEP-PETROLEUM RESTORATION PROGRAM SECTION 2)

Deliver To: Kristy Trueblood (Contracts)

Need-by Date:

Shipping Method: Best Way

FOB Code:  INC-Dest

### COMMENTS - ENTIRE REQUISITION

Comments	Visible to Supplier
<p><a href="#">Rose Driber (Con...</a></p> <p>The following attachments are attached hereto and made a part of this Purchase Order.</p> <p>Attachment A - Scope of Work</p> <p>Attachment B - Schedule of Pay Items and Other Related Documents</p> <p>Attachment C - Request for Change</p> <p>[Thursday, November 6, 2014 at 10:41 AM]</p> <p><a href="#">Reply</a></p>	Yes





# Example Comments Section

- The following attachments are attached hereto and made a part of this Purchase Order.  
Attachment A – Scope of Work  
Attachment B – Schedule of Pay Items and Other Related Documents
- PRP ref #789-020A
- I, Martin Ehlen, certify by evidence of the attached Contract Summary Form, that I am the Contract Manager and the information on this form is true and correct.



# Example Comments Section

- SOW not in template format
- SOW NAM parameter should be Dissolved Iron by EPA 200.7, 200.9, 6010B, or 7380; spi has 9-44. Water, Iron, Total (EPA 200.7, EPA 6010 or EPA 6020)
- Site manager will need an additional quote for the dissolved iron (not total iron) analysis
- **UPDATE:** uploaded missing quote and revised spi. **Will ask drafter to delete old file.**



# Sample Approval Chain

myMarketPlace Home Contracts Procurement Invoicing

Home | Help | Logout  
Welcome Kyle Kilga (Contracts)

Create Search Manage Recent Preferences

## PR8349649 - DEP-PETRO-FY14/15-508514423-833-009A-Shell-East-SA (k2)

Status: Submitted

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request.

Back Copy Withdraw Edit Print

Summary Approval Flow Orders Receipts History

Legend:  Approved  Pending  Active  Watcher

PR8349649

- Elizabeth Rogers (Contracts) [Approved]
- Dave Gibson (Contracts) [Approved]
- Dave Gibson (Contracts) [Approved]
- Sharon A. Lee (Contracts) [Active]

Add Approver Delete Approver

Legend:  Approved  Pending  Active  Watcher

- Patricia H. Gavagan (Contracts) [Approved]
- Martin Ehlen (Contracts) [Approved]
- Valerie Huegel (Contracts) [Active]
- 3701: Contracts Gatekeeper [Pending]

Approved

The diagram illustrates the approval chain for a Procurement Request (PR) with ID PR8349649. The PR is currently in a 'Submitted' status. The approval flow is shown in two panels. The top panel shows the initial approval steps: Elizabeth Rogers (Contracts) [Approved], Dave Gibson (Contracts) [Approved], and Dave Gibson (Contracts) [Approved]. Sharon A. Lee (Contracts) is listed as an 'Active' participant. The bottom panel shows the PRP Accounting steps: Patricia H. Gavagan (Contracts) [Approved], Martin Ehlen (Contracts) [Approved], Valerie Huegel (Contracts) [Active], and 3701: Contracts Gatekeeper [Pending]. The 'Approved' checkbox is visible at the end of the flow. Three callouts are present: 'PR Status' points to the 'Submitted' status; 'Site Manager as watcher' points to Sharon A. Lee; and 'PRP Accounting' points to the PRP Accounting section.



# QA EXAMPLE

**ATTACHMENT A  
SCOPE OF WORK  
REMEDIATION SYSTEM INSTALLATION AND OPERATION AND MAINTENANCE**

Pilot Travel Center #096  
3051 State Road 60, Okeechobee, Osceola County, Florida  
FDEP Facility ID #: 498732826

This Scope of Work (SOW) has been prepared for Pilot Travel Center #096 (Site) which is located at 3051 State Road 60, Okeechobee, Osceola County, Florida as described in **Figure 12 (See Exhibit 1)**. An air sparge/soil vapor extraction/multiphase extraction (AS/SVE/MPX) system will be installed and operated to remediate the petroleum contaminated groundwater plume at the subject site. Terms and maximum price amounts are contained in the Department of Environmental Protection (DEP) Agency Term Contract (ATC). Rates under this purchase order have been negotiated at or under the ATC maximum ceiling rates allowed. The selected Agency Term Contractor (Contractor) will be responsible for all work regardless of whether performed by the prime or a subcontractor. The projected duration for the scope of work is two (2) years. References to “days” in this SOW shall be interpreted to mean calendar days.

\*Note: Figures in this scope are from documents previously submitted to the DEP and include **Figures 12 through 19 (see Exhibit 1)**.

All unit rates and extended prices for all line item costs associated with this project are provided in the Schedule of Pay Items and Other Related Documents (Myfloridamarketplace (MFMP) Purchase Order (PO) **Attachment B**, attached hereto and made a part hereof). In the event of reductions or increases in the anticipated scope of work required to successfully implement the approved SOW, these unit rates will be utilized to establish appropriate change orders. All requests for change to the SOW that result in an increase in the cost for completing this SOW must be submitted in writing and be approved in writing by DEP using MFMP PO **Attachment C** – Request for Change (attached hereto and made a part hereof), and a MFMP PO Change Order must be issued, prior to performance of the increased scope of work. Specific details regarding the activities required for this project are outlined below. All field work must be performed in accordance with standard industry procedures and DEP Standard Operating Procedures as described in **Attachment A, Appendix I of the Agency Term Contract** (ATC). Reports must be submitted using the appropriate DEP forms found at [http://www.dep.state.fl.us/waste/categories/pcp/pages/pg\\_documents.htm](http://www.dep.state.fl.us/waste/categories/pcp/pages/pg_documents.htm).

Check site name, address, FACID

Check for figures at end of SOW



# Deliverables

## 9.0 Deliverables, Invoicing and Payments

### 9.1 Project Schedule

The following items reflect the scope and invoicing points. The Schedule of Pay Items and Other Related Documents is included in **Attachment B** to the MFMP PO. Proposed due dates indicated below begin from MFMP PO Issuance Date.

- Task 1: Pre-Excavation Activities. Submit Site Access Agreement and Health and Safety Plan. Due day 60. **An invoice for this task may not be submitted until all elements are completed.**
- Task 2: Monitoring Well Abandonment. Submit– Monitoring Well Abandonment Report. Due day 180.
- Task 3: Source Removal Activities. Submit– Source Removal Report. Due day 270.
- Task 4: Replacement Well Installation and First Quarter Post Active Remediation. Monitoring. Submit Post Active Remediation Monitoring Quarterly Report. Due day 390.
- Task 5: Second Quarter Post Active Remediation Monitoring. Submit Post Active Remediation Monitoring Quarterly Report. Due day 480.
- Task 6: Third Quarter Post Active Remediation Monitoring. Submit Post Active Remediation Monitoring Quarterly Report. Due day 570.
- Task 7: Fourth Quarter Post Active Remediation Monitoring. Submit Post Active Remediation Monitoring Annual Report. Due day 660.
- End of Purchase Order: Day 720.



# QA REVIEW

- Pre-construction Meeting – To be attended by the Contractor, any applicable subcontractors including, but not limited to, drillers and construction, the DEP, the County, and the responsible party or property owner prior to commencement of source removal activities. The scope, schedule and expectations of the remedial activities must be outlined in this meeting and all issues related to health and safety must be discussed.
- A maximum of two (2) hours each for the P.E. and the scientist (SPI will have 2 line items), will be allowed for the pre-construction meeting.



# PERMIT FEES

- An estimated Not-to-Exceed cost has been included in **Attachment B – Schedule of Pay Items and Other Related Documents** to address permit fees. If the actual cost of permit fees will exceed the estimated cost provided, **Attachment C – Request for Change** shall be submitted showing the actual cost and a MFMP PO Change Order shall be issued. Only documented costs will be reimbursed. Contractor shall complete a review of the permitting requirements and shall notify the DEP of such requirements within sixty (60) calendar days of issuance of the MFMP PO to the Contractor. All permits shall be submitted to the DEP Site Manager as an attachment in the final submitted report.



# MORE QA TIPS

## 5.1.3 Remedial Well Installation

The Contractor shall provide all labor, equipment, materials, and incidentals for the installation of nineteen (19) vertical AS wells, nine (9) lateral SVE wells, and one (1) vertical MPX well as specified in the approved Limited Scope Remedial Action Plan (RAP). In addition, the selected Contractor shall provide all necessary labor, equipment, and materials to restore properties to pre-construction conditions. Refer to **Figures 12, 13, and 15 through 19 (See Exhibit 1)** for well construction locations.

