



**Minnesota Pollution
Control Agency**

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

Contract Work Order

Doc Type: Work Order

Contract Work Order Information

MPCA Contractor name: Carlson McCain, Inc.

T-number/Release number: 14MSP Master Contract ID: 63189

Master Contract start date (mm/dd/yyyy): 7/1/2013 Master Contract expiration date (mm/dd/yyyy): 6/30/2015

Job code/Leak number: R32PJXLS0018925 Certification number(s): CR 7372, SVC 6249, SVC 6743
(if applicable) (if applicable)

Contract ID/Shell No.: 73951 Work Order amount: \$ 15,859.15
(if applicable)

Funding information: R32 G200 PRP Purchase Order No.: 3000009814

Contractor's Project Manager: Chris Loch Phone: 952.346.3913

Contractor's Project Manager e-mail address: cloch@carlsonmccain

MPCA's Project Manager: Kathryn Serier Phone: 651.231.6043

MPCA's Project Manager e-mail address: kathryn.serier@state.mn.us

Project/Site name: Former Food and Fuel

Address (if applicable): 4020 233rd Avenue NW

City: St. Francis State: MN Zip code: 55020

Terms

1. This work order contract is between the State of Minnesota (State), acting through the Minnesota Pollution Control Agency (MPCA) Commissioner and Carlson McCain, Inc. ("Contractor").
This work order contract is issued under the authority of Master Contract T-Number/Release Number 14MSP
Master Contract ID, 63189
2. **Work Order effective date:** February 7, 2014 or the date the State obtains all required signatures under Minn. Stat. § 16C.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.**
3. **Work Order expiration date:** June 30, 2014, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
4. The Contractor shall complete the work specified in Limited Site Investigation Work Plan and Cost Proposal dated January 21, 2014 and is attached and incorporated into this Work Order. The Contractor shall perform all work in accordance with this Work Order and Contract 63189 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 made within a task with prior approval and cannot exceed budget task amount.
5. 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 Fifteen Thousand, Eight Hundred, Fifty-nine and 15/100 Dollars \$15,859.15
6. 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.
7. 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.
8. 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.

9. All time frames for preparation of work products shall commence upon Contractor's receipt of this Work Order and final signature by the MPCA.
10. The Contractor shall not commence work unless all the insurance specified in Contract 63189 is in force and a current Certificate of Insurance is on file with the State.
11. The State's Project Manager Authorized to issue Change Orders is Kathryn Serier
12. The State's Authorized Representative(s) authorized to issue Work Orders and Work Order Amendments is/are Don Milless, Jessie Ebertz, Chris McLain, Michael Kanner, Sarah Larsen and Jayne Stilwell Lamb

Signatures

If applicable, all P/T 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:** Connette Swanson Date: 2/5/14
Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.
2. **Contractor's Authorized Representative**
The Contractor certifies that the appropriate person(s) have executed the contract on behalf of the Contractor as required by applicable articles, bylaws, resolutions, or ordinances.
Print name: CHRIS LOCH (CARLSON MCCLAIN, INC.)
By: [Signature]
Title: PROJECT MANAGER Date: 2/4/14
3. **Minnesota Pollution Control Agency
Master Contract Authorized Representative**
Print name: Jessica Ebertz
By: [Signature]
Title: SUPERVISOR Date: 2-5-14
4. **Commissioner of Administration
As delegated to the Minnesota Pollution Control Agency**
Print name: Jayne Stilwell Lamb, Martina Cameron, or Myrna Halbach
By: _____
Title: _____ Date: _____
Purchase Order No.: 3000009814

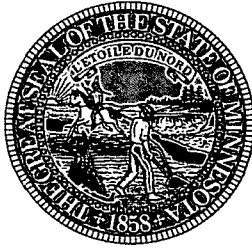
Invoices

Electronic submittal of invoices is preferred. All e-mailed invoices should be sent to: mpca.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



Purchase Order



Pollution Control Agency Remediation Division

Dispatch Via Phone

Purchase Order R3201-3000009814	Date 02/07/2014	Revision	Page 1 of 1
Payment Terms Net 30	Freight Terms FOB Destination, Prepd & Allow	Ship Via Ground	Event ID
Buyer Annette I Swanson	Phone 651/757-2104	Currency USD	Agency Reference Kathryn Serier, R32G2--PRP

Vendor:
0000261930
CARLSON MCCAIN INC
248 APOLLO DR #100
LINO LAKES MN 55014
United States

