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
Program Update

Diane Pickett, PG, Program Administrator
Rule & Legislative Updates

• Revised Program Eligibilities (ATRP, PCPP)
  • Eligibility Windows expanded

• LSSl
  • 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
  • Updated Forms

• New Contractor Recommendation Options
  • New Conditional Closure Agreement

11/7/2016
How Are We Doing?
417 Closures for FY 15/16

Eligible Discharges Rehabilitated per Fiscal Year as of September 30, 2016

1996-1997: 216
1997-1998: 141
1998-1999: 126
1999-2000: 147
2000-2001: 193
2001-2002: 352
2002-2003: 387
2003-2004: 296
2004-2005: 348
2005-2006: 283
2006-2007: 278
2007-2008: 283
2008-2009: 305
2009-2010: 205
2010-2011: 224
2011-2012: 252
2012-2013: 341
2013-2014: 399
2014-2015: 417
2015-2016: 312
2016-17 (Projection): 400

11/7/2016
Closures vs Funding vs Score

First Score Drop to 30

LSSI Started

Screening Started
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 September 28, 2016 (and Projections through 6-30-2017)
Current Cleanup Discharge Status by Sub Phase
as of September 30, 2016

- SA: 3,346
- RA/SSA: 1,240
- RAP: 571
- SR: 94
- RAC: 83
- O&M: 248
- PARM: 259
- NAM: 1,093
Advancement of Work: How to move from Phase to Phase

• Time extensions have slowed the process
  ➢ Need efficiently designed field work > less mobs
    ✓ Build in reasonably anticipated work pre-field event
    ✓ Subcontractor Saturation
      o Respect Driller schedules, no last minute cancellations
      o Limit contingent borings/wells
      o Use drillers as Subject Matter Experts
  ➢ PRP is Continually Streamlining Procedures
    ✓ New Field CO process & proper use of COs
      o Everyone needs to work with “the system”!

• Growing Pains, Internal and External
  ➢ PRP is training internally
  ➢ PRP requests invitations to venues for ATC Training
    ✓ Already booked 11/3 Tallahassee
Deliverable Review Times

5-Day Turnaround Time

- June 2014: 15 days
- June 2015: 6 days
- June 2016: 6 days

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

15-Day Turnaround Time

- June 2014: 19 days
- June 2015: 11 days
- June 2016: 10 days

Process Progress

Invoice Turnaround Time vs Number of Invoices Processed

<table>
<thead>
<tr>
<th>Month</th>
<th>Days</th>
<th>Invoices Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2014</td>
<td>4</td>
<td>374</td>
</tr>
<tr>
<td>June 2015</td>
<td>8</td>
<td>741</td>
</tr>
<tr>
<td>June 2016</td>
<td>2</td>
<td>983</td>
</tr>
</tbody>
</table>
PURCHASE ORDER CREATION TIMEFRAME

PO Creation Timeframe vs Total Count of PO Issued

- June 2014: NA
- June 2015: 60 POs
- June 2016: 362 POs

NA - Current tracking mechanism not yet implemented

Days: 0-70
POs Issued: 0-400
• 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
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’
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
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
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
Site Assignment
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
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 deductibles & a funding cap

➢ PCPP, SRFA, & AC eligibility programs require cost share agreements and have funding caps
<table>
<thead>
<tr>
<th>Higher Priority Assessments (≥30, &amp; other priority sites)</th>
<th>Lower Priority Assessments (29 or below)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deductible</strong></td>
<td><strong>LSA</strong></td>
</tr>
<tr>
<td>Y</td>
<td><strong>N- postponed until closure under LSA or site is funded in score order.</strong></td>
</tr>
<tr>
<td><strong>Cost Share Agreement</strong></td>
<td><strong>LSSI</strong></td>
</tr>
<tr>
<td>Y</td>
<td><strong>N- not required for LSSI work (including closure from LSSI work), postponed until site is funded in score order.</strong></td>
</tr>
<tr>
<td><strong>Expenditures Count Towards Funding Cap</strong></td>
<td><strong>Y</strong></td>
</tr>
<tr>
<td>Y</td>
<td><strong>Y</strong></td>
</tr>
<tr>
<td><strong>Goal of Assessment</strong></td>
<td><strong>Determine if Eligible for Closure</strong></td>
</tr>
<tr>
<td>Determine the Remediation Approach*</td>
<td><strong>Characterize the Risk</strong></td>
</tr>
</tbody>
</table>
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
• 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 Sections 316.0371, 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.

1. Assignment of the next Phase of Work for Agency Term Contractors (ATCs)

2. Has an ATC already been assigned a phase of rehabilitation at this site under an ATC contract in the corresponding region or another site, 287.057, F.S., procurement, with acceptable prior performance or a contract or follow-up and labor, F.A.M., N.A.R., or WA Purchase Order may be direct to the ATC. Where the expected cost for an upcoming Purchase Order is ≤ $250,000, a contract in the corresponding region.

