



Florida Department of Environmental Protection Petroleum Restoration Program

REQUESTS FOR CHANGE

2017 PRP Workshop





REQUESTS FOR CHANGE (RFC)

- The RFC acts as the amendment to the existing Purchase Order (PO) and is a stand alone document
- RFCs require a full description and justification of what is being changed or added and WHY
 - Due date extensions also require justification



REQUESTS FOR CHANGE

4 Types:

- Regular
- Rush/Equote
- No Cost
- Field





REQUESTS FOR CHANGE

Regular RFCs:

- Changes the project scope and cost (may also include date extension)
 - ❖ Must be signed by the ATC, Site Manager and Administrative Reviewer
- RFC Package includes:
 - ❖ The RFC Form, signed by all necessary parties
 - ❖ The updated SPI
 - ❖ Any Tables, Figures, etc. referenced in the RFC description
 - ❖ Relevant correspondence discussing the proposed changes
 - ❖ Quotes for reimbursable or non-contract pay items



REQUESTS FOR CHANGE

- RUSH RFCs:
 - A rush RFC is used when the consultant is anticipating needing to complete work in the next couple of days
 - Rush RFCs are routed the same way as a regular change order, but at a much faster pace
 - The word RUSH is written on the upper right-hand corner of the RFC form and subject line of the submittal email to prp.changeorder@dep.state.fl.us
- ALL RUSH RFCs should be approved by the PRP Team Leader for Rush Processing
 - For Local Programs/Teams 5 & 6 Susan Fields must approve the request



REQUESTS FOR CHANGE

- RFCs for Equotes:
 - All RFCs for Equote projects must reviewed and approved by the Equote Specialist (Kyle Kilga or Shawna Clayton)
 - Most of the cells in the Equote SPI are protected. If you are unable to update the SPI, forward it with the RFC and request the specific updates as necessary



REQUESTS FOR CHANGE

- RFCs for Equotes:

Where the site was awarded through eQuote or rates negotiated to remain below \$325,000:

- RFCs to add costs for items that should have been anticipated will not be allowed for eQuotes or if the cost will increase the total cost above \$325,000. (mobilizations, per diem, carbon changeouts, sample collection/lab analyses, etc).
- RFCs to add costs for changes to the SOW that could not be anticipated will be allowed for equotes or that will raise costs above \$325,000. (unregistered tanks, additional volume of contaminated soils, voids/caverns, etc).



REQUESTS FOR CHANGE

- **No Cost RFCs:**
 - PO End Date Extension
 - Deliverable Due Date Extension
- If an SPI is changed even with a net cost change of zero, it is NOT a No Cost RFC
- No Cost RFCs are approved upon SM signature, but must go through the current MFMP process
- No Cost RFCs can only extend due dates for deliverables that are not past due
- PR Creators are now uploading No Cost RFCs to Oculus



REQUESTS FOR CHANGE

- No Cost RFCs Cont.:
 - Always double check whether the PO End Date should be Extended
 - Email completed RFC form to prp.nocostchange@dep.state.fl.us
 - Always double check MFMP for the current due dates
 - Do not use dates falling on weekends or Holidays





REQUESTS FOR CHANGE

- Field RFCs:
 - The Field RFC process can **only** be used while the contractor is working in the **field**
 - Field RFCs can only be authorized if sufficient contingent funding is available in the SPI to offset the change amount to a net zero change
 - Once authorized, the site manager must update the SPI and forward the documents to the Administrative Reviewer for approval and processing through MFMP like regular RFCs.



REQUESTS FOR CHANGE

Field RFCs:

- FRFC CANNOT result in a net cost increase.
 - Amount of added pay items must be offset by an equal reduction of Pay Item 23-1 Contingent Funding.
 - Field RFCs cannot include reductions to pay items other than 23-1 Contingent Funding with the following exceptions.
 - ✦ Reduction of Monitoring Well Sampling to Add Water Level Only
 - ✦ Reduction of an identical pay item from one size, distance, diameter, depth, volume, duration or unit of measure to add a different size, distance, diameter, depth, volume, duration or unit of measure of the same item/activity
 - Mobilization distances
 - Boring diameter or total depth categories
 - Well installation diameter
 - Vault size
 - Abandonment diameter
 - Well sampling depth
 - Sheet Piling depth or unit of measure (Day/Week/Month)
 - Disposal volume
 - DO NOT reduce out a pay item that will have to be added back in later.



REQUESTS FOR CHANGE

Field RFCs:

TASK	PAY ITEM	DESCRIPTION	UNIT OF MEASURE	PAY ITEM PRICE	QUANTITY	EXTENDED PRICE
2	1-7.	6% Handling Fee for Cost Reimbursable Items	% Surcharge	\$0.06	2500	\$ 150.00
2	2-3.	Professional Land Survey subject to FDEP authorization to perform and the SPI displaying the cost not to exceed as supported by quote(s) prior to performance	Reimbursable*	\$1.00	2500	\$ 2,500.00
7	23-1.	Contingent Funding - Allowance only to be used as offset for field change orders	NOT BILLABLE	\$1.00	-2650	\$ (2,650.00)

*For reimbursable pay items the cost listed is a "not to exceed" amount. Fees will be reimbursed for the pay item based on the actual invoice. Please note, the unit of measure for these items will be displayed as dollars for invoicing purposes. Please refer to the Scope of Work for additional description of these items.