Ship To:
MPCA REM PETROLEUM
REMEDICATION
520 LAFAYETTE RD N
ST PAUL MN 55155-4194
United States

Attention:
Kathryn Serier

Bill To:
MPCA OPS ACCOUNTS PAYABLE
520 LAFAYETTE RD N
ST PAUL MN 55155-4194
United States

Tax Exempt?		Tax Exempt ID:		Replenishment Option: Standard			
Line - Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Former Food and Fuel FY14 4020 233rd Avenue NW, St Francis R32PJXLS0018925 2/7/14 - 6/30/14 Contractor: Chris Loch Project Leader: Kathryn Serier		1.0000	LO	15859 15000	15859.15	02/07/2014

Contract ID: 0000000000000000000073951

Contract Line: 1

Schedule Total 15859.15

Item Total 15859.15

Total PO Amount 15859.15

1. Show the purchase order number on invoice and all tags, packages and correspondence.
2. This purchase order incorporates by reference all terms, conditions and specifications of the Contract, the RFP/RFB and vendor's response. In case of a conflict in terms, the order of precedence shall be: First, this P O , second the contract, third the RFP/RFB, and fourth the vendor's response.
3. All deliveries hereunder shall comply with all applicable State of Minnesota and Federal laws.
4. Invoicing must match line items on the purchased order.
5. The state of MN holds direct Pay Permit 1114, issued July 1, 1995 and pays tax directly to Revenue DO NOT CHARGE SALES TAX unless otherwise instructed to do so on this purchase Order or the solicitation document.
6. Payment terms are Net 30 unless a discount is offered for early payment

Issuer certifies that funds have been encumbered
and appropriate approvals have been obtained.

Issued By:
Annette I Swanson

Minnesota Pollution
Control Agency

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

Professional/Technical Contract Work Order Certification Form

For Delegated Master Contracts

Doc Type Contract

Contract Unit Use Only

Certification/CR# PT 7372

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 63189 -14-05 MPCA Contractor name Carlson McCain, Inc.
Project name: Former Food and Fuel Program name Petroleum Remediation
Department MPCA Division Remediation Division
Estimated cost \$ 15,859 15 Allotment R32 G200 PRP
Work Order period from 2/7/2014 To 6/30/2014
(mm/dd/yyyy) (mm/dd/yyyy)

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?)

State Contractor, Carlson McCain, Inc. will conduct a limited site investigation at LEAK 18925, former Food and Fuel The investigation will include completing 5 soil borings to approximately 20 feet below ground surface and necessary sampling to define the extent of contamination at the site Carlson McCain will conduct the on-site sampling work Subcontractors will be needed for the boring work and the analytical work All contracting will be completed per the MPCA Contractor and Subcontractor Purchasing Manual Carlson McCain will prepare a Limited Site Investigation report per MPCA guidance document, 4-01.

Will sampling be conducted under this work order?

☒ Yes ☐ No If yes, by whom: Carlson McCain staff Certification No. (if applicable): 6249

Will sample analysis be conducted under this work order?

☒ Yes ☐ No If yes, by whom: Pace Analytical Certification No. (if applicable): 6743

Will construction be conducted under this work order?

☒ Yes ☐ No If yes, will construction tasks be subcontracted according to the MPCA Contractor and Subcontractor Purchasing Manual? ☒ Yes ☐ No

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

Carlson McCain will provide a Limited Site Investigation report per MPCA guidance document, 4-01.

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

Applicable Rules and Statutes, along with MPCA guidelines requires that a petroleum release site be adequately investigated and if necessary, cleaned up The proposed work complies with those guidelines and requirements and is necessary for the program and MPCA to comply with its mission and its mandated duties

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 _____

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:

The Petroleum Remediation Program will use TALES database to track funds dispersed to each individual contract by each individual project by State fiscal year. Yearly evaluations will also be conducted by each Project Leader for each contractor they worked with during a given fiscal year. Those evaluations will be reviewed by staff to gauge the performance of each contractor over the length of the contract.

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?

