
PETROLEUM TANK RELEASE CLEANUP FUND (PETROFUND)

Consultant and Contractor Change Order Form

for the Active Remediation Steps

Introduction

The Consultant and Contractor Change Order Form for the Active Remediation Steps is used to document the following:

1. the reasonableness of the costs for tasks that are different from or in addition to the tasks that were included in an active remediation step proposal; and/or
2. the reasonableness of the costs that are higher than the amounts proposed for tasks included in an active remediation step proposal.

The Consultant and Contractor Change Order Form should be completed after the associated work has been performed, and must be submitted with the applicant's reimbursement application.

Change Order Requirements

The Consultant and Contractor Change Order Form must explain how each additional task or higher cost could not have been reasonably anticipated at the time the active remediation step proposal was submitted to Petrofund staff for their review and then accepted by the applicant. Documentation that supports the explanation (e.g. subcontractor invoices, photographs, MPCA correspondence, weather reports, etc.) must be submitted along with the change order form.

Using the Form

Each task that needs a change order explanation should be listed on the attached Consultant and Contractor Change Order Form. Please note that missing or incomplete explanations or insufficient supporting documentation will likely result in a delay in the review of your application by Petrofund staff, and possibly the denial of reimbursement for the change ordered costs.

The Signature Page must be signed by the applicant and the consultant or contractor that invoiced the applicant for the task(s) listed on the form.

Questions

If you have questions about this form or the active remediation proposal process, additional information can be obtained by contacting the 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)

Petrofund Consultant and Contractor Change Order Form for the Active Remediation Steps

Step of Services	Task Name	Amount Proposed	Amount Invoiced	Change Order Amount	Change Order Explanation and Description of Supporting Documentation
☐ Step A-Part 1 ☐ Step A-Part 2 ☐ Step B-Part 1 ☐ Step B-Part 2 ☐ Step C-Part 1 ☐ Step C-Part 2 ☐ Step C-Part 3 ☐ Step D-Part 1 ☐ Step D-Part 2					
☐ Step A-Part 1 ☐ Step A-Part 2 ☐ Step B-Part 1 ☐ Step B-Part 2 ☐ Step C-Part 1 ☐ Step C-Part 2 ☐ Step C-Part 3 ☐ Step D-Part 1 ☐ Step D-Part 2					
☐ Step A-Part 1 ☐ Step A-Part 2 ☐ Step B-Part 1 ☐ Step B-Part 2 ☐ Step C-Part 1 ☐ Step C-Part 2 ☐ Step C-Part 3 ☐ Step D-Part 1 ☐ Step D-Part 2					

**Petroleum Tank Release Cleanup Fund (Petrofund)
Consultant and Contractor Change Order Form
for the Active Remediation Steps
Signature Page**

Leak #: _____

Proposal Amount: _____

Consultant/Contractor Information

Consultant/Contractor Signature

Date

Consultant/Contractor Name and Title (please print)

Consulting/Contracting Firm

Petrofund Registration Number

\$
Total of Change Order(s)

Applicant Information

Applicant Signature

Date

Applicant Name (please print)

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

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