



Florida Department of Environmental Protection

Petroleum Restoration Program

Petroleum Restoration Program Update & Training

November 3, 2016





Continuous Improvements

Training designed to assist
ATCs, PRP Staff, and
Owners in efficiently
achieving site rehabilitation



Agenda

- Intro & Program Update
 - Rules and Legislation
 - Program Metrics
 - Looking Ahead
- Site Assignment to Purchase Order Flow
 - Background
 - Site Access
 - Equotes-ITech-AC-PCPP-PBC-CCA
 - Field Notifications
 - Request for Change
- Assessment Types
- Remediation Topics
- Closure Considerations
- Invoicing
- Tips & Reminders
- Communication



Florida Department of Environmental Protection

Petroleum Restoration Program

Program Update

Diane Pickett, PG, Program Administrator





Rule & Legislative Updates

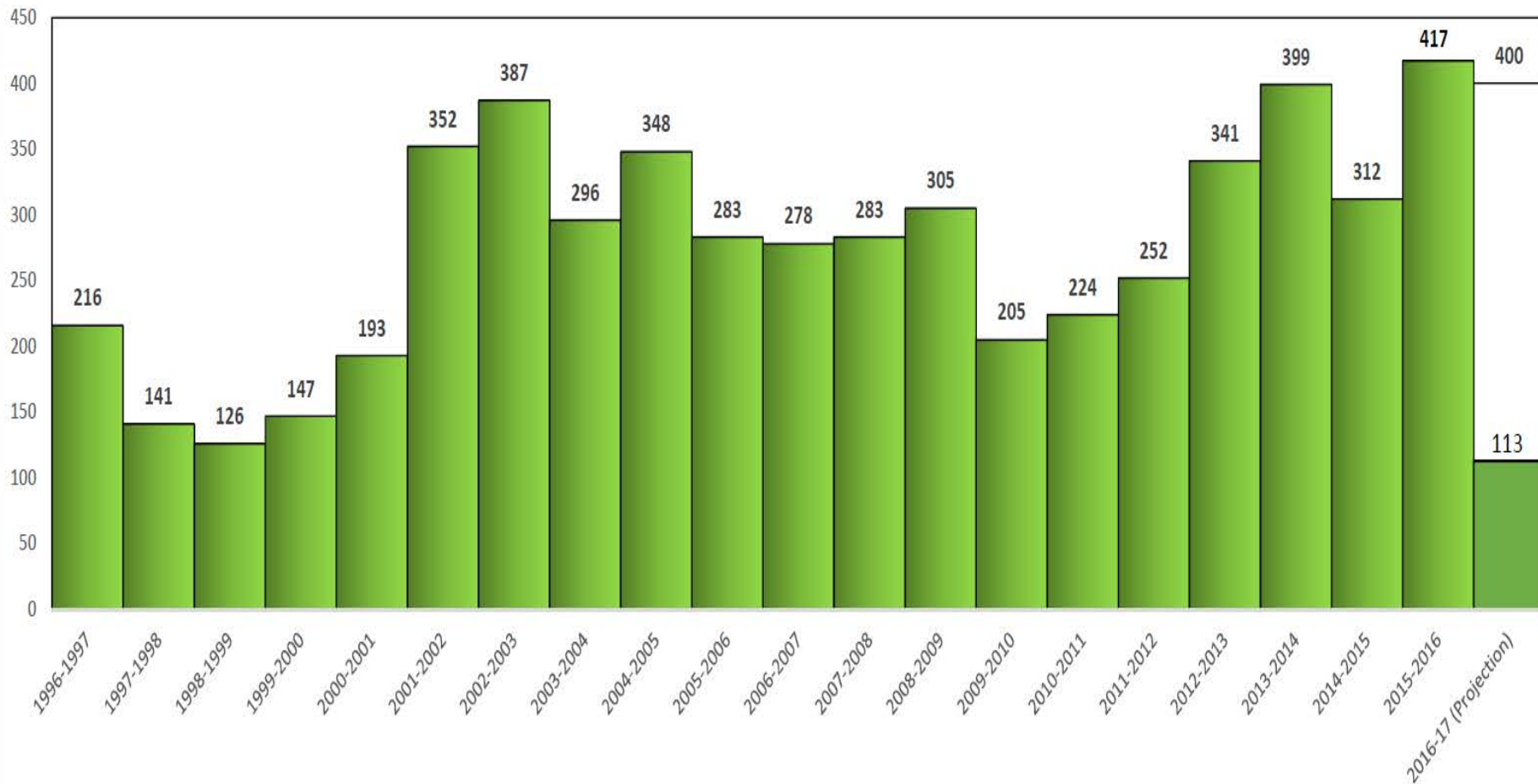
- Revised Program Eligibilities (ATRP, PCPP)
 - Eligibility Windows expanded
- LSSI
 - Added up to \$35K in RA funding for closure
 - Updated Guidance
- Innovative Technology
 - Go to the Vendor Bid System to be automatically notified when an ITech solicitation is posted
 - One will be posted every month or two.
- Contractor Performance Evaluations (CPE)
 - Updated Forms
- New Contractor Recommendation Options
 - New Conditional Closure Agreement



How Are We Doing?

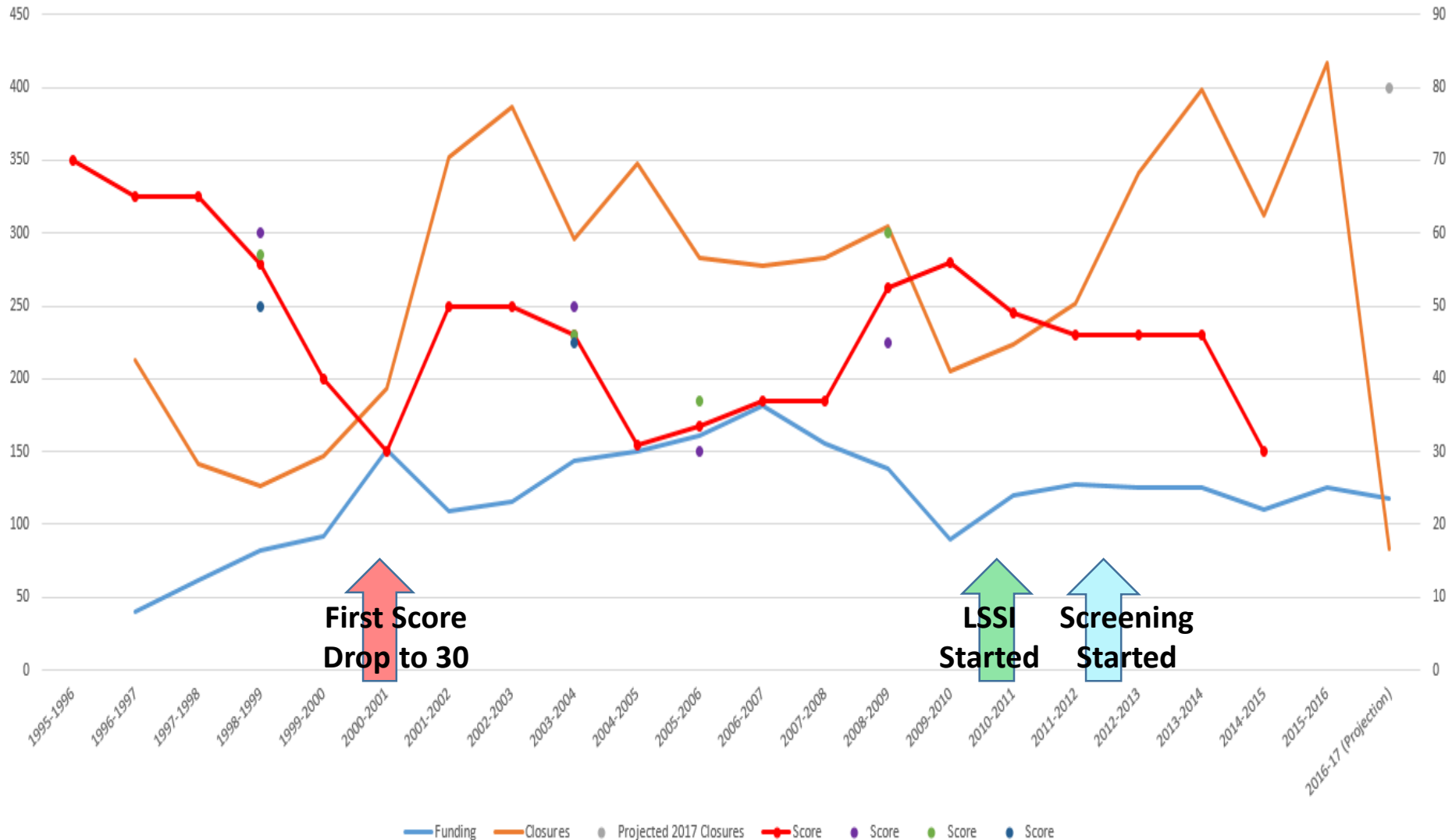
417 Closures for FY 15/16

Eligible Discharges Rehabilitated per Fiscal Year as of October 28, 2016





Closures vs Funding vs Score

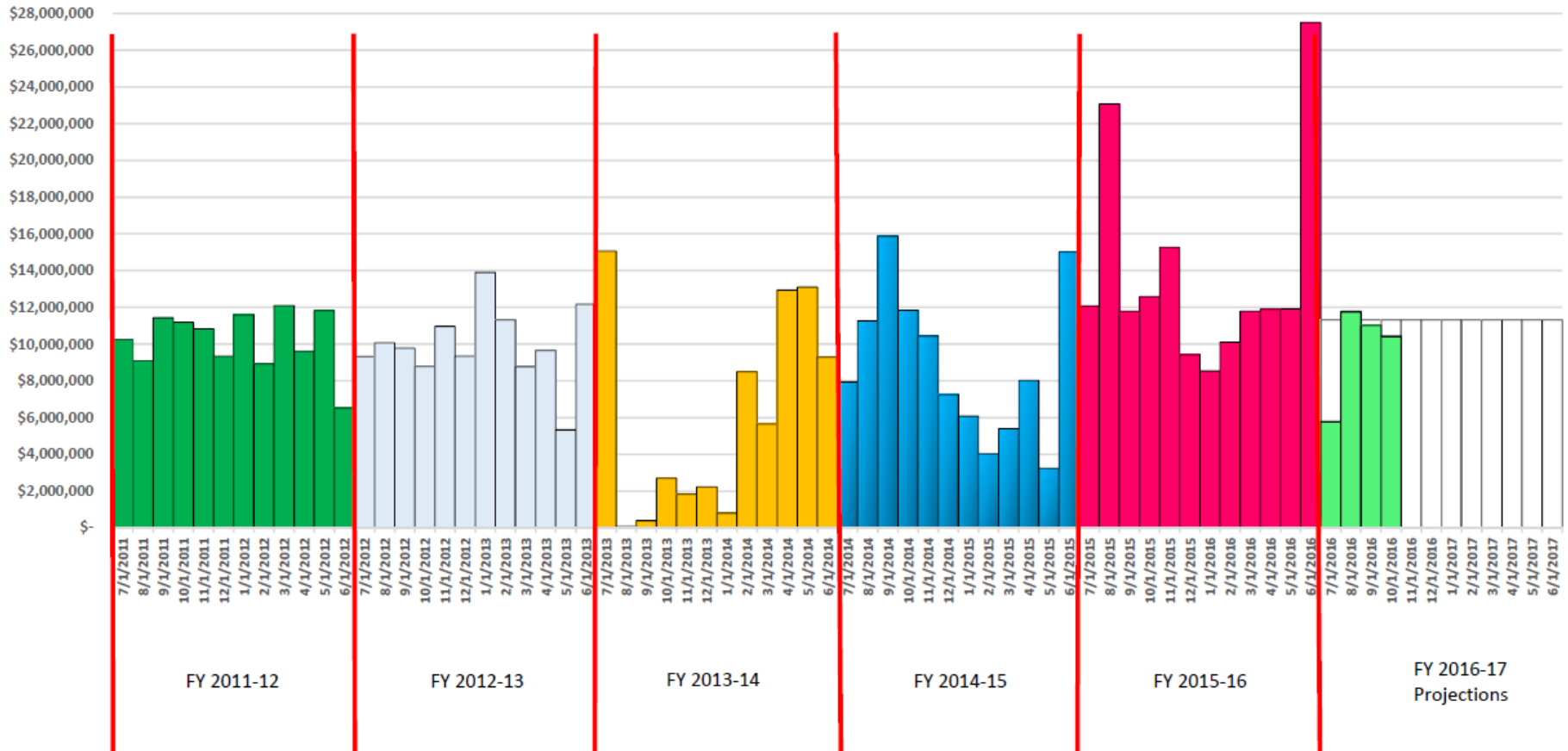




How Are We Doing?

Procurement of Work- \$166 Million in FY 15/16

Work Order (WO) and Purchase Order (PO) Amounts Created per Month
 July 1, 2011 through October 26, 2016 (and Projections through 6-30-2017)

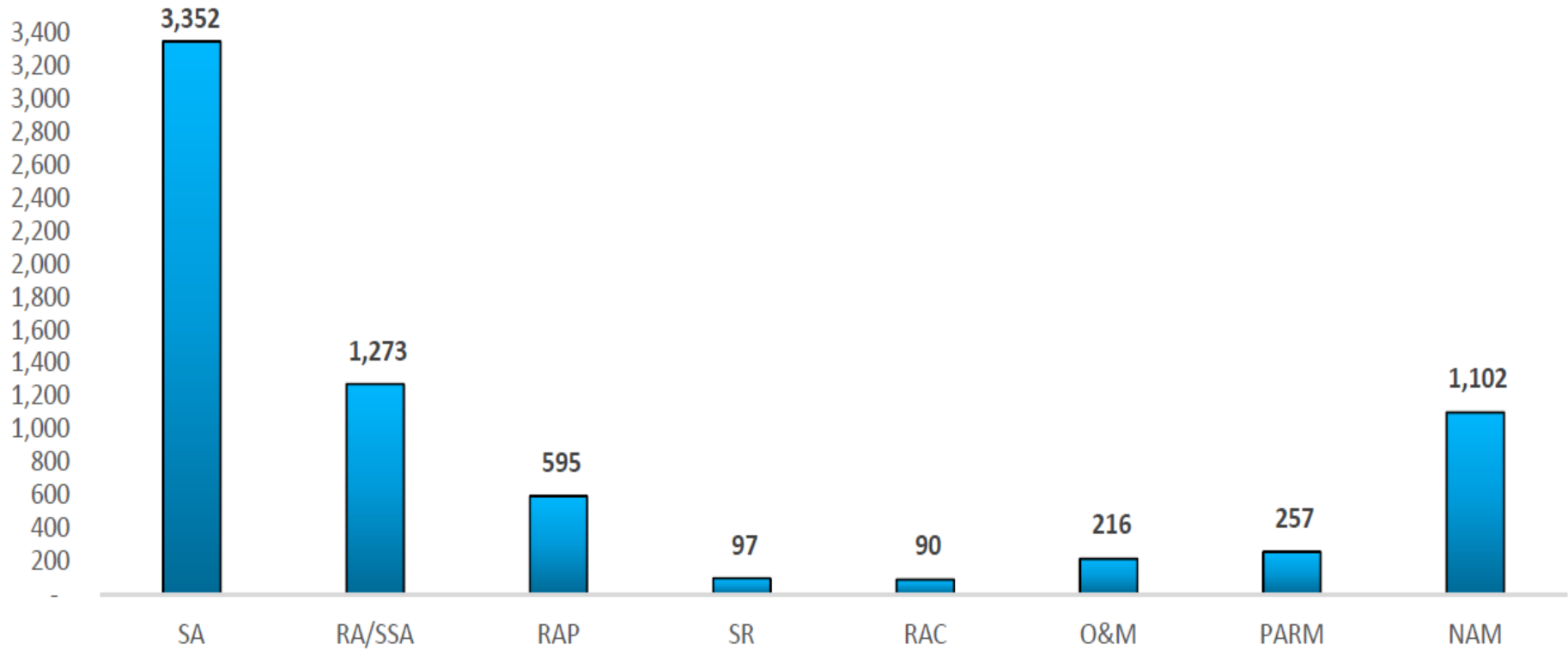




How Are We Doing?

Need to Move Beyond Site Assessment

Current Cleanup Discharge Status by Sub Phase
as of October 28, 2016





Advancement of Work: How to move from SA to RA

- Causes of Delays
 - New processes
 - New staff for Industry and PRP
 - Driller Saturation
 - Time Extensions slowing advancement of work



Advancement of Work: How to move from SA to RA

• Solutions

- ✓ Efficient design of field work
 - Start with Site Recons, CLEM
 - Plan with drilling bottleneck in mind
 - Be creative!
 - For next 6 months, focus resources on High Priority sites that will need RA
 - Consider Interim Source Removal at SA phase
- ✓ Proper use of submittals and COs
 - Build in reasonably anticipated work before field event
 - New Field CO process
 - ATCs need to work with the Site Manager
- ✓ Training- PRP and ATCs need to be experts in process
 - Incomplete or incorrect submittals wastes everyone's time
 - PRP is training internally
 - PRP requests invitations to venues for ATC Outreach



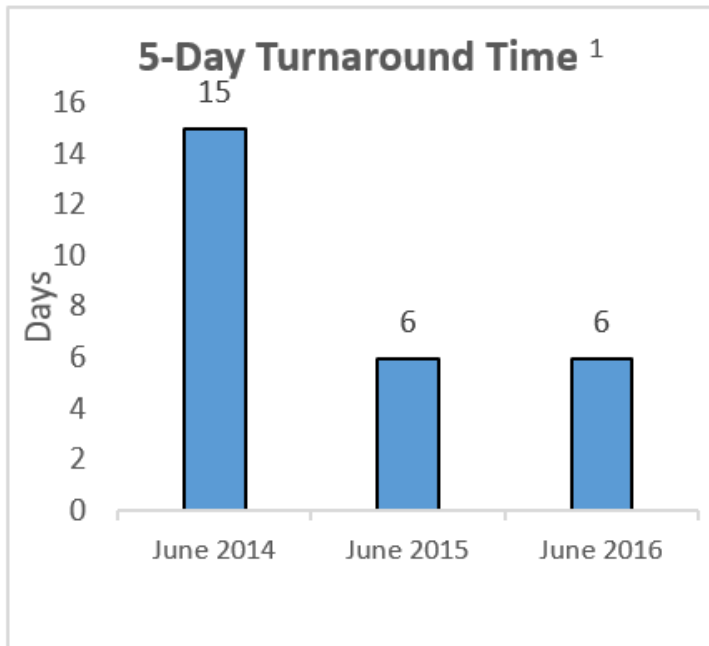
Advancement of Work: How to move from SA to RA

- Recognize different assessment endpoints
 - Higher Priority Sites qualify for remediation funding
 - Scored ≥ 30 , Springsheds..
 - Assess for extent of contamination & Remedial design
 - Accommodate for Drilling delays
 - If drillers on-site and available, can collect extra data for engineers
 - Or, after SA approval, perform refinement SA work in 1st field event of RAP PO
 - Lower Priority Sites
 - Scored < 30 , no special remediation funding priority like Springshed
 - Generally determine the horizontal and vertical extent of contamination, but don't need the detail required for RA design
 - Characterize the Risk
 - Less detail, wider spacing
 - Customize based on receptors
 - For example, more thorough evaluation if potable wells nearby