☒ **Petroleum/Superfund Master Contract:** Solicitation 2000000993 was published 3/15/2013

☐ **Land Survey Services Master Contract:** E-mail confirmation has been received from MNDOT and DNR ("FY14 Surveying Master Contract Work Order Certification Request and Documentation," CR# 6734)

☐ **USGS Master Joint Funding Agreement (T#1132B):** The MPCA shared the scope of services with the Interagency Agency Water Monitoring Technical work group team that consists of the MPCA, Minnesota Department of Health, DNR, Minnesota Department of Natural Resources, MNDOT and Metropolitan Council. No other governmental unit indicated that they had the capacity and resources to support this additional work. See also Certification No. 23821

☐ **CLP Design Master Contract:** E-mail confirmation has been received from MDA, BWSR, and DNR ("FY14 State Agency Unavailability to Perform CLP Design Master Contract Work," CR# 6754)

☐ **WRAPP Master Contract:** E-mail confirmation has been received from BWSR and DNR ("FY14 WRAPP Master Contract Work Order Certification Request and Documentation," CR# 6741)

☐ **Other,** please describe below and attach documentation _____

B. List other methods considered for accomplishing the work. (Example: In-house, other divisions or office, other state agencies.)

Other in-house or division staff _____

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 Kathryn Serier

at 651-231-6043 (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 list who meet the minimum qualifications determined by the agency. The seniority unit layoff list was reviewed on

1/27/2014 (date mm/dd/yyyy)

Signatures

1. MPCA Project Manager

Print name Kathryn Serier / Sarah Larsen

Signature Sarah Larsen

Title Project Leader

Date: 1/31/14
(mm/dd/yyyy)

2. Department of Administration Delegated Authority

Print name Jayne Stilwell Lamb, Martina Cameron, or Myrna Halbach

Signature Martina Cameron

Title Delegated Authority

Date: 1/27/2014
(mm/dd/yyyy)

Project name: Former Food and Fuel

Program name: Petroleum Remediation



ENVIRONMENTAL • ENGINEERING • LAND SURVEYING

January 21, 2014

Ms. Kathryn Serier
Project Leader
Minnesota Pollution Control Agency
520 Lafayette Road
Saint Paul, MN 55155

**Re: Limited Site Investigation Work Plan and Cost Proposal
Former Food & Fuel
4020 - 233rd Avenue Northwest
St. Francis, MN 55070
MPCA Leak #18925**

Dear Ms. Serier:

Carlson McCain, Inc. (Carlson McCain) is pleased to present to you this work plan and cost proposal to conduct Limited Site Investigation (LSI) activities for the identified petroleum release at the above referenced property (the Site). Carlson McCain's work plan and cost proposal is based upon the Minnesota Pollution Control Agency's (MPCA) request to prepare a tank removal report and conduct an LSI at the Site, which includes correspondence and status updates with the City of St. Francis and property stake-holders. The work is requested to investigate and assess a petroleum release notified during previous underground storage tank (UST) removal activities. The scope of work and cost proposal to conduct this work is provided in the following sections.

Background Information

Based upon the information provided by the MPCA, a petroleum release was identified during UST removal activities conducted at the Site on October 18, 2012. The MPCA provided Carlson McCain with the laboratory report from tank removal sample collection and photos of the Site taken during UST removal activities, which was conducted by Thatcher Engineering, Inc. (Thatcher). The analytical report identified moderate to high concentrations of diesel range organics (DRO), gasoline range organics (GRO) and volatile organics in the soil samples collected below the removed USTs. The photos appear to indicate that 4 USTs existed at the Site, within one tank basin. Three of the four tanks appeared in poor condition (i.e. heavy pitting and rusting depicted in photos of removed USTs). Furthermore, impacted sandy soil was depicted within the former tank basin. However, an UST excavation report (MPCA Guidance Document 3-02) was not completed to confirm the number of tanks, contents, sizes, condition, sample locations and tank basin location. In addition, the vertical extent of contamination, potential impacts to shallow groundwater, vapor intrusion and risks to nearby receptors are currently unknown.

Scope of Work

Subsequent to review of the information provided by the MPCA, Carlson McCain proposes the following scope of work:

- Preparation of the UST Excavation Report (MPCA Guidance Document 3-02). Includes gathering information about the removed USTs;
- A standard scope of work Limited Site Investigation (LSI) to assess and attempt to define the vertical and horizontal extents of soil and/or groundwater contamination associated with the documented petroleum release source area. In addition, assess vapor intrusion from the source area and the potential to impact nearby receptors; and
- Coordination and status updates with the City of St. Francis personnel and property stakeholders.

Task 1 – Subsurface Investigation

Carlson McCain will contact the current property owner/City of St. Francis about the scope of work, grant access to the Site and schedule drilling activities. Furthermore, Carlson McCain will complete administrative tasks for the management of the project. Administrative tasks include:

- MPCA Status Update;
- Background Review/Historical Research/Tank Removal Information
- Field Work Notification and Scheduling;
- Site Specific Health & Safety Plan; and
- Non-specific Project Administration (i.e. – State Contractor Order Forms).

