



Florida Department of Environmental Protection

Petroleum Restoration Program

Agency Term Contractor Meeting

February 17, 2016





Florida Department of Environmental Protection

Contracts Update

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Agency Term Contracts Team
Environmental Administrator





Contracts

- Rate Increases Sections 11.B.i and 11.B.ii
 - Must be submitted at least 60 calendar days prior to the anniversary date of the Source Contract
 - Must be supported by a detailed justification which warrants the requested increase percentage
 - Maximum of 5%
 - Rates cannot be increase the first 24 Months
 - May be submitted Annually after first 24 Months
 - Contract Managers Submit requests via email to both
 - Your Contract Manager and PRP.Contracts@dep.state.fl.us



Contracts

- Rate Decreases Section 11.B.iii
 - Either party may request a decrease in rates at any time
 - Currently developing a streamlined process and Template
 - Contract Managers submit requests via email to both
 - Your Contract Manager and PRP.Contracts@dep.state.fl.us



Contracts

- Quotes Attachment A, Section 11.
 - Minimum of 3 quotes
 - Quote request
 - Specifies Factors
 - Instructs the vendor to copy the DEP Project Manager concurrent with submittal to contractor
 - Must be valid quote to complete the work
 - Not required for permits, utilities or franchised services



Contracts

- Invoicing Sections 7.D., 8.A. and Attachment G
 - Contractor shall submit invoices to Department within **30** days after the date of written approval of each deliverable
 - Interim - forfeiture of retainage
 - Final – cancellation or suspension of work assignment or forfeiture of unpaid balance
 - Invoices with subcontractor costs not included in Attachment D (V2.0), must be substantiated by copies of invoices with backup documentation.
 - Permit backup should be from permitting entity
 - Subcontractors must be paid within 7 working days from the date of receipt of payment from Department at least the same proportion as that paid by Department.
 - All subcontractors must be paid in **full** prior to submittal of the Final Invoice
 - Invoicing is a section in the performance evaluation



Contracts

- Contractor Performance Review Section 45
 - Site managers will complete a Performance Evaluation Form after the final invoice is submitted for each Purchase Order
 - New Format with 62-772, F.A.C. updates
 - Timely Invoicing is a Performance Measure



Contracts

- Issue Resolution

- Site Specific Issues – Contact Site Managers and Team Leader if necessary
- Contract Question and Issues – Contract Manager



Contracts

- Assignment Process Section 2.B.
 - Contractor Selection Formula Effective 1-5-16
 - ITN Performance Score
 - Total Weighted Schedule Rates
 - Performance
 - No longer includes Bonding Capacity or Encumbrance Balance
 - All Information is available on PRP Competitive Procurement webpage
<http://www.dep.state.fl.us/waste/categories/pcp/pages/procurement.htm>



Contracts

- Assignment other than CSF Formula
 - Cost Share
 - Owner / RP paying $\geq 25\%$
 - ATC has a valid contract in the region
 - Continuing Scope for Site previously assigned under 287.057, F.S. (includes ITBs, eQuotes, Purchase Orders and LSSI Work Orders)
 - Previous Assignment to ATC in region
 - Scope cost is $\leq \$325,000$
 - ATC has a valid contract in the region
 - If previous assignment was for LSA, Purchase Order issue date must be < 3 years
 - Continuing Scope for Site **not** previously assigned under 287.057, F.S.
 - Scope cost is $\leq \$325,000$
 - ATC has a valid contract in the region
 - Scope is for O & M, PARM, NAM or Well Abandonment
 - eQuote is used for scopes $> \$325,000$ that do not have a cost share of $\geq 25\%$



Site Assessment Update

Christopher J. Bayliss, P.G.
Chief Geologist



Site Assessment

• Drilling

- Drilling and sampling pay items include the top 4 feet of hand-clearance. The drilling/boring pay items should include the entire footage of the borehole, including the top 4 feet. Sampling pay items should include all footage where soil samples will be collected (including the top 4 feet, if applicable).
- If you are using a DPT rig to advance a borehole using hollow stem augers, please make sure that is noted in the SOW tables or the change order description, and make sure you include any necessary drums.
- 1.5-Inch Prepack Wells – Please submit a quote for well installation to be included in Section 22.



Site Assessment

• Drilling (continued)

- For screening (LSA) or initial site assessment, please remember to use increased spacing between soil borings and monitoring well locations. If active remediation is required, we can refine the plume boundaries later.



Site Assessment

• Soil Sampling

- When collecting soil samples, it is up to the contractor whether to go back to a boring location to collect the sample, or collect multiple soil samples during the initial boring and choose which sample to submit after soil screening. PRP will not pay for additional soil borings to return and collect a soil sample.
- Work with the site manager prior to mobilization to develop a framework for where you want to collect samples.
 - Sampling from each potential source area (tanks, dispensers, etc.), so you can focus on each area to decide what samples to collect from a smaller group.
 - High, Medium, and Low samples in order to determine a correlation between OVA and analytical data.