



Florida Department of Environmental Protection

Petroleum Restoration Program

Implementation Tips for the Agency Term Contracts

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Petroleum Restoration Program

Austin Hofmeister
Program Administrator

Natasha Lampkin
Environmental Administrator



SPI Guidance on the Templates Webpage

AutoSave Off | SPI_Guidance_24Oct16 - Read-Only - Excel | Lampkin, Natasha

File Home Insert Page Layout Formulas Data Review View Developer Help Power Pivot Tell me what you want to do

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1	Facility Name:																			
2	FDEP Fac.ID #:																			
4	Region:																			
5	Site Manager Name:																			
6	Site Manager Phone:																			
7	Site Manager email:																			



Not applicable to new ATC Amendment

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be used

PAY ITEM	DESCRIPTION	UNIT OF MEASURE	TASK 1 UNITS	TASK 2 UNITS	TASK 3 UNITS	TASK 4 UNITS	TASK 5 UNITS	TASK 6 UNITS	TASK 7 UNITS	TASK 8 UNITS	TASK 9 UNITS	TASK 10 UNITS
1.	OFFICE ACTIVITIES		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1-1.	File Review	Per Review	1									
1-2.	Site Health & Safety Plan	Per Site	1									
1-2.a.	Site Health & Safety Plan for Continued Work at no cost to FDEP	Per Site	1									
1-4.	Permit Fees - actual fee only, cost to obtain permit is included in applicable pay items	Reimbursable*	1									
1-5.	Off-Site Property Access Agreement	Per Agreement	1									
1-5.a.	Site Property Access Agreement for Source Property at no Cost to FDEP	Per Agreement	1									
1-7.	6% Handling Fee for Cost Reimbursable Items	% Surcharge	1									
3.	MOBILIZATION											
3-1.	Mobilization, Light Duty Vehicle (car or 1/2 ton truck) - ≤ 100 miles each way	Per Round Trip		1								
3-2.	Mobilization, Light Duty Vehicle (car or 1/2 ton truck) - > 100 miles each way	Per Round Trip		1								

Give this item if the contractor will be new to the site. Direct Assign ATCs do not get this pay item.

Source Removal SPI | PARM & NAM SPI | **Well Abandonment SPI**

Cell F12 commented by Bayliss, Christopher J.



ATC Amended and Restated on ATC Web page

Unless otherwise specified, the following pay items **INCLUDE**:

- a. All equipment, material, and labor costs.
- b. Acquisition of all required permits, excluding actual permit fee.
- c. Field oversight by a qualified Engineer or Geologist.
- d. Onsite temporary storage of soil/material (e.g., roll off box).
- e. Small on-site storage tanks $\leq 2,000$ gallon capacity.
- f. Sampling/testing of backfill and/or flowable fill per specification
- g. Complying with OSHA safety requirements.
- h. Temporary Security Fencing.
- i. Safety Devices (barricades, lights, signs, concrete barriers, trench boxes and plates).
- j. Stormwater/erosion control measures.

Unless otherwise specified, the following pay items do **NOT INCLUDE**:

- a. Mobilization of Personnel and Equipment to and from site (Use Mobilization pay item).
- b. Debris, waste and product removal and/or disposal (Use Debris, Waste and Product Removal and Disposal pay item).
- c. Concrete and asphalt replacement (Use Resurfacing pay item).
- d. Sample Collection of effluent or waste or for classification (Use Sample Collection pay item).
- e. Laboratory analysis of effluent for waste for classification (Use Laboratory Analysis pay item).