Carlson McCain will conduct a background review of the Site, which would include attempts to retain and review historical aerial maps, topographic maps and information about the Site to confirm the location of USTs and fuel dispensers operated at the Site. Items to look for would be indications of a canopy, concrete dispensing area, dispensers, bulk tanks, etc. This information would also assist Carlson McCain to assess and potentially define remaining petroleum contamination and assess any other potential release source areas throughout the Site.

Carlson McCain will prepare the UST Excavation Report (MPCA Guidance Document 3-02) to include the amount of information confirmed during Site background review activities. Information included in the excavation report would be number of tanks, sizes, contents, condition, dispensers, UST locations, tank basin soils encountered, soil sampling locations and dates of work conducted. Information from the UST excavation report will assist LSI activities.

Associated with completing subsurface investigation activities, water well, surface water and vapor surveys will be conducted in accordance with MPCA Guidance Document 4-02 - *Potential Receptor Surveys and Risk Evaluation at Petroleum Release Sites*. Carlson McCain will also conduct a search of the Minnesota Department of Health (MDH) County Well Index (CWI) to locate existing and abandoned water wells within a one-half mile radius of the Site. The search will provide information on groundwater usage, aquifers, and geology in the surrounding area. Based on the results of the investigation, nearby wells within the search radius may need to be sampled to determine if they have been impacted by the release. In addition, a surface water receptor survey and risk evaluation will also be conducted. The surface water receptor survey will be performed by reviewing various sources of information including United States Geological Service (USGS) topographical maps/plat books and the Google® Earth online database.

While on Site, a vapor risk assessment will be performed to determine whether petroleum vapors have the potential to migrate to site structures and/or along utility lines. If any underground utilities are accessible in the area of the release, an attempt will be made to gain access and obtain vapor readings. A photoionization detector (PID) will be used to screen for the presence of organic vapors.

Effective August 1, 2008 tank owners are responsible for providing petroleum release information (i.e. release notification, results of the receptor survey and any corrective actions) to all property owners/tenants contacted as part of the receptor survey. Carlson McCain will utilize the letter template provided by the MPCA Guidance Document 2-08 (*Release Notification Follow-up Template*) to facilitate communication to all contacted properties.

Prior to conducting subsurface investigation activities, Carlson McCain's drilling subcontractor (Thein Well Company) will arrange for clearing public and private utilities. Initial coordination and scheduling for the push probe assessment will include Site information to the drilling subcontractor to complete the Gopher One-Call notification. The drilling subcontractor will also coordinate with a private utility locator to clear private utilities at the Site. All necessary drilling permits will be secured by either Carlson McCain or our subcontractor.

Up to five direct push soil borings will be advanced within and around the contamination source area as an attempt to define the vertical and horizontal extent of soil and/or groundwater impacts. Borings will be advanced using direct push technology by a drilling contractor licensed in the State of Minnesota. The investigation will be conducted in accordance with MPCA Guidance Document 4-01 – *Soil and Groundwater Assessments Performed During Site Investigations*.

According to MPCA guidelines, a boring is required to a depth of 20 feet below the water table or until a confining layer is encountered. The purpose of this boring is to determine the vertical extent of soil impacts and to determine Site stratigraphy. This boring is proposed to be advanced through the former UST basin (release source area). The remaining 4 push probe borings will be completed radially outward from the release source area to depths of up to 20 feet bgs or the surficial water table, pending refusal or no field detectable petroleum impacts. The four radial push-probe borings will attempt to define the horizontal extent of soil impacts and evaluate groundwater quality. The location of soil borings will be determined by on-site Carlson McCain personnel, depending upon the location of any underground utilities, property boundaries and/or site structures.

Soil samples will be collected continuously from each advanced soil boring. Soil samples will be manually and visually classified by Carlson McCain field technician/Scientist according to methods outlined in the American Society for Testing and Materials (ASTM) D2488 and entered onto a field boring log. Soil descriptions will include depth, recover, consistency, color (using a Munsell Color Chart), physical description/classification of the material, angularity and grading (coarse soils), cohesiveness and plasticity (fine soils), moisture content and depositional environment. To determine if contamination is present in soil, visual and olfactory observations will be noted. In addition, soils will be screened for the presence of volatile organic compound (VOC) vapors using a photoionization detector (PID) equipped with a 10.6 eV lamp. An attempt will also be made to collect groundwater samples from each soil boring, if a hydrogeologic unit (i.e. wet or saturated soil) is encountered.

