



Focused Investigation Implementaion and Reporting

Petroleum Tank Release Cleanup Fund
(Petrofund)

Step A Part 2

Introduction

Prior to performing a pilot test or preparing a detailed corrective action design for a specific remedial technology, the Minnesota Pollution Control Agency (MPCA) may require that a focused investigation be performed to gather additional information in support of either course of action. For Petrofund purposes, the focused investigation step consists of two parts:

Part 1 - the preparation of a focused investigation work plan, as well as the preparation of any subcontractor bid specifications and the solicitation of subcontractor bids; and

Part 2 - the implementation of the focused investigation and preparation of a focused investigation report.

This proposal form should be used to propose any anticipated consultant costs for Part 2 of the focused investigation step, and corresponds with MPCA Guidance Document 7-04 Focused Investigation Report.

If the MPCA is not requiring a focused investigation, skip this step and move on to either Step B (Part 1) Pilot Test Work Plan and Bid Specifications and Solicitation, if the MPCA is requiring a pilot test, or Step C (Part 1) Remediation or Excavation Detailed Corrective Action Design and Bid Specifications and Solicitation, if the MPCA is not requiring a pilot test.

Proposal Requirements

Because focused investigation proposals must be submitted to Petrofund staff for review prior to the commencement of the work, applicants are not required to obtain competitive proposals for either Parts 1 or 2 of this step.

In addition to consultant costs, the anticipated subcontractor costs for air, soil and groundwater sample analysis, drilling and remediation system installation can also be included in active remediation proposals, when necessary (questions regarding what work can be included in remediation system installation should be addressed to Petrofund staff). If submitted as part of the consultant proposal, these subcontractor tasks do not need to be competitively bid, though it is recommended to help establish the reasonableness of the costs for this work. Competitive bids are required for any other contractor services.

Please note that costs anticipated for any additional non-active remediation work required by the MPCA during the time period covered by Part 2 of this step should also be included in this proposal. For example, any costs associated with the sampling of existing monitoring wells should be included in the proposal, though clearly differentiated from the focused investigation work.

Applicant Instructions

1. Confirm that the MPCA has requested the implementation of a focused investigation and the preparation of an ensuing report, as outlined in MPCA Guidance Document 7-04 Focused Investigation Report.
2. Request a written cost proposal from your consultant to implement the focused investigation and prepare a report. The proposal should also include the anticipated costs for the performance of any other non-active remediation services that are being required by the MPCA during the time period covered by this proposal.
3. Review the proposal for accuracy and contact your consultant with any questions. Note: The proposal should not be signed by the applicant until after Petrofund staff has reviewed and approved the proposal.
4. Direct your consultant to send a copy of their proposal, as well as the Signature Page from this form, with the Consultant Certification section completed, to the Petrofund at the following address:

Petrofund Proposal Review
Minnesota Department of Commerce
85 7th Place East, Suite 500
St. Paul, MN 55101-2198

5. Petrofund staff will review the proposal and provide you with a written determination regarding the reasonableness and eligibility of the proposed costs, as well as the Signature Page from this form with the Petrofund Determination section completed. Review Petrofund staff's determination and contact them with any questions.
6. Once you have received Petrofund staff's notification that the proposal has been reviewed, you can sign the Applicant Certification and Notarization section of the proposal Signature Page and direct your consultant to complete the proposed scope of work. Keep a copy of the signed proposal for your records. Once the work has been completed, the original must be submitted along with your application for reimbursement of these costs.

Petrofund staff attempts to review Step A (Part 2) proposals within ten business days of receipt. Proposals that are incomplete or lack sufficient detail will generally take longer, as Petrofund staff will need additional time to gather the missing information.

Consultant Instructions

To ensure that your proposal conforms with Petrofund requirements and will not encounter delays during the review process, keep the following guidelines in mind.

- The proposal must clearly identify the following site information:
 - MPCA Leak #;
 - Applicant Name and Mailing Address;
 - Leaksite Name and Mailing Address; and
 - Consultant Contact Person and Contact Information.
- A complete copy of whatever proposal documents and attachments are submitted to your client should also be provided to Petrofund staff. Similarly, whatever information is provided to Petrofund staff during the review process should also be submitted to your client.
- Your proposal must contain a detailed narrative description of the work to be performed. The description must also include the following:
 - a description of the anticipated timeline of the proposal;
 - a description of any unusual site conditions or constraints that may influence the cost of the proposed work; and
 - a list of any corrective action work being requested by the MPCA as part of this step that has been specifically excluded from this proposal.
- Your proposal must contain unit cost breakdowns for each task to be performed.
 - Consultant services must be itemized by task description, employee level of expertise, number of hours and hourly rate. Use specific task names, especially (whenever possible) those defined in the Petrofund rules. Avoid vague or catch-all terms such as “project management,” “administration,” and “data reduction.” Contact Petrofund staff for guidance if you’re not sure how to characterize costs for administrative activities.
 - A breakdown of the unit costs for all equipment and materials to be used must be included. If subcontractors are to be used, a breakdown of their costs, as well as their actual bids, must also be included.
- Propose costs only for the tasks that are required during this step of work and that remain to be performed. *Do not include any costs for work that has already been done.*
- Include MPCA correspondence related to the proposed scope of work.

Questions

If you have questions about this proposal form or the active remediation proposal process, additional information can be obtained by contacting Petrofund staff at the Minnesota Department of Commerce.

- 651-539-1515 or 800-638-0418 (phone)
- petrofund.commerce@state.mn.us (email)
- www.commerce.state.mn.us (web)



**Focused Investigation
Implementation and Reporting
Proposal Signature Page**
Petroleum Tank Release Cleanup Fund
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Step A Part 2

Leak #: _____ **Proposal Amount:** _____

Consultant Certification

I hereby certify that the attached proposal accurately reflects the anticipated costs for this step of work.

_____ Consultant Signature	_____ Date
_____ Consultant Name and Title (please print)	
_____ Consulting Firm	_____ Petrofund Registration Number

Petrofund Determination

(this section to be completed by Petrofund staff)

_____ Petrofund Reviewer	_____ Date Proposal Received	_____ Date Proposal Review Completed
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|---|--|
| <input type="checkbox"/> Petrofund staff has determined that the proposed costs for the scope of work outlined in this document are reasonable, as noted in the letter dated _____. | <input type="checkbox"/> Petrofund staff has determined that the proposed costs for the scope of work outlined in this document are reasonable, with the exceptions noted in the letter dated _____. |
|---|--|

Applicant Certification and Notarization

I hereby certify that I accept this proposal. I further certify that I did not approve this proposal until after it was reviewed by Petrofund staff.

Notarization

_____ Applicant Signature	_____ Date
_____ Applicant Name (please print)	
_____ Title and Name of Corporation/Partnership/ Governmental Unit (if applicable)	

Subscribed and sworn to before me this _____ day
of _____, 20_____.

Notary Public

[Stamp]

My commission expires _____.