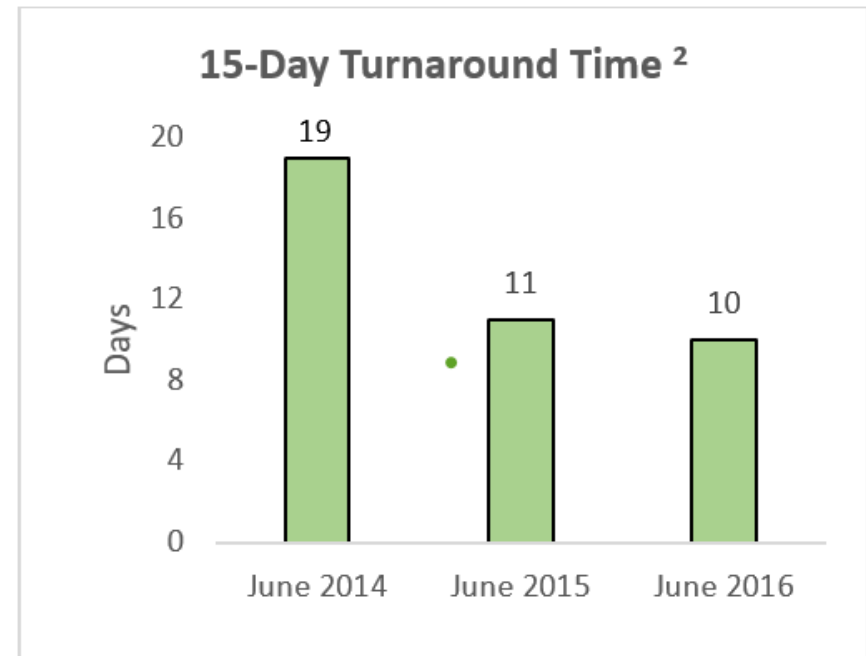


Process Progress

DELIVERABLE REVIEW TIMES



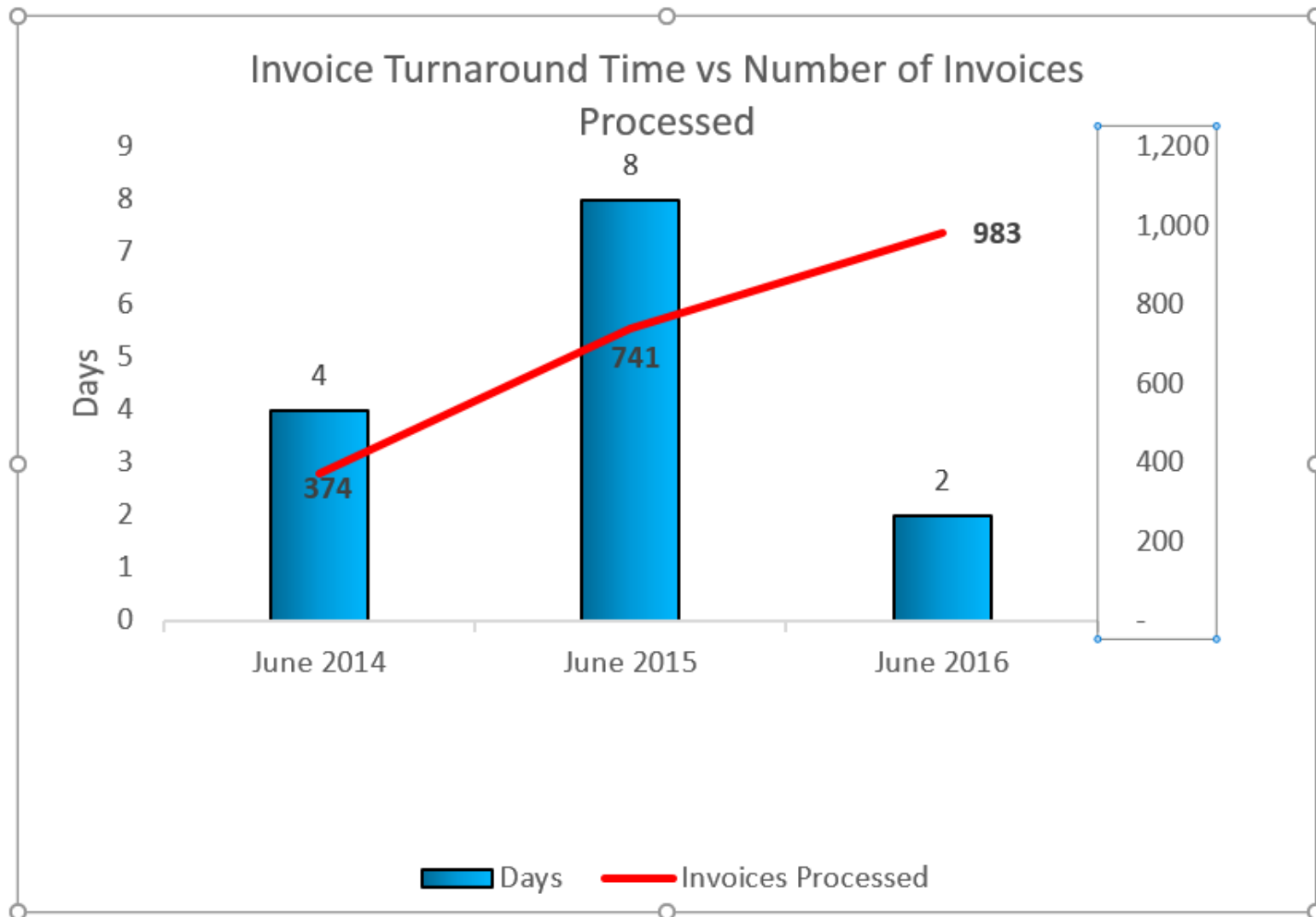
¹ Example of 5-Day Reports: Lab Reports, Boring Logs, and HASP.



² Example of 15-Day Reports: NAM, PBC, and Well Abandonment.



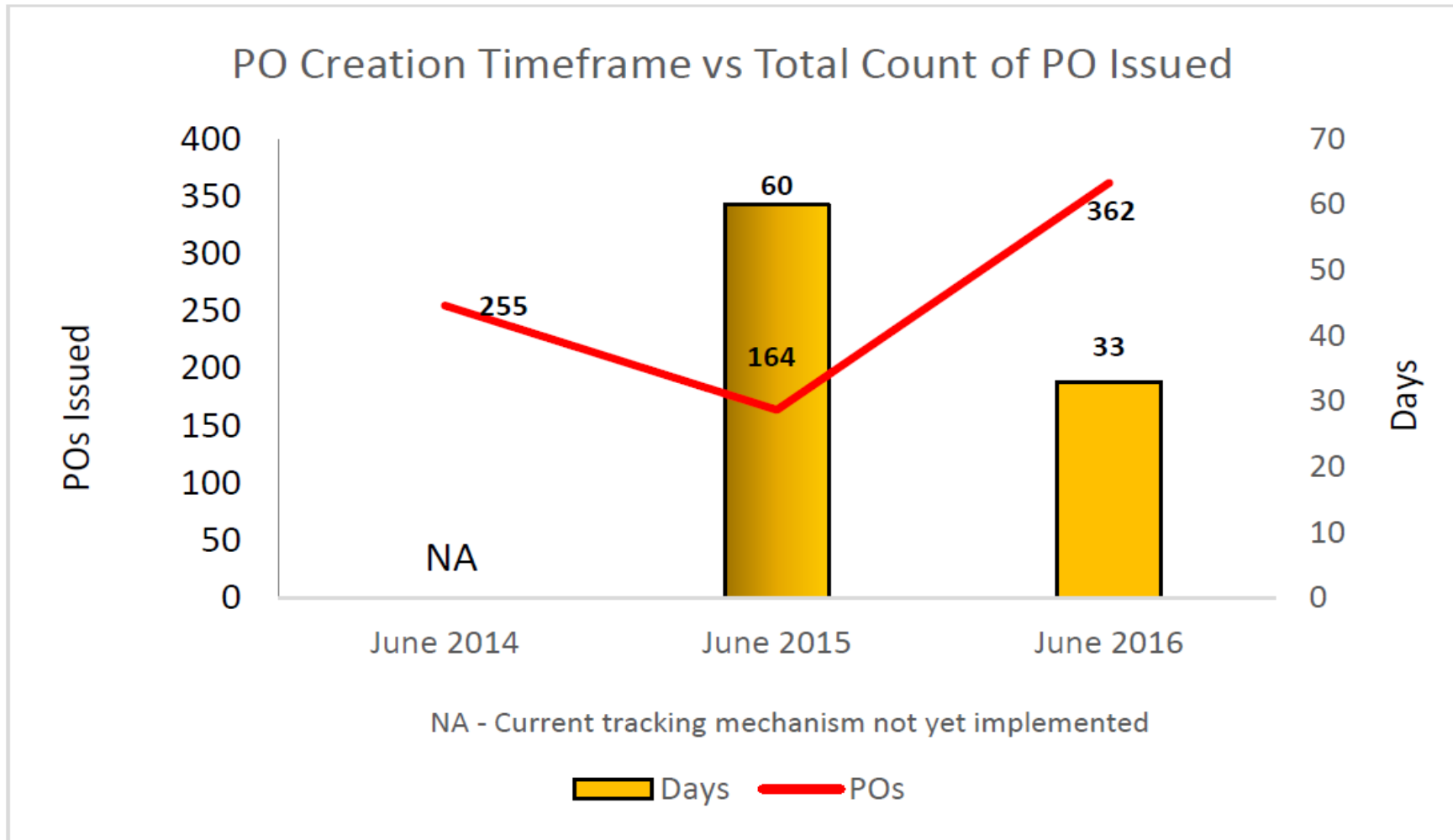
Process Progress





Process Progress

PURCHASE ORDER CREATION TIMEFRAME





Policies Effective Sept. 1, 2016

- Working with Industry:
 - Reduced retainage amount from 10% to 5%
 - New field change order process
 - LSSI notary no longer required
 - Post Site Assignment Projections



Current 16/17 Fiscal Year Goals

- ✓ Stabilize Workflow
 - \$136 Mil Budget for FY 16-17
 - Continue to Reduce Process
 - Internal and External Training
- ✓ Efficiently Move from Phase to Phase
 - Address bottlenecks
- ✓ Increase Closures



Examples of Miscommunication, Unauthorized Work, & Errors

Overseen by:

Finance & Accounting

Department of Financial Services

Department of Management Services

Office of Inspector General



Audit Findings

- PO/SPI included 257' well abandonment
 - ATC invoiced for 257'
 - “According to the Required Documents tab of the SPI, payment of this line item should have been supported by field notes, well completion report/permit and photo documentation”
 - Documentation did not match the PO amount (257'), and the well completion notes (253') did not match the ATC field notes (254.5')
 - Findings: cost recovery for 4'



Audit Findings

- Lab Analyses in PO and SPI not performed
 - “According to the Required Documents tab of the SPI, payment of this line item should have been supported by field notes, well sampling and calibrations logs, and the COC”
 - ATC invoiced for lab not performed
 - Findings: cost recovery



Audit Findings

- Invoice for Pay Item 13-1 (asphalt paving)
 - Did not match SPI in PO
 - “According to the Required Documents tab of the SPI, payment of this line item should have been supported by field notes, photo and materials documentation”
 - Subsequently submitted documentation did not match the PO amount
 - OIG performed a site visit and measured the paved area, did not match PO or documentation



Audit Findings

- System Startup - treatment points in PO/SPI did not match those in invoice, supporting documentation insufficient
 - OIG Findings: cost recovery

- File Review & HASP in PO, no deliverable
 - Findings: obtain documentation or cost recovery



Audit Findings

- Concrete disposal in invoice not supported by documentation
 - ATC invoiced for PO amount with no supporting documentation
 - Subsequently submitted weight tickets did not match invoiced amount
 - Findings: Cost Recovery



Audit Findings

- PO and SPI included 2 mobilizations
 - ATC invoiced for 2 mobilizations
 - Only 1 mobilization supported by submitted documentation
 - Findings: Cost Recovery for one mob



Audit Findings

- 8 hours for field techs to transport carbon and install vessels was authorized in an approved RFC
 - ATC invoiced for the 8 hours
 - Field notes showed that the work that was done in the field was not authorized and did not relate to the carbon vessels
 - Findings: Cost Recovery for 8 hours



Work Not in Contracts

A Contract is a Contract!

- **ATC must assure work is properly scoped**
 - **READ ATC CONTRACT!**
 - **THOROUGHLY REVIEW PO/SPI!**

- PRP cannot pay for work not approved in advance
 - Verify that all necessary line items are in place before work is done
 - Mobs or permits left off cannot be added after-the-fact
 - Check # and type of all units...# wells, # samples, type analyses, etc.
- No substituting one SPI line item for another without approval
 - Change in drilling technology without approval
 - HSA rig to DPT rig due to access constraints
 - Change in drill rig type due to scheduling conflicts
 - Scoped wrong level of effort (system size)



Work Not in Contracts

- Example:

- ATC did work on a weekend repairing trenches inside a building
- ATC did not discuss with PRP or submit a RFC
- After the work was completed, ATC requested a RFC
- RFC denied because after the fact

- Example:

- O & M PO did not include system rental (was previously state owned)
- At invoicing time, ATC realized that system rental for 1st Qtr. was not included in SPI
- ATC asked for an after-the-fact RFC for 4 months equip rental
- PRP can not authorize after-the-fact request



Florida Department of Environmental Protection Petroleum Restoration Program

FROM SITE ASSIGNMENT TO PURCHASE ORDER





Site Assignment



When Do We Fund Site Work?

PRP activates the site based on score

Sites can fall into one of two groups:

High Score Sites

- score of 30 or higher or special priority

Low Score Sites

- score below 30, and no special priority



High Score Sites

- Active for assessment **and remediation** as needed until site closure
- PRP “dropped” remediation funding score from 46 to 30 in Aug. 2014
 - Before the score dropped, assessments for sites scored 30-46 were LSAs, now they are just regular SAs...
 - and one day we will drop the score again...
 - PRP sent owners letters requesting site access.
- Some low-scored sites (such as those in vulnerable springsheds, continuing O & M, or Imminent Threat) also qualify for remediation funding

Low Score Sites

- These sites are active for **assessment** to evaluate risk or closure potential
 - Except LSSI can also have limited RA up to \$35K



What Type of Assessment is Available for Sites Scored <30?

1. Low-scored Site Assessment (LSA)

- PRP plans to have all sites characterized (assessed) within 5 years.
- Most Owners have received letters from PRP requesting Site Access

2. Low-Scored Site Initiative (LSSI)

- Voluntary option (Legislative) to determine if site qualifies for closure
- Allows 2 unique things:
 - Unique “LSSI NFA” Closure Option
 - “Minimally contaminated”
 - For Eligible and non-eligible sites
 - Funding to target closures
 - Allows up to \$35,000 each in assessment & limited RA funding.
 - For eligible sites only
- PRP does NOT send letters requesting Site Access for LSSI (PRP has sent the “generic” site access requests for LSAs to most owners already)

✓ *An LSSI application takes precedent over an LSA until the LSA scope is offered to an ATC*



What Are The Owner Responsibilities?

Different requirements for each eligibility program

- **All programs require the PRP and the ATC access to the site**
- EDI does not have a deductible or funding cap
- ATRP & Innocent Victim have deductibles
- PLIRP has a deductible & a funding cap
- PCPP, SRFA, & AC eligibility programs require cost share agreements and have funding caps



What PRP Needs from Owner (besides Site Access) for Assessment Work to Begin

	Higher Priority Assessments (≥ 30 , & other priority sites)	Lower Priority Assessments (29 or below)	
		LSA	LSSI
Deductible	Y	N- postponed until closure under LSA or site is funded in score order.	N- not required for LSSI work (including closure from LSSI work), postponed until site is funded in score order.
Cost Share Agreement	Y	N- postponed until site is funded in score order.	
Expenditures Count Towards Funding Cap	Y	Y	Y
Goal of Assessment	Determine the Remediation Approach*	Characterize the Risk	Determine if Eligible for Closure



Work Assignment Process

Contractor Selection Defined in:

- Contractor Selection Process
 - Site Access Process
- Procurement Rule 62-772 FAC
- Statutes



Site Access

**RESTRICTED
— AREA —**

**NO UNAUTHORIZED
ACCESS
BEYOND THIS POINT**



Site Access

Florida law has different requirements for each eligibility program, but all programs require access to site.

How do we get the Site Access Agreement (SAA)?

- PRP sends SAA to Owner per Property Appraiser records
- Request includes instructions to complete SAA
 - Long and short versions available

Important Notes on SAA

- No work will be conducted until the PRP is in possession of a fully executed SAA between the Department and Owner
- No work will be conducted at an off-site property until the ATC has a fully executed off-site access agreement between the ATC and Owner



Common Site Access Delays

- Owner wants to modify language of the standard access agreement
- Witness signature is missing
- **Only** signature page is returned
 - The PRP needs the entire document
- Missing agreement information
- Owner attaches an ATC/Owner agreement



Common Site Access Delays

- Exhibit B:
 - Not signed, dated or missing the FDEP FAC Id #
 - Not signed by same person designated as “Owner” in SAA
 - Includes statements or questions from Owner
- Exhibit B is only for modifications that the Owner wishes to include in the Site Access Agreement



Off-Site Access

- No work can begin on any affected off-site property without a fully executed access agreement
 - ATC is tasked to negotiate/obtain the access agreement
 - If Pay Item not included in Original Scope, submit a RFC
 - Formats (Long and Short) are located at:
<http://www.floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>
- Executed agreement must be included with deliverable



What to do when no off-site access was obtained:

- Guidance and example letters will be made available
- Make a personal visit to obtain permission
- Work with non-source property owners' reasonable requests for accommodations
- Is there a “workaround”?
- If all else fails, contact the PRP Site Manager for assistance
 - We can try and work to answer all questions and address concerns (liability, responsibility, etc.)
 - We can also work with our internal Site Access Team



Site Access FAQs

If the site has a signed older version of the SAA will cleanup stop?

DEP will continue with site cleanup work unless:

- There is a new owner
- New ATC is assigned
- The phase in the agreement is no longer applicable
- Applicable time frames expired

How I can get a copy of the SAA Form?

SAA forms are available at the web site below:

<http://www.floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>



Site Access Contact Information

- Contact the PRP representative listed on letter; or
- Site Access Coordinator, Grace Rivera, at 850-245-8882, Grace.Rivera@dep.state.fl.us



Contractor Selection Process- Assignment of Next Phase

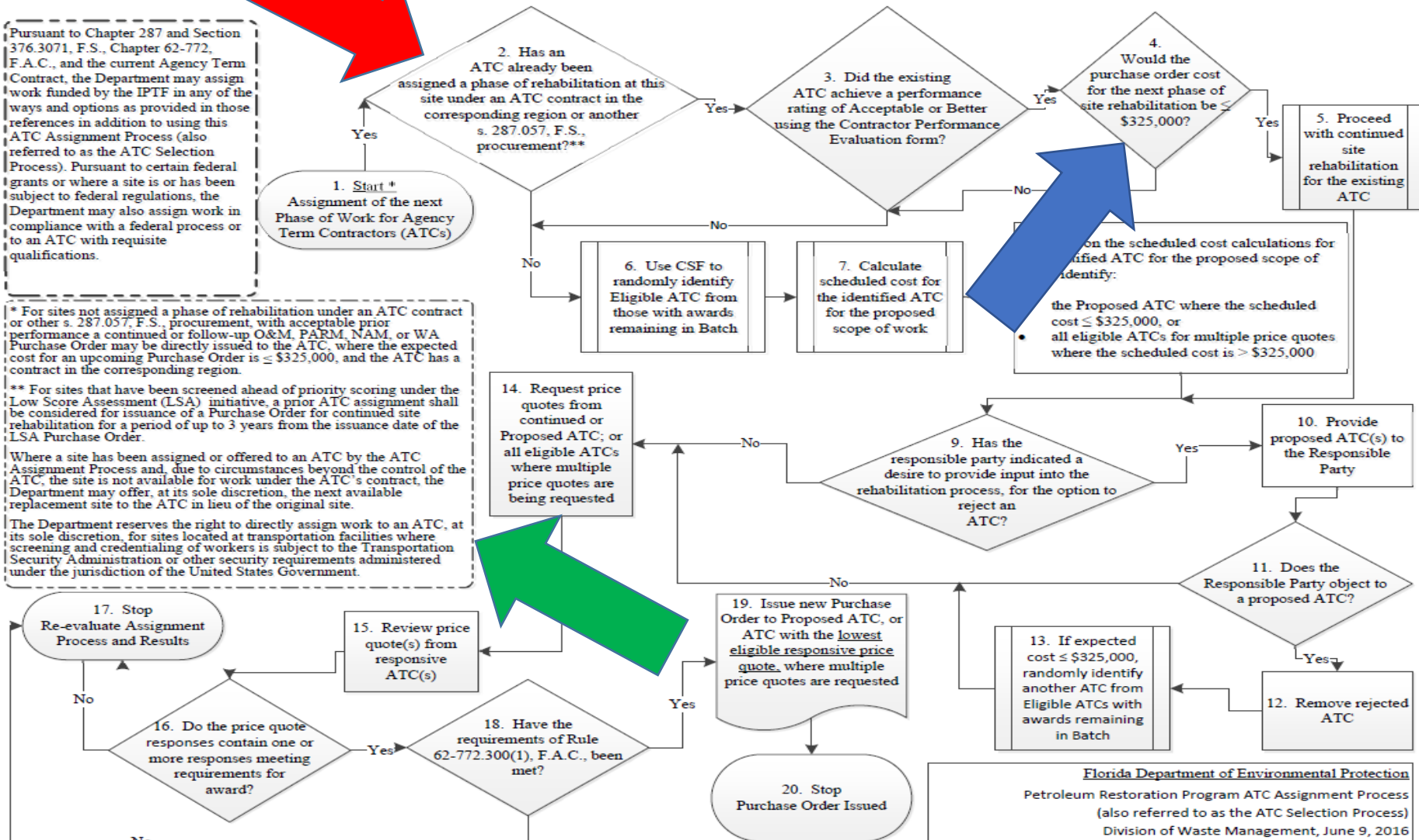
Pursuant to Chapter 287 and Section 376.3071, F.S., Chapter 62-772, F.A.C., and the current Agency Term Contract, the Department may assign work funded by the IPTF in any of the ways and options as provided in those references in addition to using this ATC Assignment Process (also referred to as the ATC Selection Process). Pursuant to certain federal grants or where a site is or has been subject to federal regulations, the Department may also assign work in compliance with a federal process or to an ATC with requisite qualifications.