Up to five soil vapor borings will be advanced within the former UST basin (release source area); and between surrounding properties/buildings and the contamination source area within a 100 foot radius. Review of a recent aerial map of the Site indicated potential receptors in each direction of the Site (within the 100 foot radius). Soil gas sampling will be conducted in accordance with MPCA Guidance Document 4-01a "*Vapor Intrusion Assessments Performed during Site Investigations*". Soil vapor borings are proposed to be advanced to depths of 10 feet bgs.

The collection of soil samples from the saturated zone is required in order to estimate hydraulic conductivity. This will be completed by collecting three soil samples from near the soil/groundwater interface and submitting them to a laboratory for grain size distribution using ASTM Method D422. The hydraulic conductivity will be obtained from the grain size analysis by applying the Hazen Method and/or Krumbian & Monk Method.

Task 2 – LSI Report Preparation

Following completion of the above-identified tasks and upon receipt of the analytical testing results, a discussion with the MPCA Project Leader will be conducted prior to LSI report preparation. If it appears that additional investigation is necessary (i.e. off-site definition, additional source areas, etc.), a work plan and cost proposal to complete additional investigation activities may be conducted before the LSI report is prepared. Carlson McCain would prepare a LSI report (MPCA Investigation Report Form – Guidance Document 4-06) within this scope of work after discussions with the MPCA Project Leader or a Leak Site Closure determination can be made. In short, the report will include:

- Results of the groundwater receptor survey, surface water receptor survey and vapor risk assessment.
- A discussion of field methods and results of the subsurface investigation.
- Applicable tables, figures and supporting data (i.e. field forms, boring logs, analytical reports, etc.).
- Recommendations as to whether additional work will be necessary at the Site (i.e. Corrective Action Design) or whether a request for file closure can be made.

Task 3 – Laboratory Analysis

Selected soil and the groundwater samples will be submitted to Pace Analytical Services, Inc. (Pace) for chemical analysis. As per MPCA guidelines, analyzed soil samples will be collected at the zone of maximum petroleum vapor concentrations and at the water table interface. If the entire soil boring does not appear to be contaminated based on field screening (i.e. PID readings and/or visual or olfactory observations), only one (1) soil sample will be collected for analysis. The sample will be obtained from the water table interface or terminus depth of the soil boring. Soil samples will be collected and analyzed for benzene, toluene, ethylbenzene, xylenes (BTEX), methyl-tert-butyl-ether (MTBE), gasoline range organics (GRO) and diesel range organics (DRO). An attempt will also be made to collect a groundwater sample from each test hole. Collected groundwater samples will be analyzed for GRO, DRO and volatile organic compounds (VOCs). Per MPCA guidelines, one duplicate sample will be collected and analyzed for GRO and VOCs to satisfy quality assurance/quality control (QA/QC) requirements. In addition, a trip blank will also be analyzed for VOCs. Please note that if groundwater is not encountered, VOCs will be analyzed for the collected soil sample(s) instead of BTEX and MTBE.

Up to five soil gas samples will be submitted to a MPCA certified laboratory (Pace) for chemical analysis using the Environmental Protection Agency (EPA) TO-15 method for compounds in the Minnesota Soil Gas List.

The collection of at least three soil samples from the saturated zone is required in order to estimate hydraulic conductivity. Collected soil samples will be submitted to Pace for grain size distribution using ASTM Method D422.

Task 4 – Soil Boring Advancement/Drilling

Soil boring advancement activities will be completed by Thein Well Company, Inc. (Thein), a MPCA (State) Drilling Contractor. Thein, located in Spicer and Monticello, Minnesota, provided a bid on a SCOF and will be contracted to provide soil boring advancement activities discussed in Task 1 of this work plan.

Cost Estimate

Our cost estimate to complete the UST Excavation Report and standard scope of work LSI is **\$15,859.15**. A complete breakdown of the following cost estimate is provided on the attached MPCA Cost Proposal Spreadsheet. The scope of services associated with this work plan and cost proposal will be performed on a time and materials basis.