This is where we check total well footages against the SPI

### 5.1.3.1 Air Sparge Well Construction

- a) All well construction materials shall be new and unused.
- b) Air sparge wells AS-2 through AS-20 shall be installed to a total depth of 26-feet below land surface (bls) at the locations shown on **Figure 12 (See Exhibit 1)**.
- c) All air sparge wells shall be constructed using 2-inch diameter Schedule (SCH) 40 poly vinyl chloride (PVC).
- d) Air sparge wells AS-2 through AS-20 shall contain a 2-foot length of 2-inch diameter SCH 40 PVC 0.010-inch slotted screen.





# ANOTHER QA TIP

## 5.1.16 As-Built Drawings

The Contractor shall submit a set of Record Drawings, also known as “As-Built” Drawings, as required under Rule 62-780.700(10), F.A.C., which are signed and sealed by a registered Florida Professional Engineer. The As-Built drawings shall document the completion of the Remedial Action Construction portion of this Scope of Work.

**Don't forget your Construction Drawings and As-Built  
in the SOW and SPI!**



# Outdated Rule Reference Example

b) System Performance - Average monthly remediation system performance shall be within +20% of the design capacity specified in the RAP or the optimum capacity observed during startup, whichever is less, for each of the major treatment processes (groundwater recovery, air sparge, vacuum extraction, biosparge, etc.) at the point of recovery or treatment, including flow rates, vacuum pressures, injection pressures, etc. This variance is intended for overall performance evaluation and shall not be construed to imply that deviation from any critical performance or safety design thresholds established in other Department rules or guidance are acceptable (i.e. SVE flow rate must be at least 50% greater than air sparging air flow rates, as specified in [Rule 62-770.700 \(4\)\(c\), F.A.C.](#)). However, exceptions shall be considered where, in the interest of dynamic site management, the Contractor intentionally modifies flow rates or pressures to or from individual recovery wells or treatment points during the course of the cleanup to optimize the system effectiveness. Such limited changes within + 20% of the approved design may be implemented without a RAP Mod if reported to the Department with detailed explanation and justification at the time of implementation as well as in the next quarterly or annual RA Report to avoid the appearance of substandard system operation. Any such changes that would exceed the + 20% limit shall require notification to the DEP Site Manager prior to implementation, at which time a site-specific decision shall be made by the DEP regarding the necessity for a RAP MOD.



# Example SSA Soils

2) Contractor shall advance **sixteen (16) soil borings** (FSB-8 to FSB-23), at negotiated locations. The soil borings will be advanced to a depth of two (2) feet into the water table. Please note, the historical water depth to water ranges from **thirty-six (36) to forty (40)** feet below land surface (bls). Soil boring completion and abandonment activities must be conducted pursuant to DEP guidelines.

During the completion of all soil borings and monitoring well installations, lithologic descriptions and moisture content must be documented continuously to the total depth of the soil borings. OVA screening shall be performed at the depth intervals specified in **Table 1** below using a Photoionization Detector (OVA-PID) or a Flame Ionization Detector (OVA-FID). The OVA-PID or OVA-FID must be calibrated in the field as specified in the DEP's Standard Operating Procedures.

**Table 1**

**OVA Screening Interval Maximum Interval Between OVA Samples**

≤ 4 feet	1 foot
> 4 feet and ≤ 20 feet	2 feet
> 20 feet	5 feet

In conjunction with the installation of the sixteen (16) soil borings, Contractor shall obtain **six (6) soil samples for laboratory analysis; two (2) high, two (2) medium, and two (2) low in the vadose zone laboratory analysis of BTEX/MTBE, PAHs, and by the FL-PRO Method** (see Table 2).

In conjunction with the installation of sixteen (16) soil borings, the Contractor shall collect additional soil subsamples from the sampling locations listed in **Table 2** for the **SPLP** extraction and analyses and/or for **TRPH** fractionation, as indicated in the tables to Section 4.1. SPLP extraction and analysis of the leachate of only two (2) of the subsamples shall be performed only if the analysis of the corresponding soil subsample shows that at least two (2) of the leachability-based soil Cleanup Target Levels is exceeded but direct exposure residential soil CTLs are not exceeded



# Language Leftovers

## 4.4 Groundwater Sampling

The Contractor shall perform a groundwater sampling event to determine current concentrations of hydrocarbons in the groundwater and to develop a coherent RAPMOD. Gauge DTW and perform groundwater sampling of thirteen (13) existing and **two (2) proposed monitoring wells** (MWs). All fifteen (15) will be analyzed for BTEX/MTBE parameters by US Environmental Protection Agency (EPA) Method 8260B or equivalent, and polynuclear aromatic hydrocarbons (PAH) by EPA Method 8270 or equivalent. See Table 1 for the Groundwater Sampling Schedule.



# Example GW Sampling

- 6) After allowing new monitoring wells to equilibrate and not less than 24 hours after being installed, Contractor shall sample **all of the new monitoring wells** and the **twelve (12) existing monitoring wells (MWs-1R, 2, 3, 4R, 5, 6, 6D, 6DR 7, 8, 9, and RW-1 )** and analyze for BTEX/MTBE and PAH. **Additionally**, analyze one (1) monitoring well (MW-7) by EPA Method 6010. Also, MW-1R and MW-9 will be analyzed by natural attenuation monitoring (**NAM**) parameters listed as follow: Nitrate by EPA 300.0, 352.2, or 9056; Dissolved Iron by EPA 200.7, 200.9, 6010B, or 7380; Orthophosphate Phosphorus by EPA 365.1; Sulfate by EPA 9035, 9038, or 9056, and Methane by EPA SOP RSK-175. Include field measurements during sampling of Oxidation Reduction Potential, Conductivity, Dissolved Oxygen, pH and Temperature.



# More Language Leftovers

## 2.0 GENERAL **BID** INFORMATION

Contractor shall provide and install all materials required to complete this project. This SOW shall include all labor, travel, services, supplies and equipment required to perform two (2) Quarters of Biochemical Injection. Each Quarter will consist of two (2) monthly two-day injection events of 2,800 gallons of water mixed with PX-700 while simultaneously performing air injection treatment, and followup groundwater sampling performed (a) forty-eight hours and (b) one month following completion of the second injection event at the subject facility.



# Leftover Affidavit Language

## **3.0 TASK 1: AFFIDAVITS AND HEALTH AND SAFETY**

### **3.1 Site Access Agreement**

Prior to beginning any field work under this MFMP PO, the Contractor must have site access to the eligible property to complete the Scope of Work described herein. As a continuation of previous work, the Contractor should have a signed site access agreement. The agreement shall specify what work will be allowed and the duration of the agreement. The permission must be confirmed or updated in writing and a copy of the agreement must be submitted to the DEP within 60 days from the issuance of a MFMP PO, at no cost to DEP. A sample property access agreement is included at:

<http://www.floridadep.gov/waste/content/announcements-upcoming-events>'

### **3.2 Health and Safety**

The Contractor is required to perform all activities within this SOW under the previously-prepared sitespecific Health and Safety Plan (HASP) as required by state and federal regulations. The HASP should be updated if required, at no cost to DEP. All safety requirements must conform to the OSHA Guidelines for Hazardous Waste Operations, 29 CFR Part 1910. The HASP will be designed to protect the health and safety of local residents as well as Contractor personnel and any subcontractors performing work at the site. A site-specific and comprehensive standard petroleum site HASP and all applicable field sign-up sheets must be available onsite for all field activities.

- a) All Contractor onsite personnel shall be OSHA 40-hour HAZWOPER certified.
- b) The Contractor shall abide by OSHA rules as listed in 29 CFR 1910, 29 CFR 1926, and OSHA.



# More Affidavit Language

## **PROJECT SCHEDULE – Upon Issuance of a MFMP PO by DEP to the Contractor:**

Below is the proposed schedule for the project for the items listed below.