3. Did the existing ATC achieve an acceptable performance rating of Acceptable or Better using the Contractor Performance Evaluation form?

4. Would the purchase order cost for the next phase of site rehabilitation be ≤ $250,000?

5. Proceed with continued site rehabilitation for the existing ATC.

6. Use GPO to randomly identify Eligible ATC from those with awards remaining in Batch.

7. Calculate scheduled cost for the identified ATC for the proposed scope of work.

8. Proceed with continued site rehabilitation for the existing ATC.

9. Has the responsible party indicated a desire to provide input into the rehabilitation process, for the option to reject an ATC?

10. Provide proposed ATC(s) to the Responsible Party.

11. Does the Responsible Party object to a proposed ATC?

12. Remove rejected ATC.

13. If expected cost ≤ $325,000, randomly identify another ATC from Eligible ATCs with awards remaining in Batch.

14. Request price quotes from continued or proposed ATC, or all eligible ATCs where multiple price quotes are being requested.

15. Review price quote(s) from responsive ATC(s).

16. Do the price quote responses contain one or more responses meeting requirements for award?

17. Stop Re-evaluation Process and Results.

18. Have the requirements of Rule 62-772.300(1), F.A.C., been met?

19. Issue new Purchase Order to Proposed ATC, or ATC with the lowest eligible responsive price quote, where multiple price quotes are requested.

20. Stop Purchase Order Issued.

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

11/7/2016
When is a site an eQuote?

• **Schedule of Pay Items ave. 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...)
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

* 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 ≤ $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.
• 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
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:

<table>
<thead>
<tr>
<th>SPI</th>
<th>Wilson</th>
<th>Jones</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999</td>
<td>$38,804.70</td>
<td>$30,868.84</td>
</tr>
</tbody>
</table>
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%!
PCPP Cost Estimates

Attachment A

Site Rehabilitation Strategy – Cost Estimate

Site Name
Site Address: County, Florida
FDEP Facility #: ______________
PCPP Eligible Discharge Dated xx-xx-xxxx

Based on the results of the (date) (Name of Report) Report submitted by (contractor), the estimated cost to complete cleanup without conditions is $xxxxxxx. The breakdown of the cost is below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental Assessment &amp; Groundwater sampling</td>
<td>$</td>
</tr>
<tr>
<td>Source Removal</td>
<td>$</td>
</tr>
<tr>
<td>Well abandonment</td>
<td>$</td>
</tr>
<tr>
<td>Estimated total</td>
<td>$</td>
</tr>
</tbody>
</table>

• Must have:
  • Site specific information w/ PCPP Discharge Date(s)
  • Remedial strategy proposed for closure
  • NO LUMP SUMS for the remediation!
  • Consider money for contingencies
  • Don’t forget Well Abandonment/Site Restoration
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

NEW $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 >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 >25% commitment
  
  • As an application relying on a demonstrated cost savings and/or a cost-sharing that meets the >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.floriddep.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
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