Project Cost Summary

Task	Cost
Subsurface Investigation/UST Removal Report	\$4,563.69
LSI Report Preparation	\$3,199.46
Laboratory Analysis	\$2,746.00
Soil Boring Advancement/Drilling	\$5,350.00
TOTAL	\$15,859.15

Project Team

Carlson McCain will complete the proposed scope of work with the following personnel:

Chris Loch – Senior Project Management

Chris Loch, Nick Bonow or Barb Ryan – Scientist II (report preparation and review)

Support Staff – Field Technician II (utilized as necessary)

Dan Welke or Chris Sharp – CADD Specialist

Schedule

Once authorized, Carlson McCain would be able to initiate work immediately. Carlson McCain expects to complete the project, as described above within 2 to 3 months. Work is anticipated to be completed well before June 30, 2014.

Conflicts of Interest

To the best of Carlson McCain's knowledge, Carlson McCain has no outside involvements which would be unsuited or incompatible with conducting the work for the MPCA at this Site. To the best of Carlson McCain's knowledge, no relationship exists between Carlson McCain, its affiliates, subcontractors and any potentially responsible parties involved with the Site.

Use of Subcontractors

The work associated with laboratory analysis and soil boring advancement/drilling (Tasks 3 and 4, respectively), will be completed by MPCA-approved State Contractors.

January 21, 2014

We appreciate the opportunity to submit this investigative work plan and cost proposal. If you have any questions or comments, please feel free to call me at (952) 3465-3913 or email at cloch@carlsonmccain.com. Thank you for the opportunity to submit this proposal and look forward to working with you on this project.

Sincerely,

Carlson McCain, Inc.

A handwritten signature in black ink, appearing to read "Chris Loch", with a stylized flourish at the end.

Chris Loch
Contract Project Manager

Site Name: Former Food & Fuel
 Site Location: 4020 - 233rd Avenue NW - St. Francis, MN 55070
 State Job #: MPCA Leak #18925
 Consultant: Carlson McCain, Inc.

TASK	Rate/Unit	Frequency or Units	Hours										Materials Rental Equipment	Time Total	Total Value	* Modify "Total Value" formula with the correct hourly rates for each employee class.	
			Project Manager	Engineer II	Engineer I	Scientist II	Scientist I	Field Technician II	Field Technician I	Drafting Technician	Subcontractors	State Contractors					
			\$ 82.07	\$ 83.44	\$ 74.81	\$ 83.44	\$ 69.05	\$ 66.18	\$ 51.79	\$ 57.84		\$ -	(\$)	(hours)	(\$)		Comments
Task 1 - Subsurface Investigation																	
MPCA Status Updates	1 Event	Hourly	2.00											2.00	\$ 184.14		Status updates/field results/etc.
Site Specific Health & Safety Plan	1 Plan	Hourly	1.00											1.00	\$ 92.07		One Site Plan
Site Access/Coordination with City	1 Event	Hourly	2.50											2.50	\$ 230.18		Gain Site access and status updates w/City
Background Review/Historical Research	1 Event	Hourly	2.00											2.00	\$ 184.14		Review Historical Photos/tank information
UST Excavation Report Prep (3-02)	1 Report	Hourly	1.00			6.00				2.00				9.00	\$ 707.79		Guidance Document 3-02 preparation
Field Work Notification & Scheduling	1 Event	Hourly	3.00											3.00	\$ 276.21		
Project Administration	1 Event	Hourly	4.00											4.00	\$ 368.28		
Utility Clearance	1 Event	Hourly	0.50											0.50	\$ 46.04		Utility information to Thein Well Co.
Surface Water Survey	1 Event	Hourly				1.00			1.00					2.00	\$ 149.62		Conduct during Site drilling/in office
Vapor Receptor Survey	1 Event	Hourly				2.00			2.00					4.00	\$ 299.24		Conduct during Site drilling/in office
Water Well Survey	1 Event	Hourly				2.00			2.00					4.00	\$ 299.24		Conduct during Site drilling/in office
Release Notification Follow-up	1 Event	Hourly				2.00								2.00	\$ 166.88		Conduct in office
Soil & Vapor Boring Oversight & Sampling	7 soil/5 vapor	Hourly							14.00					14.00	\$ 926.52		Additional time to leave holes open (at least 24 hours)
Sample Shipping & Transportation	1 Event	Hourly							1.00					1.00	\$ 66.18		Complete COC/prop samples & coolers
Travel Time	2 Trips	Hourly							4.00					4.00	\$ 264.72		To and from Site and Maple Plain Office (2 Trips)
Vehicle mileage	\$0.565/mile	2 Trips/180 miles											\$ 101.70		\$ 101.70		To and from Site and Maple Plain Office (2 Trips)
Per Diem Breakfast	\$7/Day	1 Day											\$ 9.00		\$ 9.00		
Per Diem Lunch	\$9/Day	1 Day											\$ 11.00		\$ 11.00		
Photoluminescence Detector (PID)	\$75/Day	1 Day											\$ 75.00		\$ 75.00		Includes lunch and dinner meals (2 trips)
Multi-Gas Meter (4-gas)	\$75/Day	0.25 Day											\$ 18.75		\$ 18.75		
Electric Water Level Indicator	\$10/Day	1 Day											\$ 10.00		\$ 10.00		
Soil Sampling Supplies	\$3.50/Sample	10 Samples											\$ 35.00		\$ 35.00		
Groundwater Sampling Supplies	\$7/Sample	6 Samples											\$ 42.00		\$ 42.00		
Total Task 1			\$1,473.12	\$ -	\$ -	\$1,084.72	\$ -	\$ 1,588.32	\$ -	\$ 115.08		\$ -	\$ 302.45	55.00	\$ 4,563.69		
Task 2 - LSI Report Preparation																	
Guidance Document 4-06 Preparation	1 Report	Hourly	2.00			32.00				6.00				40.00			1 report
Total Task 2			\$ 184.14	\$ -	\$ -	\$2,970.00	\$ -	\$ -	\$ -	\$ 345.24		\$ -	\$ -	40.00	\$ 3,199.46		
Task 3 Laboratory Analysis																	
Lab (Soil, GW, Soil Gas & Grain Size)	Lump Sum	Lump Sum											\$ 2,746.00		\$ 2,746.00		Pace Analytical - Cost Breakdown attached
Total Task 3													\$ 2,746.00	0.00	\$ 2,746.00		
Task 4 Soil Boring Advancement/Drilling																	
Driller - 5 soil borings/5 vapor borings	Bid	Bid											\$ 5,350.00		\$ 5,350.00		Thein Well Company, Inc./include private locator
Total Task 4													\$ 5,350.00	0.00	\$ 5,350.00		
Total Cost Proposal																	
			\$1,657.26	\$ -	\$ -	\$3,754.80	\$ -	\$ 1,588.32	\$ -	\$ 460.32	\$ -	\$ -	\$ 8,398.45	95.00	\$ 15,859.15		