Task	Deliverable Name	Previous Due Date	New Due Date	Change Order Subtotals
2				\$ 2,650.00
7				\$ (2,650.00)
Period of Service:				\$ -

Previous End Date

New End Date

Total Authorized Cost
(FDEP Share: 100%)



REQUESTS FOR CHANGE

- Field RFCs:

- Contingent Funding:

- Section 23-1 pay item, either \$1,000.00 or \$7,000.00

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

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



REQUESTS FOR CHANGE

How does Contingent Funding get into the SPI

New POs

The SPI workbook now includes Pay Item 23-1 “Contingent Funding”. Prior to preparation of the Task Assignment, site managers add the contingent funding amount to the last task of the SPI SOW Units tab and add the following statement to that Task Description in the SOW.

“Contingent Funding in this task is only to be used to offset the cost for pay items associated with a Field Request for Change for any open task.”

Reminder that Pay Item 23-1 for Contingent Funding cannot be added to the STCM SPI. It must be manually added to the Excel SPI Workbook after conversion from STCM and prior to submittal for PR creation.

The contingent funding amount will not count toward the \$325K eQuote threshold:

Example: SOW is \$329,000 which includes \$7,000 in contingent funding. This site would NOT go thru the eQuote process because the actual SOW is \$322,000.



REQUESTS FOR CHANGE

- RFC Tips:
 - Double check site name and FAC ID
 - Verify the ATC's name is complete and not cut off
 - Review Quotes included with the RFC again
 - Quotes and correspondence cannot include confidentiality statements
 - Expiration Dates
 - Double check what type of RFC you are approving and make sure it has all the applicable signatures



Find the Error (s)

There are a lot of different things just in the header that can cause errors.
Can you find the 3 errors below?

Florida Department of Environmental Protection-Division of Waste Management-Petroleum Restoration Program

Request for Change - Authorization for Change in Scope of Work

9-Digit Facility ID #: 648517365	Contract #: GC762	PO #: BCD456
Facility Name: EXXON-ELMER MASON	Contractor: Southeast, LLC	CO #: 3
Site Manager Name: Bugs Bunny	Contractor Phone: _____	CO Type: Regular
Site Manager Phone: 850-987-6543	FDEP Cost Share %: 100.00%	Ref #: GC762-004B
Site Manager Email: bugs.bunny@dep.state.fl.us		

This is an authorization for the costs associated with the change in quantities of services being provided and/or deliverable due dates. In order for these costs to be paid, these changes must be processed through a change order to the purchase requisition and a revised Purchase Order issued by MFMP prior to initiating work.



Answer

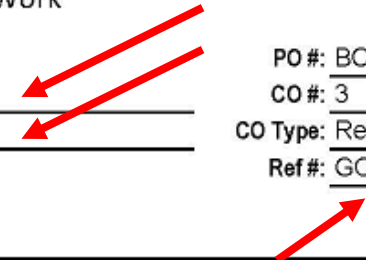
Florida Department of Environmental Protection-Division of Waste Management-Petroleum Restoration Program

Request for Change - Authorization for Change in Scope of Work

9-Digit Facility ID #: 648517365
Facility Name: EXXON-ELMER MASON
Site Manager Name: Bugs Bunny
Site Manager Phone: 850-987-6543
Site Manager Email: bugs.bunny@dep.state.fl.us

Contract #: GC762
Contractor: Southeast, LLC
Contractor Phone: _____
FDEP Cost Share %: 100.00%

PO #: BCD456
CO #: 3
CO Type: Regular
Ref #: GC762-004B



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Note that the Contractor name error only happens when the embedded RFC that is a part of the SPI excel workbook is used. At this time, It can only be corrected by hand, or with PDF tools.



Find the Error

The corrections from the previous slide have been made. But, now what is the problem?

Florida Department of Environmental Protection-Division of Waste Management-Petroleum Restoration Program

Request for Change - Authorization for Change in Scope of Work

9-Digit Facility ID #: 648517365
 Facility Name: EXXON-ELMER MASON
 Site Manager Name: Bugs Bunny
 Site Manager Phone: 850-987-6543
 Site Manager Email: bugs.bunny@dep.state.fl.us

Contract #: GC762
 Contractor: Handex Consulting & Remediation - Southeast, LLC
 Contractor Phone: 813-555-1234
 FDEP Cost Share %: 100.00%

PO #: BCD456
 CO #: 3
 CO Type: Regular
 Ref #: 762-004B

This is an authorization for the costs associated with the change in quantities of services being provided and/or deliverable due dates. In order for these costs to be paid, these changes must be processed through a change order to the purchase requisition and a revised Purchase Order issued by MFMP prior to initiating work.

Description of Change and Justification: Include complete description of who, what, where, when, how and why.

Sample one well.