---

**Table Example:**

<table>
<thead>
<tr>
<th>PAY ITEM</th>
<th>DESCRIPTION</th>
<th>UNIT OF MEASURE</th>
<th>CONTRACTED ITEM PRICE</th>
<th>NEGOTIATED ITEM PRICE</th>
<th>TOTAL QUANTITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-6</td>
<td>HSA or MF Boring, ≤ 6 inch diameter, &lt; 50 foot total depth</td>
<td>Per Foot</td>
<td>$ -</td>
<td>$ -</td>
<td>35</td>
</tr>
<tr>
<td>8-3</td>
<td>Well Installation - 2 inch diameter (vertical)</td>
<td>Per Foot</td>
<td>$ -</td>
<td>$ -</td>
<td>30</td>
</tr>
<tr>
<td>6-1</td>
<td>Monitoring Well Sampling with Water Level, ≤ 100 foot depth</td>
<td>Per Foot</td>
<td>$ -</td>
<td>$ -</td>
<td>36</td>
</tr>
<tr>
<td>8-6</td>
<td>Soil/Sediment Sample Collection</td>
<td>Per Sample</td>
<td>$ -</td>
<td>$ -</td>
<td>36</td>
</tr>
<tr>
<td>8-7</td>
<td>Water Level or Free Product Gauging</td>
<td>Per Well</td>
<td>$ -</td>
<td>$ -</td>
<td>38</td>
</tr>
<tr>
<td>8-11</td>
<td>Electronic Data Deliverables (EDD)</td>
<td>Per Sampling Event</td>
<td>$ -</td>
<td>$ -</td>
<td>13</td>
</tr>
<tr>
<td>8-14</td>
<td>Encor (25 gram) for SLP Sample Collection: [For Encor]. The cost will include the 25 gram Encor samples submitted to the laboratory for SLP testing and the 28 gram Encor samples collected in the field but not submitted to the laboratory for testing (discarded).</td>
<td>Per Sample</td>
<td>$ -</td>
<td>$ -</td>
<td>10</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>PAY ITEM</th>
<th>DESCRIPTION</th>
<th>UNIT OF MEASURE</th>
<th>CONTRACTED ITEM PRICE</th>
<th>NEGOTIATED ITEM PRICE</th>
<th>TOTAL QUANTITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1.</td>
<td>File Review</td>
<td>Per Review</td>
<td>$ -</td>
<td>$ -</td>
<td>1 1</td>
</tr>
<tr>
<td>1-2.</td>
<td>Site Health &amp; Safety Plan</td>
<td>Per Site</td>
<td>$ -</td>
<td>$ -</td>
<td>1 1</td>
</tr>
<tr>
<td>1-4.</td>
<td>Permit Fees (actual fee only, cost to obtain permit is included in applicable pay items)</td>
<td>Reimbursable*</td>
<td>$ -</td>
<td>$ -</td>
<td>1550 50 1000 500</td>
</tr>
<tr>
<td>1-7.</td>
<td>6% Handling Fee for Cost Reimbursable Items</td>
<td>% Surcharge</td>
<td>$ -</td>
<td>$ -</td>
<td>1550 50 1000 500</td>
</tr>
<tr>
<td>3-1.</td>
<td>Mobilization, Light Duty Vehicle (1/2 ton truck) - ≤ 100 miles each way</td>
<td>Per Round Trip</td>
<td>$ -</td>
<td>$ -</td>
<td>1 1</td>
</tr>
<tr>
<td>3-2.</td>
<td>Mobilization, Light Duty Vehicle (1/2 ton truck) - &gt; 100 miles each way</td>
<td>Per Round Trip</td>
<td>$ -</td>
<td>$ -</td>
<td>1 1</td>
</tr>
<tr>
<td>3-3.</td>
<td>Heavy Duty/Stakebed Truck (3/4 ton) - ≤ 100 miles each way</td>
<td>Per Round Trip</td>
<td>$ -</td>
<td>$ -</td>
<td>1 1</td>
</tr>
<tr>
<td>3-4.</td>
<td>Heavy Duty/Stakebed Truck (3/4 ton) - &gt; 100 miles each way</td>
<td>Per Round Trip</td>
<td>$ -</td>
<td>$ -</td>
<td>1 1</td>
</tr>
<tr>
<td>3-6.</td>
<td>Work Trailer - ≥ 100 miles each way</td>
<td>Per Round Trip</td>
<td>$ -</td>
<td>$ -</td>
<td>1 1</td>
</tr>
<tr>
<td>3-8.</td>
<td>Work Trailer - &gt; 100 miles each way</td>
<td>Per Round Trip</td>
<td>$ -</td>
<td>$ -</td>
<td>1 1</td>
</tr>
<tr>
<td>3-9.a.</td>
<td>DFT Rig and Support Vehicles Mobilization - ≤ 100 miles each way</td>
<td>Per Round Trip</td>
<td>$ -</td>
<td>$ -</td>
<td>1 1</td>
</tr>
<tr>
<td>3-9.b.</td>
<td>DFT Rig and Support Vehicles Mobilization - &gt; 100 miles each way</td>
<td>Per Round Trip</td>
<td>$ -</td>
<td>$ -</td>
<td>1 1</td>
</tr>
<tr>
<td>3-10.a.</td>
<td>Drill Rig and Support Vehicles Mobilization (hollow stem auger, mud rotary or sonic) - ≤ 100 miles each way</td>
<td>Per Round Trip</td>
<td>$ -</td>
<td>$ -</td>
<td>1 1</td>
</tr>
<tr>
<td>3-10.b.</td>
<td>Drill Rig and Support Vehicles Mobilization (hollow stem auger, mud rotary or sonic) - &gt; 100 miles each way</td>
<td>Per Round Trip</td>
<td>$ -</td>
<td>$ -</td>
<td>1 1</td>
</tr>
<tr>
<td>3-11.</td>
<td>Excavator Mobilization - ≤ 100 miles each way</td>
<td>Per Round Trip</td>
<td>$ -</td>
<td>$ -</td>
<td>1 1</td>
</tr>
</tbody>
</table>
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.**

