



Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

Professional, Technical, and Service Contracts Work Order Certification Form

For Delegated Master Contracts

Doc Type: Master Work Order

Contract Unit Use Only

CR#: 3113

Instructions

- 1) This form is required for all Work Order Contracts in excess of \$5,000. Minn. Stat. § 16C.08. This form must be approved prior to writing any Work Order Contract.
2) No work may begin before funds are encumbered and a Work Order is executed.
3) Complete and submit this form electronically to the Minnesota Pollution Control Agency (MPCA) Contracts e-mail account for approval.
4) Allow two to three business days for approval. (You will be contacted to sign the form.)
5) Agency certifies that Minn. Stat. § 15.061 and § 116.03, subd.2, allow Agency to enter into this professional technical service contract. Check with your Agency Assistant Attorney General if you have questions.

Contract Work Order Information

Master Contract number: B24033 - 10-24 MPCA Contractor name: AECOM
Project name: Alex Exhaust, Leak 15656 Program name: Petroleum Remediation
Department: MN Pollution Control Agency Division: Remediation Division
Estimated cost: \$ 20,004.00 Source of funds: 331 G210 H11 NOMA
Work Order period from: October 14, 2009 To: June 30, 2010
(mm/dd/yy) (mm/dd/yy)

Note: The Work Order period must be within the master Professional, Technical, and Service Contract period. The total Work Order Contract term cannot survive the expiration date of the Master Contract.

Background

Nature of Work Order (Include a brief description of the service. What are the tasks that will be performed by the Contractor?)

To conduct additional investigation including vapor intrusion assessment and additional soil borings.

All construction will be subcontracted.

Product or Result (Give sufficient details - i.e., detailed report with recommendations, final plans and specifications, training program.)

Monitoring Report

In accordance with Minn. Stat. § 16C.08, subd. 2 and 3, provide the following (attach additional pages if necessary):

Describe how the proposed work to be conducted under the Work Order Contract is necessary and reasonable to advance the statutory mission of your agency:

This is the minimum work necessary to define the extent of contamination and identify and remediate risks to humans and the environment.

How will the Master Contractor be selected from the list of master contract holders? (Check one)

- Pre-approved Master Contract rotation procedures
Other - provide detail: contractor awarded project in prior year

Describe the performance measures or other tools that will be used to monitor and evaluate Master Contractor performance and how the results of the work will be used:

Receipt of report within given time, periodic informal updates and monthly invoices will be used to determine whether the site has met closure standards or requires additional work in future years.

Certifications (Pursuant to Minn. Stat. § 16C.08, I certify:)

1. No state employee is (a) able and (b) available to perform the services called for by the contract.
 - A. How did you reach this conclusion?
Workforce limitations and lack of specialized equipment
 - B. List other methods considered for accomplishing the work. (Example: In-house, other divisions or office, other state agencies.)
In-house
2. The normal competitive bidding mechanisms (low bid) will not provide for adequate performance of the service.
3. Reasonable efforts will be made to publicize the availability of the Contract to the public.
4. The Agency will develop and implement a written plan providing for the assignment of specific agency personnel to manage the Contract, including a monitoring and liaison function, the periodic review of interim reports or other indications of past performance, and the ultimate utilization of the final product of the services. The following person(s) has/have been assigned to manage the Contract as well as monitor and act as liaison for the Contract Arlene Furuseth at 218-846-8111 (telephone number).
5. No one in or on behalf of the Agency will authorize the Contractor to begin work before the Contract is fully executed unless an exception has been granted by the Commissioner of Administration under Minn. Stat. § 16C.05, subd. 2a and funds are fully encumbered.
6. The Contract will not establish an employer-employee relationship between the State or the Agency and any person performing under the Contract.
7. In the event the results of the Contract work will be carried out or continued by State employees upon completion of the Contract, the Agency will require the Contractor to include State employees in development and training, to the extent necessary to ensure that after completion of the Contract, State employees can perform any ongoing work related to the same function.
8. No current State employee will engage in the performance of the Contract.
9. Reasonable efforts will be made to avoid conflicts of interest throughout the selection and performance of this Contract. All potential or actual conflicts of interest will be reported to the Department of Administration.
10. The Agency will not contract out its previously eliminated jobs for four years without first considering the same former employees who are on the seniority unit layoff who meet the minimum qualifications determined by the Agency.

Signatures

1. MPCA Project Manager

Print name: Arlene Furuseth

Signature: Arlene Furuseth

Title: Project Leader Date: 10/9/09
(mm/dd/yy)

2. Department of Administration Delegated Authority

Print name: Romelda Kascht, Jayne Stillwell-Lamb, or Martina Cameron

Signature: Jayne Stillwell Lamb

Title: Contract spec Date: 10/9/09
(mm/dd/yy)