TASK	PAY ITEM	DESCRIPTION	UNIT OF MEASURE	PAY ITEM PRICE	QUANTITY	EXTENDED PRICE
3	8-1.	Monitoring Well Sampling with Water Level, ≤ 100 foot depth	Per Well	\$217.92	1	\$ 217.92
3	9-27.	Water, BTEX + MTBE (EPA 602, EPA 624, EPA 8021 or EPA 8260)	Per Sample	\$30.00	1	\$ 30.00

*For reimbursable pay items the cost listed is a "not to exceed" amount. Fees will be reimbursed for the pay item based on the actual invoice. Please note, the unit of measure for these items will be displayed as dollars for invoicing purposes. Please refer to the Scope of Work for additional description of these items.



Answer

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 Contractor Phone: 813-555-1234
 FDEP Cost Share %: 100.00%

PO #: BCD456
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Correction

Description of Change and Justification: include complete description of who, what, where, when, how and why.

This request for change is to add one well and analyticals to the upcoming groundwater sampling event. See Water Sampling Table.

TASK	PAY ITEM	DESCRIPTION	UNIT OF MEASURE	PAY ITEM PRICE	QUANTITY	EXTENDED PRICE
3	8-1.	Monitoring Well Sampling with Water Level, ≤ 100 foot depth	Per Well	\$217.92	1	\$ 217.92
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Task	Deliverable Name	Previous Due Date	New Due Date	Change Order Subtotals
3	Supplemental Site Assessment Report	3/1/2017	5/1/2017	\$ 247.92
Period of Service:		5/1/2017	6/30/2017	\$ 247.92
		Previous End Date	New End Date	Total Authorized Cost (FDEP Share: 100%)

All details need to be spelled out in the description and/or table(s) need to be attached and referenced.



Final Error on this RFC

What is the last problem with this RFC?

Description of Change and Justification: include complete description of who, what, where, when, now and why.

This request for change is to add one well and analyticals to the upcoming groundwater sampling event. See Water Sampling Table.

TASK	PAY ITEM	DESCRIPTION	UNIT OF MEASURE	PAY ITEM PRICE	QUANTITY	EXTENDED PRICE
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3	Supplemental Site Assessment Report	3/1/2017	5/1/2017	\$ 247.92
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Answer

Description of Change and Justification: include complete description of who, what, where, when, now and why.

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Period of Service:		5/1/2017	6/30/2017	\$ 247.92
		Previous End Date	New End Date	Total Authorized Cost (FDEP Share: 100%)

DO NOT submit an RFC to extend a due date that has already passed!



Find the Error on this FRFC

9-Digit Facility ID #: 018675309
 Facility Name: Bob's Gas Station
 Site Manager Name: Marilyn Monroe
 Site Manager Phone: 850-555-1212
 Site Manager Email: marilyn.monroe@dep.state.fl.us

Contract #: GC555
 Contractor: Joe's Petroleum Cleanup Company
 Contractor Phone: 850-456-7890
 FDEP Cost Share %: 100.00%

PO #: ABC123
 CO #: 4
 CO Type: Field
 Ref #: 555-060B

This is an authorization for the costs associated with the change in quantities of services being provided and/or deliverable due dates. In order for these costs to be paid, these changes must be processed through a change order to the purchase requisition and a revised Purchase Order issued by MFMP prior to initiating work.

Description of Change and Justification: Include complete description of who, what, where, when, how and why.

This field change order is for the disposal of 5 additional drums that will be generated during the current field event (on site 3/28/17 and 3/29/17). The ATC will also sample 8 additional monitoring wells during the groundwater sampling event, scheduled for 5/1/2017. See attached Water Sampling Table.

TASK	PAY ITEM	DESCRIPTION	UNIT OF MEASURE	PAY ITEM PRICE	QUANTITY	EXTENDED PRICE
3	12-6.	Transport and Disposal of Petroleum Impacted Soil (includes drum)	Per Drum	\$50.00	5	\$ 250.00
4	8-1.	Monitoring Well Sampling with Water Level, ≤ 100 foot depth	Per Well	\$25.00	8	\$ 200.00
4	9-27.	Water, BTEX + MTBE (EPA 602, EPA 624, EPA 8021 or EPA 8260)	Per Sample	\$20.00	8	\$ 160.00
4	9-30.	Water, Polycyclic Aromatic Hydrocarbons, including 1-methylnaphthalene + 2-methylnaphthalene (EPA 610 [HPLC], EPA 625, EPA 8270 or EPA 8310)	Per Sample	\$30.00	8	\$ 240.00
5	23-1.	Contingent Funding - Allowance only to be used as offset for field change orders	NOT BILLABLE	\$1.00	-850	\$ (850.00)



Answer

through a change order to the purchase requisition and a revised Purchase Order issued by MFMP prior to initiating work.

Description of Change and Justification: Include complete description of who, what, where, when, how and why.

This field change order is for the disposal of 5 additional drums that will be generated during the current field event (on site 3/28/17 and 3/29/17). The ATC will also sample 8 additional monitoring wells during the groundwater sampling event, scheduled for 5/1/2017. See attached Water Sampling Table.

Only pay items that are needed while the ATC is currently in the field will be authorized on a FRFC. A separate RFC can be submitted for pay items needed for the future.