* For sites not assigned a phase of rehabilitation under an ATC contract or other s. 287.057, F.S., procurement, with acceptable prior performance a continued or follow-up O&M, PARM, NAM, or WA Purchase Order may be directly issued to the ATC, where the expected cost for an upcoming Purchase Order is \leq \$325,000, and the ATC has a contract in the corresponding region.

** For sites that have been screened ahead of priority scoring under the Low Score Assessment (LSA) initiative, a prior ATC assignment shall be considered for issuance of a Purchase Order for continued site rehabilitation for a period of up to 3 years from the issuance date of the LSA Purchase Order.

Where a site has been assigned or offered to an ATC by the ATC Assignment Process and, due to circumstances beyond the control of the ATC, the site is not available for work under the ATC's contract, the Department may offer, at its sole discretion, the next available replacement site to the ATC in lieu of the original site.

The Department reserves the right to directly assign work to an ATC, at its sole discretion, for sites located at transportation facilities where screening and credentialing of workers is subject to the Transportation Security Administration or other security requirements administered under the jurisdiction of the United States Government.



Florida Department of Environmental Protection
Petroleum Restoration Program ATC Assignment Process
(also referred to as the ATC Selection Process)
Division of Waste Management, June 9, 2016
Effective: June 17, 2016
Page 1 of 2



When is a site an eQuote?

- **Schedule of Pay Items avg. cost is > \$325,000**
 - RAC includes 4 Qtr of O & M
 - Source Removal include 4 Qtrs NAM, 10% contingency
- **If site is a continuing scope to an ATC, and the cost is >\$325,000**
 - ATC may negotiate down individual pay item rates to bring the total cost to below \$325,000, but must include all anticipated costs (mobs, per diem, lab, carbon, etc...)



Change Orders for “Anticipated” work versus “Change of Scope”

- Where the site was awarded through eQuote, or for “Next Scope” where ATC rates negotiated to remain below \$325K:
 - Change orders will not be approved unless the scope of work changes due to unanticipated conditions
 - ✓ RFCs to add costs for items that should have been anticipated will not be allowed for eQuotes or for “Next Scope” sites if the cost will increase the total cost above \$325K. (mobilizations, per diem, carbon change-outs, sample collection/lab analyses, etc.)
 - ✓ RFCs to add costs for changes to the SOW that could not be anticipated (change of scope) will be allowed for equotes or that will raise costs above \$325K. (unregistered tanks, additional volume of contaminated soils, voids/caverns, etc.)



Equote \$325k Threshold: Realistic Balance

Good balance between Continuity & Cost

- Threshold was \$195K until early 2015
- Current threshold for equote is \$325K
 - RAC + 4 Qtr O&M
 - SR + 4Qtr NAM
- 270 RAC/SR POs since threshold was raised
 - 11 equotes (4%) allow best value to State for big jobs
 - 96% stay with current ATC for continuity



Exceptions to CSF

1. PreApproval WOs
 2. LSA
 - 3 years
 3. Replacement Sites
 4. Transportation Facilities
- LSSI?
- Not specifically listed in CSF, but already assigned thru 287 F.S.

* For sites not assigned a phase of rehabilitation under an ATC contract or other s. 287.057, F.S., procurement, with acceptable prior performance a continued or follow-up O&M, PARM, NAM, or WA Purchase Order may be directly issued to the ATC, where the expected cost for an upcoming Purchase Order is \leq \$325,000, and the ATC has a contract in the corresponding region.

** For sites that have been screened ahead of priority scoring under the Low Score Assessment (LSA) initiative, a prior ATC assignment shall be considered for issuance of a Purchase Order for continued site rehabilitation for a period of up to 3 years from the issuance date of the LSA Purchase Order.

Where a site has been assigned or offered to an ATC by the ATC Assignment Process and, due to circumstances beyond the control of the ATC, the site is not available for work under the ATC's contract, the Department may offer, at its sole discretion, the next available replacement site to the ATC in lieu of the original site.

The Department reserves the right to directly assign work to an ATC, at its sole discretion, for sites located at transportation facilities where screening and credentialing of workers is subject to the Transportation Security Administration or other security requirements administered under the jurisdiction of the United States Government.



Transportation Facilities

- How to Select Eligible ATCs:

- ✓ Owner submits letter stating ATCs must be certified
 - List Additional Certifications/Requirements
- ✓ PRP provides Owner List of ATCs in the Region
- ✓ Owner provides list of ATCs with Certifications/Requirements
- ✓ SPI generated documenting rates for each ATC for the Scope
- ✓ PRP Compares cost between the provided ATCs
- ✓ ATC with the lowest cost is selected (total for cluster sites)
- ✓ Site is Direct Assigned to the ATC with the lowest total cost



Transportation Facilities

Example ATC Selection

- The following contractors have met the above mentioned requirements and have familiarity with the ACME Port in Main City, Florida:
 - 1) Wilson
 - 2) Jones
- A cost comparison on the two ATCs demonstrates Jones was the lowest cost for the site mentioned.
- Please see the total cost below:

<u>SPI</u>	<u>Wilson</u>	<u>Jones</u>
9999	\$38,804.70	\$30,868.84



Contractor Selection in Rule & Statute

- Ch 62-772 (Procurement Procedures for Petroleum Cleanup)
 - LSSI
 - Cost-Shares
 - PCPP
 - SRFA
 - Reaching Funding Cap
 - Advanced Cleanup
 - Agree to Conditional Closure
- Statute
 - AC Bundles



Unique Site Assignments

- LSSI
- PCPP
- Advanced Cleanup
- Conditional Closure Agreement
 - Equote
- Innovative Technology Initiative



Contractor Selection for LSSI & LSA

• LSSI

- Per Rule, Applicant can select “**qualified contractor**”
 - Or ask to have PRP assign thru CSF
- When site qualifies for Remediation Funding:
 - Assigned to same contractor if also an ATC for Region
- Not all sites qualify for LSSI funding, 2 main reasons
 1. Site cannot be properly assessed for under \$35k
 - Deep water table, or
 - Multiple source areas, etc.
 2. Existing data indicate the site won't qualify for closure

• LSA

- **ATC** assigned thru CSF
- When site qualifies for Remediation Funding:
 - It is assigned to same ATC up to 3 yrs from first LSA PO issue date



PCPP Cost Estimates

- LCARs and LSAs must include a cost estimate to Site Closure
 - Cost Estimates are based on actual SPI unit rates
 - Include a proposed scope/schedule/budget
 - Complete “Site Characterization Screening Information” worksheet
- Discuss estimates & revisions with Owner/RP
- **Remember, the Owner/RP pays 25%!**



ADVANCED CLEANUP PROGRAM (AC)



AC Program

- Opportunity for Owners/Responsible Parties to conduct site rehabilitation activities in advance of a site's priority ranking
- Owner/RPs must pay a minimum cost share and/or demonstrated cost savings of 25%
- AC programs must be planned thru site cleanup closure (NFAs w/conditions or SRCOs)
- AC agreements are generally written to last for 4 years before a time extension amendment is required





AC Program

- Up to Two AC Application Periods per year
 - May 1 to June 30
 - November 1 to December 31



\$25 Million of Funding Available per year

- Maximum amount funded per site is \$5 Million
- 2 Choices:
 1. Individual Facility Application, or
 2. Bundled Application (5+ facilities)



AC Program

- Available for EDI, ATRP, PLRIP, and PCPP programs
- PCPP sites must include an AC cost-share/savings commitment along with a 25% copayment under the PCPP program.
 - Total of $\geq 50\%$
- Cost Savings is demonstrated by comparing the ATC's current SPI rates to proposed rates in the application



Application Requirements

- Completed AC application form for each site
 - **Bundles must also contain an additional Bundle application**
- Nonrefundable review fee of \$250
- Limited Contamination Assessment Report (LCAR)
- Proposed course of action with estimated costs and schedule thru closure



Individual AC Option

- Applications for Individual sites may be submitted on one of two formats:
 - As a Performance-Based Contract that may use a cost-share, a demonstrated cost savings, or a combination of both to meet the $\geq 25\%$ commitment
 - As an application relying on a demonstrated cost savings and/or a cost-sharing that meets the $\geq 25\%$ commitment



Bundled AC Option

- Must have a minimum of 5 sites (facilities)
- Bundled Applications are reviewed and scope, schedule, and budgets are negotiated and incorporated into a Performance Based Cleanup (PBC) agreement
- The PBC is based on performance milestones



LCAR Requirements

- The LCAR must follow the *June 9, 2000 Preparation Guidance*
 - The most recent Groundwater Analytical Data cannot be older than 270 days (9 months) from the time the application is submitted
 - The most recent Soil Analytical Data cannot be older than 5 years from the time the application is submitted
- The information provided in the LCAR must be sufficient to **characterize and delineate** the contamination so that a reasonable cost estimate for cleanup can be provided



Other AC Requirements

- A completed and signed Cost-Share Site Contractor Selection Sheet
- Completed and signed Site Access agreement(s)
 - Include a copy of the Property Appraiser's Parcel and Property Information
- If site ownership has recently changed and the County website is not updated, a copy of the recorded deed is required
- If the site rehabilitation goal is a conditional closure, the application must include a signed letter from each property owner indicating acceptance of a conditional closure



General AC Information

All forms, guidance documentations, and information requirements will be provided on the PRP AC Website:

<http://www.floridadep.gov/waste/petroleum-restoration/content/advanced-cleanup-program-ac>

For additional information, please contact the Advanced Cleanup Program Coordinator:

Ken Busen

Email: Kenneth.busen@dep.state.fl.us

Phone: (850) 245-8745



Conditional Closure Agreement

- Pursuant to Rule 62-772.401, if owner/participant agrees to a conditional closure, they may recommend an ATC
- This might not be appropriate for all sites
 - e.g. sites with a small, shallow potable well on-site
- CCA, forms, instructions available on website:
 - <http://www.floridadep.gov/waste/petroleum-restoration/content/petroleum-cleanup-programs>



John Wright, PE
Chief Engineer
Tallahassee



The Process

- SOW/SPI identified as an eQuote
 - Committee reviews package for completeness
- Final eQuote package prepared and published in MFMP



- Invitation to Participate is emailed to each ATC Contract Manager in that region



MFMP eQuote Contents

- Attachment A – SOW including tables
- Attachment B – Schedule of Pay Items
 - Instructions – read to understand how to complete
 - eQuote Units tab – data entry for item costs
 - Task Summary – total cost and breakdown by task

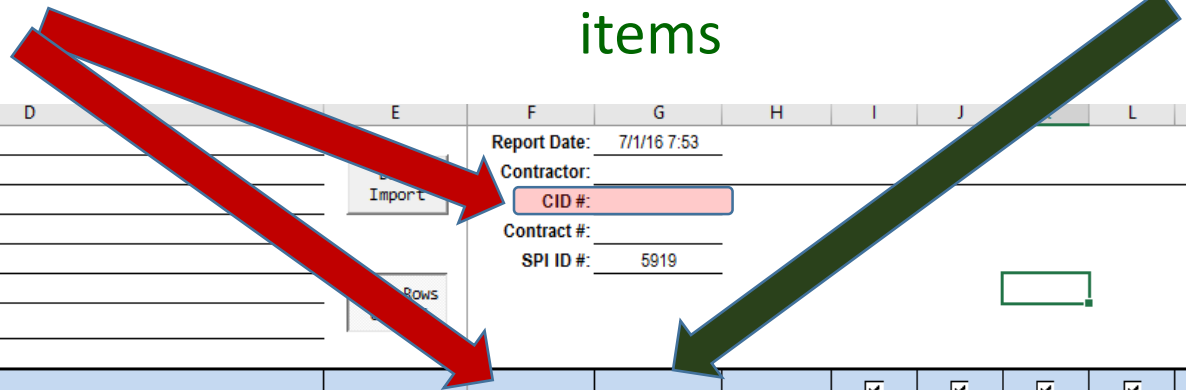
Attachment B must be completed and uploaded as part of the eQuote submittal



Attachment B eQuotes Units tab

- Enter CID# to populate cells with ATC info including Contracted Item Price

- Enter Negotiated Item Price (no greater than Contract rate) for all applicable pay items



1	Facility Name: WILDWOOD TRUCK WASH				Report Date: 7/1/16 7:53						
2	7-Digit Facility ID #: 9201938				Contractor:						
3	County: 60				CID #:						
4	Region: Central				Contract #:						
5	Site Manager Name: SAMUEL SHIVER				SPI ID #: 5919						
6	Site Manager Phone: (352)540-6800										
7	Site Manager Email: Samuel.Shiver@flhealth.gov										
8											
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.	TASK 5 QUANT.	TASK 6 QUANT.
58	5-6. HSA or MR Boring, ≤ 6 inch diameter, < 50 foot total depth	Per Foot	\$ -	\$ -	36				36		
78	6-2.a. Well Installation - 2 inch diameter (vertical)	Per Foot	\$ -	\$ -	36				36		
98	7-1. Grout and Abandon Well, 1 to 2 inch diameter	Per Foot	\$ -	\$ -	80		80				
106	8-1. Monitoring Well Sampling with Water Level, ≤ 100 foot depth	Per Well	\$ -	\$ -	36				9	9	9
111	8-6. Soil/Sediment Sample Collection	Per Sample	\$ -	\$ -	38		13	25			
112	8-7. Water Level or Free Product Gauging	Per Well	\$ -	\$ -	13		13				
116	8-11. Electronic Data Deliverables (EDD)	Per Sampling Event	\$ -	\$ -	5			1	1	1	1
119	8-14. Encore (25 gram) for SPLP Soil Sample Collection: [Per Encore]. The cost will include the 25 gram Encore samples submitted to the laboratory for SPLP testing and the 25 gram Encore samples collected in the field but not submitted to the laboratory for testing (discarded).	Per Sample	\$ -	\$ -	10			10			



eQuote Mobs and Per Diem

In order to allow each Contractor to determine the number and types of mobilizations necessary to complete the scope of work in each task, the cells for these pay items (3-1 thru 3-20) in Tasks 1 thru 10 (highlighted peach) have been unprotected. In order to temporarily keep the cells open, 1 unit of each mobilization pay item has been pre-populated in Task 1.

- Enter the appropriate number of mobilizations of each type in each task.
- Remove the 1 unit of each mobilization pay item that was pre-populated in Task 1 since no mobilizations should be necessary for this task.
- Enter the 'Negotiated Item Price' amount for each pay item selected.

Per Diem is set up the same way

PAY ITEM	DESCRIPTION	UNIT OF MEASURE	CONTRACTED ITEM PRICE	NEGOTIATED ITEM PRICE	TOTAL QUANTITIES	<input checked="" type="checkbox"/> TASK 1 QUANT.	<input checked="" type="checkbox"/> TASK 2 QUANT.	<input checked="" type="checkbox"/> TASK 3 QUANT.	<input checked="" type="checkbox"/> TASK 4 QUANT.	<input checked="" type="checkbox"/> TASK 5 QUANT.	<input checked="" type="checkbox"/> TASK 6 QUANT.	<input checked="" type="checkbox"/> TASK 7 QUANT.	<input type="checkbox"/> TAS QUANT.
1-1.	File Review	Per Review	\$ -	\$ -	1	1							
1-2.	Site Health & Safety Plan	Per Site	\$ -	\$ -	1	1							
1-4.	Permit Fees (actual fee only, cost to obtain permit is included in applicable pay items)	Reimbursable*	\$ -	\$ -	1550		50	1000	500				
1-7.	6% Handling Fee for Cost Reimbursable Items	% Surcharge	\$ -	\$ -	1550	0	50	1000	500	0	0	0	0
3-1.	Mobilization, Light Duty Vehicle (car or 1/2 ton truck) - ≤ 100 miles each way	Per Round Trip	\$ -	\$ -	1	1							
3-2.	Mobilization, Light Duty Vehicle (car or 1/2 ton truck) - > 100 miles each way				1	1							
3-3.	Heavy Duty/Stakebed Truck (3/4 ton +) - ≤ 100 miles each way				1	1							
3-4.	Heavy Duty/Stakebed Truck (3/4 ton +) - > 100 miles each way				1	1							
3-5.	Work Trailer - ≤ 100 miles each way				1	1							
3-6.	Work Trailer - > 100 miles each way				1	1							
3-7.a.	DPT Rig and Support Vehicles Mobilization - ≤ 100 miles each way				1	1							
3-8.a.	DPT Rig and Support Vehicles Mobilization - > 100 miles each way				1	1							
3-9.a.	Drill Rig and Support Vehicles Mobilization (hollow stem auger, mud rotary or sonic) - ≤ 100 miles each way	Per Round Trip	\$ -	\$ -	1	1							
3-10.a.	Drill Rig and Support Vehicles Mobilization (hollow stem auger, mud rotary or sonic) - > 100 miles each way	Per Round Trip	\$ -	\$ -	1	1							
3-11.	Excavator Mobilization - ≤ 100 miles each way	Per Round Trip	\$ -	\$ -	1	1							

Unprotected Cells



eQuote Transportation and Disposal Options

- Transport Petroleum Impacted Soil (bulk) (if applicable)– The eQuote Units worksheet contains two options based on mileage from the site to the disposal facility (Pay Item 12-7 for mileage ≤100 and Pay Item 12-8 for >100). Both options have been populated with number of tons proposed in the scope of work.

Contractors must enter a 'Negotiated Item Price' for only the appropriate mileage item and leave the other 'Negotiated Item Price' blank.

PAY ITEM	DESCRIPTION	UNIT OF MEASURE	CONTRACTED ITEM PRICE	NEGOTIATED ITEM PRICE	TOTAL QUANTITIES	<input checked="" type="checkbox"/> TASK 1 QUANT.	<input checked="" type="checkbox"/> TASK 2 QUANT.	<input checked="" type="checkbox"/> TASK 3 QUANT.	<input checked="" type="checkbox"/> TASK 4 QUANT.	<input checked="" type="checkbox"/> TASK 5 QUANT.	<input checked="" type="checkbox"/> TASK 6 QUANT.
10-15.b.	Clean Overburden Used As Backfill, Compaction and Testing > 300 cubic yards	Per Cubic Yard	\$ 25.00	\$ -	403			403			
12-1.	Removal and Loading of Asphalt and/or Concrete - up to 4 inch thickness	Per Square Foot	\$ 2.50	\$ -	8127			8127			
12-2.	Additional Removal/Loading Cost for Concrete - > 4 inch thickness	Per Square Foot	\$ 4.25	\$ -	5080			5080			
12-5.	Transport and Disposal of Mixed Debris	Per Ton	\$ 50.00	\$ -	309			309			
12-7.	Transport Petroleum Impacted Soil (bulk) ≤ 100 miles	Per Ton	\$ 28.00	\$ -	2840			2840			
12-8.	Transport Petroleum Impacted Soil (bulk) > 100 miles	Per Ton	\$ 35.00	\$ -	2840			2840			
12-10.	Disposal of Petroleum Impacted Soil at a Landfill (bulk) > 450 tons	Per Ton	\$ 35.00	\$ -	2840			2840			
12-12.	Disposal of Petroleum Impacted Soil at a Thermal Treatment Facility (bulk) > 450 tons	Per Ton	\$ 35.00	\$ -	2840			2840			
12-16.	Transport and Disposal of Petroleum Product (bulk)	Per Gallon	\$ 1.20	\$ -	1000			1000			
13-1.	Asphalt Paving - 2 inch thickness (includes sub-base)	Per Square Foot	\$ 8.40	\$ -	3047			3047			

- Disposal of Petroleum Impacted Soil (bulk) > 450 tons (if applicable) – The eQuote Units worksheet contains two options for disposal facility (Pay Item 12-10 for Landfill and Pay Item 12-12 for Thermal Treatment Facility). Both options have been populated with number of tons proposed in the scope of work. **Contractors must enter a 'Negotiated Item Price' for only the disposal method item chosen and leave the other 'Negotiated Item Price' blank.**



Question Period



- Once an eQuote is published in MFMP, the Department cannot discuss the eQuote or site history with any ATC. All correspondence to and from the Department must be submitted thru the MFMP Message Board.

Each eQuote has a 1 week question period (specified in section 5 of the eQuote) for ATCs to submit any and all questions they have regarding the SOW and SPI.

The committee will review all questions submitted and post a response document to message board within 48 hours of the close of the question period. If applicable, Attachment A and B will be revised and uploaded to the eQuote posting.

Questions received after the question period will not be addressed.





eQuote Closing

- An eQuote is published with a closing date and time approximately 2 weeks from initial posting.



