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**REQUEST FOR PROPOSAL FOR**  
**A LIMITED SITE INVESTIGATION OR FULL REMEDIAL INVESTIGATION**  
***Nonstandard 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 a petroleum tank release at your site. A **Full Remedial Investigation (RI)** measures groundwater contaminant concentrations over time. Monitoring wells are necessary as part of a full RI. This request for proposal form (RFP) and the attached Limited Site Investigation/Full Remedial Investigation (Nonstandard 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 (Nonstandard Scope of Work) proposal and invoice form to registered environmental consulting firms.** The rules that govern the Petrofund reimbursement process require you to obtain a minimum of two written competitive consultant proposals. The proposals must be based on identical assumptions about the characteristics of the site and substantially similar assumptions as to the scope of work proposed.
- 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.** Although it is not required, you are encouraged to submit all of your original written competitive proposals to Petrofund staff so they can assist you in determining if the written proposals are based on the same scope of work. If you choose to send your written consultant proposals to Petrofund staff, they will be reviewed within 7 business days to determine if they are compliant with the Petrofund’s competitive bidding requirements. Please note that state policy prohibits Petrofund staff from commenting on which firm you should hire. Staff’s review is intended primarily to ensure that the written competitive proposals that you received comply with the reimbursement program’s requirements. After this review has been completed, Petrofund staff will send the proposals back to you along with a cover letter that summarizes the results of the review.
- Carefully review the cover letter that you receive from Petrofund staff. If staff determines that the written consultant proposals meet the program’s requirements, choose your environmental

consultant and proceed with your investigation.

If staff determines that the written consultant proposals do not meet the program's requirements, call Petrofund staff at **651-539-1515** or **800-638-0418** to get information on how you should proceed.

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:**

1. What is the site name and location?

Site Name \_\_\_\_\_  
Site Address \_\_\_\_\_  
City \_\_\_\_\_  
State/Zip Code \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

2. 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 \_\_\_\_\_

3. Are there any water supply wells at this site?       Yes       No

If "Yes," how many? \_\_\_\_\_

4. Is the site connected to a city water supply?       Yes       No

5. This proposal must be returned to the person listed above by \_\_\_\_\_, 20\_\_.

Consultant or Applicant: Specify the assumptions the consultant should use to provide the competitive consultant services proposal.

1. This proposal assumes that the consultant will complete (check one):  
 A nonstandard scope of work LSI     A full RI
2. Groundwater depth is assumed to be at \_\_\_\_\_ feet.
3. Drilling technology to be employed during this scope of work (check one):  
 Push Probe                       Hollow Stem Auger                       Mud Rotary  
 Air Rotary                       Rotosonic                       Air Coring  
 Other \_\_\_\_\_
4. Subsurface soil conditions are assumed to be:  
 unconsolidated soils                       consolidated soils                       rock

Scope of Work (written proposal 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**

Advance soil borings/install monitoring wells in accordance with MPCA Guidance Documents 4-01 and 4-01a.

- Advance \_\_\_\_\_ (list number) soil borings to the depth required by MPCA Guidance Document 4-01. For purposes of this proposal, assume that the depth will be \_\_\_\_\_ feet.
- Advance \_\_\_\_\_ (list number) soil borings to at least 20 feet below the water table or 20 feet below the deepest measurable contamination. For purposes of this proposal assume that this depth will be \_\_\_\_\_ feet.
- Advance \_\_\_\_\_ (list number) soil borings to the depth required by MPCA Guidance Document 4-01a to collect soil gas samples. For purposes of this proposal, assume that the depth will be \_\_\_\_\_ feet.

