FIELD CHANGE ORDER PROCESS (EFFECTIVE 9/1/16) (REVISED 9/16/16)

ATC - Contact Site Manager from the field as soon as it is noted that additional field work should occur during the current mobilization, which would require a change order.

1) Site manager receives call from contractor
   • Discuss need and justification for change order. Discuss with PE/PG if necessary.
   • Verify that adequate Contingent Funding is available in the PO
   • Negotiate pay items for change order.
   • Determine who will prepare the change order.
   • Verify contact information (phone number and email address).

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

3) If prepared by site manager (DO NOT SIGN), email FRFC to contractor for approval.
   If prepared by contractor, Review FRFC.

4) Sign FRFC after contractor signature.

5) If eQuote, call and send FRFC to eQuote Specialist for approval.
   • Kyle.Kilga@dep.state.fl.us 850-245-8855
   • Shawna.N.Clayton@dep.state.fl.us 850-245-8884
Waiting for eQuote approval.
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6) Email fully signed FRFC to contractor to authorize work. **Work can proceed**

7) Update *Attachment B – Schedule of Pay Items* to reflect changes in FRFC verifying new total amount. If eQuote, send to eQuote Specialist to unlock and update SPI.

8) Email FRFC, SPI and supporting documentation (if applicable) to Administrative Reviewer (AR).

9) AR reviews and approves FRFC and emails FRFC, SPI and supporting documentation (if applicable) to PRP.ChangeOrder@dep.state.fl.us using the following naming convention in the subject line.
   - Field RFC – Facility ID# - PR Creator
     - Example: Field RFC – 658517818 – Leslie Cross

10) PR Creator enters FRFC into MFMP noting the CO is a ‘Field Request’.

11) MFMP – FRFC now follows the MFMP approval flow.

12) Once fully approved in MFMP, site manager must insert revised PO and FRFC documents into OCULUS and if applicable update due dates in STCM.
LIST OF IDENTIFIED ITEMS FOR EXPEDITED FIELD CHANGE ORDERS

The expedited field change order process should only be used if fast turnaround is needed because unforeseen situations or site conditions arise in the field, or when the original scope of work needs to be modified in the field. Timely approval is needed to prevent mobilizing from and back to the site because work cannot proceed, and if a delay to additional work may pose a safety issue. Unforeseen field work or materials needed to complete field work are listed below (but are not limited to):

ASSESSMENT (to complete streamlined site assessment/LSSI/LSA field tasks)
- Additional soil boring(s)
- Additional well(s) installation
- Additional footage required based on deeper water table (boring depth/well installation pay items)
- Additional sampling items/lab analyses based on discussion between ATC and Site Manager
- Additional materials to fill the borehole if a void is encountered during drilling
- Additional drum(s) for IDW disposal based on quantity generated vs estimate
- Change from drums to roll-off for IDW based on quantity generated
- Additional well abandonment
- Changing scope from sampling well to taking water level
- Changing wells to be sampled (no cost)
- Gauging free product thickness and limited free product recovery
- Change in mobilization/boring pay items based on type of rig used

REMEDIATION CONSTRUCTION/SOURCE REMOVAL
- Additional source removal volume to excavate impacted soils discovered in the field
- Additional backfill due to increased source removal or site conditions
- Additional transport and disposal due to increased source removal
- Additional dewatering points or dewatering system rental
- Limited dewatering/vac truck (if not originally included in SOW), if required for backfill/compaction
- Limited sheet piling (if not originally included in SOW)
- Additional sheet piling based on changes to excavation area
- Additional asphalt/concrete/debris removal and disposal
- Additional resurfacing (sod/asphalt/concrete) based on increased source removal area or damage to area around excavation
- Holding tank if dewatering is required
- Additional volume of chemicals for injection
- Additional trench footage for changes in trench layout based on field conditions
- Additional materials for construction
- Pea gravel/stone backfill if needed for proper compaction
- Fuel tank removal and disposal if unregistered tanks are located during excavation

SAFETY/HOUSEKEEPING
- Lighting for work performed outside of normal working hours
- Trench Plates for traffic areas
- Replacing/repairing existing well vaults to prevent trip/fall hazards
- Replace missing well caps/manhole covers
- Additional personnel as needed for site-specific conditions
- Mobilization/labor to shut off/secure remediation systems for emergencies as requested by State