


**Minnesota Pollution  
Control Agency**

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

# Contract Work Order

Doc Type: Work Order

## Contract Work Order Information

Master Contract number: B42835 MPCA Contractor name: AECOM  
 Master Contract start date: July 1, 2010 Master Contract expiration date: June 30, 2012  
 Job code/Leak number: 32L15656 Certification number(s): N/A  
 (if applicable) (if applicable)  
 Work Order number: B49241 Work Order amount: \$ 1,831.00  
 MAPS allotment number: 331 G210 H11 NOMA MAPS order number: B49241  
 Contractor's Project Manager: Arlene Furuseth Phone: 218-848-8111  
 MPCA's Project Manager: Tim Grape Phone: 763-852-4200  
 Project/Site name: Alex Exhaust  
 Address (if applicable): \_\_\_\_\_  
 City: Alexandria State: MN Zip code: 56308

## Terms

- The state of Minnesota (State), acting through the Minnesota Pollution Control Agency (MPCA) Commissioner, has entered into Contract B42835, with AECOM. This Contract is for services which may include sealing of vapor points.
- This document is a Work Order. This Work Order issued pursuant to Contract B42835.
- Work Order effective date:** September 24, 2010 or the date the State obtains all required signatures under Minn. Stat. § 18C.05, subd. 2, whichever is later. **The Contractor must not begin work until this Work Order is fully executed and the Contractor has been notified by the State's Authorized Representative to begin the work.**
- Work Order expiration date:** June 30, 2011
- The Contractor shall complete the work specified in the workplan dated September 2, 2010 and is attached to this Work Order. The Contractor shall perform all work in accordance with this Work Order and Contract B42835 within the stated time schedule or until all obligations set forth in the Work Order have been fulfilled to the satisfaction of the State, whichever occurs first. Line item adjustments can be done within a task with prior approval and cannot exceed budget task amount.
- Except as modified below, this proposal is made an integral part of this Work Order: N/A
- The Contractor shall submit the tasks/deliverables specified in the attached Work Plan. The total obligations of the State for all compensation and reimbursement to the Contractor for work described in this Work Order shall not exceed One thousand eight hundred thirty one and 00/100 Dollars \$ 1,831.00
- A contingency amount of zero Dollars \$ 0.00 is established. This contingency amount is not included in the total obligations of the State. Contingency funds cannot be released without prior written approval by the MPCA Project Manager.
- An increase in the authorized budget, major change in scope or extension of schedule is only authorized by written Amendment signed by the State's Authorized Representative.
- Use of contingency funds, transfer of funds between tasks or within a task and minor changes in scope can be authorized by written Change Order signed by the State's Project Manager.
- All time frames for preparation of work products shall commence upon Contractor's receipt of this Work Order and final signature by the MPCA.

- 12. Contractor is hereby authorized to act as the Agent for the State for purposes of site access.
- 13. The Contractor shall not commence work unless all the insurance specified in Contract B42835 is in force and a current Certificate of Insurance is on file with the State.
- 14. The State's Project Manager Authorized to issue Change Orders is Arlene Furuseth
- 15. The State's Authorized Representative(s) authorized to issue Work Orders and Work Order Amendments is/are Don Milless, Michael Kanner or Jayne Stihwell Lamb

**Signatures**

All Work Orders over \$100,000 and up to \$1 million must be reviewed and signed by the MPCA Department of Administration Delegated Authority.

- 1. State encumbrance verification: Annette Sandbeck Date: 9/22/10
- 2. Minnesota Pollution Control Agency  
Master Contract Authorized Representative  
Print name: Don Miller  
Signature: Don Miller  
Title: Supervisor Date: 9/23/10
- 3. Department of Administration Delegated Authority  
Print name: Romelda Kaschi, Jayne Stihwell Lamb, or Martina Cameron  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Work order number: B49241

**Invoices**

Electronic submittal of invoices is preferred. All e-mailed invoices should be sent to: [mca.ap@state.mn.us](mailto:mca.ap@state.mn.us).

Any hard copy invoices must be mailed to:

Accounts Payable Unit  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, MN 55155

Copies to: Contractor  
MPCA Project Manager  
Department of Administration's Delegated Authority



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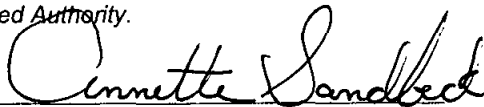
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1. State encumbrance verification:  Date: 9/22/10

2. Minnesota Pollution Control Agency  
Master Contract Authorized Representative

Print name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

3. Department of Administration Delegated Authority

Print name: Romelda Kascht, Jayne Stilwell Lamb, or Martina Cameron  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Work order number: B49241

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Minnesota Pollution Control Agency  
520 Lafayette Road North  
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Copies to: Contractor  
MPCA Project Manager  
Department of Administration's Delegated Authority



AECOM  
161 Cheshire Lane North  
Suite 500  
Minneapolis, MN 55441  
www.aecom.com

