# GUIDE TO THE CONSULTANT SERVICES CHANGE ORDER FORM
## For The Limited Site Investigation Or Full Remedial Investigation Step

The change order form consists of three sections and a signature page. You must complete Section 1 and the signature page. Complete Sections 2 and 3 as needed.

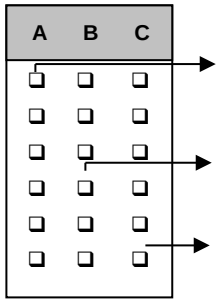
For more information on change order requirements, see Minnesota Rule 2890.2100.

The purpose of the change order form is to document:

- A task that is *different from* or *in addition to* the tasks that were proposed;
- A cost for a specific task that *exceeds* the cost that was proposed for it; and
- A cost for a specific task that *exceeds* the Petrofund maximum cost for it.

Section 1

Find the task for which you are documenting additional costs, then check the appropriate box or boxes to the left of that task. Fill in the quantity, amount proposed, and amount invoiced. If Section 1 does not list the task performed at your site, proceed to Section 2: Alternative Technologies.




**Column A:** Check this box if the task was not originally proposed but was necessary to complete the limited site investigation or remedial investigation.

**Column B:** Check this box if the amount invoiced exceeds the amount that was originally proposed.

**Column C:** Check this box if the amount invoiced exceeds the Petrofund maximum cost for that task.

The following are examples of documentation that can be provided to support change order explanations:

MPCA Letters or Work Orders

Reports Submitted to the MPCA

Labor Time Cards/Records

Chain of Custody Records

Call Logs/Phone Records

Correspondence

Weather Reports

Site Maps/GIS

Boring Logs

Photographs

## Section 2

Use Section 2 to document the consultant costs associated with implementing an alternative technology or method—for example, the costs for Laser Induced Fluorescence or Downhole Halogen Specific Detectors (*see Minn. Rule 2890.1350*).

## Section 3

If the amount invoiced for a task exceeds the amount proposed for it or its associated Petrofund maximum cost, you must explain why. Use the space available in Section 3 to provide a detailed explanation regarding the need for the increased costs. Please note that valid change orders must document that the higher cost was:

- Approved by the applicant;
- Required by circumstances beyond the control of the consultant or applicant and not foreseeable at the time the proposal was accepted; and
- Essential to complete the objectives of the investigation.

The examples on the left are not an exhaustive list. The key is that any cost that exceeds the amount proposed or the Petrofund maximum cost must be documented in some way.

## Signature Page

The change order form must be signed by the applicant and the consultant, and the original form must be submitted with the reimbursement application. Please note that change orders do not need to be approved by the applicant before the work is done.

**If you have questions about this form or any other reimbursement-related issues, contact Petrofund staff.**

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