**Minnesota Pollution
Control Agency**

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

Recovery Act LUST Green Practices Work Plan Attachment
Petroleum Remediation Program
American Recovery and Reinvestment Act
Former Food & Fuel – St. Francis, MN
MPCA Leak Site #18925

Please read the Green Practices Instructions found in the Recovery Act Green Practices Appendix A or in the Recovery Act LUST Work Plan Attachment, and then insert your site-specific content below. Important: When completing this document, do not include non-site or non-project specific green practices.

Category 1 - Purchasing

Item Letter and Identity	Site-specific implementation explanation
A – Recycled Content Product Usage	Carlson McCain, Inc. (Carlson McCain) use paper with a minimum post-consumer recycled content of at least 30% for the work plan and cost proposal, guidance document preparation (reports), blank field forms and any other paper used for this project.

Category 2 - Transportation

Item Letter and Identity	Site-specific implementation explanation
A – Reduce VMTs	Carlson McCain will reduce VMTs by hiring a local laboratory (Pace Analytical Services), which is close to our Maple Plain, MN office; minimizing the number of trips to the Site (only one trip for drilling and receptor surveys); conducting field work from our Maple Plain, MN office (western extent of Metro area); and hiring a nearby (closest as possible) and competitive drilling contractor (Thein Well Company located in Monticello, MN).
C – Anti Idling	Carlson McCain and drilling contractor will turn off vehicles when not necessary for Site work (i.e. sample collection).
F – Other Transportation	Carlson McCain and the drilling contractor will use methods to increase fuel economy by making sure vehicles are well-maintained, tire pressure set that follows manufacturers specifications, adhere to posted speed limits, use cruise control when applicable, and vehicle minimized to bring only necessary equipment.

Category 3 – Field Work/Laboratory

Item Letter and Identity	Site-specific implementation explanation
A – Reusable Sampling Equipment	Carlson McCain will be re-using equipment and sampling items for this project. Re-usable items include sampling coolers, vial holders, Summa canisters, photoionization detector (PID), PID calibration canisters, a Lower explosive Level meter (LEL), a water level meter and de-con equipment.