- MFMP is locked after the period closes and no additional submittals can be uploaded
- **so don't wait until the last minute to submit.**

Submittals are secure

NOBODY can see them until the eQuote is closed



Response Evaluation



- Once the eQuote closes in MFMP, PRP will rank all responses from lowest to highest cost, and will begin evaluating for responsiveness and responsible submittals, commencing with the lowest cost submittal.

- Submittal must include the latest version of Attachment B - SPI posted in the eQuote.
- An incorrect version will be deemed non-responsive and the submission rejected.

❖ Submittals deemed unresponsive are discarded
Next lowest submittal shall be evaluated



Upon determination that a submittal meets required criteria, no other submittals will be evaluated



eQuote Award



- A tabulation of all results including the Awardee is posted to the MFMP message board

Documents are prepared and a Purchase Order is generated



Note: Source Removal eQuotes are be separated into 2 POs, one for the SR activities and one for the 4 quarters of NAM



eQuote

For questions regarding the eQuote process contact:

Kyle Kilga

850-245-8855

Kyle.Kilga@dep.state.fl.us



Innovative Technologies

John Wright, PE
Chief Engineer
Tallahassee





Innovative Technology Project

- 2016/2017 Appropriation of Up to \$5 million
 - Funding Does Not Apply Towards Funding Cap
 - Co-payment Not Required
- Projects Awarded Based Using Competitive Process - Request For Proposal (RFP)
- Awarded Based on Cost and Quality Considerations
- Payments Are Based on Meeting Cleanup Milestones



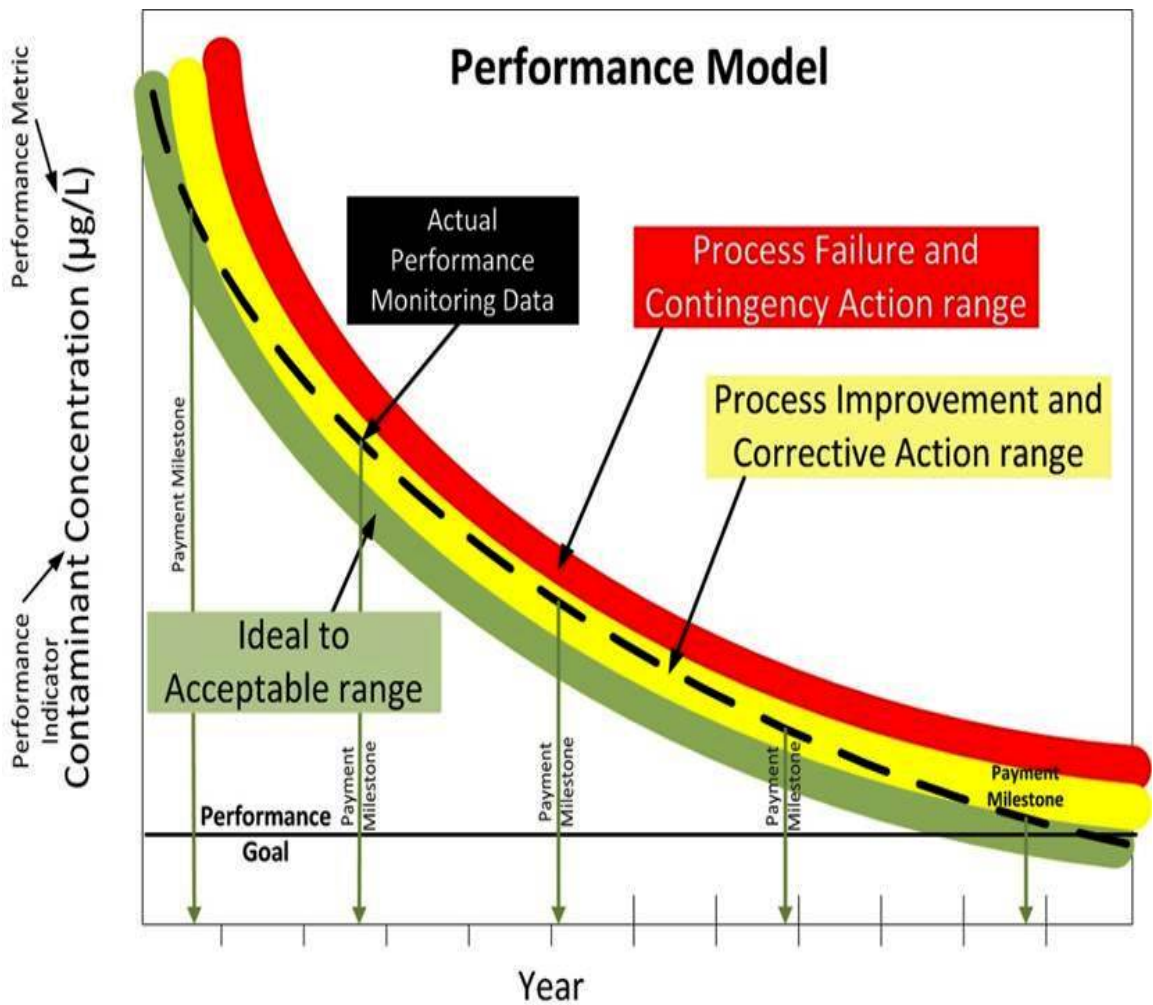
Innovative Technology Project

- Intended To Demonstrate Innovative Technology Processes
- May Be a Stand Alone Technology Or An Enhancement To A Traditional Technology
- Good Candidate Sites:
 - May Be Challenging But Not Impossible
 - Needs To Have Good Assessment
 - Contamination Must Be Assessable
 - An Approved RAP Would Be A Plus



Innovative Technology Project

- To sign up to receive courtesy VBS e-mail notifications about bid advertisements use the link below:
- http://www.myflorida.com/apps/vbs/vbs_main_menu
- Then <https://vendor.myfloridamarketplace.com/vms-web/spring/login?execution=e2s1> to access the State of Florida's Vendor Information Portal.
- Vendor should fill out the fields using the instructions contained on the webpage.
- For assistance or questions, contact MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-352-3776)



PERFORMANCE BASED CLEANUPS



What Is A PBC?

Performance Based Contract =

A Contract With A Contractor Where Payment Is Based On Achieving Agreed Upon Milestones

Items Negotiated By PBC Team =

- Total Cost For Cleanup
- Time To Complete Cleanup
 - Key Wells
- Closure Endpoint



Performance Based Contract

- Advanced Cleanup (AC) Bundles Require a PBC
- Innovative Technology Per Special Appropriation
- Single Site PBC <\$325,000 - May Be Direct Assigned
- Single Site PBC >\$325,000 – E-Quoted



Benefits Of PBC

- The Contractor Has More Control Of Project
- Contractor Is Rewarded If Milestones Are Completed Ahead of Schedule
- PBC Team May Identify Any Site Assessment Gaps and Reduce the Risk



PBC Contacts

- Grant Willis, PBC Coordinator (850) 245-8886
 - Grant.willis@dep.state.fl.us

- Dona Milinkovich (850) 245-8872
 - Dona.miliinkovich@dep.state.fl.us



Florida Department of Environmental Protection

Petroleum Restoration Program

From SOW to Purchase Order

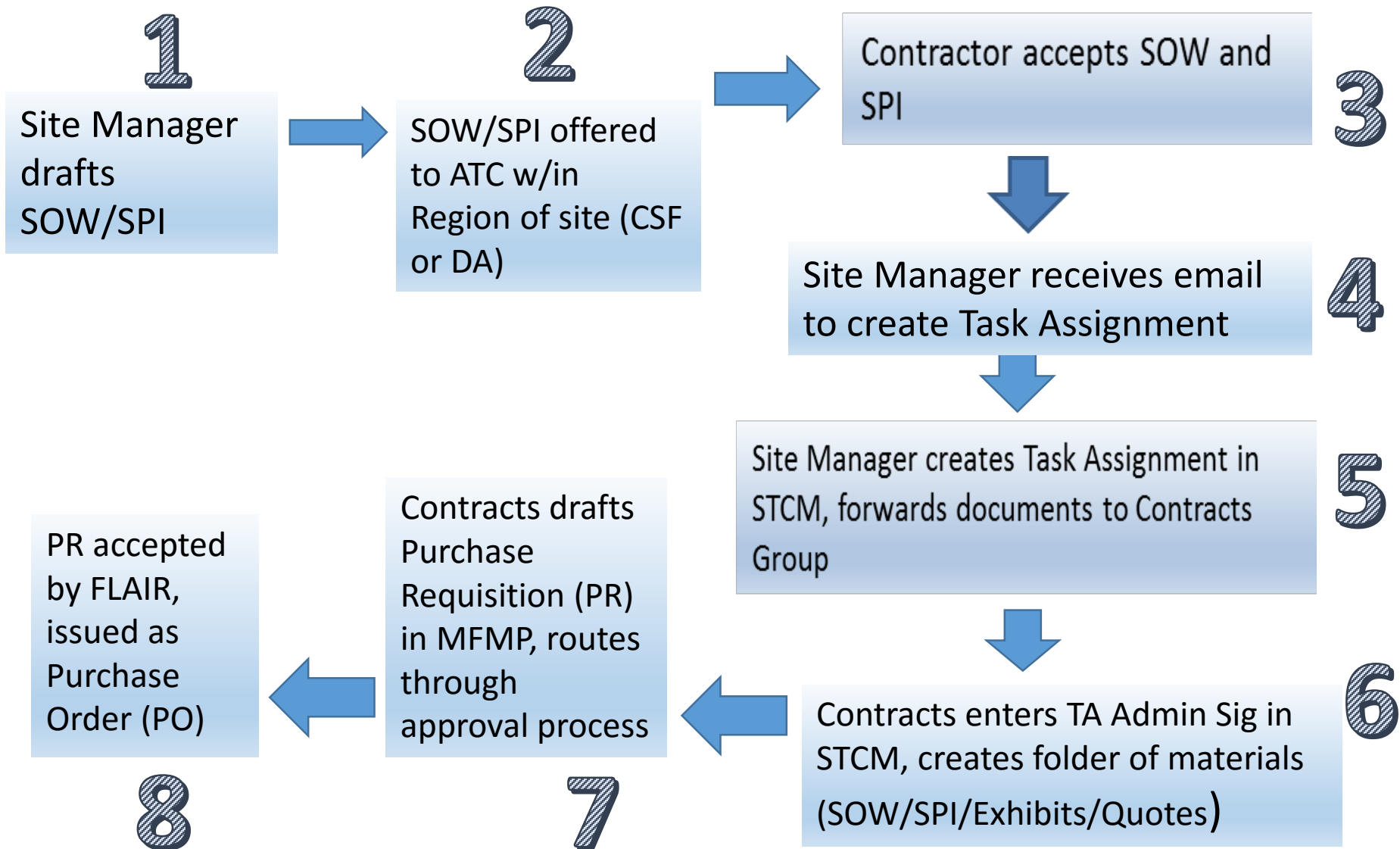
Tamara Blyden

Team 1





FROM SOW TO PO





Offer & Acceptance Emails

- ❖ **Request to Participate in Contractor Selection** email
 - ❖ If the owner requested the option to reject one ATC prior to assignment of work.
 - ❖ Site Manager must provide owner/RP email address.
 - ❖ Owner has 3 days to respond to the email to reject the ATC.
- ❖ **PRP Scope of Work Offer** email
 - ❖ For CSF assigned sites.
 - ❖ Sent from PRPScopeOffer (shared mailbox), ATC is instructed to Reply to all
 - ❖ ATC has 5 business days to decline or accept the project and provide contact information, distance from office, and quotes for section 22 reimbursable pay items.
- ❖ **ATC Acceptance and Begin Task Assignment** email
 - ❖ Sent to site manager upon receipt of acceptance email from ATC
 - ❖ SPI in STCM is changed from Pending to Assigned in STCM
- ❖ **PRP Assignment of Work for Continued Scope** email
 - ❖ For direct assigned sites (SCOPE or SHARE).
 - ❖ Site is immediately assigned to ATC
 - ❖ Site manager begins to prepare the task assignment.



Fieldwork Notifications

- ATC must provide written notification no less than 7 days prior to fieldwork
 - PRP Site Manager, PRP Inspector, Site Operator, Owner/RP, affected off-site parties
- Notification must include:
 - Facility Name and FAC ID#
 - Facility Address
 - PO # and Task #
 - Date and Time of Field Event
 - Type(s) of Activities (i.e. O&M, Monitoring, Startup, etc..)





REQUESTS FOR CHANGE

4 Types:

- Field
- Regular
- Rush
- No Cost





New Field Change Process!

- Requests from field are approved much faster
 - PRP Site Managers will not spend hours getting approvals
 - Gives the SM authorization
 - If SM cannot be reached, contact list is available online:
<http://www.floridadep.gov/waste/content/prp-contacts>
- New POs will have a Section 23-1 Pay Item
 - For In-Field requests **ONLY!**
 - Per entire PO not Task!
 - Allowance specific to field activity
 - Eliminated \$35,000 threshold
 - Either \$1,000 or \$7,000



Field Allowance Schedule

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



Field RFC for Current POs

- ATC must be at the site to utilize the field change with contingent funds. This is not a rush or emergency change order.
- Existing POs with field, contingent funding added to the PO via the Contingent Funding - Request for Change (CF-RFC) form
- The '*Contingent Funding Request for Change*' workbook is located on the PRP templates web page at:
<http://www.floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>
- After 9/1 FRFCs cannot be processed unless there is contingent funding in the PO





Requests for Change (RFC)

- Whether a Time Extension or a need for additional work, discuss with PRP SM prior to submittal
- Time Extension
 - Per Contract, a “Request for Modification of the Time Frame” should be requested at least 20 days prior to the due date of deliverable
- Use the RFC format that corresponds with the SPI
 - Newer SPIs have an RFC form tab in workbook
 - Older formats are available online



RFC Requirements

- Double-check site, contact & PO-specific info on form
 - Check against the SPI
 - Update to new Site Manager, if applicable
 - Do you have the correct Change Order #?
 - Have you accounted for a Cost-Share?





RFC Requirements

- Verify scope description is clear/concise, and reason for change can be justified.
 - Must include full details of well installs & sampling
 - Pay Item Description alone is not sufficient
- Double-check:
 - Task #
 - Pay Item #
 - Pay Item Description (must match SPI Description)
 - Correct unit of measure (i.e. Per Sample, Reimbursable)
 - Price based on SPI
 - Include Quote(s)



RFC- Things to Remember

- **NO** after the fact date extensions or cost requests!
 - **A contract is a contract!**
- If extending the final Deliverable due date, extend PO End Date
- Reimbursable Pay Items
 - Cost is \$1.00; Quantity is the cost listed on Quote
- Do not change the formatting of the document
 - Layout, Fonts, Margins, etc.
 - Can make it illegible





ASSESSMENT TYPES

Chris Bayliss, PG
Laura Wagner





Types of Site Assessment

There are **three** types of Site Assessment:

- **Higher Priority Sites** (score of 30+, or special priority)
 - Assessments for a thorough delineation, remediation, & closure
 - Special Priority sites (Springsheds, continuing O&M, etc.)
- **Lower Priority Sites** (score <30, and no special priority)
 1. Low-scored Site Assessment (**LSA**) – intended to assess all sites that are currently below funding range to categorize the risk. Does not need high level of detail as for sites directly moving to RA.
 2. Low-Scored Site Initiative (**LSSI**) – a Voluntary program, initiated by the Property Owner/Responsible Party, to determine if a site qualifies for closure. It includes the qualification for a unique “LSSI NFA” closure and funds for limited remediation if it will result in site closure



LSA and LSSI

- LSSI applications take priority unless the LSA scope has already been offered to an ATC
- If using LSSI funds for limited remediation, the LSA (or other assessment) data can be used to show the plume delineation and estimate remediation costs



Screening Workbook

Historical Summary		
<i>Submit with Proposal and include appropriate Tables and Figures</i>		
Discharge History		
FDEP FAC ID #: _____	Site Name: _____	
Site Score: _____	Facility Type: _____	
List Active Tanks (ASTs/USTs & contents): _____		
First Discharge		
Discharge Date: _____	Discharge Summary <i>location/quantity etc.</i>	
Discharged Product: _____		
Eligibility Program: _____		
CAP Remaining: _____		
Second Discharge		
Discharge Date: _____	Discharge Summary <i>location/quantity etc.</i>	
Discharged Product: _____		
Eligibility Program: _____		
CAP Remaining: _____		
Third Discharge		
Discharge Date: _____	Discharge Summary <i>location/quantity etc.</i>	
Discharged Product: _____		
Eligibility Program: _____		
CAP Remaining: _____		
Assessment History		
SA Approval Date: _____	Groundwater Contaminants	Soil Contaminants
Average DTW: _____	BTEX	BTEX
1st Lithology (USCS): _____	PAHs	PAHs
2nd Lithology (USCS): _____	TRPHs	TRPHs
Land Use (plume area): _____	MTBE	MTBE
Zoning (plume area): _____	Pb	Pb
Groundwater Flow: _____	Other	Other
Private Wells: _____	Assessment Summary <i>complex lithology, free product etc.</i>	
Last Sampled: _____		
Petroleum Contamination: _____		
Public Supply Wells: _____		
Last Sampled: _____		
Petroleum Contamination: _____		
Remedial Action History		
RAP Order Date: _____	Remedial Action Summary	
RA Technology: _____		
2nd RA Technology: _____		
RA Start Date: _____		
RA End Date: _____		

- When conducting any assessment, complete the Historical Summary worksheet
- Serves as the deliverable for the File Review Pay Item
- Included with the final assessment report



Screening Workbook

Site Characterization Screening Information

FDEP FAC ID #: 0

Does Site Qualify for LTNAM: _____

Dominant Lithology Vadose Zone

First Lithology (USCS): _____

Second Lithology (USCS): _____

Dominant Lithology Saturated Zone

First Lithology (USCS): _____

Second Lithology (USCS): _____

Average Depth to Water: _____

Groundwater Flow Direction: _____

Recommended Technology for SRCO: _____

Combined Technology: _____

Consultant SRCO Cost Estimate: _____

Consultant NFAC Cost Estimate: _____

Are on-site buildings housing Sensitive Receptors _____

If yes, current use of the building _____

Plume Characteristics	Groundwater	Soil
Shrinking or Stable		
On-site only		
Plume <1/4 acre		
Exclusion Zone Only		
In FDOT ROW only		
On State-Owned Land Only		
Organoleptic Exceedence only (< HB CTLs)		
DE Soil Exceedences above 2'		
DE Soil Exceedences from 2' to 10'		
DE Soil Exceedences below 10'		
Free Product		
Site Qualifies for LSSI NFA		

DE = Direct Exposure CTLs ; HB = Health Based

Site Name:

GW Contaminants one per constituent	≤ GCTLs	≤ NADC	> NADC	Not Analyzed
Benzene				
Ethylbenzene				
Toluene				
Total Xylenes				
MTBE				
Naphthalene				
1-Methylnaphthalene				
2-Methylnaphthalene				
TRPHs				
EDB				
As				
Pb				
Other				

Soil Contaminants (select one unless Leachability & Direct Exposure CTLs exceeded)	No Soil Exceedences*	Exceeds Leachability	Exceeds Direct Exposure	Not Analyzed
Benzene				
Ethylbenzene				
Toluene				
Total Xylenes				
MTBE				
Naphthalene				
1-Methylnaphthalene				
2-Methylnaphthalene				
Other PAHs				
TRPHs				
As				
Pb				
Other				

* Below direct exposure and leachability (or alternative SCTLs established through SPLP or fractionation)

➤ Complete SCS Worksheet for all LSA/LSSI assessments

- Exception-site receives closure

➤ Used to characterize, ID risk, gives an estimate of closure costs



LOW-SCORED ASSESSMENT (LSA)

UNDER
30



LSA Sites

If you have no knowledge on the site...