<table>
<thead>
<tr>
<th>PAY ITEM</th>
<th>DESCRIPTION</th>
<th>UNIT OF MEASURE</th>
<th>CONTRACTED ITEM PRICE</th>
<th>NEGOTIATED ITEM PRICE</th>
<th>TOTAL QUANTITIES</th>
<th>TASK 1 QUANT</th>
<th>TASK 2 QUANT</th>
<th>TASK 3 QUANT</th>
<th>TASK 4 QUANT</th>
<th>TASK 5 QUANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-1</td>
<td>Removal and Loading of Asphalt and/or Concrete - up to 4 inch thickness</td>
<td>Per Square Foot</td>
<td>$2.50</td>
<td>$2.50</td>
<td>3127</td>
<td>3127</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2</td>
<td>Additional Removal/Loading Cost for Concrete - &gt; 4 inch thickness</td>
<td>Per Square Foot</td>
<td>$4.25</td>
<td>$4.25</td>
<td>5080</td>
<td>5080</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-5</td>
<td>Transport and Disposal of Mixed Debris</td>
<td>Per Ton</td>
<td>$50.00</td>
<td>$50.00</td>
<td>309</td>
<td>309</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-7</td>
<td>Transport Petroleum Impacted Soil (bulk) ≤ 100 miles</td>
<td>Per Ton</td>
<td>$28.00</td>
<td>$28.00</td>
<td>2840</td>
<td>2840</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-8</td>
<td>Transport Petroleum Impacted Soil (bulk) &gt; 100 miles</td>
<td>Per Ton</td>
<td>$35.00</td>
<td>$35.00</td>
<td>2840</td>
<td>2840</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-10</td>
<td>Disposal of Petroleum Impacted Soil at a Landfill (bulk) &gt; 450 tons</td>
<td>Per Ton</td>
<td>$35.00</td>
<td>$35.00</td>
<td>2840</td>
<td>2840</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-12</td>
<td>Disposal of Petroleum Impacted Soil at a Thermal Treatment Facility (bulk) &gt; 450 tons</td>
<td>Per Ton</td>
<td>$35.00</td>
<td>$35.00</td>
<td>2840</td>
<td>2840</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>12-16</td>
<td>Transport and Disposal of Petroleum Product (bulk)</td>
<td>Per Gallon</td>
<td>$1.20</td>
<td>$1.20</td>
<td>1000</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13-1</td>
<td>Asphalt Paving - 2 inch thickness (includes sub-base)</td>
<td>Per Square Foot</td>
<td>$8.40</td>
<td>$8.40</td>
<td>3047</td>
<td>3047</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
• 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.
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.
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 An 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
To sign up to receive courtesy VBS e-mail notifications about bid advertisements use the link below:

- Then [https://vendor.myfloridamarketplace.com/vms-web/spring/login?execution=e2s1](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
From SOW to Purchase Order

Steffanie Wickham
Hillsborough County
FROM SOW TO PO

1. Site Manager drafts SOW/SPI

2. SOW/SPI offered to ATC w/in Region of site (CSF or DA)

3. Contractor accepts SOW and SPI

4. Site Manager receives email to create Task Assignment

5. Site Manager creates Task Assignment in STCM, forwards documents to Contracts Group

6. Contracts enters TA Admin Sig in STC, creates folder of materials (SOW/SPI/Exhibits/Quotes)

7. Contracts drafts Purchase Requisition (PR) in MFMP, routes through approval process

8. PR accepted by FLAIR, issued as Purchase Order (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 Accepted 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

WHERE DO I PUT THE CHANGE REQUESTS?

11/7/2016 FDEP-PRP 89
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.floriddep.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

<table>
<thead>
<tr>
<th>Phase</th>
<th>Contingent Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSA</td>
<td>$7,000</td>
</tr>
<tr>
<td>NAM</td>
<td>$1,000</td>
</tr>
<tr>
<td>PARM</td>
<td>$1,000</td>
</tr>
<tr>
<td>PT</td>
<td>$1,000</td>
</tr>
<tr>
<td>O&amp;M</td>
<td>$1,000</td>
</tr>
<tr>
<td>RAC</td>
<td>$7,000</td>
</tr>
<tr>
<td>*RAP</td>
<td>0.00 unless there is field activity then 1,000</td>
</tr>
<tr>
<td>SA</td>
<td>$7,000</td>
</tr>
<tr>
<td>SR</td>
<td>$7,000</td>
</tr>
<tr>
<td>WASC</td>
<td>$1,000</td>
</tr>
</tbody>
</table>
Field RFC for Current POs

- Existing POs with field, contingent funding e 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

- No other changes, including due date extensions, can be added to this form

- After 9/1 FRFCs cannot be processed unless there is contingent funding in the PO

- Trigger points for the site manager to submit the CF-RFC may be upon receipt of field notification or at the end of one phase and before another
KEEP CALM.
THIS IS
A KIND
REMINDER
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 a 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)
RFCC- 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

MaryAnn Civil, PG
Brevard County
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
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