Scoping Work under ATC

- Rates listed in the ATC and SPI are **Maximum** Compensation Rates.
- If there is an applicable contract pay item, then it must be used.
 - Even for Proprietary or Sole Source items
- Quotes:
 - 3 quotes > \$2,500
 - Sole source requires only 1 quote regardless of cost
 - Requires statement from the product vendor confirming the current (6 months) proprietary status of the specific product(s).
 - Submitted to site manager concurrently
 - Company Name, Address, Contact Information
 - Sales Tax and Shipping should be included in the quoted amount
 - Can only be manually added if quote states they are not included in amount
 - Do not write vendor name on SPI



Petroleum Restoration Program

In-Situ Injection



Section 14. In-Situ Injection

- Included in the Rates for Pay Items:
 - All equipment, material, and labor costs
 - Field oversight by a qualified Field Technician
 - Direct push boring (if using DPT)
 - Acquisition of all required permits (not actual permit fee)
 - Preparation / mixing of material to be injected
 - Injection / application of material
 - Grout sealing boreholes (if using DPT)
 - Setup and dismantling the injection equipment



Section 14. In-Situ Injection

- **Not** Included in the Rates for Pay Items:
 - Mobilization of personnel and equipment
 - Actual permit fees
 - Trenching
 - Material to be injected
 - Waste disposal
 - Sampling and Analysis
 - Reports



Section 14. In-Situ Injection

- 14-1. Direct Push Boring with In-Situ Injection: [~~Per Foot~~ Day]
 - This item will not be prorated
- 14-2. Injection Into Existing Well / Treatment Point: [~~Per Injection Point~~ Day]
 - This item will not be prorated
- 14-3. Materials to be Injected: [Reimbursable].
 - Additional costs for labor are not scoped
 - All costs from vendor (except mobilization) are included in the rate for materials or the pay item rates



Section 14. In-Situ Injection

- 14-4. Groundwater Injection System (not by direct push) [Per Week]
- 14-5. Groundwater Injection System (not by direct push) [Per Month]

Groundwater Injection System Must Include:

- Potable water transfer
- Pressure gauges
- Mixing system
- Equipment to transfer mixed solution and water
- Manifold with legs to each treatment point (equipped with gauges and meters)



Section 14. In-Situ Injection

- Temporary / Short Term / Non-Continuous Injection Activities
 - Short Term (< 6 months)
 - May involve active periods separated by inactive periods
 - Does not qualify for System Integration & Startup Pay Items from Section 15.B.
 - Does not qualify for System O & M Packages from Section 17
 - May use Injection System (14-4 or 14-5) in conjunction with Injection into Treatment Point (14-2)
 - PE Project Oversight (21-8) up to 3 hours per week



Section 14. In-Situ Injection

- Permanent / Long Term / Continuous Injection Systems
 - Long Term (> 6 months)
 - Trenching (15-1 or 15-2)
 - System Installation / Integration / Startup (15-4 through 15-6)
 - Only when the majority of the “included” work items listed in Section 15.B are being performed
 - Injection System Rental (14-5)
 - System O & M Package (17-1 through 17-4)
 - PE O & M Oversight (21-8) up to 3 hours per month



Petroleum Restoration Program

Pre-Drilling Meetings and Teleconferences



Pre-Drilling Meeting

- A meeting or teleconference between the ATC, Site Manager and Driller will be allowed prior to subsurface work.
- This is allowed for each task that includes sub-surface activities.
- The ATC has the right to hold a teleconference or meeting. A site manager will not deny this request.
- Soil borings by Hand Auger will not normally require a pre-drilling meeting or teleconference, however:
 - Pre-drilling meetings on site may determine that hand augers may be the most appropriate option.
 - Site specific reasons may indicated a pre-drilling meeting or teleconference is needed prior to hand auger activities.



Pre-Drilling Meeting

- Each PR or CO that includes drilling or DPT work must include:
 - A pre-drilling meeting, or
 - A pre-drilling teleconference, or
 - A statement that all parties (ATC, Driller, SM) agree that a pre-drilling meeting or teleconference is not necessary.
- ATCs should invite Owners, Responsible Party and Tenants to participate in pre-drilling meetings and teleconferences.
- The ATC is responsible for coordinating planned work with the Owner, RP and Tenant.
- Failure to adhere to the requirements for pre-drilling meetings or teleconferences included in the PRP guidance documents may result in out of pocket costs for the Contractor to re-mobilize personnel and equipment, or to re-perform work deemed necessary as a result.