- Typically LSA Sites given 16 SBs & 8 MWs
 - This does **NOT** mean you are limited to only 16 SBs & 8 MWs or need to use them all
 - This was intended to build in “contingency” funds
 - Do not over-scope contingency work that may not be needed/performed
- Through Site & File Review/Recon, ATCs are to determine whether the 16 SBs/8 MWs are sufficient
 - During this time, check all wells currently on site (if any), check for any possible past site assessment. Gather past site information



Back to Basics

When given a new site you must complete the following:

- File Review in Oculus
- CLM
- **Site Reconnaissance**
- Discuss with Drillers (DTW, Lithology, Rig Type), they may have site-specific experience that will help set a schedule





LSA Sites

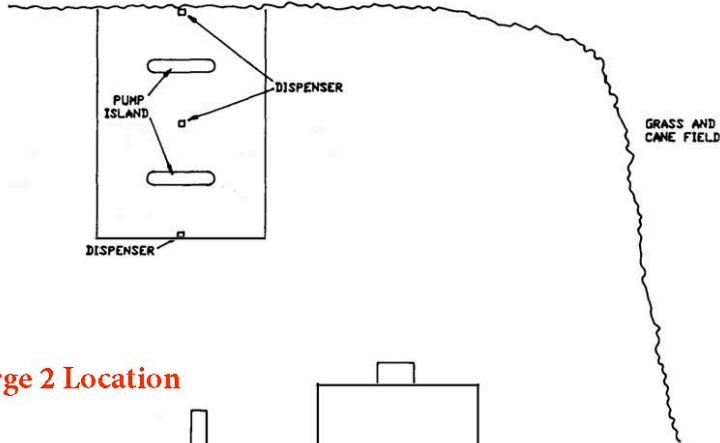
- ATCs should submit a proposal for a more appropriate and site-specific scope based on research and discussion with DEP
- A Request for Change (RFC) must be submitted to adjust scope as needed
- Be sure to build in contingent work if needed to finish out a day or as follow-up field events (add a second task for additional field work)
- Additional RFCs can be submitted but must be addressed before recommended activities occur



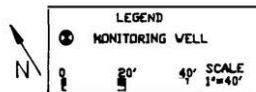
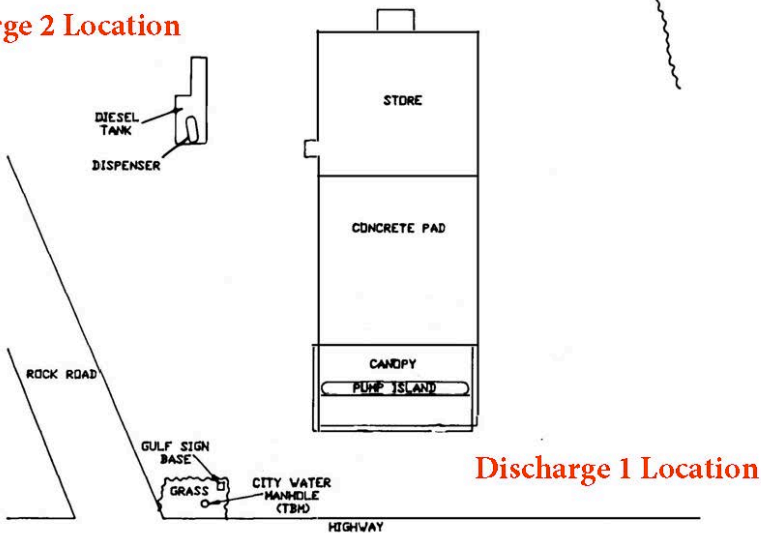
LSA Examples

FIGURE 2
SITE MAP

Discharge 1 Location



Discharge 2 Location



Example 1:

Two Discharges on Site

1. 1st Discharge was reported at the North and South Tanks. Free Product is present.
2. 2nd Discharge was reported at the Western tanks. Free Product is present as well.
3. Both are eligible discharges

**Where to start?
Where does assessment
end?**

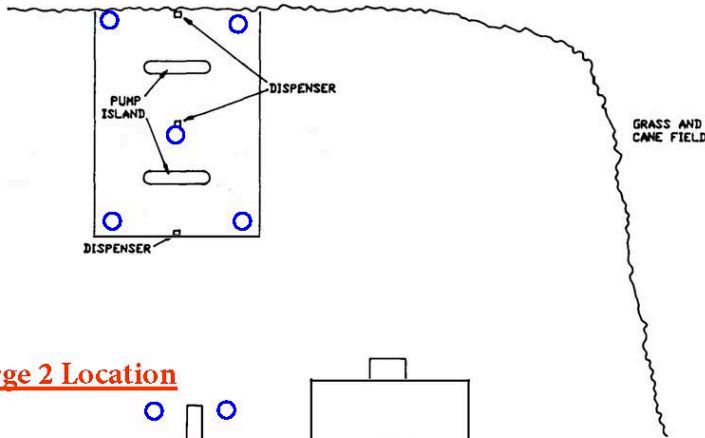


LSA Examples

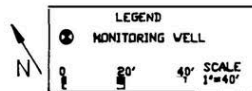
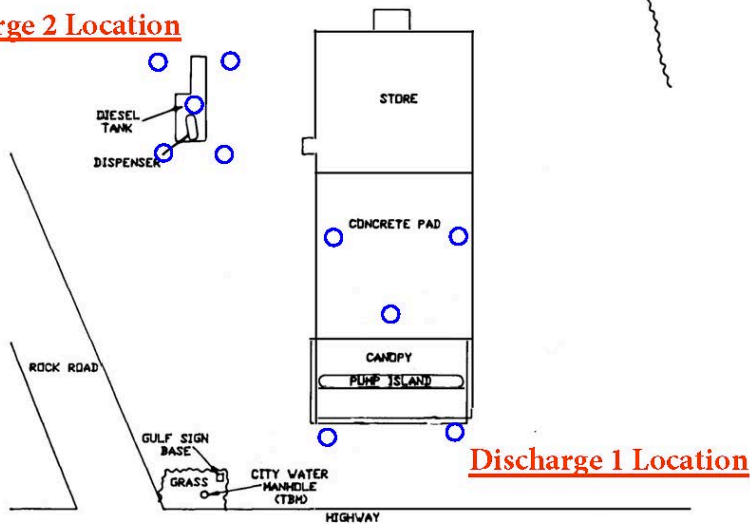
Submit Proposal to:

FIGURE 2
SITE MAP

Discharge 1 Location



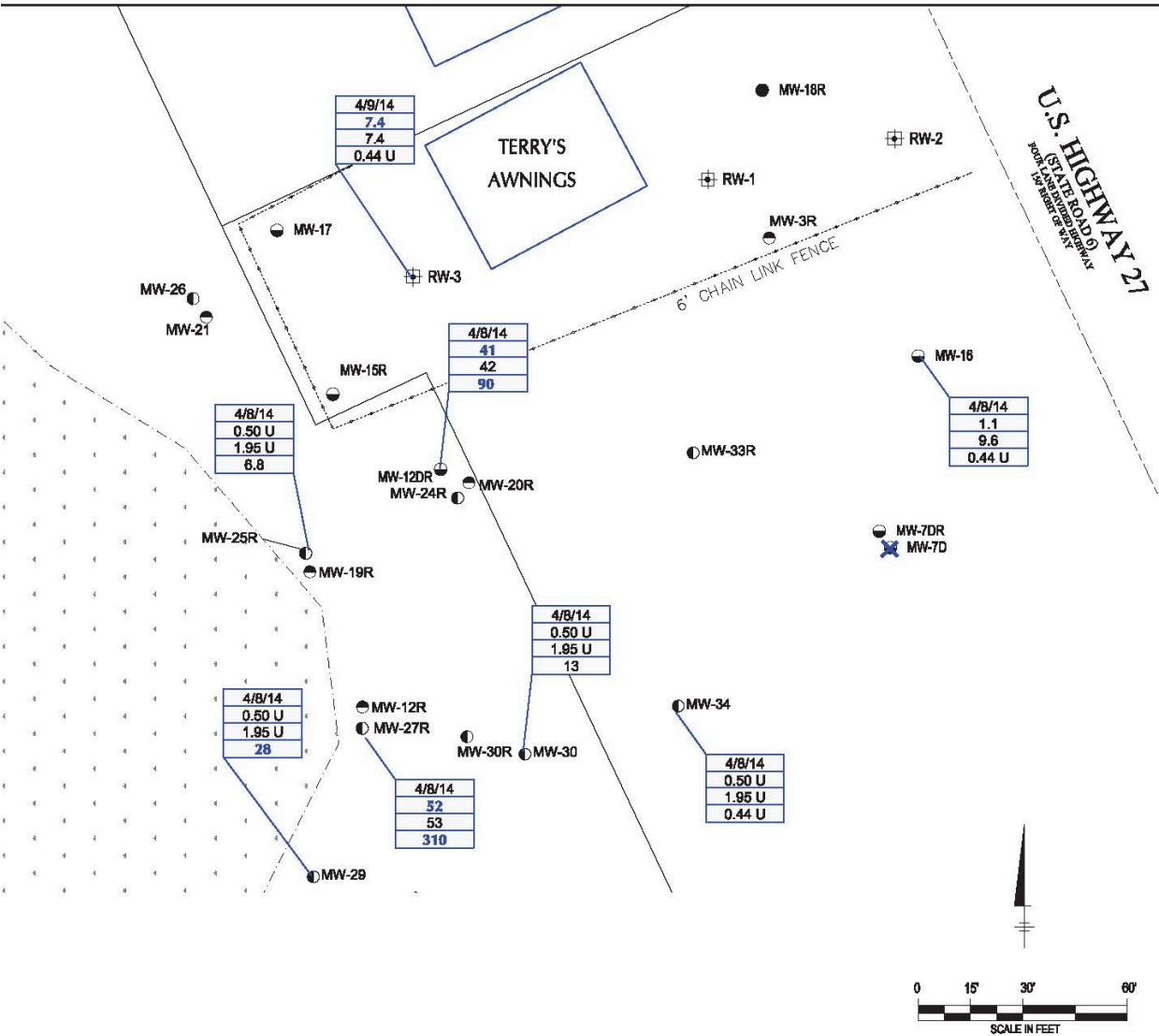
Discharge 2 Location



- The site history tells us there are two source areas. Begin with identifying the two areas.
- Having no knowledge of the size of the source area, install 5 soil borings at each discharge area.
 - One boring in each corner and one boring in the center (if not active).
 - Consider GW grab sample
- After soil boring/GW grab analytical results come back, then installation of monitoring wells can commence.
- Step-out borings and wells as reasonable contingent work.



LSA Examples



Example 3: *Known History on Site*

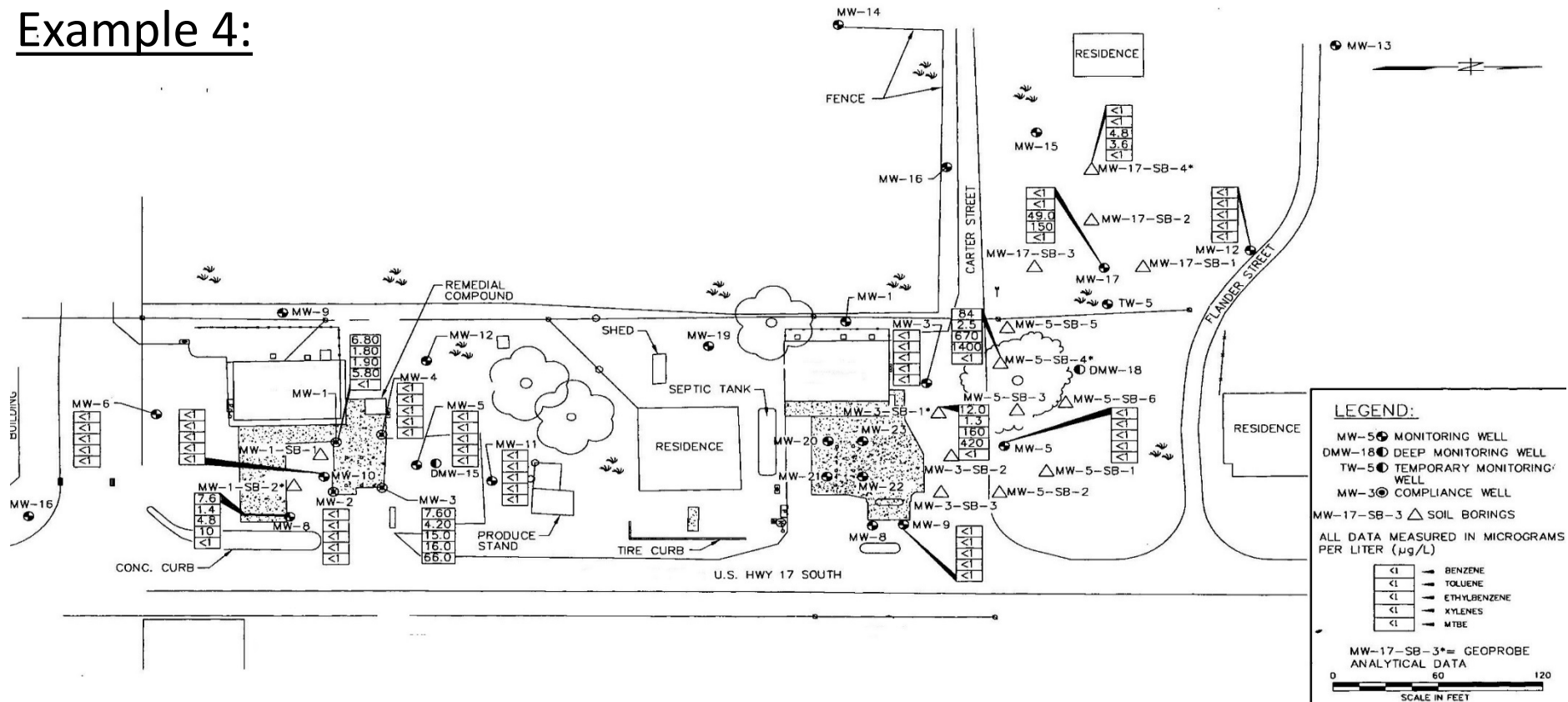
1. MWs on site.
2. Analytical Data is **15 years old**, shows that there is groundwater contamination.
3. Eligible discharge
4. Groundwater Flow to the southwest.

Where to start?
Where does assessment end?



LSA Examples

Example 4:



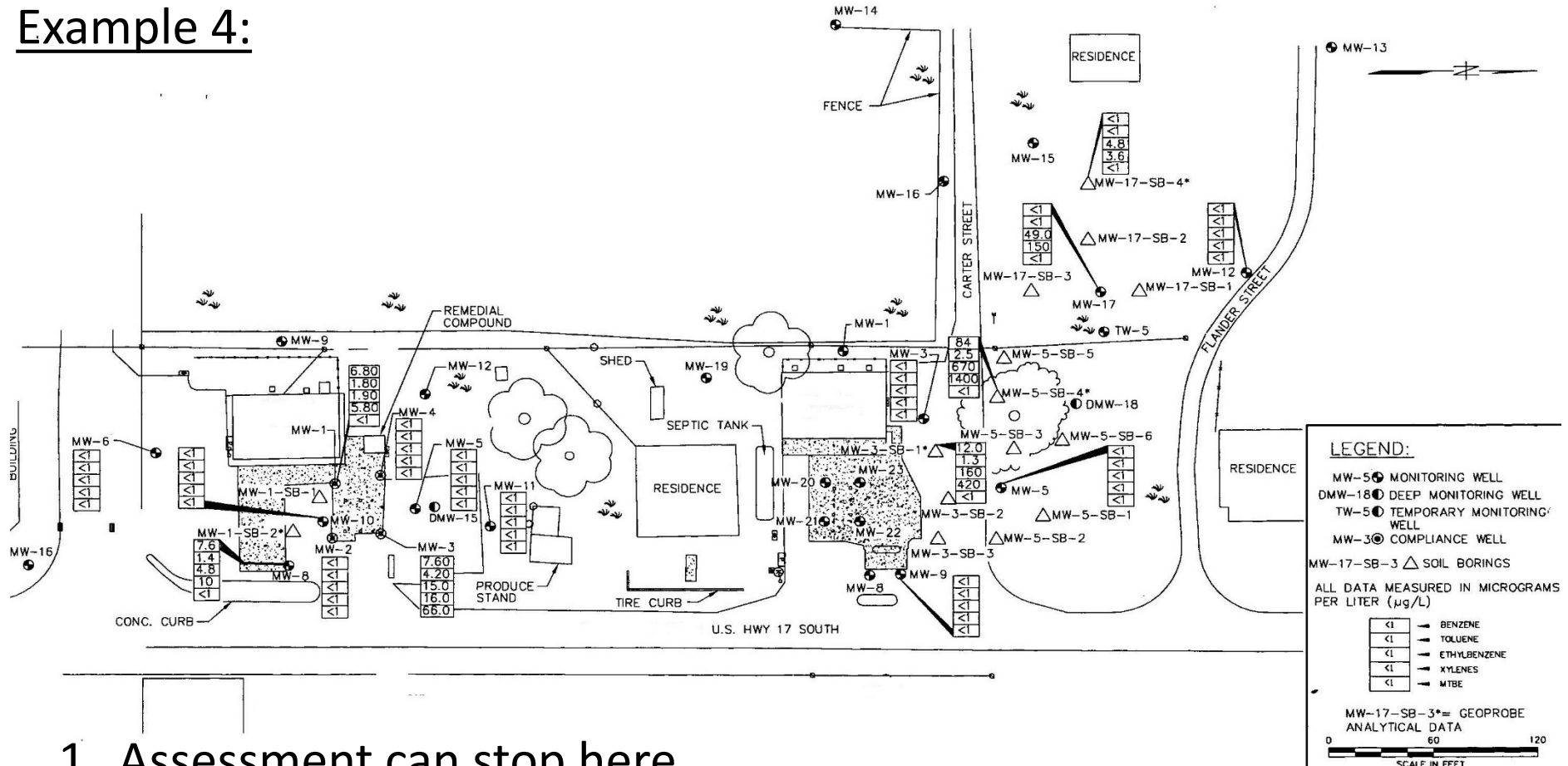
1. 7.6 Benzene Level at property boundary, no potable wells
2. Boundary is at a state road **without** the possibility of a DOT closure

Where to start?
Where does assessment end?



LSA Examples

Example 4:



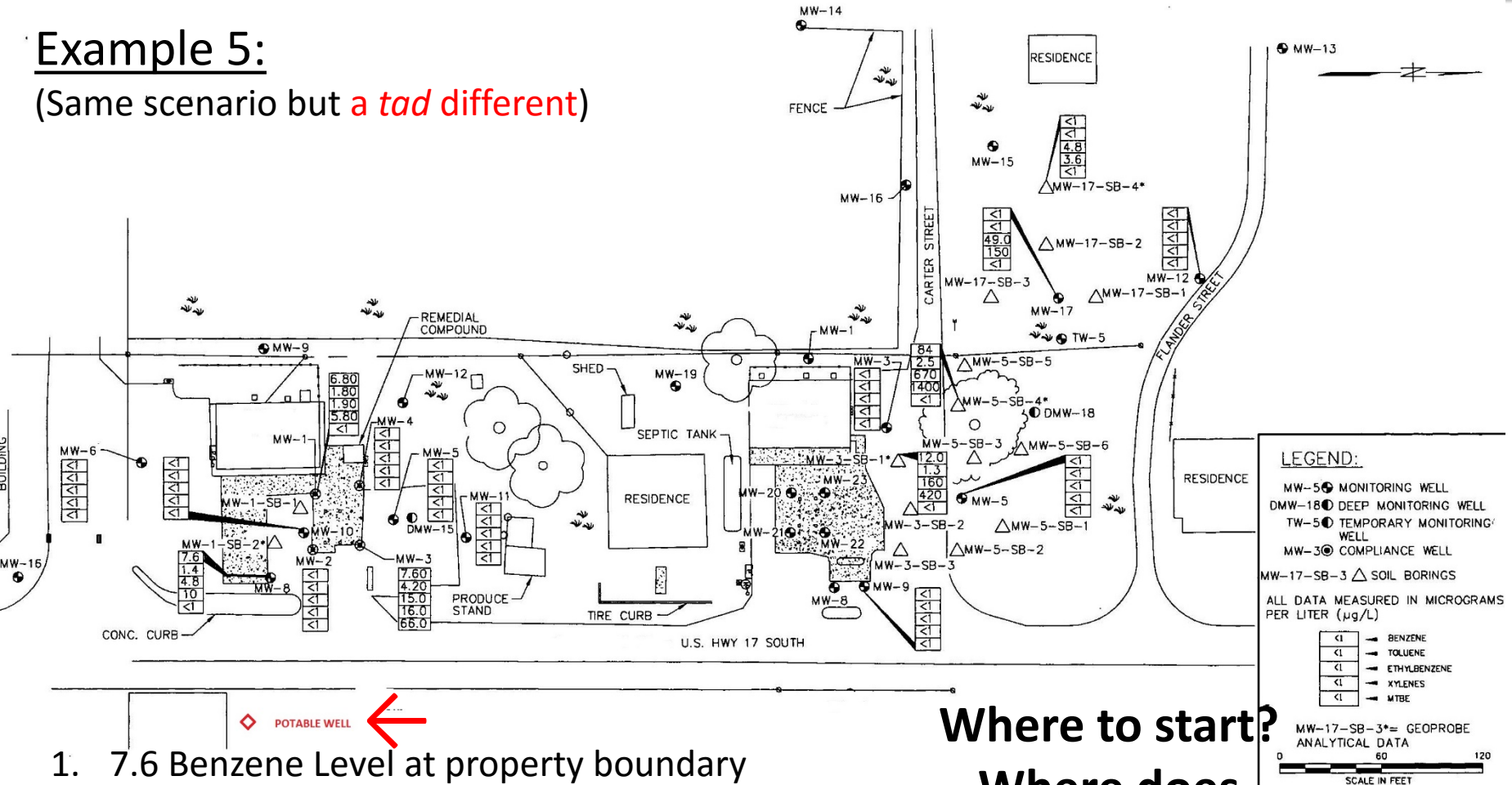
1. Assessment can stop here
2. Have sufficient delineation to Characterize the site.