763-852-4200 tel  
763-473-0400 fax

**RECEIVED**  
SEP 10 2010  
BY: \_\_\_\_\_

September 2, 2010

Ms. Arlene Furuseth  
Project Leader  
Minnesota Pollution Control Agency  
714 Lake Avenue, Suite 220  
Detroit Lakes, MN 56501

**Subject: Proposed Fiscal Year 2011 Work Plan for Vapor Point Sealing and Closure  
Documentation for Leak 15656 at Alex Exhaust in Alexandria, Minnesota;  
AECOM Proposal 04130118-26**

Dear Ms. Furuseth,

AECOM is pleased to submit this Work Plan per your request, for conducting vapor point sealing and closure documentation services for Leak 15656 in Alexandria, Minnesota in fiscal year 2011 (FY11). AECOM understands that the MPCA is closing Leak 15656 based on the site investigation work completed to date and that sealing of the two onsite vapor monitoring points is required prior to final closure. Details of the proposed vapor point sealing and closure documentation services are discussed in Task 1 below.

AECOM completed Petroleum Release Notification Follow-up Letters for Leak 15656 in fiscal year 2010 and no additional follow-up notifications were required based on the site work completed.

### **Task 1 – Vapor Point Sealing/Closure Documentation**

AECOM will complete vapor point sealing two onsite vapor monitoring points at the former Alex Exhaust site located at 905 - 3rd Avenue in Alexandria, Minnesota. One sub-slab vapor monitoring point (VP-1) is located inside the former Alex Exhaust building and one permanent vapor monitoring point (VP-1P) is located outside the southeast corner of the former Alex Exhaust building. The vapor monitoring points will be grouted with a neat cement grout flush with existing grade. AECOM will coordinate with the site property owner to obtain access inside the building for the sealing activities.

AECOM will prepare a vapor point sealing/site closure transmittal letter upon completion of the sealing activities. This transmittal will include photographs of the sealed vapor monitoring points as documentation of the work completed and copies of any correspondence generated during site closure work completion. AECOM anticipates that the vapor point sealing/site closure transmittal letter will be submitted to you within approximately 30 days of the completion of the vapor point sealing work.

## AECOM Project Team

The AECOM project team worksheet that is found attached identifies the key AECOM staff proposed to serve this project. These individuals can efficiently execute this work on your behalf. Other staff available to support this effort are identified on the pre-approved AECOM staff listing.

## Project Schedule

AECOM is prepared to proceed immediately upon your authorization of this work. We anticipate a work order can be issued by September 30, 2010 allowing ample time to complete the vapor point sealing activities prior to hard frost ground conditions. The vapor point sealing work can be initiated immediately upon issuance of the signed Work Order. We anticipate that the vapor point sealing/site closure transmittal will be submitted to you within approximately 30 days of the completion of the vapor point sealing. We recommend a completion date of June 30, 2011 for the work order assuming any additional unanticipated site work arises.


## Cost Estimate

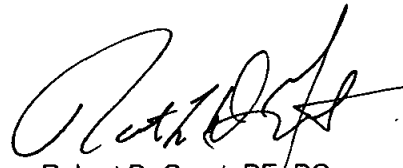
The estimated cost to complete the above scope of work is \$1,831.00. The attached work plan cost proposal worksheet provides a calculation of the estimated costs associated with this work scope. Any additional services, if requested by you, can be accommodated through a change order and/or work order amendment as the need arises during the fiscal year.

## Closing

AECOM appreciates your interest in having our firm provide vapor point sealing and site closure services for the Alex Exhaust site. If you have questions concerning this proposal, or wish to discuss other project considerations, please call Tim Grape at 763-852-4218 during your normal office hours. It would be a pleasure to hear from you.

Respectfully,

  
Timothy J. Grape, PG  
Project Geologist

  
Robert DeGroot, PE, PG  
Principal Engineer

TJG/dn  
Encs.  
© AECOM, 2010 ALL RIGHTS RESERVED

**Petroleum Work Plan Cost Proposal Spreadsheet**  
**Alex Exhaust - FY11**  
**Leak 15656**

Site Name: Alex Exhaust  
 Site Location: Alexandria, MN  
 Leak Number: 15656

TASK	Rate/Unit	Frequency or Units	Hours						Materials Subs / Rental Equipment	Time Total	Total Value	Comments
			Project Manager	Engineer II	Scientist II	Field Technician ( II )	Drafting Technician	State Contractor				
			\$ 115.00	\$ 105.00	\$ 95.00	\$ 62.00	\$ 70.00					
<b>Task 1 - Well Sealing/Closure Documentation</b>												
1			4.00	1.00	6.00	8.00	1.00			20.00	\$ 1,701.00	Vapor Point Sealing/Closure documentation
	\$ 0.50	260.00							\$ 130.00		\$ 130.00	Mileage - One round trip
<b>Total Task 1</b>			\$ 460.00	\$ 105.00	\$ 570.00	\$ 496.00	\$ 70.00		\$ 130.00	20.00	\$ 1,831.00	
<b>Total Cost Proposal</b>			\$ 460.00	\$ 105.00	\$ 570.00	\$ 496.00	\$ 70.00	\$ -	\$ 130.00	20.00	\$ 1,831.00	