B – Green Chemistry	Carlson McCain will be using Pace Analytical Services, Inc. (Pace), which provides online data access to reduce the amount of paper used to review laboratory reports.
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Category 4 – Project Management

Item Letter and Identity	Site-specific implementation explanation
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B – Report Submission	Carlson McCain will use double-sided printing of all reports on paper with at least 30% recycled content. Report format and margins will be maximized to use as little paper as possible. If requested, only one hard copy of the LSI report will be submitted to the MPCA. Otherwise, the report copy will be put on an electronic disk for submittal.
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Category 5 – Materials/Waste

Item Letter and Identity	Site-specific implementation explanation
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Category 6 – Other

Item Letter and Identity	Site-specific implementation explanation
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Proposed Sample Analysis Breakdown (Attachment 2)

**Former Food & Fuel
4020 - 233rd Avenue NW
St. Francis, MN 55070
MPCA Leak Site #18925**

Sample Matrix	Analysis	Amount of Samples	Sample Price (per)	Total Cost (Pace)
Soil	GRO, BTEX & MTBE - WIGRO/8021	10	\$25	\$250
	DRO - WIDRO	10	\$25	\$250
	Grain Size - ASTM D422 Sieve w/Hydrometer	3	\$110	\$330
Groundwater	VOCs - 8260B	6	\$62	\$372
	VOCs (Trip Blank) - 8260B	1	\$62	\$62
	GRO - WIGRO	6	\$21	\$126
	GRO (Trip Blank) - WIGRO	1	\$21	\$21
	DRO - WIDRO	6	\$25	\$150
Soil Gas	VOC - EPA TO-15	5	\$212	\$1,060
	Flow Control Valve/EZ Canister Assembly	5	\$25	\$125
Pace Analytical Services Total Cost:				\$2,746



**Minnesota Pollution
Control Agency**

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

Scanning Request Form

**for Work Orders, Contracts, and
Amendment/Change Orders**

Doc Type: Request Form

Instructions and routing: (Check when complete)

- ☐ 1. Submit form along with original document for scanning to your appropriate Administrative support staff.
Prep your original document so it is scanner ready by removing all staples, paper clips, notes, tabs, etc.
- ☒ 2. Administrative support staff completes Section II and delivers to scanning staff listed below (check one):
- ☒ Michelle Gawboy – St. Paul – Lower Level (651-757-2774)
 - ☐ JoAnne Leibl – St. Paul – 5th Floor (651-757-2524)
 - ☐ Lenny Richards – St. Paul – 4th Floor (651-757-2667)
 - ☐ Sandy Simbeck, St. Paul – Lower Level (651-757-2725)
- ☐ 3. Scanning staff completes scan, saves file into OnBase as a TIFF file, and returns originals to Administrative support staff.
- ☐ 4. Administrative support staff files original document in Fiscal lektriever and sends staff an e-copy via link to OnBase.

I. Administrative Staff Information

Name: Joan Schepers/Mary Ecker Phone: 651-757-2060/651-757-2329
Division: Operations Division Office: St. Paul Floor: 6
Date submitted: _____ Due date: 24 hours (Two-day minimum)

II. Document Scanning Information

Document title: _____

Doc Type: ☒ Work Order ☐ Contract ☐ Amendment/Change Order

The Doc Type is needed to index documents in OnBase. Select a Doc Type from the "Agency's Taxonomy for Classifying Records" list found on the Intranet at <http://intranet.pca.state.mn.us/services/records-mngmt.html> (on the left-hand side). First select your Function and then your Activity; next pick the Document Type. For more information regarding OnBase, visit the webpage at <http://intranet.pca.state.mn.us/services/onbase.html>.

Mandatory keywords (check one): ☒ Public ☐ Not Public

OnBase keywords:

Contract Number (Contract ID; MAPS/SWIFT ID): 73951
Amendment Number: _____
Contractor/Grantee (Spelled out): Carlson McCain, Inc
Preferred ID (Leak or Project # if applicable): 18925
Project Name (Project title): Former Food and Fuel
Purchase Order Number: 3000009814
Work Order Number: _____
Contract Routing Number (or PT Cert): CR 7372
Contract Routing SVC Number (Service): SVC 6249, SV 6743
Master Contract Number: 63189
Generated Contract Number: _____
Administration Certification Number: _____
Change Order Number: _____
Year (original end date of contract): 2014
Grant ID Number: _____
Subject/Topic/Title: Work Order 1 for FY 14
Employee Name
(Project managers name – spelled out): Serier, Kathryn
Program Name (not division): Petroleum Remediation
T Number/Release Number: 14MSP