LSA Examples

Example 5:

(Same scenario but *a tad* different)



1. 7.6 Benzene Level at property boundary
2. Boundary is at a state road **with** the possibility of a DOT closure
3. There is a potable well directly across the street

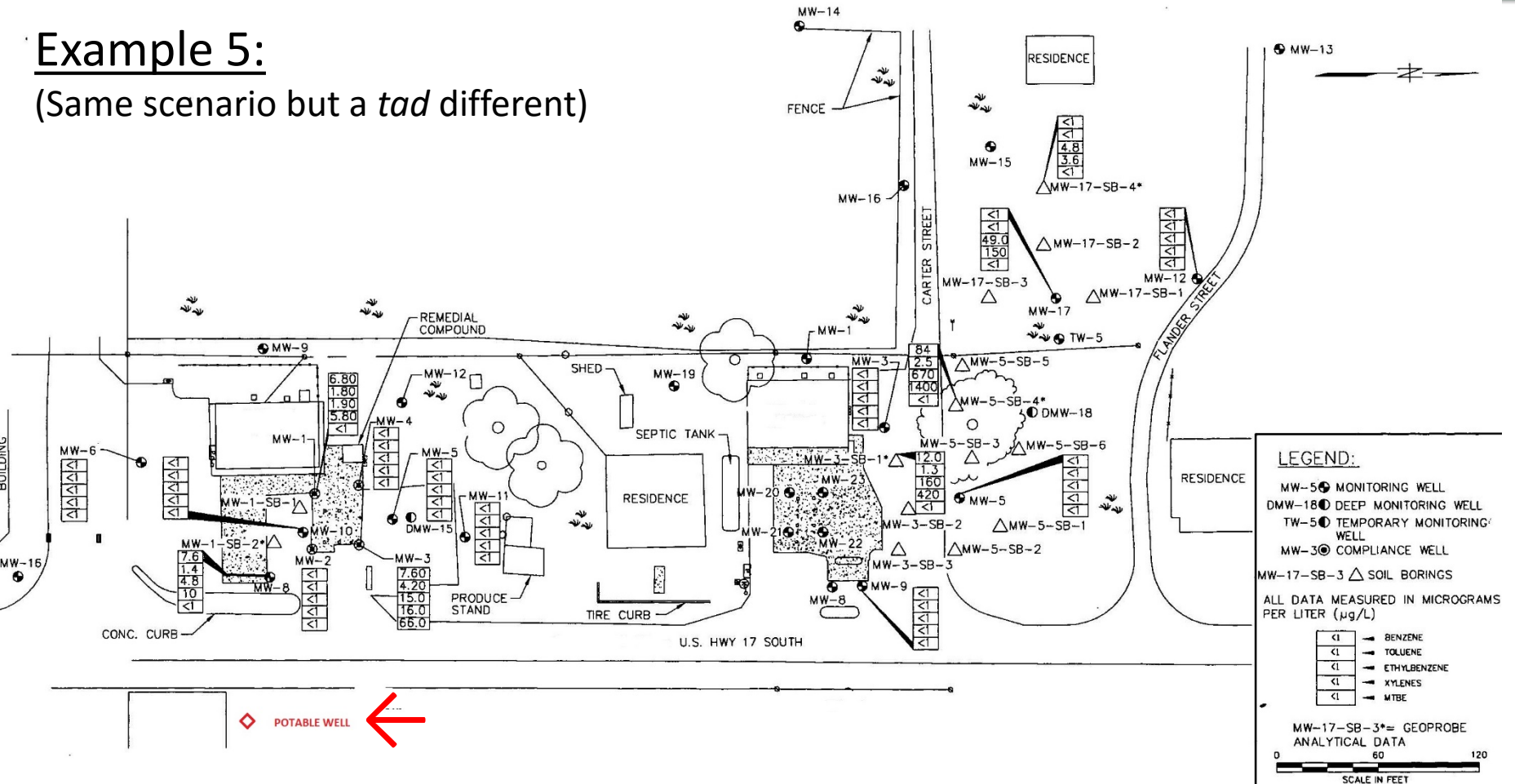
Where to start?
Where does assessment end?



LSA Examples

Example 5:

(Same scenario but a *tad* different)



1. Install an off-site well to ensure the well is not threatened



LSA Examples

Situations like the last example are common and would work in other scenarios, like below:

Property Boundary is adjacent to a 2nd property instead of a road.

Based on analytical data, if there is minimal contamination at the property boundary we can then have enough data to end assessment.

NOTE: Assessment would NOT end if there is a threat to potable water or other sensitive receptors.



Low-Score Site Initiative (LSSI)



LSSI Statutory Updates

- Statutory Revisions to Funding & Timeframes
 - Raises assessment funding cap from \$30K to \$35K
 - Allows for up to \$35K of limited remediation funding if will likely result in closure
 - Expands timeframe for work completion from 6 months of assessment to 15 months for assessment and remediation
 - Raises annual cap from \$10M to \$15M



LSSI Statutory Updates

- Statutory Revisions to Assessment & Monitoring
 - Expands soil OVA language
 - Changes GW monitoring requirement to determine plume stability from 6 to 12 mo. minimum
 - Expands allowable plume area from $\frac{1}{4}$ acre max to:
 - Source property boundaries (unless the property owner has requested a more limited area in the NFA proposal)
 - The area of contamination may extend beneath a transportation facility for which the DEP has approved, and the governmental entity owning the transportation facility has agreed to institutional controls
 - Adds that GW plume must not be threat to any permitted potable water supply well



LSSI and Remediation

- Limited Remediation (NEW)
 - To qualify for continued funding for limited remediation, the assessment conclusions must demonstrate that **site does not currently qualify for LSSI closure and that additional remediation is necessary for the site to qualify for closure**
 - The DEP will review the proposed remediation strategy, discuss with the contractor if necessary for clarification, and provide a final determination if limited remediation is cost effective and will reasonably achieve site closure



LSSI and Remediation

- Limited Remediation (cont.)
 - Due to statutory timeframes (15 months to complete SA & RA), the DEP will utilize the Interim Source Removal (ISR) provisions in Chapter 62-780 to the greatest extent possible to design and implement RA strategies
 - If approved for RA, a separate work order will be generated for the following:
 - Pre-Limited Remediation teleconference to discuss the conceptual remediation strategy
 - Limited Remediation Plan/ISR Plan and cost estimate
 - Implementation of the approved remediation strategy and a Limited Remedial Action Implementation Report will be authorized via change order



Application & Proposal

• LSSI Application & Proposal

- Applications submitted on or after July 1, 2016, must be accompanied by proposal for:
 1. Site Assessment,
 2. Monitoring, or
 3. Limited Remediation
- Sites currently funded before July 1, 2016, are not required to provide an updated LSSI Application at this time.
 - However, an updated application will be required for sites where issuance of an LSSI work order takes place in FY16-17 and is necessary to implement a proposed and accepted limited remedial strategy
- For the LSSI Applications submitted but an LSSI Work Order was not issued prior to July 1, 2016, an updated LSSI Application must be submitted if the previously submitted one was not signed and authorized by the owner



Application & Proposal

- If proposal submitted after June 30, 2016, is for remediation (prior assessment completed), the proposal must include:
 - A copy of any Assessment Report that demonstrates that the site requires remediation to attain LSSI closure.
 - a discussion of the conceptual remediation design,
 - appropriate tables, draft calculations, figures, and
 - estimated costs
- If eligible for LSSI, PRP SM reviews proposal and negotiate changes, if needed, with contractor before preparing work order
- If insufficient info or changes to proposed SOW, PRP will allow a **maximum of 90 days** for response from contractor before rejecting LSSI and notifying owner of the failure to respond



The Proposal

- LSSI Proposal

- A description of previous assessment and/or remediation work, including applicable figures and tables
- A description of any changes to a site's land use and layout since the discharge was reported
- Expected itemized breakdown for the costs (not to exceed \$35,000) to perform the LSSI Assessment
- An estimated number of baseline and conditional soil and/or groundwater sample locations, laboratory samples and associated costs must be provided
- At least three competitive quotes must be submitted for each of the subcontractor costs greater than \$2,500



The Proposal

• LSSI Proposal Considerations

- Is there pre-existing data that suggests a closure will likely not be achieved under the LSSI with or without limited remediation?
- Are there sufficient LSSI funds to adequately assess both soil and groundwater at each eligible source area?
 - Number of source areas, depth to water, etc.
- Are there existing wells that can be used?
- Is there historical data demonstrating off-site contamination to non-transportation facility property originating from source property?
- Are there off-site sources or ineligible discharges that may impact the assessment or affect closure?



When considering Remediation

- Considerations for Remediation Sites
 - Is a PLS required to accurately estimate quantities or other design specifications?
 - If excavation is a likely form of remediation, can the groundwater assessment be performed using temporary wells or grab groundwater samples?



Elements of a LSSI Work Order

• LSSI Work Order

- Cumulative SA and limited RA work together cannot exceed 15 months from the start of the Period of Service. Up to an additional 12 months for GW monitoring can be approved by PRP
- The following office related activities are typically authorized:
 - Proposal Preparation (if the work order is prepared)
 - Site Health and Safety Plan
 - General/Site Assessment Reports (LSSI Assessment Report)
 - Quarterly Monitoring Report
 - Initial Map & Table Generation or LSSI Map Generation (dependent on historical data relevant to the LSSI)



Assessment Phase

• LSSI Assessment

- The assessment should start at the known or suspected source of the discharge with baseline borings and/or wells, unless historical data demonstrates the need for a different approach.
 - After completion of baseline work, contingency borings/wells may need to be performed
- Most work orders include specific language regarding the need to communicate the information gathered in the field and to obtain preapproval from the DEP prior to performing contingent work



Assessment Phase

• LSSI Assessment

- If assessment near source area indicates a closure is reasonably expected, but additional assessment is required for confirmation, contingency work may be authorized within the LSSI Assessment cap.
 - Owner may share costs to continue LSSI assessment if cap is met
- As soon as assessment shows site is not eligible for LSSI closure, assessment may end and no further work will be performed
 - In order for cost effective use of funds, the DEP will typically authorize continuing the field event to make cost-effective use of the staff and equipment that are onsite



The Assessment Report

- LSSI Assessment Report

The LSSI Assessment Report should include the following:

- Summary of circumstances surrounding each discharge (both eligible and ineligible) and any historical data reported in response to those discharges
- Discussion and summary of the assessment and/or monitoring work performed (if any) under the LSSI
- Appropriate scaled site maps and tables, including historical data as relevant
- Summary, conclusions, and a recommended course of action, signed/sealed by the appropriate professional
- All field notes, boring logs, sampling logs, and calibration logs as required per DEP and PRP guidance documents



The Assessment Report

- LSSI Assessment Report (continued)
 - Applicable portions of the SCS Information worksheet.
 - Although not all components of the SCS may be able to be satisfied through a LSSI assessment, portions of the SCS Information worksheet that can be populated as a result of performing the LSSI assessment must be completed
 - For conditional closure, suggested institutional and engineering controls
 - For LSSI Limited Remediation, a conceptual remediation design and appropriate figures with estimated costs for DEP to review



Monitoring

• LSSI Monitoring

- May be performed following LSSI Assessment or LSSI Limited Remediation, as appropriate
- There can be a gap between the 15 months of site assessment/remedial action and the groundwater monitoring if there is a planned strategy for observation of the degradation of injection materials, or if the property owner or responsible party performs additional voluntary cleanup
- If no contamination is found or documented during the LSSI Assessment, then monitoring may not need to be performed
- Data from monitoring performed prior to the LSSI work can be included in the evaluation
- A new work order will be prepared for the monitoring (may require two work orders if splitting costs between assessment and remediation)



LSSI Closure Requirements

- No soils onsite exceed 500 ppm (for Gas Group) or 50 ppm (for Kerosene Group).
 - In most cases, soil samples will also be collected for laboratory analysis to verify the field screening data reported during the soil assessment for alternate closure options
- A minimum of 12 months of groundwater monitoring indicates that the plume is shrinking or stable
- The release of petroleum products at the site does not adversely affect adjacent surface waters, including their effects on human health and the environment
- Petroleum impacts are confined to the source property or have only migrated under a transportation facility where DEP has an agreement for institutional controls (currently only FDOT)
- The groundwater impacts are not a threat to any permitted potable wells
- The top 2' of soil must meet applicable soil cleanup target levels



LSSI Closure Requirements

- If any closure requirements are not met based on LSSI Site assessment, there are other options:
 - Use the LSSI Limited Remediation funding to make the site eligible for LSSI NFA
 - The site may qualify for an SRCO with conditions (institutional or engineering control)
 - Hybrid closure – part of the impacts may be closed under LSSI NFA, while the remaining portion is closed under conventional SRCO or SRCO with conditions.
 - example, soils do not meet the 50/500 ppm limitation, but laboratory sampling indicates no soils exceed CTLs



Closure in LSSI

• LSSI Closure

- Before an SRCO, LSSI NFA, or SRCOC can be issued, monitoring wells must be properly abandoned pursuant to Water Management District, local, or PRP rules and guidelines, as applicable
- If LSSI NFA is approved, the closure must be entered into the Institutional Control Registry (ICR)



Remediation Topics



Critical Steps In RA Process

- Pre-RAP Meeting
 - Establish Remedial Action Strategy
 - Is Site Assessment Adequate for Chosen RA Strategy?
 - Is Pilot Test Required?
 - What Level of RAP Is Appropriate?
 - Develop Closure Requirements
 - Discuss Risk Base Closure Options
- Develop Scope of Work/Schedule of Pay Items (SPI)



Interim Source Removal

- May be performed prior to completing a site assessment.
- Benefits may include:
 - Avoiding the destruction of monitoring wells
 - Immediate and efficient mass removal
 - May result in a smaller system and shorted cleanup



Tools For SOW Development

- Schedule of Pay Items Guidance Document
 - Discussed Pay Items For:
 - Free Product Recovery
 - Pilot Testing
 - Remedial Action Plan
 - Remedial Action Construction
 - Operation and Maintenance
 - Source Removal
 - Trenching Calculations
 - Natural Attenuation and Post Remedial Monitoring
- SOW Workbook Guidance



System Integration & Startup

Includes:

- **All Equipment, material, and labor costs.**
- Startup assistance, if necessary be equipment manufacture/vendor/specialist.
- Field Oversight by qualified Remediation Technician.
- Review and Project Coordination per Approved RAP.
- Setting Up Utility Accounts.
- **Installing pumps, compressors and blowers, including well plumbing and electrical**
- Integrating one (1) technology component to the remediation system, including plumbing and electrical.
- **Connecting utilities to the system and a discharge point**
- Connecting up ten (10) recovery/treatment wells/points to the plumbing/electrical lines and manifolds.



System Integration & Startup

- Common Issues With This Pay Item:
 - Includes Electrical/Utility Connection from Power Pole To the System
 - Includes All Water Sampling Collection During Startup
 - Includes All Vapor Sampling Collection During Startup
 - Includes Labor For Compound Construction



Quote Issues

- PRP Should Be Able to Compare All Vendor Quotes
- ATCs Should Use Standard Request Forms
- Quotes For Use of Any Sole Source Chemicals or Products Will Need A Statement From The Vendor Documenting Any Their Proprietary Status



System O&M

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

- All equipment, material, and labor costs.
- **Mob of personnel and non-remediation system equipment to and from site (excluding three weekly visits during the first month of startup).**
- Per Diem for personnel travel, if applicable.
- System operation and evaluation.
- System and treatment/recovery point performance parameter data collection (pressure, vacuum, flowrates, gauging and recording depth to water in select monitoring wells, temperatures, etc.).



System O&M

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

- Adjustments to flow rate, pressure, vacuum, RPM, fail-safe/interlock settings.
- Equipment and sensor calibration.
- Recovery/treatment well water or product level measurements.
- System preventative maintenance.
- **Minor repairs.**
- Major repair or replacement parts for existing State-owned equipment while covered under the manufacturer's warranty or equipment provided by the Contractor at unit costs for time used at any time.



System O&M

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

- Trouble-shooting visits to diagnose system shut downs or malfunctions, make minor repairs and re-start systems.
- Oversight by a qualified Remediation Technician.
- Telemetry service fees and daily business day monitoring of telemetry.
- Documentation of all equipment maintenance in accordance with equipment manufacturer's recommendations.
- Repair or replacement of equipment and all associated costs that are determined to be the result of a failure to either perform preventative maintenance or to operate the equipment in accordance with the manufacturer's recommendation or the approved RAP/RAP Mod.



System O&M

- Common Issues With Pay Item:
 - Includes All Mobilizations
 - Includes Collection of All System Related Sampling
 - Includes Collection of All System Performance Parameters



System Runtime

- Min. 80% Runtime Required For 100% Payment
- Payments for < 80% Runtime Are Pro-rated
- Approved Down Time Includes:
 - Shut Down For Sampling
 - Power Interruption
 - Severe Weather/Fires
 - Operating Schedule
 - Accidents
 - Delays Outside The ATCs Control
 - Delays Caused Due To Processing a Request For Change (RFC) To Repair State Owned Equipment



Source Removal

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) Storm water/erosion control measures



Source Removals

- Pay Items:
 - Sheet Piling Installation and Rental (per ft²)
 - Soil Excavation and Loading (per yard) –
Conventional and Large Diameter Auger
 - Soil Disposal (per ton)



Source Removal

- Common Issues With Pay Item:
- Pay Items Include:
 - Trench Boxes
 - Barricades
 - Road Plates
 - Storm Water/Erosion Control Measures

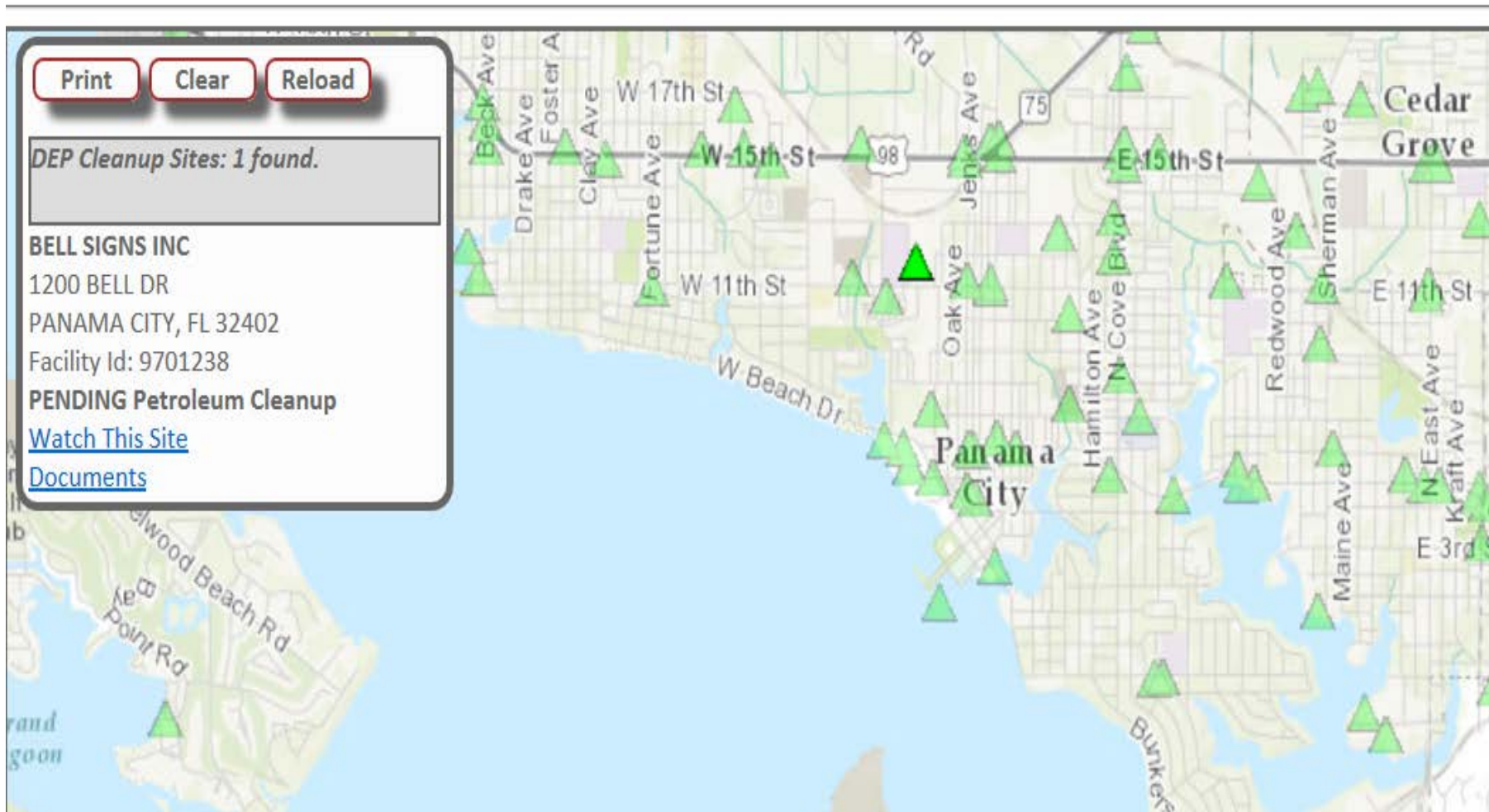


Pilot Testing

- Not Required At All Sites
- Discuss During Pre-RAP
- Performed Based On Site Specific Conditions
- Review Other Tests In Area
- Consult Contamination Locator Map (CLM)
- Consider Conservative Design



