PRP Contracts Tips to Speed Up RFC Processing

March 23, 2017

▲ General RFC Form Tips:

● Always use the most current version of the RFC form for the version of the SPI that was used, i.e., pre- and post-9/30/15 restated contracts. The most recent version will have improvements and address any identified glitches in prior versions.

● The facility name on the RFC should match the name on the SPI, STCM and in Ariba.

● If a RUSH RFC, be sure to get the Team Leader's approval and initials if they are not the approving Administrative Reviewer.

● Be sure the Contractor name shows fully on the RFC form, it is often cut off and shows only part of the name. To correct this, row height can be expanded in the Excel RFC Form, editing can be done in PDF edit mode or it can be manually corrected by hand and re-scanned.

● Be sure the Task number on the RFC matches Task number on the SPI where the changes were made.

● Don't forget the Administrative Reviewer approval, and for LPs the Tallahassee Local Program Liaison approval if > $2,500, and for all RFCs for select counties not authorized to approve up to $2,500.

● Be sure that the RFC and all attachments are legible.

● RFCs to add Contingent Funding should add it to the task with the latest due date, which is not always the task with the highest number. Also, be sure to use pay item 23-1 dedicated for this purpose, not 22-x.

● For Field Requests for Change to use Contingent Funding, remember to show the reduction in pay item 23-1 in the task where it is located, often not the same as the task in which is being used.

● RFCs for additional work/cost cannot be approved if the prior work in the PO less retainage has already been invoiced and only retainage remains in the PO, FLAIR will deny any additional work, even if the Gatekeeper approves.

▲ RFC Description and Attachment Tips:

● The RFC description must include either all details of work, costs being added, and things being changed or, for certain kinds of information, should reference attached tables that have the required details. Attached tables can include information that may be cumbersome to describe, such as soil screening intervals, boring technologies, quantities, locations and depths, well quantities, sizes, depths and screen intervals, sample locations media, quantities and analytical methods, etc.

● If some of the work elements/costs discussed in the RFC are to be covered by pay items already in the PO and some are to be covered by the new costs being added in the RFC, the description should clearly explain the details.

● The RFC description should identify the deliverable(s), whether they will be part of an existing report or a stand-alone deliverable. Also, if a pay item 19-20 Letter Report, 19-24 Remedial Action Interim Report or 19-27 Interim Assessment Report, a description of the information required in the report must be listed.

● If an attachment is referenced in the RFC description, it must be attached. Also, avoid generic references to tables, e-mails etc., use specific names and dates.

● Attached Figures must include the 9-digit Site Facility ID number.

● Do not add a label to a Figure that contradicts a pre-existing label, i.e., label as Figure 1, at top when it says Figure 4 or Plate 1 at the bottom. In such cases either use the existing label or redact it so there is not a conflicting label.

● Check that all e-mails, quotes and other RFC attachments do not include any confidential statements. Per DEP Directive 301, no confidential information may be uploaded to MFMP. If such a statement exists, the author of the document must either submit a revised document without such statement or they will need to remove/strike through the confidential statement and add a brief statement that they removed/struck through or redacted the statement.

● Don't forget to enter the # of MWs sampled on the water sampling table or there will be an inconsistency with the SPI.

● When finished entering changes to the Water Sampling Table or Soil and Air Sampling Table, be sure each of the task subtotals are properly reflected, if not un-hiding and re-hiding the rows will typically resolve the problem.

● All reimbursable costs, except for permits and utilities, should have the appropriate number of quotes attached to the RFC. If adding additional reimbursable costs for the same items and unit rates to those already in the PO, a copy of the previous quote(s) can be used rather than a new one. However, if a prior quote has expired or it has been a significant amount of time since the prior quote date, a new quote or e-mail confirmation that the original will still be honored is necessary.

● See RAC/O&M/SR Tips to Speed Up PR Processing posted on the PRP Templates web page for additional tips related to quotes and other issues that may also apply to change orders.

▲ **RFC Pay Item Tips**:

● Be sure the pay item numbers on the RFC match the pay item numbers on the Revised SPI which is based on the contract.

● Verify that the pay item unit rate on the RFC matches the pay item unit rate on the SPI, unless it reflects a voluntary reduction in the contract rate (if so make note in the RFC).

● There are several reimbursable pay item numbers dedicated for specific kinds of costs, be sure to use them where applicable rather than assigning a 22-x pay item number. These include 1-4 (permits), 2-3 (PLS), 9-74 (Other Analysis), 14-3, (Materials to be Injected), 15-3 (Material/Equipment Installed in Trench), 15-3.a (Traffic Bearing Trench Plate Materials), 15-3.b (Infiltration Gallery Installation), 15-7 (Compound/Fencing Materials), 15-8 (Utility Drop-Utility Cost), 15-9 (Utility Connection-Electrician Cost), and 15-10 (Utility Disconnect).