1. MFMP Purchase Order issuance date: Day 1
2. Completion of Task 1 and delivery of all required **affidavits** (subject to authority established in Section A), HASP, and Site Access Agreements: Day 60
3. Completion of Task 2 and delivery of the Field Notes and Lab Analyticals to the DEP: Day 240
4. Completion of Task 3 and delivery of the Annual NAM Report to the DEP: Day 420
5. End date of MFMP Purchase Order: Day 485





# Also Check Here

## **N. INVOICING AND PAYMENTS**

**No invoice will be paid prior to submission and approval of all affidavits.**

Upon DEP written acceptance of the required documentation for completed portions for each task, the Contractor shall submit an invoice. Unless otherwise specified in this Scope of Work, invoices for completed work may be submitted no more frequently than every thirty (30) days, or upon completion of the individual tasks as specified in this Scope of Work. Each invoice request must contain all documentation of performance as specified in the ATC, the applicable Scope of Work, and the Schedule of Pay items.



# SOW PHASES

- LSA: should have permit costs as reimbursable, table on last page should be inserted as a picture
- RAC/O&M: definitely the most time-consuming to review, based upon project complexity, lots of details
- RAPs: most of the figures have been removed, newer documents have fewer errors
- NAM/PARMs: check that all sampling parameters are present (dissolved iron and methane) and have corresponding cost-items in the SPI
- SSA: individually, fairly accurate; more problematic when combined with another phase (SSA-RAP)



# Common SOW Issues

- Section numbering – often skips or repeats, *please* take a moment to read through your SOW prior to submitting it
- Number or name of wells listed in text doesn't match the number or name of wells in the table or the SPI
- Missing tables which are referenced in the text
- Missing figures
- Figures are present, but for another site
- Outdated rule references
- Incorrect site information (name must match STCM), missing address, city or county; FACID errors



# PO Issued

## Site Manager

Upload to OCULUS in PDF format

PO

Attachment A

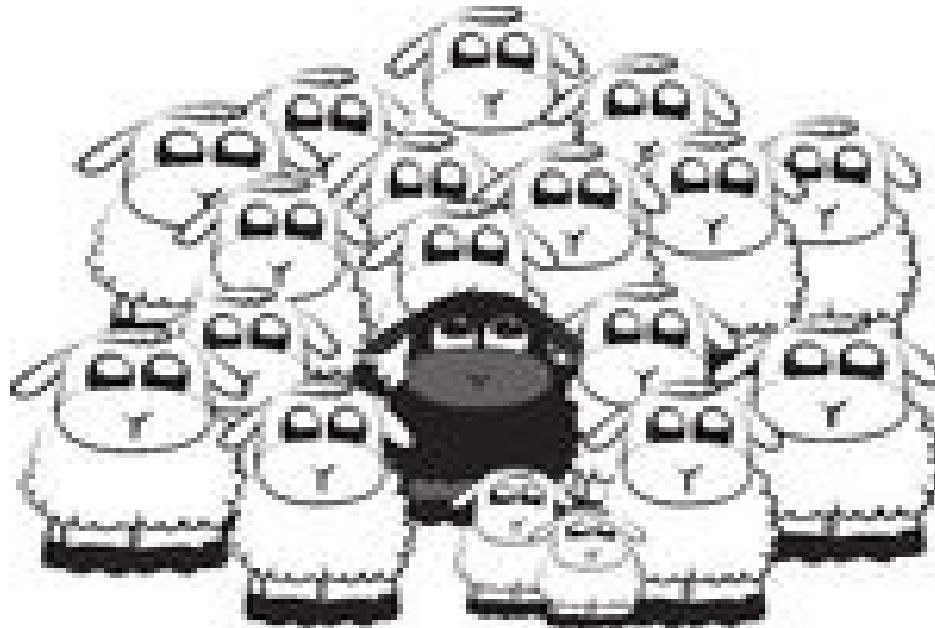
Attachment B

Agreements

Quotes

Update STCM Deliverable Review Dates

# Questions





# PRP Purchase Order Invoice Processing

Sharon Lee - PRP Accounting  
Lauren Mackey - PRP Accounting (York)

November 17, 2014



# Purchase Order Invoice Processing Checklist/ Guidance



## Purchase Order Invoice Processing Checklist/Guidance

### I. INVOICE PACKET COMPONENTS

Please include the components below in invoice submissions using the following order, as applicable. Purchase Order invoice submissions must be submitted on company letterhead through email to PRP\_AcctingInvoices@dep.state.fl.us .

- a. Invoice Page
- b. Release of Claim Form (For Final Invoices)
- c. Signed Invoice Rate Sheet
- d. Deliverable Approval Letter
- e. Subcontractor Utilization Report Form (For ATC Contracts)
- f. Subcontractor Invoices for Reimbursable Items (if applicable)

### II. INVOICE RATE SHEET

The Invoice Rate Sheet will be included in the Schedule of Pay Items workbook (Attachment B) for your associated Purchase Order (PO). When a change order is fully approved a revised Schedule of Pay Items workbook may be issued. Always use the most current version of the Schedule of Pay Items workbook available. The Invoice Rate Sheet should be filled out and submitted with the completed Deliverable to the appropriate Site Manager.

- a. **This Invoice Section:** Contractor should enter number of units for services performed.
  - DEP share, retainage, and DEP less retainage amounts will populate automatically at the bottom of the invoice rate sheet and on the invoice.
- b. **Previously Invoiced Section:** For subsequent invoices, move the number of units already invoiced to the "Previously Invoiced" column and populate the "This Invoice" column with next services performed.
  - This will populate "Previously Invoiced" totals, and "This Invoice" totals at bottom of the invoice rate sheet and on the invoice.

NOTE: If the Schedule of Pay Items has been revised due to approved cost increases or decreases on the PO, previously invoiced amounts must be transferred to the new Invoice Rate Sheet in the revised Schedule of Pay Items.

### III. DELIVERABLE APPROVAL LETTER

Once the appropriate Site Manager has received a completed deliverable submission along with a completed invoice rate sheet from a Contractor the Site Manager will review the submission. If the deliverable(s) is(are) found to be complete and acceptable the Site Manager will sign and date the Invoice Rate Sheet and return it to



- **Invoice Page**
- **Release of Claim Form (For Final Invoices)**
- **Signed Invoice Rate Sheet**
- **Deliverable Approval Letter**
- **Subcontractor Utilization Report Form (For ATC Contracts)**
- **Subcontractor Invoices for Reimbursable Items (if applicable)**







Facility Name: \_\_\_\_\_  
 7-Digit Facility ID #: \_\_\_\_\_  
 County: \_\_\_\_\_  
 Region: \_\_\_\_\_  
 Site Manager Name: \_\_\_\_\_  
 Site Manager Phone: \_\_\_\_\_  
 Site Manager Email: \_\_\_\_\_

Contractor: \_\_\_\_\_  
 CID #: \_\_\_\_\_  
 Contract #: \_\_\_\_\_  
 SPI ID #: \_\_\_\_\_  
 PO #: \_\_\_\_\_

Retainage: 10%  
 FDEP Cost Share: \_\_\_\_\_  
 Remaining Cap Amount: \_\_\_\_\_  
 Total Extended Price: \$ -

