



PRP POST FOR AGENCY TERM CONTRACTORS

Issue 11 — May 11, 2020

Helpful Hints & Reminders



The Department offers a variety of newsletters, updates and announcements to keep you informed about its programs, activities and events. Please subscribe at <https://floridadep.gov/subscribe>

- ATCs and SMs should work together to ensure all POs stay within 18 months; rare exceptions are authorized to extend a PO to 24 months.
- When IDW tonnage exceeds the amount scoped, additional ton(s) can be requested after disposal if all the following applies: a) the additional amount requested is no greater than 20% of the original approved amount, b) weight tickets are dated and attached, and c) the RFC is signed by the ATC within (2) days of the date that the original approved amount was exceeded (by weight ticket dates).
- Your feedback is important! Please email PRP.Contracts@dep.state.fl.us with questions/concerns you would like addressed in the PRP Post or during the next ATC Quarterly Telecon.



***Petroleum Cleanup
is our Priority!***

Sharing Information with Our Contractors

COVID-19 Update

- PRP continues to work diligently to ensure all work submitted is processed timely.
- If you need an exception to the 7-day fieldwork notice requirement during the COVID-19 emergency, please submit this request via email to your site manager. This option has been extended through May 31, 2020.
- Change orders for additional mobilizations related to maintaining COVID-19 social distancing will continue to be considered for field events through May.

Invoicing

- Please continue to submit invoices timely.

Site Manager Standard Operating Procedures

The Site Manager Operating Procedures is a guide to assist SMs and others navigating a PRP site through the cleanup and closure process, and can be accessed at:

<https://floridadep.gov/waste/petroleum-restoration/content/prp-site-manager-standard-operating-procedures-sop>

Pre-RAP Teleconference - what is expected?

A pre-RAP meeting or teleconference is critical to remediation planning and exploring remediation and closure options and is considered part of the overall RAP preparation and submittal. For the meeting, the ATC is expected to provide their preliminary conceptual design along with rough cost estimates, but detailed design drawings or cost comparisons are not required for this meeting. A level 2 RAP should be tasked if a detailed evaluation of remedial alternatives is required.

Subcontractor Approvals

The Subcontractor Request form and the Standardized Quote form require attestation to the following: a subcontractor added to the ATC's list of approved subcontractors, or submitting a bid/quote for work on a specific PO, may not be a related party to the ATC, as defined by FASB-Financial Accounting Standards Board. Important information about the Department's approval of subcontractors can be reviewed in the SOP, Subcontractor Procedures Section. Topics in this section include discussion of "fair and reasonable" pricing, integrity and accuracy of quotes, switching subcontractors, demonstrated competence and qualification, and requirements for prompt payment of subcontractors and vendors.

<https://floridadep.gov/waste/petroleum-restoration/content/sop-10-subcontractor-procedures>