CLM Search Results





RA Summary Forms

- System Design Summary
- System Performance Tables
- Runtime Calculations
- Ground Water Elevation and Data Tables
- System Influence Tables



Sites Under \$325,000

- May Be Direct Assigned
- Contractors May Reduce Rates
 - All “Anticipated” work must be included
- Remedial Action Construction (RAC) Including:
 - Remedial System Installation
 - O & M For 4 Quarters
- Source Removal Including:
 - Well Abandonment
 - Source Removal
 - Well Re-installation
 - One Year NAM/PARM Sampling



E-Quote Sites

- Reviewed by E-Quote Team
- RAPMod Typically Included to Establish Engineer of Record
- PRP May Contract with the Original ATC to Retain Engineer of Record
- State/Local Program Inspectors Monitor Project Progress and Quality
- Typical Cost Savings 40 - 50%



Florida Department of Environmental Protection Petroleum Restoration Program



SITE CLOSURE



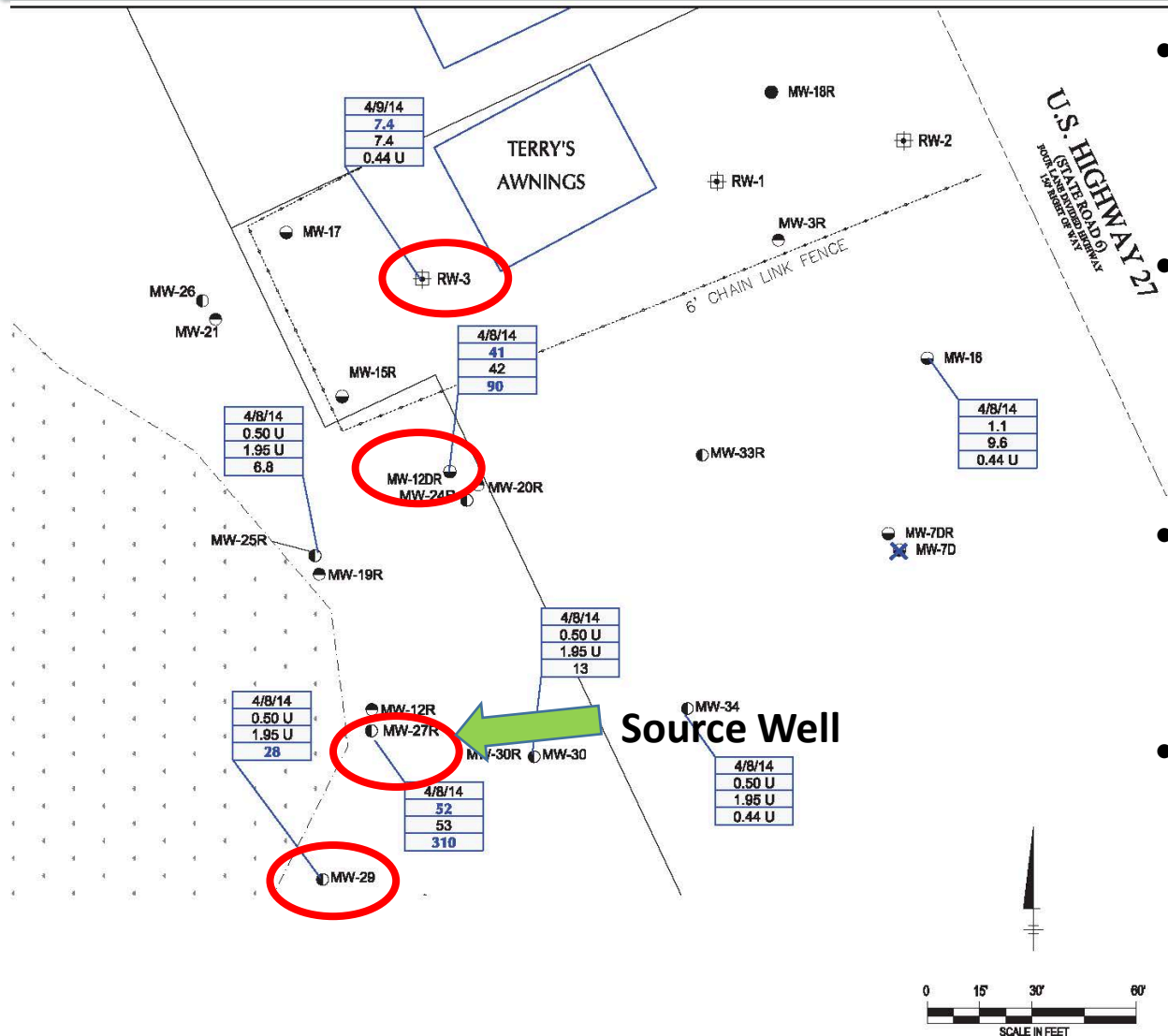


Natural Attenuation Monitoring

- 62-780.690, F.A.C. Criteria
 - No Free Product
 - No Soil in Excess of CTLs
 - May Exceed Leachability If Not a Continuing Source
 - GW Contamination Not Migrating and Decreasing
 - Physical, Chemical, and biological conducive to NAM
 - Either of the Following
 - Meets Natural Attenuation Default Concentration, e.g. 100 benzene, 200 xylenes, etc.
 - Technical Evaluation – Bio-parameters
 - Scientific Evaluation – Using Historical Data or Modeling
 - Life cycle Cost of Alternatives



Evaluation of NAM/PARM Sampling



- It is usually sufficient to sample a few of the impacted wells, an upgradient well, and a downgradient well.
- If you are in long-term NAM, you may even only sample one impacted well, and the upgradient and downgradient well.
- As you approach closure, sample other wells as necessary to satisfy closure requirements.
- In this example, you could monitor RW-3 (upgradient), MW-12DR (deep), MW-27R (source), and MW-29 (downgradient).



Evaluation of NAM/PARM & Closure Sampling

NAM/PARM:

- HOWEVER, if approaching closure, insure the last 2 sampling events for ALL wells are clean for all COCs.
- If in NAM (or PARM then NAM) for 2 years, consider sampling at greater time intervals:
 - Semi-annual for two years
 - Annual for four years
 - Bi-annual thereafter
- If approaching closure, may return to quicker time intervals.
- If sampling and a set of analytes has been consistently below CTLs for several quarters, reduce these analyses.
- Include soil analyses (if needed) when getting close to closure.



Evaluation of NAM/PARM & Closure Sampling

Closure Sampling Requirements:

	Groundwater Sampling	Soil Sampling
Site has had active remediation (other than a source removal)	at least four quarters of sampling, last two quarters must be below CTLs	as needed based on initial site assessment
Sites that had an interim source removal	one sampling event if groundwater contamination WAS NOT present before source removal	only if results of site assessment and excavation sampling indicate soil impacts remain
	two sampling events if groundwater contamination WAS present before the source removal	only if results of site assessment and excavation sampling indicate soil impacts remain
Assessment only, or no active remediation within the last two years	two consecutive quarterly monitoring events below CTLs	as needed based on initial site assessment
	only one sampling event below CTLs if no previous lab-verified contamination was present	as needed based on initial site assessment
Parked site	only one sampling event below CTLs if last historic sampling event was below SCTLs	as needed based on initial site assessment, or if only OVA data was previously collected

See "PRP Closure Sampling" memo:

http://www.dep.state.fl.us/Waste/quick_topics/publications/pss/pcp/procedures/ClosureSampling_27Jan14.pdf



Changes to Chapter 376. F.S.

- Allows Payment For Some Costs To Obtain an Institutional Control:
 - Acquiring a Special Use Survey If Required
 - Obtaining Title Work
 - Recording Fees
- Does Not Exclude Paying For an Engineering Control
- Eligibility Continues After Conditional NFA or LSSI Closure If The Department Determines That Actual Or Proposed Circumstances of Exposure Change



Closure Criteria

➤ Risk Management Option I (RMO I)

- No Free Product
- Ground Water Groundwater Must Meet Chapter 62-777, F.A.C., Table I Criteria:
 - Groundwater or
 - Freshwater or Marine Surface Water
- Soil Levels Must Be Below Soil Cleanup Target Levels (SCTLs) Chapter 62-777, F.A.C., Table II For:
 - Residential Direct Exposure and Leachability



No Further Action Criteria:

From Table II Ch. 62-777 F.A.C. (partial table)
Soil Cleanup Target Levels

Contaminants of Concern	Direct Exposure Residential (mg/kg)	Direct Exposure Commercial (mg/kg)	Leachability Based on Groundwater Criteria (mg/kg)
PAHs:			
Acenaphthene	2,400	20,000	2.1
Acenaphthylene	1,800	20,000	27
Anthracene	21,000	300,000	2,500



Site Closure Goals

Achieve Safe Site Closure By **Eliminating/Reducing Risk:**

$$\text{Risk} = \text{Exposure} \times \text{Toxicity}$$

➤ **RMO I - Reduce or Eliminate Toxicity**

- Risk = 100 x ~ 0 = 0

➤ **RMO II and III - Reduce or Eliminate Exposure**

- Risk = 0 x ~ 100 = 0



Closure Criteria

➤ Risk Management Option II (RMO II)

- Alternative Cleanup Levels Allowed With Institutional/Engineering Control
- Plume < ¼ Acre
- Plume Must Be Stable or Shrinking
- Free Product May Remain If Not Feasible To Remove and An Engineering/Institutional Control Is Put In Place



Closure Criteria

➤ Risk Management Option Level III (RMO III)

- Can Be Used On Larger Plumes
- Requires a Risk Assessment To Evaluate Site Specific Exposure Issues
- Alternative Cleanup Levels Allowed With Institutional/Engineering Control
- Free Product May Remain If Not Feasible to remove and Engineering/Institutional Control Is Put in Place



FDEP/FDOT MOU Closures

- Sets Up a Process to Allow Risk Based Closures For Discharges With Contamination in the FDOT's Right of Way (ROW)
- FDOT ROW Map Note Used As An Institutional Control
- 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, e.g., FDOT's permitting process that is designed to control all activities in the ROW



Critical Steps - NFAC Process

- Technical Evaluation of Soil & Ground Water Exposure:
 - Install/Certify Cap for Soil - If Required
 - Restrictive Covenant for No Ground Water Use - If Required
- Prepare Survey of Engineering Control
- Publish Notice of Intent
- Provide Title Work
- Issue Site Rehabilitation Closure Order



ICR Web Viewer

The map displays the Fort Myers area with several Institutional Controls Registry (ICR) markers. A detailed information panel on the right provides the following data:

- Institutional Controls Registry**
- CSX BOCA GRANDE FACILITY**
- ICR# 74**
Site# 8944141 in STCM Database
- [Documents](#) | [Controls](#)
- 799 PORT BELL GLADE ROAD, BOCA GRANDE, FL, 33921, LEE County**
- Township 43S Range 20E Section 26**
- Parcel# 264320000000100CE**
- Book 3048, Page 4071**

Coordinates: 26.90487688 x -82.1506164; 26°54'17.5568" x -82°9'2.21"



RBCA Tools

- Soil - Direct Exposure
 - Site Specific Soil Properties May Be Used To Calculate Alternate Soil CTL's
 - TRPH Fractionation May be Used
 - Toxic and Less Toxic Fractions are Identified
 - May Calculate Average Soil Concentrations
 - Use 95% UCL Approach
 - Need 10 Representative Samples
 - Maximum Can Not Exceed 3 times SCTL



RBCA Tools

- Soil - Leachability

- Site Specific Soil Properties May Be Used To Calculate Alternate Soil CTL's
- TRPH Fractionation May Be Used
- Synthetic Precipitation Leaching Procedure (SPLP) May Be used
- One Year of Ground Water Data May Be Used To Allow Soil Exceeding Leachability That Has Been Exposed To Elements For Two Years



Florida Department of Environmental Protection

Petroleum Restoration Program

Invoicing

Monica Brady





Invoicing

PRP Accounting currently processes 1000+ invoices a month.

Current PRP processing time is **2** Days and payments are typically received 1-2 weeks after submittal.



If you have any outstanding invoices, please contact Derrick Woodard or Monica Brady to research as soon as possible.



Invoicing

- Previously invoiced amount on invoice page and rate sheet must be correct
- Forfeiting retainage due to late deliverable?
 - Make sure it is noted on the invoice page in the forfeited retainage box for the current invoice and all future invoices for that PO
- Note that the due dates are per the SOW or a “time extension” change order
 - If a new task is added, a due date should be established. If no due date is noted, contact the site manager immediately





Invoicing (continued)

- Reimbursable Pay Items
 - Only the amount paid to sub-vendor is authorized for reimbursement
 - Receipts are required and must be submitted with the invoice
- Only submit 1 invoice per email unless you are submitting multiple invoices for the same PO
- If work was not approved in MFMP, it cannot be invoiced
- Invoices should be submitted within 30 days of the deliverable approval letter date per your ATC Contract
 - Can submit invoices (full or partial) only every 30 days





Travel & Per Diem

- In order to be eligible for Per Diem:
 - Travel must not be included in the pay item loaded rate,
 - Traveler must work at the same facility for more than one consecutive day, and
 - The facility must be located greater than 50 miles from official headquarters.
- PRP will pay Per Diem for each employee, including subcontractors, based on the time they left headquarters on the first day and returned the last day at that site.
- The traveler and their supervisor must sign the voucher
 - If you need a copy of the Travel Voucher, please select the link below:
 - <http://www.floridadep.gov/waste/petroleum-restoration/forms/dep-travel-form>
- Only the voucher is required to be submitted with the invoice
- If you need assistance with Per Diem Rates, please select the link below:
 - <http://www.floridadep.gov/waste/petroleum-restoration/documents/travel-diem-drawing>
- Please refer to the Restated and Amended ATC Contract, Florida Statue 112.061, and Florida Administrative Code Chapter 69I-42 for more information about Per Diem.

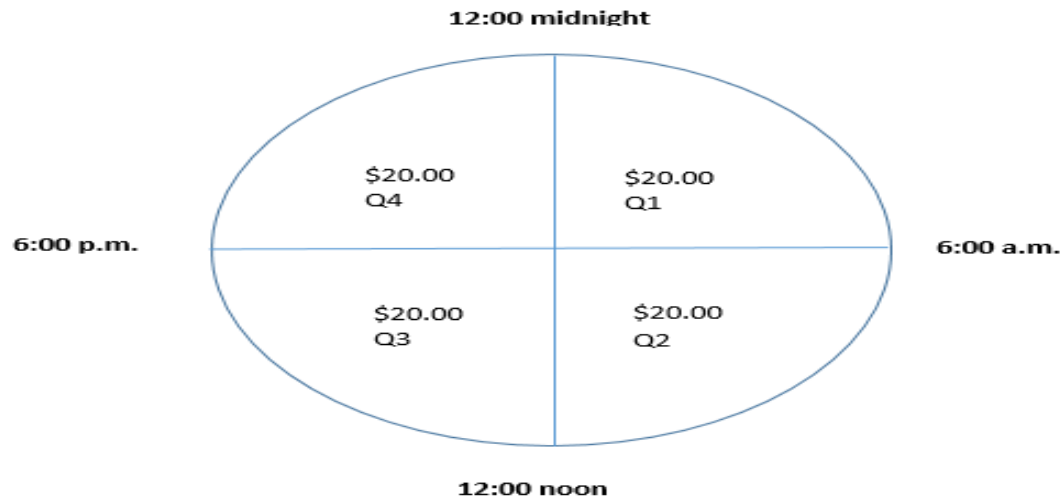


Per Diem Schedule

PETROLEUM RESTORATION PROGRAM

PER DIEM RATES

Daily Rate (When overnight travel occurs)..... \$80.00
Quarterly Rate (One fourth of the daily rate)..... \$20.00



Per Diem by Quarter

- Q1: 12:01 am - 6:00 am
- Q2: 6:01 am - 12:00 pm
- Q3: 12:01 pm - 6:00 pm
- Q4: 6:01pm - 12:00 am



Retainage Policy

- See the “Required Documents” tab of the SPI workbook for the items that must be submitted to the site manager to approve the SPI for invoicing.
- Complete and adequate documentation of field activities (based on the PO) must be received by the date set in the purchase order or approved time extension
- Retainage can be withheld for a failure to submit the required documentation
 - If submitted 1 to 7 **calendar** days past the required due date, retainage on the Deliverable pay item is forfeited
 - If submitted more than 7 **calendar** days, retainage is forfeited on the entire task



Retainage and Partial Deliverables

- ATC should not submit a partial deliverable on the day full task is due
 - PRP Site Manager will not process a time extension or RFC to move remaining work for that Task
- ATC has the responsibility to notify the site manager of delays at least 20 days in advance



Don't forget! ATC can lose retainage on work not completed in time.



Subcontractor Payment

- Per the Contract, Subs must be paid in full within 7 days of receiving payment from the Department
 - If a partial payment, subs must be paid a similar proportion



- At final invoicing to Department, all Subs and suppliers **must** already have been paid in full
 - Item 1.C. of the “MFMP Purchase Order Affidavit/Release of Claims Form”



PRP Accounting Contacts

- **Monica Brady** **850-245-8844** monica.j.brady@dep.state.fl.us
- **Derrick Woodard** **850-245-7635** derrick.Woodard@dep.state.fl.us
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- Vacant 850-245-8731



Florida Department of Environmental Protection

Petroleum Restoration Program

Tips & Reminders

Blake Miller
Team 6





Review your SPI

- Double-Check SOW/SPI when you receive the “Scope Offer” email.
- Ensure documents are for correct site
- Ensure necessary Pay Items have been included
- Is the correct Mob distance used?
- Do you need a quote?





Review your SPI

- **#1 TIP**

- **Read Attachment A, “Scope of Services”, in your ATC Contract!!!**
- Be familiar with what is and isn’t allowed in a Pay Item
- Examples:
 - Site Reconnaissance
 - Includes all equipment materials and labor
 - Does **not** include costs for Mob to the site, sample collections
 - Startup and O&M
 - Includes system sampling, Mobs for O&M visits, repairs
 - Does **not** include quarterly sampling



Mobilizations

- Note what Contract says is allowed for each type of Mob
 - 3-1. Mob vs. O&M Mobs
- The Pay Item includes transportation for all personnel and equipment
- Limited to once per field event and covers 7 consecutive days
- Mob distance is determined by closest ATC office to site





Contractor Performance

- Evaluation Form has 7 performance categories:
 - Project Timeliness
 - Invoicing
 - Reports
 - Communication
 - Cost Control
 - Quality and Technical Competence
 - Owner/RP Input
 - Owner Input does not factor toward overall scoring



Contractor Performance

- What do we consider when we fill out the CPE?
 - Did ATC meet due dates set in original PO or COs?
 - Was that deliverable complete and contain all required elements?
 - Was the invoice submitted on time and correct?
 - No returns necessary
 - Did not invoice for items not completed or analyses not run
 - Field Notification submittals
 - Unsolicited Requests for Change
 - Were incorrect forms and templates used?
 - Field Work Errors
 - Were applicable Field SOPs and guidances followed?