Lock CID #  
 Hide Rows On/Off

PAY ITEM	DESCRIPTION	UNIT OF MEASURE	PO Rate Sheet			Previously Invoiced	This Invoice		Balance
			UNITS	NEGOTIATED ITEM PRICE	TOTAL EXTENDED PRICE	UNITS	UNITS	EXTENDED PRICE	UNITS
<b>Task 1</b>									
<b>1.</b>	<b>OFFICE ACTIVITIES</b>								
1-1.	File Review	Per Review	0	\$ -	\$ -	0	0	\$ -	0
1-2.	Site Health & Safety Plan	Per Site	0	\$ -	\$ -	0	0	\$ -	0
1-3.	Notice of Discovery of Contamination Package (Initial or TPOC)	Per Package	0	\$ -	\$ -	0	0	\$ -	0
1-4.	Permit Fees - actual fee only, cost to obtain permit is included in applicable pay items	Reimbursable*	0	\$ -	\$ -	0	0	\$ -	0
1-5.	Off-Site Property Access Agreement	Per Agreement	0	\$ -	\$ -	0	0	\$ -	0
1-6.	Project Specific Financial Guarantee Bond (if required by DEP)	Reimbursable*	0	\$ -	\$ -	0	0	\$ -	0
<b>2.</b>	<b>FIELD ACTIVITIES - GENERAL</b>								
2-1.	Site Reconnaissance/Field Measurement Visit	Per Visit	0	\$ -	\$ -	0	0	\$ -	0
2-2.	Receptor Survey and Exposure Pathway Identification (Excludes report)	Per Survey	0	\$ -	\$ -	0	0	\$ -	0
2-3.	Professional Land Survey (If FDEP authorizes, submit quote(s) with Change Order)	Reimbursable*	0	\$ -	\$ -	0	0	\$ -	0
2-4.	Contractor Oversight for Non-Price Schedule Activities	Per Day	0	\$ -	\$ -	0	0	\$ -	0
<b>3.</b>	<b>MOBILIZATION</b>								
3-1.	Mobilization, Light Duty Vehicle (car or 1/2 ton truck) - ≤ 100 miles each way	Per Round Trip	0	\$ -	\$ -	0	0	\$ -	0
3-2.	Mobilization, Light Duty Vehicle (car or 1/2 ton truck) - > 100 miles each way	Per Round Trip	0	\$ -	\$ -	0	0	\$ -	0
3-3.	Heavy Duty/Stakebed Truck (3/4 ton +) - ≤ 100 miles each way	Per Round Trip	0	\$ -	\$ -	0	0	\$ -	0
3-4.	Heavy Duty/Stakebed Truck (3/4 ton +) - > 100 miles each way	Per Round Trip	0	\$ -	\$ -	0	0	\$ -	0
3-5.	Work Trailer - ≤ 100 miles each way	Per Round Trip	0	\$ -	\$ -	0	0	\$ -	0
3-6.	Work Trailer - > 100 miles each way	Per Round Trip	0	\$ -	\$ -	0	0	\$ -	0
3-7.	DPT Rig Mobilization - ≤ 100 miles each way	Per Round Trip	0	\$ -	\$ -	0	0	\$ -	0
3-8.	DPT Rig Mobilization - > 100 miles each way	Per Round Trip	0	\$ -	\$ -	0	0	\$ -	0
3-9.	Drill Rig Mobilization - ≤ 100 miles each way	Per Round Trip	0	\$ -	\$ -	0	0	\$ -	0

- Rounding Display Screenshots



- The Invoice Rate Sheet is filled out by the Contractor and submitted with the completed Deliverable to the appropriate Site Manager.
- **This Invoice Section:** Contractor should enter number of units for services performed.
- **Previously Invoiced Section:** For subsequent invoices, move the number of units already invoiced to the “Previously Invoiced” column.

- [Invoice Rate Sheet](#)



- **Task(s)/Pay Items:** Must name all tasks and/or pay items that are approved on the signed Invoice Rate Sheet (pay item(s) only needed if select item(s) from task are being billed rather than a complete task). Typos are not acceptable.
- **Approved Costs:** Must state amount approved including retainage. Approved Costs must match the “DEP Cost Share” amount from the signed Invoice Rate Sheet or a corrected Invoice Rate Sheet is needed.
- **Deliverable Received Date:** Must include dates on which deliverables were received by FDEP. Deliverable received date must be on or before the applicable deliverable due dates otherwise the deliverable approval letter should reference that the deliverable was late and what the appropriate financial consequence will be (*i.e. forfeiting retainage, etc.*).
- **Purchase Order #:** 6 digit/character ID (*i.e. AXXXXX*). Typos are not acceptable.



If the deliverables are found to be complete and acceptable the Site Manager will sign and date the Invoice Rate Sheet and return it to the Contractor along with a Deliverable Approval Letter.



The Alachua County Environmental Protection Department (ACEPD) has reviewed the Task 1 deliverable (Proposal, Affidavits, Site Access Agreement, and Health & Safety Plan) dated June 26, 2014 (received June 27, 2014), submitted for this facility. The deliverable is acceptable and demonstrates that the work outlined in Purchase Order (PO) # AA2418 for Task 1 was satisfactorily performed. Please continue implementation of the Purchase Order. The approved cost for completion of Task 1 is \$1,486.59 as detailed in the attached Rate Sheet for this referenced site.

The Petroleum Restoration Program (PRP) has reviewed the Limited Site Assessment Interim Report dated June 10, 2014 (received June 11, 2014). The Interim Deliverable is acceptable and demonstrates that the work outlined in PO # A9F1CC for Task 2 was satisfactorily performed. Please continue implementation of the purchase order A9F1CC. The approved cost for completion of this deliverable is \$9,413.50 as detailed in the attached rate sheet.

The Petroleum Restoration Program (PRP) has reviewed Task 1 deliverables and Task 2 line item 1.5 Off Site Access Agreement dated April 30, 2014 through May 20, 2014 (received May 27, 2014), submitted for this facility. The Interim Deliverables are acceptable and demonstrate that the work outlined in PO # A9FA83 was satisfactorily performed. The approved cost for completion of this deliverable is \$1,300 as detailed in the attached rate sheet. Please continue implementation of the Purchase Order by completing the remainder of Task 2.

The Florida Department of Health in Escambia County has reviewed the Task 2 Interim Deliverable dated May 30, 2014 (received May 30, 2014), and supplemental information received June 5, 2014 submitted for this facility. The Task 2 Interim Deliverable is acceptable and demonstrates that the work outlined in the Purchase Order (PO) # A993A9 for Task 2 was satisfactorily performed. Please continue implementation of the Purchase Order. The approved cost for completion of Task 2 is \$ 847.90.



- Not on Company letterhead
- Rate sheet filled out incorrectly or not at all
- Missing information in Deliverable Approval Letter
- Incorrect PRP Reference Number
- Incorrect Contractor #
- Incorrect Invoice Service Start and End Dates
- Missing Subcontractor's Utilization Report form
- Penny rounding errors





- **My Florida Market Place Vendor Information Portal:**

<https://vendor.myfloridamarketplace.com/vms-web/spring/login;jsessionid=7FB2237B200EEA17218615779705D226.jvm2?execution=e1s1>

- **Contractor Detail Status Report** (Status of invoices within PRP):

[http://appprod.dep.state.fl.us/www\\_stcm/reports/contractor\\_wo\\_ta\\_invoice\\_p.asp](http://appprod.dep.state.fl.us/www_stcm/reports/contractor_wo_ta_invoice_p.asp)

- **DFS Vendor Payment History:**

<http://flair.dbf.state.fl.us/dispub2/cvnhphst.htm>

- **MFMP Buyer Portal (For Site Managers Only):**

<https://buyer.myfloridamarketplace.com/Buyer/Main>

- [Sample PO](#)



## • PRP Accounting:

-	<b>Monica Brady</b>	<b>850-245-8844</b>	<a href="mailto:Monica.J.Brady@dep.state.fl.us">Monica.J.Brady@dep.state.fl.us</a>
-	<b>Derrick Woodard</b>	<b>850-245-7635</b>	<a href="mailto:Derrick.Woodward@dep.state.fl.us">Derrick.Woodward@dep.state.fl.us</a>
-	Clyde Alderman	850-245-7563	<a href="mailto:Clyde.Alderman@dep.state.fl.us">Clyde.Alderman@dep.state.fl.us</a>
-	Cynthia Holden	850-671-6347	<a href="mailto:Cynthia.Holden@yorkrsg.com">Cynthia.Holden@yorkrsg.com</a>
-	Debbie Harbison	850-245-8820	<a href="mailto:Deborah.Harbison@dep.state.fl.us">Deborah.Harbison@dep.state.fl.us</a>
-	Valoria Lanterman	850-245-8818	<a href="mailto:Valoria.Lanterman@dep.state.fl.us">Valoria.Lanterman@dep.state.fl.us</a>
-	Lauren Mackey	850-508-3467	<a href="mailto:Lauren.Mackey@dep.state.fl.us">Lauren.Mackey@dep.state.fl.us</a>
-	Natasha Toth	850-245-8924	<a href="mailto:Natasha.Toth@dep.state.fl.us">Natasha.Toth@dep.state.fl.us</a>
-	Andrea White	850-245-8731	<a href="mailto:Andrea.L.White@dep.state.fl.us">Andrea.L.White@dep.state.fl.us</a>