- Complete SCS Worksheet for all LSA/LSSI assessments
  - Exception-site receives closure
- Used to characterize, ID risk, gives an estimate of closure costs

<table>
<thead>
<tr>
<th>GW Contaminants</th>
<th>≤ GCTLs</th>
<th>≤ NADC</th>
<th>&gt; NADC</th>
<th>Not Analyzed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benzene</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethylbenzene</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toluene</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Xylenes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTBE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Naphthalene</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1-Methylnaphthalene</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2-Methylnaphthalene</td>
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</tr>
<tr>
<td>TRPHs</td>
<td></td>
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</tr>
<tr>
<td>EDB</td>
<td></td>
<td></td>
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<tr>
<td>As</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pb</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Soil Contaminants</th>
<th>No Soil Exceedences*</th>
<th>Exceeds Leachability</th>
<th>Exceeds Direct Exposure</th>
<th>Not Analyzed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benzene</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethylbenzene</td>
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</tr>
<tr>
<td>Toluene</td>
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</tr>
<tr>
<td>Total Xylenes</td>
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</tr>
<tr>
<td>MTBE</td>
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</tr>
<tr>
<td>Naphthalene</td>
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<tr>
<td>1-Methylnaphthalene</td>
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<tr>
<td>2-Methylnaphthalene</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>TRPHs</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>EDB</td>
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<tr>
<td>As</td>
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</tr>
<tr>
<td>Pb</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Other</td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

11/7/2016 FDEP-PRP
LOW-SCORED ASSESSMENT (LSA)
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/behalf

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
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
Example 1:

*Two Discharges on Site*

1. 1\textsuperscript{st} Discharge was reported at the North and South Tanks. Free Product is present.
2. 2\textsuperscript{nd} 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:

- 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.
Example 2:

One Discharges on Site

1. One discharge at former tanks.
2. Dispenser located above tanks.

Where to start?
Where does assessment end?
Submit Proposal to:

1. Site history shows 1 source area. Begin with identifying the area. Back to the basics (File Review, Oculus, CLM)

2. With no knowledge of size of source area, install 5 SBs at each discharge area.
   - 1 SB in each corner & center (if not active).
   - Consider GW grab sample

3. After analytical results come back, Install MWs

4. Possibly install 3 MWs depending upon rig and schedule.
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?
Submit Proposal to:

1. Check to see if the wells are viable.

2. If wells are viable then gauging 15-20 wells would be predominant to determine if plume as moved.

3. SBs may be taken also adjacent to wells that are predominantly more polluted.
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?
Example 4:

1. Assessment can stop here
2. Have sufficient delineation to Characterize the site.
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?
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 ¼ 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
• 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 a 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 max of 90 days for response from contractor before rejecting LSSI and notifying owner of the failure to respond
• **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
• 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?
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?
• **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)
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
• **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 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
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.
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)
• 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
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
• **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)
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

Does Not Include:

• Mobilization of personnel and equipment to and from site (Use Mobilization pay items).
• Project oversight and evaluation by a Florida registered P.E. (Use negotiated costs).
• Remediation System Equipment (Use Packaged Work Scopes or Remediation System Use Pay items).
• Trenching and installation of plumbing and electrical in trenches (Use Trenching pay item).
Does Not Include:

• Treatment/recovery wells (Use Drilling and Boring and Well Installation pay items).
• Installation of well vaults (Use Well Installation pay item).
• Compound construction/fencing materials (Use Reimbursable pay item).
• Waste disposal (Use Debris, Waste and Product Removal and Disposal pay item).
• Chemicals for groundwater pre-treatment (Use Reimbursable pay item).
• Laboratory analytical testing of all system and monitoring
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.).
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

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

- Project oversight by a Florida registered P.E. (Use negotiated costs).
- Monitoring well sampling, excluding treatment/recovery points (Use Sample Collection pay item).
- Laboratory analytical testing of all system and monitoring well samples (Use Laboratory Analytical Testing pay item).
- Major repair, replacement parts or modification of existing State-owned equipment outside the warranty or warranty period (case-by-case).
- Contractor mobilization for three weekly visits during the first month of startup, major repair, replacement parts or modification of existing State owned equipment outside the warranty or warranty period, that is required independent of scheduled O&M visits (Use Mobilization pay item).
- Utilities including electricity, propane and sewer (Use Reimbursable pay item if not paid directly by DEP).
- Remedial action reports (Use Reports pay item).
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 ≤ 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 Removal

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

a) Mob of Personnel & Equipment to & from site (Use Mob pay item).
b) Debris, waste and product removal and/or disposal (Use Debris, Waste and Product Removal and Disposal pay item).
c) Concrete and asphalt replacement (Use Resurfacing pay item).
d) Sample Collection of effluent or waste or for classification (Use Sample Collection pay item).
e) Lab analysis of effluent for waste for classification (Use Laboratory Analysis pay item).
f) Actual permit fees (Use Permit Fees [Reimbursable] pay item).
g) Large on-site holding tanks (Use RA Equipment - Use pay item).
h) On-Site Water Treatment (Use RA-Packaged Work Scopes pay item).
i) Tank Removal (Use Petroleum Storage Tank Removal and Disposal pay item).