Quote Requirements

- \$2,500 threshold policy
 - One quote for <\$2,500; 3 for >\$2,500
 - PRP may request additional quotes if still appears expensive for service
 - Threshold is the aggregate across the PO, not per Task - In other words, if you have multiple pay items on a single vendor quote anything exceeding \$2,500 will require additional quotes
 - If a quote is added to CO using the same line item on the issued PO and the total line item amount is over \$2,500 then the historical quotes need to be attached to the additional one in the CO



Quote Requirements

- \$2,500 threshold policy
 - If there is a quote that is two non-responsive and two responsive all quotes need to be attached. It will be rejected unless you provide this due diligence work
- In-House quotes
 - If <\$2,500, 1 additional outside quote is required to demonstrate cost benefit to State
 - If >\$2,500, 2 additional outside quotes are required



Quote Requirements

- Other Requirements
 - If the vendor does not state that taxes and shipping are not included no one can add it but the vendor. But if there has a note that says taxes are not included then you should modify the quote and add taxes
 - If a modification is required on the quote clarification is required (in MFMP or on CO) also



Quote Requirements

- Quotes not required for Permit Fees
 - Reasonable estimate is sufficient
- Quotes must:
 - Be dated and current, on Vendor letterhead with contact information
 - Provide sufficient scope detail to reflect what service is being requested and provided
 - Services itemized (**NO LUMP SUMS!!!**)
 - Scope is same for accurate comparison
 - Have an expiration
 - Can be a Date, "Valid for", Period of Time
 - Not include Insurance
- **Confidentiality Disclaimers not allowed per DEP Directive 301!**



Line Hits

Frequency of line hits has been increasing recently

- Try to obtain as-builts of fuel systems or research Oculus for tank inspection data to determine the location of the fuel system and lines
- Call in utility locates prior to performing any subsurface work
- Pay attention to surface features that may indicate the presence of underground utilities (concrete strip in an asphalt lot, manholes/access boxes, etc.)
- Remember you are required to clear the top 4 feet by hand, sufficient to allow access by augers/drilling equipment



Line Hits

If a line is hit:

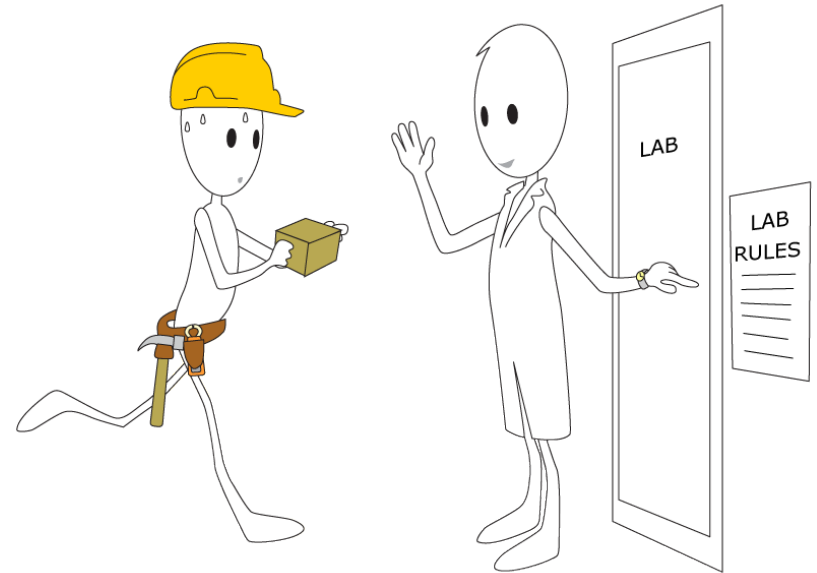
- Contact the site manager immediately
- Submit due diligence documentation/backup as soon as possible after the line hit
- Immediately prepare and submit the Incident Notification Form (INF)



Holding Times- Lab

- ATC responsible for complying with all State and Federal laws

- Contract has list of guidance and forms (Appendix I, Section A)
- Reference to Chapter 62-160, F.A.C. "Quality Assurance"
- <http://www.floridadep.gov/dear/quality-assurance>





Holding Times- Lab

- Failure to comply will result in a forfeiture payment on the lab analysis and ATC will have to resample at own cost
- “Holding Time” error code will show in ADaPT report
 - PRP Site Manager is notified of error
- Don’t forget that Labs used must be NELAP certified for the analyses performed



Florida Department of Environmental Protection

Petroleum Restoration Program

Communication





ATC Communication

- With Owners
 - When site assigned
 - Field notification and coordination
 - At Critical Junctures and Decision Points
 - Special Circumstances for LSA sites:
 - If site qualifies for voluntary LSSI NFA
 - If site is a good candidate for LSSI Limited Remediation Funding
- With PRP staff
 - New ATC staff should not be contacting the PRP for basic process or technical questions
 - ATCs should provide this training



“Majors” Facilitator Option



Major Participants

Currently there are:

- 33 Property Owner/Responsible Parties with 20 sites or more across Florida
- Equals 2,222 facilities with petroleum discharges eligible for Inland Protection Trust Fund cleanup activities



PRP Facilitator Option

- PRP can now assign a Facilitator to a Major upon request
- What is a “Facilitator”?
 - Experienced PRP staff located in Tallahassee.
- How can they help?
 - Provide a single point of contact for owners;
 - Assist with identifying and addressing systemic problems; and
 - Assist with identifying potential issues with Agency Term Contractors or PRP staff and allow management to address them in a timely manner.



PRP Facilitator Option

If interested or have any questions regarding a Facilitator please contact one of the following:

- Rebecca Marx, Environmental Administrator, at (850) 245-8892 or Rebecca.Marx@dep.state.fl.us; or
- Grant Willis, Environmental Consultant, at (850) 245-8886 or Grant.willis@dep.state.fl.us.



PRP Contacts

Respect the Chain of Command:

First: Site Manager

Second: Site Manager Proxy

Third: Team/County Leader



Contact Information on Web



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Petroleum Restoration Program



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- » [Full announcement](#)

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The Florida Department of Environmental Protection
Bob Martinez Center, Room 609
2600 Blainstone Road, Tallahassee, FL 32399-2400

A call-in number is also available if you are unable to attend in person. The number is 888-670-3525, then key-in participant code 6130666628 and press #.

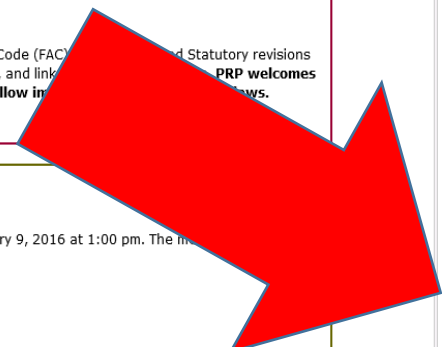
- » [Meeting Agenda](#)
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Highlights



Property Owner Notification List Updated: November 14, 2008

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Petroleum Cleanup Program Monthly Dashboard Update



Contact Information on Web PRP Global Contact List

FDEP-DWM PETROLEUM RESTORATION PROGRAM GLOBAL CONTACT LIST

Division Switchboard: 850.245.8839

Cnty	Agency Name & Address	CONTR	Personnel	Phone	Ext.	E-Mail
13	Dade/Miami-Dade County-Dept. of Regulatory & Economic Resources, 701 NW 1st CT, STE 700, Miami, 33136-3902		Mayorga, Wilbur P.E.	305.372.6708		mayorw@miamidade.gov
	FDEP Local Program Liaison		Fletcher, James	850.245.8041		James.Fletcher@dep.state.fl.us
			Slapp, Kevin P.G.	305.372.6698		slappk@miamidade.gov
			Bamman, Zachary	305.372.6795		Zachary_Bamman@miamidade.gov
			Castro, Monica	305.372.6808		castrm@miamidade.gov
			Graessel, Robert	305.372.6812		graesr@miamidade.gov
			Katoch, Vishal	305.372.6614		katoqv@miamidade.gov
			Llano, Jacquelyn P.E.	305.372.6713		llanoj@miamidade.gov
			Lorenz, Janet	305.372.6700		lorenj@miamidade.gov
			Rodriguez, Roberto	305.372.6680		rodriro@miamidade.gov
			Santiago, Matt	305.372.6700		santim@miamidade.gov
			Sanchez, Socorro (Admin)	305.372.6700		sanchs@miamidade.gov
16	Duval County-City of Jacksonville Envir Quality Div. 214 N Hogan ST, 7th Floor, Jacksonville, 32202-3109		Rachal, Allene P.G.	904.255.7139		mcintosh@coj.net
	FDEP Local Program Liaison		Bingel, Christa P.G.	850.245.8921		Christa.Bingel@dep.state.fl.us
02	Baker County		Kelley, Brian P.G.	904.255.7167		bkelly@coj.net
45	Nassau County		Assidy, Jon	904.630.3637		JAssidy@coj.net
55	Saint Johns County		Carey, Helen	904.255.7146		hcarey@coj.net
			Conner, Stephani	904.255.7163		SConner@coj.net
			Cowart, Jeff	904.255.7150		JCowart@coj.net
		→ SM	Farmer, Charles	904.255.7141		CFarmer@coj.net
			Gee-Jones, Patricia	904.255.7109		patricia@coj.net
			Jennings, Latecia	904.255.7142		lateciaj@coj.net
			Maihack, George P.G.	904.255.7153		gmaihack@coj.net
			Manarang, Noel P.E.	904.255.7147		nmanarang@coj.net
			Michels, Cristofor	904.255.7197		Cmichels@coj.net
			Parente, Paul	904.255.7140		pparente@coj.net
			Reichert, Cassidy	904.255.7162		creichert@coj.net
			Shankle, Stephanie	904.255.7164		sshankle@coj.net
		→ SM	Tablada, Alan	904.255.7198		Atablada@coj.net
			Thomas, Vanetta	904.255.7143		vthomas@coj.net
			Franklin, LaTosha (Admin)	904.255.7155		LatoshaF@coj.net

Global PRP Contact List maintained by J. Sanders



8/1/2016 11:11 AM



Contact Information on Web PRP Web Contact List

FDEP/DWM Petroleum Restoration Program
Division Switchboard: 850-245-8839

8/4/2016

Program	Area of Interest		Primary Contact	Phone	Email
			Secondary Contact	Phone	Email
PRP	Administrator's Office	Program Administrator	Diane Pickett	850-245-8821	Diane.Pickett@dep.state.fl.us
		Eligibility Coordinator	Lewis Cornman	850-245-8846	Lewis.Cornman@dep.state.fl.us
PRP	Abandoned Tank Restoration Program (ATRP)	Ability-to-Pay Analysis Coordinator	Brian Dougherty	850-245-7503	Brian.Dougherty@dep.state.fl.us
		Deductible Collection Coordinator	Monica Brady	850-245-8844	Monica.J.Brady@dep.state.fl.us
		Contractor	Alan Sakole	850-671-6362	Alan.Sakole@yorkrsg.com
PRP	Agency Term Contracts (ATC)	Environmental Administrator	Natasha Lampkin	850-245-7525	Natasha.Lampkin@dep.state.fl.us
		Government Analyst	Russell Rhodes	850-245-7686	Russell.Rhodes@dep.state.fl.us
		Contract Manager	Carol Carnley	850-245-8916	Carol.Carnley@dep.state.fl.us
		Contract Manager	Jamie Lopez	850-245-8925	Jamie.L.Lopez@dep.state.fl.us
		Contract Manager	Chuck Williams	850-245-8863	Charles.Williams@dep.state.fl.us
PRP	Competitive Bidding / State Cleanup	Environmental Consultant	Grant Willis	850-245-8886	Grant.Willis@dep.state.fl.us
PRP	Contaminated Site Assessment-non Federal	Professional Geologist	Chris Bayliss	850-245-8866	Christopher.J.Bayliss@dep.state.fl.us
PRP	Contractor Qualification-ATC & non-ATC	York Contract Coordinator	Robert Perlowski	850-245-8917	Robert.Perlowski@dep.state.fl.us
		Contractor	Gail Stephens	850-671-6360	Gail.Stephens@yorkrsg.com
PRP	Engineer, Chief Engineer, Assistant Chief	Professional Engineer	John Wright	850-245-8888	John.Wright@dep.state.fl.us
		Professional Engineer	James Treadwell	850-245-8862	James.Treadwell@dep.state.fl.us
PRP	Free Product Recovery Initiative (FPRI)	FPRI Coordinator	Matt McCoy	850-245-8918	Matt.McCoy@dep.state.fl.us
		Professional Engineer	John Wright	850-245-8888	John.Wright@dep.state.fl.us
PRP	Geologist, Chief Geologist, Assistant Chief	Professional Geologist	Chris Bayliss	850-245-8866	Christopher.J.Bayliss@dep.state.fl.us
		Professional Geologist	Christa Bingel	850-245-8921	Christa.Bingel@dep.state.fl.us
PRP	Imminent Threat Sites	Professional Geologist	Chris Bayliss	850-245-8866	Christopher.J.Bayliss@dep.state.fl.us



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http://www.dep.state.fl.us/Waste/categories/pcp/default.htm Petroleum Restoration Prog...

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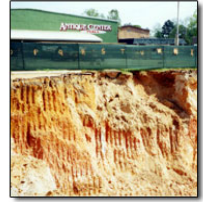
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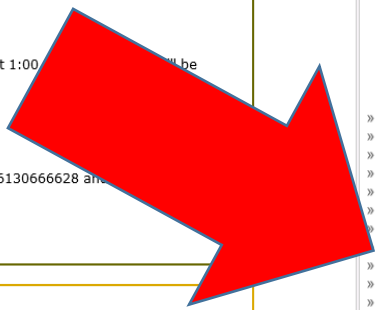
Highlights



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http://www.dep.state.fl.us/Waste/categories/pcp/pages/procurement.htm Competitive Procurement S... x

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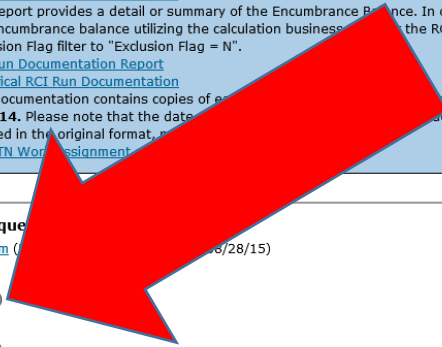
- » [Contractor Selection Formula Batch Calculation Report](#) - This report provides a detail summary of the batch calculations for the contractor selection formula. The first number in a Batch Number represents the region (1 = Central, 2 = North and 3 = South). The second number in the Batch Number column represents which number run this was for the specified region.
- » [ATC Contractor Selection Report \(Posted 02/22/16\) NEW](#) - This report provides detailed information associated with Agency Term Contractor Selections for Petroleum Cleanup projects. Due to the large amount of information available in this report it is recommended that filters such as regions and date ranges be utilized. Please note that the following declines associated with original batches will not show due to the scopes being offered and accepted in a subsequent batch. SPI 5250 from batch 3-1 was declined by CID 1224; SPI 5561 for batch 3-1 was declined by CID 222; and SPI 5332 for batch 1-1 was declined by CID 1224.
- » [Petroleum Restoration Program ATC Selection Process](#)

Relative Capacity Index (RCI) Related Documents and Reports

- » [Bonding Capacity as of 2/1/2016](#)
- » [Tabulation Results for Agency Term Contract Solicitations including ITN Scores \(Posted 04/02/15\)](#)
 - » [Central Region Results](#)
 - » [North Region Results](#)
 - » [South Region Results](#)
- » [RCI Encumbrance Balance Report](#)
This report provides a detail or summary of the Encumbrance Balance. In order to show only the encumbrance balance utilizing the calculation business process for the RCI, set the RCI Exclusion Flag filter to "Exclusion Flag = N".
- » [RCI Run Documentation Report](#)
- » [Historical RCI Run Documentation](#)
This documentation contains copies of all RCI Run Documentation through **September 3, 2014**. Please note that the date of the original format, not the date the document was opened in the original format, is used for the date of the document.
- » [PRP ITN Work Assignment](#)

- Word PDF**
- » [ITN Work Assignment and Contractor Selection](#)
 - » [LSSI/SCS Information](#)
 - » [Local Program and Team Updates & Information](#)
 - » [Mobile Laboratory List](#)
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 - » [Templates](#)
 - » [95% UCL Tool](#)
 - » [Utility Payment Information - Final 2014-15](#)
 - » [Utility Payment Information - 2015-16](#)
 - » [Weekly Sign-Off Sheet for Priority 1, 2, & 3 FCO Encumbrances](#)

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ATC Alternate Email Address for Work Offers Request Form
» [ATC Alternate Email Address for Work Offers Request Form](#) (Posted: 08/28/15)

Agency Term Contract Managers
» [ATC Manager List](#) (Posted: 09/29/15; Effective: 09/30/15)

Previous Versions
» [ATC Manager List](#) (Posted: 06/25/15; Effective: 07/01/15)
» [ATC Manager List](#) (Posted: 03/05/15; Effective: 03/05/15)
» [ATC Manager List](#) (Posted: 02/24/15; Effective: 03/01/15)

Streamlined Department Subcontractor Consent and Removal Process
» [Notice to Agency Term Contractors](#) (Posted: 10/08/14)

Agency Term Contract Subcontractors



Contact Information on Web ATC Manager List

Effective September 30, 2015

Florida Department Of Environmental Protection
Petroleum Restoration Program
Agency Term Contract Manager List

For Agency
Term
Contract
Questions,
not site
questions

Agency Term Contractor	Contractor Identification Number	Central Region	North Region	South Region	FDEP Contract Manager	FDEP Contract Manager Email Address	FDEP Phone Number
Advanced Environmental Technologies, LLC	462	GC728	GC785	GC833	Carol Carnley	Carol.Carnley@dep.state.fl.us	850-245-8916
AECOM Technical Services, Inc.	236	GC729	GC786	GC834	Carol Carnley	Carol.Carnley@dep.state.fl.us	850-245-8916
Aerostar SES LLC	1364	GC730	GC787	GC835	Carol Carnley	Carol.Carnley@dep.state.fl.us	850-245-8916
AGUA LLC	1402			GC861	Carol Carnley	Carol.Carnley@dep.state.fl.us	850-245-8916
AHS-GEAR LLC	1395	GC735	GC790		Carol Carnley	Carol.Carnley@dep.state.fl.us	850-245-8916
AMEC Foster Wheeler Environment & Infrastructure, Inc.	1259	GC731	GC788	GC836	Carol Carnley	Carol.Carnley@dep.state.fl.us	850-245-8916
American Compliance Technologies, Inc. d/b/a ACT	6	GC732			Carol Carnley	Carol.Carnley@dep.state.fl.us	850-245-8916
American Environmental Engineering of Florida, Inc.	10			GC837	Carol Carnley	Carol.Carnley@dep.state.fl.us	850-245-8916
American Management Resources Corporation	1163			GC838	Carol Carnley	Carol.Carnley@dep.state.fl.us	850-245-8916
Andreyev Engineering, Inc.	431	GC733		GC839	Carol Carnley	Carol.Carnley@dep.state.fl.us	850-245-8916
Apex Companies, LLC	1224	GC734	GC789	GC840	Carol Carnley	Carol.Carnley@dep.state.fl.us	850-245-8916
Applied Science & Engineering, LLC	1250	GC736	GC791	GC841	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
ARCADIS U.S., Inc.	145	GC737	GC792	GC842	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Ardaman & Associates, Inc.	896	GC738			Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
BTEX Engineering, Inc.	1051			GC843	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Cameron-Cole, LLC	1043		GC793		Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Cardno ATC	787	GC739	GC794	GC844	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Cardno, Inc. Formerly Cardno TBE	258	GC740	GC795	GC845	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
CB&I ENVIRONMENTAL & INFRASTRUCTURE INC. - FRMLY	1077	GC773	GC823	GC877	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
CDG Engineers & Associates, Inc.	1185		GC796		Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
GHD Services, Inc. (Formerly Conetsoga Rovers)	311	GC741	GC797	GC846	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Creative Environmental Contracting, JV, LLC	1396			GC847	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Creative Environmental Solutions, Inc.	453	GC742	GC798		Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Earth Systems, Inc.	299	GC743	GC799	GC848	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
East Coast Environmental, Inc.	1118	GC744	GC800	GC849	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
EcoTech Environmental Services, Inc.	1373	GC745	GC801	GC850	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Ellis & Associates, Inc.	833	GC746	GC802	GC851	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Enviro Pro Tech Inc.	876		GC803		Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Environmental Compliance Services, Inc.	456	GC747	GC804	GC852	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Environmental Consulting & Technology, Inc.	80	GC748	GC805	GC853	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Environmental Risk Management, Inc.	542	GC751		GC854	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
EnviroTrac Ltd., Inc.	440	GC749	GC806	GC855	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Envisors-Ensouth Joint Venture, LLC	1397	GC752		GC856	Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Florida Environmental Regulation Specialists, Inc.	480	GC754			Charles Williams	Charles.Williams@dep.state.fl.us	850-245-8863
Florida Geotechnical Engineering, Inc.	269	GC755		GC857	Jamie Lopez	Jamie.L.Lopez@dep.state.fl.us	850-245-8925
Fortune 4, Inc. dba EAC-Environmental Assessment &	1317	GC750	GC807	GC858	Jamie Lopez	Jamie.L.Lopez@dep.state.fl.us	850-245-8925
FRS Environmental Remediation, Inc. d/b/a The FGS Group	1147	GC753	GC808	GC859	Jamie Lopez	Jamie.L.Lopez@dep.state.fl.us	850-245-8925



Questions?