Pre-Drilling Meeting

- Pre-drilling teleconference
 - 1 hour of a Scientist for each the ATC and the Driller (20-6)
- Pre-drilling on-site meetings
 - 1 mobilization each for the ATC and the Driller (3-1 or 3-2)
 - 1 hour of a Scientist for each the ATC and the Driller (20-6)
- Site Recon in same visit (If not been previously on site)
 - 1 unit of Site Reconnaissance/Field Measurement Visit (2-1)
- Documentation of the reason(s) and agreement by the ATC, the Driller and the Site Manager to hold or not hold a meeting or teleconference should be inserted into the OCULUS site file.



Petroleum Restoration Program

Well Abandonment



Well Abandonment

- SOP PCS – 006 (included in ATC)
- Requires removal of well pads during abandonment
- Requires removal of manholes during abandonment
- Casing should be removed by cutting to 6” below land/dirt surface
- Requires a licensed Florida Water Well Contractor



Well Abandonment

- Pad and Manhole removal costs are included in the per foot rates in Line Items 7-1 through 7-4
 - See questions and answers 36, 281 and 424 from the ITN
- Line Item 7-7 is scoped only when the pad or manhole is being removed and the well is not being abandoned
- Mobilization for a Rig to mix grout is not scoped
 - See questions and answers 119 and 503 from the ITN



Petroleum Restoration Program

Cost Savings Template



Cost Share vs. Savings

- Cost Share is when an RP is paying a percentage
 - This requires site managers to confirm ATC received payment from the RP
- Cost Savings is when the Department receives a Savings – not through a cost share
 - This **does not** require the site manager to confirm payment to the ATC



Cost Savings SPI Differences

Facility Name: _____	Lock Cells	Contractor: _____	Retainage %: 5%	Purchase Order: _____
7-Digit Facility ID #: _____		CID #: _____	FDEP Cost %: 100.00%	Download Date: _____
County: _____		Contract #: _____	Total Extended Cost: \$ -	Assignment Type: _____
Region: _____		SPI ID #: _____		

23.	Contingent Funding								
23-1.	Contingent Funding - Allowance only to be used as offset for field change orders	NOT BILLABLE	0	\$ 1.00	\$ -	n/a	n/a	n/a	0
		RETAINAGE			\$ -	\$ -		\$ -	\$ -
		SUBTOTAL			\$ -	\$ -		\$ -	\$ -
		TOTAL COST			\$ -	\$ -		\$ -	\$ -
Version: 10.0					AC Cost Savings:	\$ -	\$ -	\$ -	\$ -
					FDEP Cost:	\$ -	\$ -	\$ -	\$ -
					Retainage:	\$ -	\$ -	\$ -	\$ -

9-Digit Facility ID #: _____	Ref #: _____	PO #: _____
Facility Name: _____	FDEP Cost %: 100.00%	CO #: <input style="border: 2px solid green;" type="text"/>
Site Manager Name: _____	Contract #: _____	CO Type: _____
Site Manager Phone: _____	Contractor: _____	
Site Manager Email: _____	Contractor Phone: _____	

TASK	PAY ITEM	DESCRIPTION	UNIT OF MEASURE	PAY ITEM PRICE	QUANTITY	EXTENDED PRICE	
10						\$ -	
		Period of Service:				\$ -	
			Previous End Date	New End Date		Total Authorized Cost (FDEP Cost. 100%)	
Contractor Representative: _____		(Print Name)	_____		(Signature)	_____	(Date)



Cost Share vs. Savings

- Cost Share Invoice Rate Sheet has FDEP Cost **Share**
- Cost Savings Invoice Rate Sheet has FDEP Cost

- Cost Share Invoice Rate Sheet has Owner Cost Share
- Cost Savings Invoice Rate Sheet has **AC Cost Savings**

- Cost Share RFC has FDEP Cost **Share**
- Cost Savings RFC has FDEP Cost

- Cost Share RFC has (FDEP Share)
- Cost Savings RFC has (FDEP Cost)



Discussion

Discussion / Questions