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Source Removals

• Pay Items:
  • Sheet Piling Installation and Rental (per ft$^2$)
  • Soil Excavation and Loading (per yard) – Conventional and Large Diameter Auger
  • Soil Disposal (per ton)
• 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

DEP Cleanup Sites: 1 found.

BELL SIGNS INC
1200 BELL DR
PANAMA CITY, FL 32402
Facility Id: 9701238
PENDING Petroleum Cleanup
Watch This Site
Documents
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
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).
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:

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

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
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**

<table>
<thead>
<tr>
<th>Contaminants of Concern</th>
<th>Direct Exposure Residential (mg/kg)</th>
<th>Direct Exposure Commercial (mg/kg)</th>
<th>Leachability Based on Groundwater Criteria (mg/kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAHs:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acenaphthene</td>
<td>2,400</td>
<td>20,000</td>
<td>2.1</td>
</tr>
<tr>
<td>Acenaphthylene</td>
<td>1,800</td>
<td>20,000</td>
<td>27</td>
</tr>
<tr>
<td>Anthracene</td>
<td>21,000</td>
<td>300,000</td>
<td>2,500</td>
</tr>
</tbody>
</table>
Site Closure Goals

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

\[
\text{Risk} = \text{Exposure} \times \text{Toxicity}
\]

- **RMO I** - **Reduce or Eliminate** Toxicity
  - \( \text{Risk} = 100 \times \sim 0 = 0 \)

- **RMO II and III** - **Reduce or Eliminate** Exposure
  - \( \text{Risk} = 0 \times \sim 100 = 0 \)
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
• 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
• 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
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 Representatives 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
Invoicing

Allene Rachal, PG
Duval County
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

• 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.florid.dep.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.florid.dep.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.
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: 6:01 pm - 12:00 am
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
- Clyde Alderman 850-245-7563 clyde.alderman@dep.state.fl.us
- Cynthia Boland 850-671-6347 Cynthia.boland@yorkrsg.com
- Debbie Harbison 850-245-8820 Deborah.Harbison@dep.state.fl.us
- Valoria Lanterman 850-245-8818 valoria.lanterman@dep.state.fl.us
- Lauren Mackey 850-508-3467 lauren.mackey@dep.state.fl.us
- Natasha Toth 850-245-8924 natasha.toth@dep.state.fl.us
- Andrea White 850-245-8731 andrea.l.white@dep.state.fl.us
- Vacant 850-245-8731
Retainage Policy

• See the “Required Documents” tab of the SPI workbook for the items that must be submitted 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”
Tips & Reminders
Whit Council
Hillsborough County
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-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

• 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!
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
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”
• 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
How to Communicate with PRP?
“Majors” Facilitator Option
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 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.
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.
Respect the Chain of Command:

First: Site Manager
Second: Site Manager Proxy
Third: Team/County Leader
Contact Information on Web

The Petroleum Restoration Program (PRP) is pleased to announce revisions to Chapter 62-772, Florida Administrative Code (FAC) for the Petroleum Restoration Program (PRP). Revisions related to PRP will be effective July 1, 2010. Please see PRP's website for important policies, procedures, guidance, and links to additional information. PRP welcomes any comments and/or suggestions to improve these documents; however, please use these forms at this time to allow involvement of the public.

Full announcement

The Petroleum Restoration Program Property Owner/Responsible Party Information Meeting will be held on February 9, 2010 at 1:00 pm. The meeting will be held at:

The Florida Department of Environmental Protection
Bob Martinez Center, Room 609
2600 Blairstone 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 6130666528 and press 8.

Meeting Agenda
Meeting Presentation
Meeting Overview
## Contact Information on Web