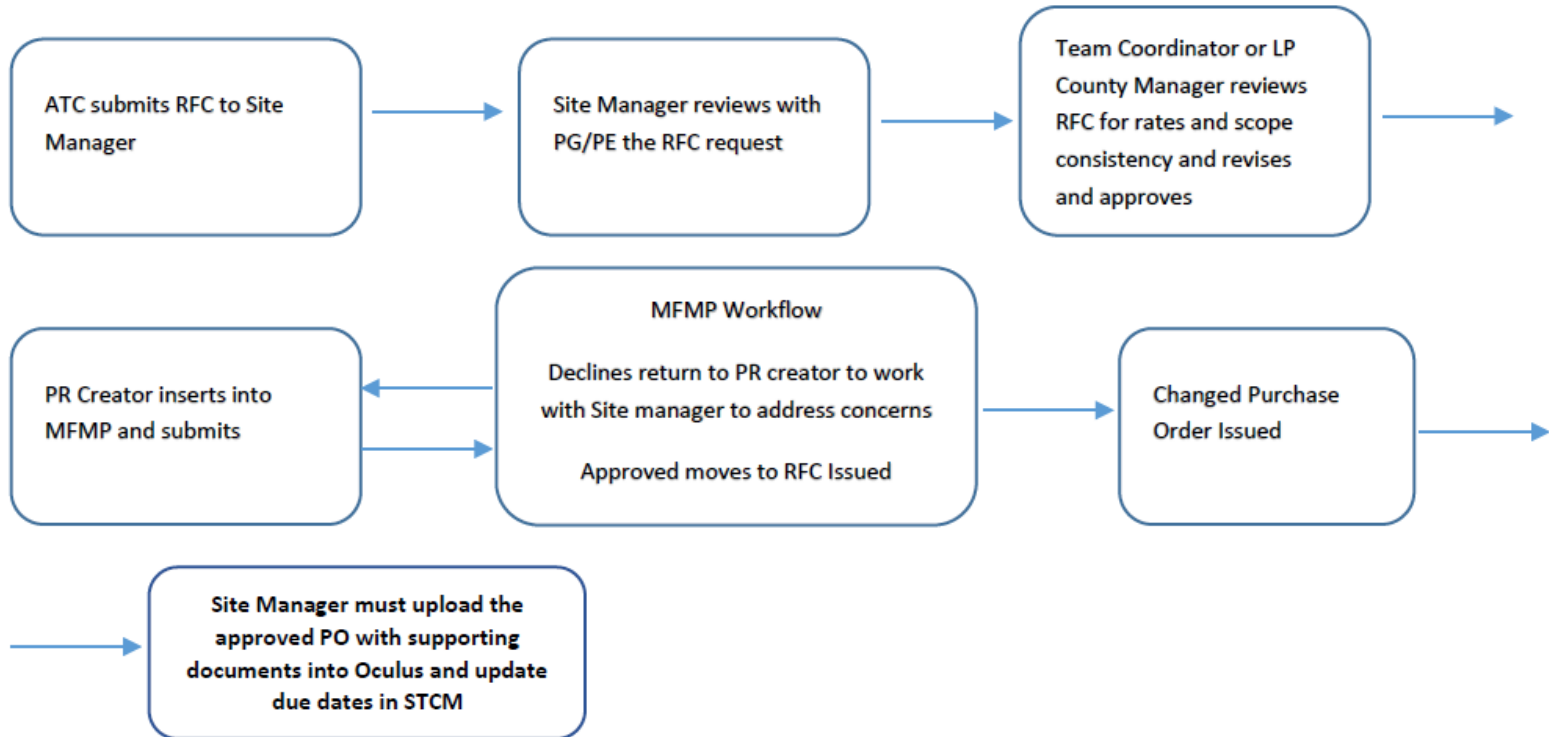
# Request for Change (RFC) Workflow

Natasha Lampkin



# RFC WORKFLOW

## Request for Change Order Workflow



# RFC WORKFLOW

- Contractor and Site Manager identify needed changes
- Contractor submits RFC to Site Manager
- Site Manager reviews RFC and signs when agrees
  - Technical Scope
  - Quotes
  - Consistency
  - Rates
  - Update SOW, SPI, Tables & Figures
- Site Manager consults with Team/LP PE or PG
- Team/LP PE review RFC and signs when agrees
  - Technical Scope
  - Quotes
  - Consistency



# RFC WORKFLOW

- Site Manager submits RFC to Team Coordinator/Manager for review
- Team Coordinator/Manager performs QA review and signs when agrees
  - Technical Scope
  - Quotes
  - Consistency
  - Rates
  - SOW, SPI, Tables and Figures
- ❖ **See sub-process for Field Request for Change**
- Team Coordinator/Manager forwards RFC package to PR Creator
  - LPs copy county Liaison





# PR Creators for POs and Cost

- **Joanie Diestelhorst:**

[Joanie.Diestelhorst@dep.state.fl.us](mailto:Joanie.Diestelhorst@dep.state.fl.us)

- Team 1
- Brevard (Indian River) County
- Alachua County

- **Rose Driber:**

[Rose.Driber@dep.state.fl.us](mailto:Rose.Driber@dep.state.fl.us)

- Team 2
- Team 4
- Team 5
- Pinellas County
- Volusia County

- **Magen Greene:**

[Magen.Greene@dep.state.fl.us](mailto:Magen.Greene@dep.state.fl.us)

- Team 3
- Team 6
- Palm Beach County

- **Caleb Selman:**

[Caleb.Selman@dep.state.fl.us](mailto:Caleb.Selman@dep.state.fl.us)

- Duval
- Miami-Dade
- Orange (Seminole and Osceola)

- **Kevin McCranie:**

[Kevin.McCranie@dep.state.fl.us](mailto:Kevin.McCranie@dep.state.fl.us)

- Broward
- Escambia (Santa Rosa, Okaloosa, Walton, Bay, Holmes and Washington) County
- Hillsborough
- Polk (Hardee and Highlands) County

- **Shoun Riley:**

[Shoun.Riley@dep.state.fl.us](mailto:Shoun.Riley@dep.state.fl.us)

- Sarasota County





# RFC WORKFLOW

- PR Creator enters RFC into MFMP
- RFC progresses through MFMP Workflow for approval
- Gatekeeper issues Changed PO
- Site Manager Updates dates in STCM
- Site Manager uploads RFC to OCULUS
  - RFC Form
  - Updated PO
  - Updated SPI
  - Update SOW
  - Quotes, Tables, Figures, etc.





# No Cost RFC PR Creators

No Cost RFCs (Date Extensions or \$0.00 increases or decreases do not have to go through normal PR creator or MFMP approval flow

- **Cheryl Stafford:**

[Cheryl.A.Stafford@dep.state.fl.us](mailto:Cheryl.A.Stafford@dep.state.fl.us)

- Team 1
- Team 2
- Team 3
- Team 4
- Team 5
- Team 6
- Duval
- Orange (Seminole and Osceola)

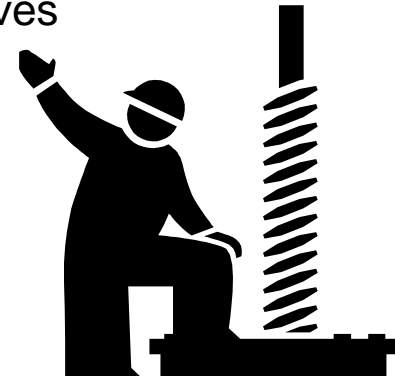
- **Judith Pennington:**

[Judith.A.Pennington@dep.state.fl.us](mailto:Judith.A.Pennington@dep.state.fl.us)

- Alachua
- Brevard (Indian River)
- Broward
- Escambia (Okaloosa, Santa Rosa, Walton, Bay, Holmes and Washington)
- Hillsborough
- Miami-Dade
- Palm Beach
- Pinellas
- Polk (Hardee and Highlands)
- Sarasota
- Volusia

# FIELD REQUEST FOR CHANGE

- Field Requests for Change Considerations
  - \$35,000 cumulative per Purchase Order or Work Order
    - Field Request for Change Report
      - STCM Reports on Toolbar
      - Contamination Data Reports
      - Work Orders
      - Field Change Order Tracking
  - Can Proceed with Work when Team Leader Approves
    - Diane Pickett
    - Rebecca Marx
    - Ken Busen
    - Stan Warden





# FIELD REQUEST FOR CHANGE (FRFC) WORKFLOW

- Review Process Requirements are the Same for

- Site Manager
- PE or PG
- Team Coordinator/Manager
  - LPs send to County Liaison



- Team Leader reviews and Approves

- Write FRFC in Top, Right Corner
- Consults with Gatekeeper
- Evaluates RFC Report for cumulative limit
- Emails Package to PR Creator
- Hand Delivers RFC form to PRP Accounting

- Scan and email Contractor copy and *Work can Begin*





# eQuotes

Prepared by Rickey Beasley

Presented by Kyle Kilga



# Stage 1 – Scope Development

- Site Manager and Professional must consider if the site is ready to move forward with remediation activities/other activities
  - Is all data current?
  - Is the system appropriate?
  - Is additional assessment needed prior to performing remedial activities?
- Site Manager develops SOW and STCM SPI and move it through the STCM SPI flow
- Is the proposed scope >\$195k?
  - Remember to include estimated cost of Section 22 items



