# Remediation System Installation, Start-up and Initial Operation and Maintenance *or* Excavation Oversight

Petroleum Tank Release Cleanup Fund
(Petrofund)

## Step C Part 2

### Introduction

Once a specific active remediation method has been approved by the Minnesota Pollution Control Agency (MPCA) to address the contamination at a petroleum leaksite, the corrective action must be designed, implemented and monitored. For Petrofund purposes, this step consists of three parts:

Part 1 - the preparation of a detailed corrective action design for either the installation of a remediation system or the excavation of contaminated soil, as well as the preparation of any subcontractor bid specifications and the solicitation of subcontractor bids;
Part 2 - the installation, start-up and initial operation and maintenance (up to one year) of a remediation system, or the consultant oversight of the excavation and disposal of contaminated soil; and
Part 3 – the ongoing operation and maintenance of a remediation system.

This proposal form should be used to propose any anticipated consultant costs for Part 2 of this step, and corresponds with MPCA Guidance Documents 7-08 Remediation System Operation Monitoring Report (RSOM) and 3-02a Corrective Action Excavation Report.

### Proposal Requirements

Because corrective action design, implementation and monitoring 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 Parts 1, 2 or 3 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 is 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, including those related to the excavation and disposal of contaminated soil.*

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

## Applicant Instructions

1. Confirm that the MPCA has requested either of the following: the installation, start-up and initial operation and maintenance (up to one year) of a remediation system at your site, as well as any required reporting under MPCA Guidance Document 7-08 Remediation System Operation Monitoring Report (RSOM); or the excavation and disposal of contaminated soil, as well as any required reporting under MPCA Guidance Document 3-02a Corrective Action Excavation Report.

2. Request a written cost proposal from your consultant to oversee either the installation, start-up and initial operation and maintenance of a remediation system or the excavation and disposal of contaminated soil, as required by the MPCA. 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 C (Part 2) proposals within 14 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)

# Remediation System Installation, Start-up and Initial Operation and Maintenance *or* Excavation Oversight
# Proposal Signature Page
## Petroleum Tank Release Cleanup Fund (Petrofund)

**Step C 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

☐ 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 _____.

☐ 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.

_____
Applicant Signature Date

_____
Applicant Name (please print)

_____
Title and Name of Corporation/Partnership/ Governmental Unit (if applicable)

Notarization

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

_____
Notary Public

[*Stamp*]

My commission expires _____.