### PRP Global Contact List

**FDEP-DWM PETROLEUM RESTORATION PROGRAM GLOBAL CONTACT LIST**

Division Switchboard: 850.245.8839

<table>
<thead>
<tr>
<th>Cnty</th>
<th>Agency Name &amp; Address</th>
<th>CONTR</th>
<th>Personnel</th>
<th>Phone</th>
<th>Ext.</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Dade/Miami-Dade County Dept. of Regulatory &amp; Economic Resources, 701 NW 1st CT, STE 700, Miami, 33136-3902</td>
<td>Mayorga, Wilbur P.E.</td>
<td>305.372.6708</td>
<td></td>
<td><a href="mailto:mayorw@miamidade.gov">mayorw@miamidade.gov</a></td>
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<tr>
<td></td>
<td><strong>FDEP Local Program Liaison</strong></td>
<td>Fletcher, James</td>
<td>850.245.8041</td>
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<td></td>
<td></td>
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<td>Duval County-City of Jacksonville Envir Quality Div. 214 N Hogan ST, 7th Floor, Jacksonville, 32202-3109</td>
<td>Rachal, Allene P.G.</td>
<td>904.255.7139</td>
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<td><strong>FDEP Local Program Liaison</strong></td>
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<td>Conner, Stephani</td>
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<td>Cowart, Jeff</td>
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<td>Reichert, Cassidy</td>
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<td>Shankle, Stephanie</td>
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<td>Tabbada, Alan</td>
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<td>Thomas, Vanetta</td>
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<td></td>
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<td><a href="mailto:latosha@coj.net">latosha@coj.net</a></td>
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</table>

Global PRP Contact List maintained by J. Sanders

8/1/2016 11:11 AM
## Contact Information on Web

### PRP Web Contact List

<table>
<thead>
<tr>
<th>Program</th>
<th>Area of Interest</th>
<th>Primary Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRP Administrator’s</td>
<td>Program Administrator</td>
<td>Diane Pickett</td>
<td>850-245-8821</td>
<td><a href="mailto:Diane.Pickett@dep.state.fl.us">Diane.Pickett@dep.state.fl.us</a></td>
</tr>
<tr>
<td>Office</td>
<td>Eligibility Coordinator</td>
<td>Lewis Comman</td>
<td>850-245-8846</td>
<td><a href="mailto:Lewis.Comman@dep.state.fl.us">Lewis.Comman@dep.state.fl.us</a></td>
</tr>
<tr>
<td>PRP Abandoned Tank</td>
<td>Ability to Pay Analyst</td>
<td>Brian Dougherty</td>
<td>850-245-7503</td>
<td><a href="mailto:Brian.Dougherty@dep.state.fl.us">Brian.Dougherty@dep.state.fl.us</a></td>
</tr>
<tr>
<td>Restoration Program</td>
<td>Deductible Collection</td>
<td>Monica Brady</td>
<td>850-245-8944</td>
<td><a href="mailto:Monica.J.Brad@dep.state.fl.us">Monica.J.Brad@dep.state.fl.us</a></td>
</tr>
<tr>
<td>(ATRP)</td>
<td>Coordinator</td>
<td>Alan Sakole</td>
<td>850-673-6852</td>
<td><a href="mailto:Alan.Sakole@yorksg.com">Alan.Sakole@yorksg.com</a></td>
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<tr>
<td>PRP Environmental</td>
<td>Environmental Administrator</td>
<td>Natasha Lampkin</td>
<td>850-245-7525</td>
<td><a href="mailto:Natasha.Lampkin@dep.state.fl.us">Natasha.Lampkin@dep.state.fl.us</a></td>
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<tr>
<td>Agency Term Contracts</td>
<td>Government Analyst</td>
<td>Russell Rhodes</td>
<td>850-245-7668</td>
<td><a href="mailto:Russell.Rhodes@dep.state.fl.us">Russell.Rhodes@dep.state.fl.us</a></td>
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<tr>
<td>(ATC)</td>
<td>Contract Manager</td>
<td>Carol Janney</td>
<td>850-245-8916</td>
<td><a href="mailto:Carol.Janney@dep.state.fl.us">Carol.Janney@dep.state.fl.us</a></td>
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<td></td>
<td>Contract Manager</td>
<td>Jamie Lopez</td>
<td>850-245-8925</td>
<td><a href="mailto:Jamie.Lopez@dep.state.fl.us">Jamie.Lopez@dep.state.fl.us</a></td>
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<td></td>
<td>Contract Manager</td>
<td>Chuck Williams</td>
<td>850-245-8863</td>
<td><a href="mailto:Charles.Williams@dep.state.fl.us">Charles.Williams@dep.state.fl.us</a></td>
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<td>PRP Competitive Bidding</td>
<td>Competitive Bidding/State</td>
<td>Grant Willis</td>
<td>850-245-8888</td>
<td><a href="mailto:Grant.Willis@dep.state.fl.us">Grant.Willis@dep.state.fl.us</a></td>
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<td>/ State Cleanup</td>
<td>Consultant</td>
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<td>PRP Contaminated Site</td>
<td>Professional Geologist</td>
<td>Chris Bayliss</td>
<td>850-245-8866</td>
<td><a href="mailto:Christopher.J.Bayliss@dep.state.fl.us">Christopher.J.Bayliss@dep.state.fl.us</a></td>
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<tr>
<td>Assessment-non</td>
<td>York Contract Coordinator</td>
<td>Robert Perlowski</td>
<td>850-245-8917</td>
<td><a href="mailto:Robert.Perlowski@dep.state.fl.us">Robert.Perlowski@dep.state.fl.us</a></td>
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<tr>
<td>Federal</td>
<td>Contractor</td>
<td>Gail Stephens</td>
<td>850-671-6360</td>
<td><a href="mailto:Gail.Stephens@yorksg.com">Gail.Stephens@yorksg.com</a></td>
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<tr>
<td>PRP Contractor</td>
<td>Professional Engineer</td>
<td>John Wright</td>
<td>850-245-8888</td>
<td><a href="mailto:John.Wright@dep.state.fl.us">John.Wright@dep.state.fl.us</a></td>
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<tr>
<td>Qualification-ATC &amp;</td>
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<td>James Treadwell</td>
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</tr>
<tr>
<td>non-ATC</td>
<td>Free Product Recovery</td>
<td>Matt McCoy</td>
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<tr>
<td>Initiative (FPRI)</td>
<td>Engineer</td>
<td>John Wright</td>
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<td><a href="mailto:John.Wright@dep.state.fl.us">John.Wright@dep.state.fl.us</a></td>
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<tr>
<td>PRP Geologist, Chief</td>
<td>Professional Geologist</td>
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<td><a href="mailto:Christopher.J.Bayliss@dep.state.fl.us">Christopher.J.Bayliss@dep.state.fl.us</a></td>
</tr>
<tr>
<td>Geologist, Assistant</td>
<td></td>
<td>Christie Bingel</td>
<td>850-245-8921</td>
<td><a href="mailto:Christie.Bingel@yorksg.com">Christie.Bingel@yorksg.com</a></td>
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<tr>
<td>Chief</td>
<td>Imminent Threat Sites</td>
<td>Chris Bayliss</td>
<td>850-245-8866</td>
<td><a href="mailto:Christopher.J.Bayliss@dep.state.fl.us">Christopher.J.Bayliss@dep.state.fl.us</a></td>
</tr>
</tbody>
</table>
Contact Information on Web