Fill out the construction details for each monitoring well to be installed (attach additional sheets if necessary):

**Monitoring Well #1**

Depth \_\_\_\_\_(feet)                      Diameter \_\_\_\_\_(inches)  
casing construction:  PVC                       black steel                       other \_\_\_\_\_  
screen construction:                       PVC                       stainless steel                       other \_\_\_\_\_  
protective completion:                       at grade                       above grade

**Monitoring Well #2**

Depth \_\_\_\_\_(feet)                      Diameter \_\_\_\_\_(inches)  
casing construction:  PVC                       black steel                       other \_\_\_\_\_  
screen construction:                       PVC                       stainless steel                       other \_\_\_\_\_  
protective completion:                       at grade                       above grade

**Monitoring Well #3**

Depth \_\_\_\_\_(feet)                      Diameter \_\_\_\_\_(inches)  
casing construction:  PVC                       black steel                       other \_\_\_\_\_  
screen construction:                       PVC                       stainless steel                       other \_\_\_\_\_  
protective completion:                       at grade                       above grade

**Monitoring Well #4**

Depth \_\_\_\_\_(feet)                      Diameter \_\_\_\_\_(inches)  
casing construction:  PVC                       black steel                       other \_\_\_\_\_  
screen construction:                       PVC                       stainless steel                       other \_\_\_\_\_  
protective completion:                       at grade                       above grade

**Monitoring Well #5**

Depth \_\_\_\_\_(feet)                      Diameter \_\_\_\_\_(inches)  
casing construction:  PVC                       black steel                       other \_\_\_\_\_  
screen construction:                       PVC                       stainless steel                       other \_\_\_\_\_  
protective completion:                       at grade                       above grade

**IV. Sampling**

Collect samples in accordance with MPCA Guidance Documents 4-01, 4-01a, 4-04, and 4-05.

- Collect soil samples continuously for geologic classification and PID screening.
- Collect soil samples from the borings and analyze them for the parameters consistent with the petroleum product(s) checked on page two above. For purposes of this proposal, assume that \_\_\_\_\_ (list number) soil samples will be analyzed for \_\_\_\_\_  
\_\_\_\_\_  
(list analyte groups).
- Collect \_\_\_\_\_ (list number) soil samples at the water table for grain size analysis by ASTM Method D422 and indicate if a hydrometer will be used.
  - A hydrometer will be used       A hydrometer will not be used.
- Collect groundwater samples and analyze them for the parameters consistent with the petroleum product(s) checked on page two above. Assume that \_\_\_\_\_ (list number) groundwater samples will be analyzed for \_\_\_\_\_  
\_\_\_\_\_  
(list analyte groups).

In addition, collect one trip blank, one duplicate, and one field blank if reusable sampling equipment is used.

- If a water supply well is on site, collect one water sample for every water supply well and analyze for VOCs and the other required parameters (see MPCA Guidance Document 4-05).
- If monitoring wells are installed, collect \_\_\_\_\_ (list number) rounds of groundwater samples and analyze for \_\_\_\_\_  
\_\_\_\_\_  
(list analyte groups).
- Collect \_\_\_\_\_ (list number) soil gas samples and analyze them by EPA method TO-15, full scan (see MPCA Guidance Document 4-01a).

Determine depth to groundwater in each boring.

Determine surface elevations at the soil boring locations. If monitoring wells are installed, they must be surveyed.

**V. Other Task(s) Required by the Agency**

List each task and its corresponding unit in the table below if it is known that certain additional tasks are required by the MPCA to adequately complete the limited site investigation or full remedial investigation step.

| Task                                  | Unit                                 |
|---------------------------------------|--------------------------------------|
| <i>example: Free product recovery</i> | <i>2 field work events per month</i> |
|                                       |                                      |
|                                       |                                      |
|                                       |                                      |
|                                       |                                      |
|                                       |                                      |

## **VI. Submissions to the Agency**

Prepare the Investigation Report. If you are proposing costs for a Nonstandard LSI, propose costs for the task called "Investigation Report (LSI only)." If you are proposing costs for a full RI, propose the costs for the task called "Investigation Report (full RI)." *Please note that if a full RI is warranted, an LSI report should not be submitted to the MPCA unless specifically requested.*

**Note to the Applicant:** The above Nonstandard Scope of Work was defined to apply to the specifics of your site. The actual amount of work necessary to achieve the objectives of the 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.