# Stage 1 – Scope Development

- SPI run thru RCI in order to verify >\$195k, and
- Download SPI to SPI template workbook
- eQuote Pre-meeting
  - eQuote Coordinator, Site Manager, Professional Engineer and Professional Geologist
  - Thoroughly review SOW and SPI based on site history and lessons learned from prior eQuote projects
- Revise SOW and update SPI in STCM



# Stage 2 – Creation of eQuote

- RCI Specialist Runs RCI to determine participants and average cost
  - 5 participates for LSSI eQuotes
  - 10 participates for estimated scopes \$195k – \$500k
  - 20 participates for estimated scopes >\$500k
- If Owner participation site, email sent with pool of participants and owner has 3 business days to decline 1 contractor.
- eQuote Coordinator
  - Prepare site specific eQuote SPI template - Attachment B
    - Contains Instruction tab
  - Add eQuote text box to SOW and insert figures – Attachment A
    - Notes regarding DEP eQuote process and attachments referred in the eQuote invitation



# Stage 2 – Creation of eQuote

- Create an eQuote in MFMP Sourcing 3.0
  - Add section(s) to the eQuote template per eQuote Team directive (quote requirements, proposal requirements, etc.)
  - Fixed time (~10 business days)
    - Question period ~ 5 days
    - DEP Answers published ~ 2 days
  - Enter selected participants



# Stage 3 – Release eQuote (Invitation)

- eQuote Coordinator will publish the eQuote
- MFMP (Ariba) Sourcing 3.0 will send a invitation email to all RCI invited participants
- eQuote Coordinator will send a Department invitation email outside of MFMP Sourcing 3.0 to all RCI invited participants from PRP.eQuote shared mailbox



# Stage 4 – eQuote Contractors and Responses

- Contractor must Acceptance of the MFMP terms and conditions
- Review the eQuote Content
- Read the SOW and review SPI
- Identify if they Intend to Participate or Decline to Participate



# Stage 4 – Submit Question

- Contractors have 5 days to submit questions concerning the eQuote on the MFMP message board
- The Department has 2 days to assemble all questions and provide a Department Response (input from eQuote team-SM/PE)
- If any questions submitted changes the SOW or SPI, the Department will update the eQuoting event with revised documents (Example: Attachment B (Revision 1) – Schedule of Pay Items - 298628974)
- Department Response document posted to message board





# Stage 4 – Rules

- Contractor cannot exceed the ceiling rates of the ATC contract
- Contractor must obtain hard quotes for all reimbursable line items
  - The Department will not increase a line item rate for any quoted cost (exception are permit fees)
- The Department will not pay for a RAP modification
- If the Contractor submits a decline email or response in MFMP the Department will remove the Contractor from the eQuote event and remove the encumbrance



# Stage 4 – Contractor Response

- Upload a completed SPI document
- Enter the total cost located on the SPI
- Answer all questions in the eQuote document
- Enter Contractor's nearest office location (> or < 100 miles)
- Enter all Subcontractor office locations (> or < 100 miles)
- Submit response prior to deadline



# Stage 5 – Review

- eQuote coordinator will evaluate all eQuote event responses
  - Review all cost to ensure contractor hasn't exceeded ATC ceiling rate
  - Review that all line item cost are responsible cost
  - Remove all \$0.00 indicators
  - Determine responsive and responsible quotes



# Stage 6 – Tabulation

- eQuote Coordinator will draft a tabulation document
- eQuote Coordinator submits draft document to Contractor Manager (Martin Ehlen)
- Contractor Manager approves or denies draft tabulation document
- eQuote Coordinator uploads approved tabulation document to MFMP Sourcing 3.0 message board



# Stage 6 – Contractor Quote Questions

- eQuote Coordinator may question the ability of a contractor to complete the scope due to a low cost line item
- eQuote Coordinator will consult with the eQuote team on all line items the coordinator calls into question
- eQuote coordinator will reach out to the contractor (via email) to ensure the Contractor did not submit a quote with a error in cost in one or more of the line item.
- eQuote coordinator will summarize the decision and email response in a Department memorandum that must be submitted with the PR.



# Stage 7 – Purchase Requisition

- eQuote Coordinator updates SOW to standard format
  - (without making changes)
- Update eQuote SPI to a standard SPI template
  - (may only add estimated Permit Fees if applicable)
- PR created and submitted with eQuote documentation

# Stage 8 – MFMP Approval Flow

## Florida Department of Environmental Protection



- Each approver must review and approve the PR in MFMP (this is also a QA step)
- Purchase Order issued by Gatekeeper





# Links

## MFMP Sign-on Website

<https://buyer.myfloridamarketplace.com/Buyer/Main/>

## MFMP University

[http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace/mfmp\\_university](http://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_university)





# Team Building Exercise

Natasha Lampkin



# LUNCH



# Storage Tank Contamination Monitoring (STCM) Helpful Hints

## Storage Tank Contamination Monitoring (STCM) Helpful Hints

Natasha Lampkin

<http://depapps.dep.state.fl.us:7777/>



# Discharge Information

Florida Department of Environmental Protection - Enterprise Applications

Facility Discharge Tasks Rayr Codes Media Poll Comments Utilities History RePorts Help Exit ORACLE

Storage Tank/Contamination Tracking - Discharge Information

Co / Facility*	Facility Name and Address	Manager	Role
7 / 8626506	CALHOUM CNTY SCHOOL BD-ALTHA SCHOOL	LAMPKIN_N	CSM
Facility Status	25793 N MAIN ST (HWY 74)	Facility Cleanup Status	ONGO
OPEN	ALTHA Florida	Highest Discharge Score	75
		Discharge Record	1 of 2

Cleanup Info	Info Source	Discharge Score
COMPLETED	E EDI	75
	Lead Agency	Score Effective Date
	BPSS BUREAU OF PETROLEUM	08/04/2010
	Cleanup Required*	
	R CLEANUP REQUIRED	

Discharge Info	Discharge Date*	Inspection Date
	09/09/1987	07/18/1988
	Combined With	Cleanup Status/Date
		SRCR 08/19/2014

Eligibility and Application Info	Application Received	Cleanup Program	Lead	Status	Determination Letter Sent	Redetermined?
	09/16/1987	E	S	E	08/12/1988	N

Press the UP or DOWN arrow for more data

Record: 1/?



# Deliverable Information

Florida Department of Environmental Protection - Enterprise Applications

RePorts Project Help Exit Window ORACLE

Storage Tank/Contamination Tracking - Task Report Information

**Task Report Information**

Del. #	W.O #	Co	Facility *	Discharge Date *	Task Name *	Report Type *	Due Date	Received	Status & Date	Comment
7	GC721-012R	65	8944348	10/31/1996	RAP	RAP	04/25/2014	04/21/2014	A 09/30/2014	RAP APPROVED
4	GC721-012R	65	8944348	05/16/1995	RAP	RESPONSE	03/04/2014	03/04/2014	C 03/15/2014	
2	GC721-012R	65	8944348	10/31/1996	RAP	PILOTREPT	12/31/2013	12/13/2013	A 02/24/2014	
1	GC721-012R	65	8944348	05/16/1995	RA	INTERIM	10/31/2013	02/24/2014	A 03/03/2014	
7	GC721-012P	65	8944348	10/31/1996	RAP	PILOTPLAN	01/18/2013	01/18/2013	A 02/14/2013	
4	GC721-012P	65	8944348	05/16/1995	SA	SSA	11/27/2012	11/16/2012	A 11/19/2012	
2	GC721-012P	65	8944348	10/31/1996	SA	INTERIM	10/27/2012	10/18/2012	A 10/18/2012	
3	GC721-012P	65	8944348	05/16/1995	SA	SSA	10/27/2012	10/26/2012	C 11/08/2012	
1	GC721-012P	65	8944348	05/16/1995	SA	INTERIM	08/31/2012	09/21/2012	A 10/18/2012	
7	GC721-012O	65	8944348	10/31/1996	SA	SSA	05/21/2012	05/21/2012	A 06/21/2012	
7	GC721-012N	65	8944348	10/31/1996	RA	LETTER	02/28/2012	02/28/2012	A 03/13/2012	
3	GC721-012L	65	8944348	10/31/1996	RA	RESPONSE	02/13/2012	02/06/2012	A 02/06/2012	
7	GC721-012L	65	8944348	10/31/1996	RA	RESPONSE	02/03/2012	02/03/2012	A 02/06/2012	
7	GC721-012J	65	8944348	05/16/1995	RA	RESPONSE	12/31/2011	12/23/2011	A 12/29/2011	

Tab to "Comment", then press [Ctrl+E] to enter Comments.

