REQUEST FOR PROPOSAL FOR A LIMITED SITE INVESTIGATION – *Standard Scope of Work*

The objective of the **Limited Site Investigation** (LSI) is to obtain a "snapshot" of the site conditions in order to quickly and cost-effectively evaluate the level of risk associated with the petroleum tank release at your site. This request for proposal form (RFP) and the attached Limited Site Investigation (Standard Scope of Work) proposal and invoice form have been designed to assist you in obtaining written competitive consultant proposals.

Applicant Instructions

- ❑ **Complete the applicant information on page two of this form.**
- ❑ **Send copies of this form and the Limited Site Investigation (Standard Scope of Work) proposal and invoice form to registered environmental consulting firms.** The rules that govern the Petrofund reimbursement process require you to get a minimum of two written competitive consultant proposals for this scope of work.
- ❑ **After you have received your written consultant proposals, review each proposal to ensure that it is complete.** If not, contact the company that provided the proposal and get the missing information. Please note that Petrofund reimbursement is generally based on the costs contained in the low-cost consultant proposal, but a higher cost proposal may be selected if you can provide documented proof to demonstrate that the selected consultant's qualifications are superior to those of the consultant who gave the lowest competitive proposal and justify the selection of a higher-cost proposal. Among the factors relevant to the qualifications of a consultant are education, experience, certifications, and registrations. A prior business relationship between the applicant and consultant is not relevant to the qualifications of a consultant.
- ❑ **Choose your environmental consultant and proceed with your investigation.**

If you have any questions, please contact Petrofund staff at **651-539-1515, 800-638-0418**, or via e-mail at **petrofund.commerce@state.mn.us**. The fax number is **651-539-0103**.

APPLICANT INFORMATION (to be completed by the person soliciting the proposal)

MPCA Leak ID Number _____

Applicant Name _____
Address _____
City _____
State/Zip Code _____
Phone _____
Email _____

Answer the following questions for the site where the petroleum tank release occurred:

- What is the site name and location?

Site Name _____
Site Address _____
City _____
State/Zip Code _____

Contact Person _____
Phone _____
Fax _____

- What petroleum product was stored in a tank at the site or, if this was a transport release, in the tank in transport (check all that apply)?

❑ Unleaded Gasoline ❑ Leaded Gasoline ❑ Diesel ❑ Fuel Oil
❑ Used Oil ❑ Hydraulic Fluid ❑ Unknown
❑ Other _____

- Are there any water supply wells at the site? ❑ Yes ❑ No

If "Yes," how many? _____

- Is the site connected to a city water supply?

❑ Yes ❑ No

- This proposal must be returned to the person listed above by _____, 20___.

Consultant: Base your proposed costs on the following assumptions:

- ☐ Push probe technology will be used for drilling.
- ☐ Ground water depth is 20′.
- ☐ The release is from a single source.
- ☐ Utilities and subsurface obstructions do not inhibit advancement of borings.
- ☐ Water and soil gas samples will be collected immediately upon completion of borings (no need to wait 24 hours).
- ☐ Free product is not present.
- ☐ Level D safety precautions are adequate, and all work will be completed according to MPCA and Department of Health guidance.

Please note that if you know that the standard assumptions listed above will not be appropriate for work at this site, contact the applicant and explain that the "Request for Proposal for a Limited Site Investigation/Full Remedial Investigation (*Nonstandard Scope of Work*)" form should be used to get competitive consultant proposals.

Scope of Work (written proposals must be based on the following):

I. Administrative Tasks

- Prepare a site-specific health and safety plan.
- Notify the MPCA in advance of field work. Notify the MPCA of important investigation findings, and communicate with the applicant regarding scheduling and investigative results (see MPCA Guidance Document 4-01).

II. Field and Receptor Surveys

Complete a risk evaluation in accordance with MPCA Guidance Document 4-02.

- Complete a water well receptor survey.
- Complete a vapor receptor survey.
- Complete a surface water receptor survey.

III. Drilling – Direct Push Technology

Advance push probes in accordance with MPCA Guidance Documents 4-01 and 4-01a. For the purposes of this proposal, assume that:

- Four push probes will be advanced to twenty-five feet below grade.
- One additional push probe will be advanced to forty feet below grade.
- Five push probes will be advanced to ten feet below grade to collect soil gas samples.

IV. Sampling

Collect samples in accordance with MPCA Guidance Documents 4-01, 4-01a, 4-04, and 4-05. For the purposes of this proposal, assume that:

- Soil samples will be collected continuously for geologic classification and PID screening.
- Seven soil samples will be collected from the borings and analyzed for the parameters consistent with the petroleum product(s) checked on page two above.
- Soil samples will be obtained at the water table for grain size analysis (select three samples to be analyzed by ASTM Method D422 *including* hydrometer or alternative method required by the MPCA).
- Five groundwater samples will be collected from the probes and analyzed for VOCs and other required parameters (see MPCA Guidance Document 4-05). Required quality assurance samples include a duplicate sample from one probe (to be analyzed for the same parameters as the other groundwater samples) and a trip blank (to be analyzed for VOCs).
- Five soil gas samples will be collected and analyzed by EPA method TO-15, full scan (see MPCA Guidance Document 4-01a).

If a water supply well is on site, add one sample for every water supply well and analyze for VOCs and the other required parameters (see MPCA Guidance Document 4-05).

Determine surface elevations at the soil boring locations.

Determine depth to groundwater in each boring.

V. Submissions to the Agency

Prepare the Investigation Report (LSI only).

- If site closure is warranted, complete an LSI report (MPCA Guidance Document 4-06, without sections 6 and 7) and submit it to the MPCA. **Note: If a full RI is warranted, do not submit an LSI report to the MPCA unless specifically requested by the MPCA.**

Note to the Applicant: The above Standard Scope of Work was defined to apply to a large portion of the petroleum release sites in Minnesota. The actual amount of work necessary to achieve the objectives of the limited site investigation will depend on actual site conditions. Only the actual amount of work necessary to complete the investigation should be completed. If additional investigative work is necessary beyond the scope of services outlined above, it will be documented on the change order form.