**AECOM PROJECT TEAM - FISCAL YEAR 2011**  
**Alex Exhaust, Alexandria, Minnesota**  
**Leak Number 15656**

TASK	TASK DESCRIPTION	STAFF CLASSIFICATION					
		PROJ. MANAGER	ENGINEER II	TECHNICIAN II (On Site Inspector)	SCIENTIST II	TECHNICIAN II	CADD Specialist
<b>1</b>	Vapor Point Sealing/Closure Documentation	Tim Grape	Bob DeGroot				

NOTES: n/a indicates this staff classification is not anticipated to apply to the specified task.  
 Additional team support may be provided by staff on the MPCA-approved listing of AECOM employees.  
 These staff may provide service in the pre-approved staff classification(s) for them, based on the work type.





**Minnesota Pollution  
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**Green Practices Work Plan Attachment  
Petroleum Remediation Program**

**Please read the Green Practices Instructions found on the Green Practices Reference List, and then insert your site-specific content below.**

**Proposed Green Practices for Leak 15656, Alex Exhaust, Alexandria, Minnesota for Fiscal Year 2011 (FY11)**

**Category 1 – Purchasing**

Item Letter and Identity

Site-specific implementation explanation

**A**

**AECOM purchases 30% post-consumer recycled office/copier paper. We anticipate that less than one quarter of a ream (175 sheets) of paper will be utilized for this project. The specific quantity and value will be reported in table format in the Progress Report form submitted with the final project invoice.**

**Category 2 – Transportation**

Item Letter and Identity

Site-specific implementation explanation

**A**

**VMTs estimated for this Work Plan are 260 miles. AECOM will attempt to coordinate the field work with other field work in the area with existing MPCA project sites in the area where appropriate, to reduce the overall VMTs for the project work.**

**Category 3 – Field Work/Laboratory**

Item Letter and Identity

Site-specific implementation explanation



**Category 4 – Project Management**

Item Letter and Identity

Site-specific implementation explanation

**A**

All non-signature requiring documents for this work plan will be submitted electronically to the MPCA. Paper copies can be made available upon request.

**B**

Report submissions will be prepared utilizing 30% recycled paper content, two-sided printing and a single copy of the final report will be provided to the MPCA.

**Category 5 – Materials/Waste**

Item Letter and Identity

Site-specific implementation explanation

**Category 6 – Other**

Item Letter and Identity

Site-specific implementation explanation



**Minnesota Pollution Control Agency**

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St. Paul, MN 55155-4194

# Work Order Routing Checklist

Doc Type: Contract Tracking

## Work Order Packet Requirements

1. Signed Work Order Certification(s), if applicable (1 original of each)
  - a. Required – P/T over \$5,000
  - b. Not required (P/T under \$5,000) or N/A
  - c. Required – Service (no minimum)
  - d. Not required (Blanket certification completed for Service contract) or N/A
2. Completed Work Order Form (2 originals)
3. Signed Work Plan (2 originals)
4. Completed:
  - Scanning Request Form (1 original, required beginning June 1, 2010)

*Furusetz  
due 9/24  
Sign by 9/23  
Faxed to Don  
9/22  
Signed 9/23  
Waiting for  
originals*

## Order of Signatures

1. Purchasing Agent (encumbrance).
2. Contractor (Work Plan only).
3. Authorized Representative.
4. If over \$100,000, Department of Administration Delegated Authority (Romelda Kascht, Jayne Stilwell Lamb, or Martina Cameron). Otherwise, N/A.

## Distribution

1. Contractor (1 original).
2. Fiscal file (1 original, including Work Order Certification – Joey Lee)  
cc: Project Manager  
cc: Contract Manager, if applicable
3. If over \$100,000, Department of Administration Delegated Authority. (1 original – Joey Lee) Otherwise, N/A.

**Fax Cover Sheet**



**Minnesota Pollution Control Agency**

Remediation Division  
St. Paul Office  
520 Lafayette Road North - St. Paul, MN 55155

<b>Date:</b>	9/22/10	<b>Number of pages (including this page):</b>	3
<b>To:</b>	Don Milless		
<b>Company or agency:</b>			
<b>Fax number:</b>	218-828-2594		
<b>Subject:</b>	Order		
<b>Message:</b>	Please sign B49241. I signed 9/22/10, start date 9/24/10, so please sign by 9/23/10		
<b>From:</b>	Annette Sandbeck		
<b>Division:</b>	MPCA/Remediation		
<b>Telephone number:</b>	651-757-2104		
<b>Fax number:</b>	651-296-9707		
<b>If you have any questions regarding this fax, please call:</b>			