ATC Manager List

Petroleum Restoration Program

The Petroleum Restoration Program encompasses the technical oversight, management, and administrative activities necessary to prioritize, assess, and cleanup sites contaminated by discharges of petroleum and petroleum products from stationary petroleum storage systems. These sites include those determined eligible for state-funded cleanup using qualified contractors selected through competitive procurement or selected by the property owner or responsible party and state lead contractors under direct contract with the Department, as well as non-program or voluntary cleanup sites that are funded by responsible parties.

Revisions to Ch. 62-772, FAC, Procurement Procedures for the Petroleum Restoration Program
(Posted 06/28/16)

The Petroleum Restoration Program (PRP) is pleased to announce revisions to Chapter 62-772, Florida Administrative Code (FAC) are in effect, and Statutory revisions related to PRP will be effective July 1, 2016. Please see PDF linked below for important policies, procedures, guidance, and links to related documents. PRP welcomes any comments and/or suggestions to improve these documents, however please use these forms at this time to allow implementation of applicable laws.

Full announcement

Petroleum Restoration Program Property Owner/Responsible Party Information Meeting
(Posted 01/19/16)

The Petroleum Restoration Program will be holding a property owner/responsible party information meeting on February 9, 2016 at 1:00 p.m. EDT. The meeting will be located at:

The Florida Department of Environmental Protection
Rob Martinez Cantar, Room 009
2600 Blairstone 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.

Meeting Agenda
Meeting Presentation
Meeting Survey

Petroleum Cleanup Program Monthly Dashboard Update
Contact Information on Web
ATC Manager List

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 04/30/15)
  - 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 logic of 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 each report through September 3, 2014. Please note that the downloaded document was opened in the original format.
- PRP ITN Work Performance

ATC Alternate Email Address for Work Offers Requirement
- ATC Alternate Email Address for Work Offers Request Form (Posted 08/28/15)

Agency Term Contract Managers
- ATC Manager List (Posted: 06/20/15; Effective: 06/20/15)
- ATC Manager List (Posted: 03/05/15; Effective: 03/05/15)
- ATC Manager List (Posted: 02/24/15; Effective: 02/24/15)

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: 02/24/15)

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**

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<tr>
<th>Agency Term Contractor</th>
<th>Contractor Identification Number</th>
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<th>South Region</th>
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<td>GC705</td>
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<td>Carol Carnley</td>
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<td>AECOM Technical Services, Inc.</td>
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<td>GC790</td>
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<td>AMEC Foster Wheeler Environment &amp; Infrastructure, Inc.</td>
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<td>Carol Carnley</td>
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<td>ARCADIS U.S., Inc.</td>
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<td>Cando ATC</td>
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<td>Jamie Lopez</td>
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Questions?