● Don't forget that reimbursable pay items use a quantity equal to the total cost and a rate of $1.00. There is one exception to this for POs issued prior to the 9/30/15 re-stated contracts used an actual quantity and rate on a per sample basis for reimbursable laboratory analyses not on the schedule of pay items, RFCs for these would use the same format used in the original PO.

● Do not allow a separate report for the Pre-RAP Teleconference, PRP SPI Guidance for RAPs specifies only personnel hours.

● Remember, though the Annual NAM and PARM reports use the same pay item number (19-8), there are separate pay items for the professional review, evaluation and certification of the Annual NAM report (21-20) and the Annual PARM report (21-36).

● If adding the expedited laboratory turnaround surcharge pay items, 9-75, 9-76 or 9-77, be sure to enter the total base dollar amount of all analyses in the task subject to expedited turnaround as the quantity and a whole or part of $1.00 as the price depending on the % surcharge in the contract (100% = $1.00, 50% = $0.50). Encore Samplers are not subject to expedited turnaround surcharges because they are already in possession at the time of sampling.

● Be careful to use the correct pay item number for total vs dissolved Lead and Iron water analyses, they each have their own unique pay item number.

● When changing a report type in an RFC don't forget to change the corresponding professional review pay item, if applicable.

● When adding reimbursable pay items for an expense that is already in the PO/SPI with the same unit rates, i.e., electricity in cost share POs, generator rental, fuel, use the same pay item number, not the next consecutive number. Note, the conversion of the SPI from STCM when exported to the Excel SPI Workbook may renumber the repeating pay items to the next available sequential number (i.e., 22-1 in Task 2, 22-2 in Task 3, 22-3 in Task 4, etc.), this must be manually corrected after conversion.

▲ **Duplicate Cost Tips:**

● Do not approve requests to add costs in an RFC that are already included in other existing or new pay items. Consult the ATC Contract Scope of Services for included and excluded items. A few examples include:

  ◦ Compactor rental, pea gravel, poly sheeting and debris removal to trenching pay items.

  ◦ Concrete coring to drilling and boring pay items.

  ◦ Manholes and well pads to well installation pay items.

  ◦ Roll offs for temporary storage of soil to source removal pay items.

  ◦ Temporary security fencing to source removal pay items.

  ◦ Safety devises including trench boxes to source removal pay items.

  ◦ Storm water/erosion control to source removal pay items.

  ◦ Connecting utilities or telemetry to the remediation system to System Installation, Integration and Startup pay items.

◦ System related sampling of water and air streams to System Installation, Integration and Startup, Remediation System O&M Package, Pilot Testing Package or Short Term/Episodic System Package pay items.

◦ Carbon treatment costs, other than replacement of spent carbon, for water or off-gas treatment to Pilot Testing Package or Short Term/Episodic Remediation System Package pay items.

▲ **Deliverables, Due Dates and PO End Date Tips:**

● Be aware of the PO End Date. Existing task due date extensions and new task deliverable due dates cannot exceed the PO End Date, and should be 60 days prior to the POS End Date. Don't forget to extend POS End Date to prevent this.

● Do not make any changes to a Task if the deliverable due date(s) is prior to the date that the contractor and the program site manager have approved. It may be possible to add the same costs to a new task if the PO end date has not yet expired and if there are funds remaining in the PO other than just retainage. If only retainage remains in the PO, FLAIR will deny any additional work, even if the Gatekeeper approves.

● Do not make any changes to a PO if the PO end date has expired, create a new PR.

● If adding a new task with a corresponding deliverable, the deliverable should be reflected on the RFC in the New Due Date column with no date in the Previous Due Date column.

● If adding a new deliverable to a pre-existing task results in multiple deliverables, label them separately as Task 1.a, Task 1.b, etc. and enter the due date for the new deliverable in the New Due Date column with no date in the Previous Due Date column.

● Deliverable names in the due date section of the RFC should match the deliverable name in the RFC or prior PO/CO as applicable.

▲ **Revised Schedule of Pay Items for RFC Tips:**

● Always start with the most current version of the SPI in MFMP before making edits for RFCs because other past changes may have been made and that is the version to which all new changes will be compared during review.

● Don't forget to update the site manager name and contact information on the revised SPI if they have changed since the prior version.

● Always check that the RFC change amount is equal to the difference between the total amounts of the new revised SPI total and the prior SPI version.

● Make sure there are no changes to the revised SPI (in any task) other than those reflected on the RFC.

● When finished entering changes to the revised SPI, be sure to they show up on the Invoice Rate Sheet tab, if not un-hiding and re-hiding all the rows will typically resolve the problem.