Record: 7/? ... List of Valu...



# Work Order Module

Florida Department of Environmental Protection - Enterprise Applications

Work Order Invoices Tasks Deliv Histories Codes Budtrack Data Cleanup Facility and Work Order RAI Com ORACLE

Storage Tank/Contamination Tracking - Work Order Data Entry

Type:  Work Order  Task Assignment  
Work Order Number: GC848-006A  
WO RAI:      
Print WO/TA:  Canceled:  Verified:   
RCI Exclusion:  SPI Quantity ID:

Co: 6 Facility ID\*: 9500022 Name: STEVENS AUTO SVC CTR Contractor ID\*: 00299 Name: EARTH SYSTEMS INC.

Work Order Deliverables Description Invoice / CO Cap and Deductible Budtrack Deliverables Budtrack CO DOWNLOAD\_TAB

Facility Contractor

Address: 2829 PEMBROKE RD Address: 445 LANTANA ROAD, SUITE 5  
City: HOLLYWOOD FL Zip: 33023 City: LANTANA State: FL Zip: 33462  
Manager: DAVID SINGLETON Phone: (954)519-1429 Rep: SCOTT G MOORE Phone: (561)588-3985  
Score: 74 County: BROWARD Team: PCLP6 FEID: 59-3575339 Pac #: Qualified For Work:   
FAC RAI:  RAI Facility Begin: End: Contract #: GC848 Contract Manager:  
Imminent Threat Status: Purchase Requisition: PR8153151 Purchase Order: AA543  
WO/TA Sub Type\*: PPP — PETROLEUM RESTORATION PROGRAM Priority Code: 3A  
Funding Eligibility\*: PRIORITY SCORE ORDER Cost Center\*: 37450404555-JQ-087888-4773-139900 Fiscal Year: 2013-2014  
Admin Signature: 07/22/2014 WO Returned: 08/25/2014 WO End: WO Paid in Full:

Funding Eligibility  
Record: 1/1



# Work Order Module Invoices and Change Orders

Florida Department of Environmental Protection - Enterprise Applications

Work Order Invoices Tasks Deliv Histories Codes Budtrack Data Cleanup Facility and Work Order RAI Com ORACLE

Storage Tank/Contamination Tracking - Work Order Data Entry

Type:  Work Order  Task Assignment  
 Work Order Number: GC848-002A  
 WO RAI:  RCI Exclusion:   
 Canceled:  Verified:  SPI Quantity ID:

Co: 6 Facility ID\*: 9200904 Name: FOREST LAWN MEMORIAL Contractor ID\*: 00299 Name: EARTH SYSTEMS INC.

Work Order Deliverables Description Invoice / CO Cap and Deductible Budtrack Deliverables Budtrack CO DOWNLOAD\_TAB

Original WO Amt: \$30,363.00 Admin Sig Date: 03/25/2014 Fiscal Year: 2013-2014 Cost Center: 37450404555-JQ-087888-4773-139900 BCO Approval: 03/25/2014

Inv Amt	CO #	CO Amount	Admin Sig Date	Invoice #	Inv Date	Received Date	Inv Item ##	BCO Approval
\$1,156.50		\$0.00		2014-0869	08/13/2014	08/14/2014	1	
\$0.00	2	\$500.00	07/02/2014	RFC1	06/20/2014	06/20/2014	1	07/22/2014
\$0.00	1	-\$550.00	03/27/2014	PO ADJUSTMENT	03/27/2014	03/27/2014	Adj	04/08/2014

Total CO Amount: -\$50.00 Total Clock-Stopped / Rejects: \$0.00  
 New WO Total (CO Applied): \$30,313.00 Total Retainage: \$3,031.30  
 Total Invoice Amount: \$1,156.50 Balance: \$29,156.50

Record: 2/3



# SPI Screen

Florida Department of Environmental Protection - Enterprise Applications

Workorder Codes RePorts Exit Window ORACLE

Storage Tank/Contamination Tracking - SPI Quantities

Facility ID\* 01 **8500047** SUNOCO #0916-4880 DEP Cost Share\* 74.90 RP 25.10 SPI Quantities ID 399

Pac ID PAC362 Imminent Threat Contract Assignment Type\* SHARE Discharge Eligibility Score

Solicitation\* SOLITICATION 2014004C-NRAD NORTH REGION Region NRAD  RCI Excluded

SPI Status\* AA APPROVED BY ADMINISTRATOR SPI Status Date\* 09/25/2014

Description OWNER SIGNED PAC AGREEMENT 5/6/2014 AND AFFIDAVIT 4/23/2014 AGREEING TO ALLO Pending or Assigned RCI

Task Total based on Average Costs \$1,212.22

Phase\* RA REMEDIAL ACTION SubPhase\* PARM POST ACTIVE REMEDIATION MONITO

Task 1 Task Description\* OFFICE ACTIVITIES

Pay Item	Item Description	Unit Type	Quantities	Average Cost	Total
1.	OFFICE ACTIVITIES				
1-1.	FILE REVIEW	REVIEW	1.00	\$542.66	\$542.66
1-2.	SITE HEALTH & SAFETY PLAN	SITE	1.00	\$305.68	\$305.68
1-3.	NOTICE OF DISCOVERY OF CONTAMINATION PACKAGE (INITIAL OR TPO	PACK		\$283.71	
1-4.	PERMIT FEES - ACTUAL FEE ONLY, COST TO OBTAIN PERMIT IS INCLUDE	REIM		\$0.00	
1-5.	OFF-SITE PROPERTY ACCESS AGREEMENT	AGREE	1.00	\$363.89	\$363.89
1-6.	PROJECT SPECIFIC FINANCIAL GUARANTEE BOND (IF REQUIRED BY DEP)	REIM		\$0.00	
2.	FIELD ACTIVITIES - GENERAL				
2-1.	SITE RECONNAISSANCE/FIELD MEASUREMENT VISIT	VISIT		\$591.01	

OTHER Items View Task Scope of Work View Entire Scope of Work

Enter the Facility ID  
Record: 1/?





# View Entire Scope of Work

Florida Department of Environmental Protection - Enterprise Applications

Workorder Codes RePorts Exit Window ORACLE

Scope of Work Effort View

Facility 01 8500047 Phase RA Subphase POST ACTIVE REMEDIATION MONITORING Close

Solicitation Number SOLICITATION 201400 Description OWNER SIGNED PAC AGREEMENT 5/6/2014 AND AFFIDAVIT Status AA-APPROVED BY ADMINISTRATOR

Task	Item	Description	Unit Type	Units	Average Cost	Total
1	1.	OFFICE ACTIVITIES				
1	1-1.	FILE REVIEW	REVW	1.00	\$542.66	\$542.66
1	1-2.	SITE HEALTH & SAFETY PLAN	SITE	1.00	\$305.68	\$305.68
1	1-5.	OFF-SITE PROPERTY ACCESS AGREEMENT	AGREE	1.00	\$363.89	\$363.89
2	3.	MOBILIZATION				
2	3-1.	MOBILIZATION, LIGHT DUTY VEHICLE (CAR OR 1/2 TON TRUCK) -	RNDTP	1.00	\$437.66	\$437.66
2	8.	SAMPLE COLLECTION AND FIELD TESTING				
2	8-1.	MONITORING WELL SAMPLING WITH WATER LEVEL, <= 100 FOOT	WELL	7.00	\$192.35	\$1,346.47
2	9.B.	WATER ANALYSIS				
2	9-27.	WATER, BTEX + MTBE (EPA 602, EPA 624, EPA 8021 OR EPA 8260)	SAMP	7.00	\$40.66	\$284.59
2	9-30.	WATER, POLYCYCLIC AROMATIC HYDROCARBONS, INCLUDING 1-	SAMP	7.00	\$86.55	\$605.87
2	9-36.	WATER, TOTAL RECOVERABLE PETROLEUM HYDROCARBONS (FL	SAMP	4.00	\$61.63	\$246.52
2	9-53.	WATER, NITRATE [AS N] (EPA 300.0 OR EPA 353.2)	SAMP	3.00	\$13.56	\$40.68
2	9-57.	WATER, ORTHOPHOSPHATE [AS P] (EPA 300.0, EPA 300.1, EPA 365	SAMP	3.00	\$15.34	\$46.03
2	9-58.	WATER, RESIDUE-FILTERABLE [TOTAL DISSOLVED SOLIDS] (SM 2	SAMP	3.00	\$11.78	\$35.33

DEP Share 74.90% \$9,752.95 RP Share 25.10% \$3,268.35 Total for Scope of Work based on Average Costs \$13,021.30

Display only: Facility ID  
Record: 1/43



# RCI Screen

Florida Department of Environmental Protection - Enterprise Applications

Workorder Codes RePorts Exit Window

Storage Tank/Contamination Tracking - RCI Calculation

Facility ID\* 29 8508981 PRESTO FOOD STORE #36 Contract Assignment Type RCI CONTRACT SELECTED

SPI Quantities ID 164 Solicitation SOLITICATION 2014004C-CRAD CENTRAL REGION Region CRAD SPI Status/Date AA 09/03/2014 DEP Cost Share 100.00

SPI Description PBC VERIFICATION SAMPLING SPI Created By MILINKOVIC\_D Site Manager MILINKOVIC\_D Team PCTM1 RCI Excluded

Description

Calculate RCI Date Calculated 09/12/2014 01:14 PM DEP Cost Share Amount \$3,481.00 Encumbrance Approved Date 09/30/2014

RCI Rank	Contractor ID	Company Name	Qualified for Work	RCI Score	Negotiate Offer / Date	Status	Status Date	Schedule Amount	Schedule Rank	Bonding Cap	Encumbrance Balance
1	269	FLORIDA GEOTECHNICAL EN	Y	.63	<input checked="" type="checkbox"/> 09/12/2014	A	09/17/2014	\$3,481.00	19	\$3,000,000.00	\$1,888,435.11
2	381	STREAMLINE ENVIRONMENT.	Y	.60	<input type="checkbox"/>			\$3,719.50	36	\$3,000,000.00	\$1,936,926.41
3	1010	VALUE ENVIRONMENTAL SEI	Y	.59	<input type="checkbox"/>			\$3,460.00	17	\$1,000,000.00	\$1,004,827.26
4	600	MDM SERVICES, INC.	Y	.56	<input type="checkbox"/>			\$3,051.00	10	\$3,000,000.00	\$2,040,277.39
4	1184	HANDEX CONSULTING AND R	Y	.56	<input type="checkbox"/>			\$3,627.20	30	\$3,000,000.00	\$2,033,269.07
5	833	ELLIS & ASSOCIATES, INC. (	Y	.55	<input type="checkbox"/>			\$3,599.30	28	\$3,000,000.00	\$2,074,769.70
5	299	EARTH SYSTEMS INC.	Y	.55	<input type="checkbox"/>			\$3,699.00	34	\$3,000,000.00	\$2,048,112.00
6	1025	PPM CONSULTANTS, INC.	Y	.54	<input type="checkbox"/>			\$3,729.03	38	\$3,000,000.00	\$2,074,955.10
7	1250	APPLIED SCIENCE & ENGINEE	Y	.53	<input type="checkbox"/>			\$2,385.00	1	\$500,000.00	\$717,251.76
7	1395	AHS-GEAR LLC	Y	.53	<input type="checkbox"/>			\$3,334.58	14	\$1,000,000.00	\$1,097,807.46
7	236	AECOM TECHNICAL SERVI	Y	.53	<input type="checkbox"/>			\$4,238.30	54	\$3,000,000.00	\$2,074,176.86
8	144	GLE ASSOCIATES, INC.	Y	.51	<input type="checkbox"/>			\$4,576.00	55	\$3,000,000.00	\$2,133,835.25



# RCI Status Codes

Florida Department of Environmental Protection - Enterprise Applications

Workorder Codes RePorts Exit Window

ORACLE

RCI Status

Find %

Status	Description
A	ASSIGN
D	DECLINE
N	NOT AWARDED
P	PENDING
S	STOP SCOPE
U	UNRESPONSIVE / NOT RESPONSIVE

Find OK Cancel

Contract Assignment Type **RCI** CONTRACT SELECTED

AD CENTRAL REGION Region CRAD SPI Status/Date AA 09/03/2014 DEP Cost Share 100.00

By MILINKOVIC\_D Site Manager MILINKOVIC\_D Team PCTM1 RCI Excluded

DEP Cost Share Amount \$3,481.00 Encumbrance Approved Date 09/30/2014

Date	Status	Status Date	Schedule Amount	Schedule Rank	Bonding Cap	Encumbrance Balance
2/2014	A	09/17/2014	\$3,481.00	19	\$3,000,000.00	\$1,888,435.11
			\$3,719.50	36	\$3,000,000.00	\$1,936,926.41
			\$3,460.00	17	\$1,000,000.00	\$1,004,827.26
			\$3,051.00	10	\$3,000,000.00	\$2,040,277.39
			\$3,627.20	30	\$3,000,000.00	\$2,033,269.07
			\$3,599.30	28	\$3,000,000.00	\$2,074,769.70
			\$3,699.00	34	\$3,000,000.00	\$2,048,112.00
			\$3,729.03	38	\$3,000,000.00	\$2,074,955.10
			\$2,385.00	1	\$500,000.00	\$717,251.76
			\$3,334.58	14	\$1,000,000.00	\$1,097,807.46
			\$4,238.30	54	\$3,000,000.00	\$2,074,176.86
			\$4,576.00	55	\$3,000,000.00	\$2,133,835.25



# Historical Costs

- From the Work Order Query Screen
- Choose Work Order from the Toolbar
- Choose Historical Payments
- Enter 7 digit FAC ID and F12

Storage Tank/Contamination Tracking - PCT Historical Payments

PCT Historical Payments

Facility ID	Data set	Activity Date	Total Payment
8502654	FCFS	07/17/1990	\$40,251.00
8502654	LPSPASM	04/12/1990	\$42,754.90
8502654	SPASM	07/24/1998	\$389,083.88

Facility ID: 8502654

FCFS Total: \$40,251.00

LPSPASM Total: \$42,754.90

SPASM Total: \$389,083.88



# Agency Term Contractor (ATC) Performance Evaluation

John Wright



# Agency Term Contractor (ATC) Performance Evaluations Cont.

- Evaluations provide important link between ATCs performance and future work in PRP
- Authority provided in Sections 287.057 and 376.3071, F.S., and Chapters 62-772 and 62-780, F.A.C.
- Important to both PRP and ATCs



# Agency Term Contractor (ATC) Performance Evaluations Cont.

- Communication and Documentation **Vital** throughout time span of Each Purchase Order
- Document It All - “The Good, The Bad and The Ugly”
- Utilize Emails/Phone Logs/ Notes to File/, etc.,



# Agency Term Contractor (ATC) Performance Evaluations Cont.

- Site Managers Should Raise Potential Problems or Issues Promptly to Team Leader or County Manager
- Bring in PG/PEs as Appropriate
- Team Leader Will Assist in Resolving Problems or Issues
- When Necessary Problems or Issues Will Be Taken to the Program Administrator.





# Agency Term Contractor (ATC) Performance Evaluations Cont.

- The PRP Contract Manager will Evaluate Each Contractor Annually—Utilizing the Interim Contractor Performance Evaluation (ICPE) Forms



# Agency Term Contractor (ATC) Performance Evaluations Cont.

- How to Complete the ICPE Form
- PRP Directive 140 Provides Specific Instructions in Attachment A
- <http://www.floridadep.gov/waste/petroleum-restoration/documents/contractor-performance-evaluations-guidance>



# Agency Term Contractor (ATC) Performance Evaluations Cont.

- The Link to the ICPE is:

[http://www.floridadep.gov/waste/  
petroleum-restoration/forms/interim-  
contractor-performance-evaluation-form](http://www.floridadep.gov/waste/petroleum-restoration/forms/interim-contractor-performance-evaluation-form)



# Agency Term Contractor (ATC) Performance Evaluations Cont.

- There are Seven Topic Areas
  - Quality/Accuracy
  - Timeliness
  - Invoicing
  - Reports
  - Communication
  - Cost Control
  - Technical Competence and Expertise



# Agency Term Contractor (ATC) Performance Evaluations Cont.

## QUESTIONS?





# Site Manager Roundtable

## Site manager Panel