



Minnesota Pollution
Control Agency

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

SCANNED

Contract Work Order

Doc Type: Work Order

Contract Work Order Information

MPCA Contractor name: Carlson McCain

T-number/Release number: 14MSP Master Contract ID: 63182

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): PT 7899, SVC 7613, SVC 7646
(if applicable) (if applicable)

Contract ID/Shell No.: 83701 Work Order amount: \$ 7,177.70
(if applicable)

Funding information: R32 G200 PRP Purchase Order No.: 3000011949

Contractor's Project Manager: Chris Loch Phone: 651.770.1500

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

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 Ave NW

City: St. Francis State: MN Zip code: 55070

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 ("Contractor"). This work order contract is issued under the authority of Master Contract T-Number/Release Number 14MSP Master Contract ID, 63182
2. **Work Order effective date:** September 17, 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, 2015, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
4. The Contractor shall complete the work specified in "Additional Investigation Work Plan and Cost Proposal" dated September 4, 2014 and is attached and incorporated into this Work Order. The Contractor shall perform all work in accordance with this Work Order and Contract 63182 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 Seven Thousand, One Hundred and Seventy Seven and 70/100 Dollars \$7,177.70
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 63182 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:**

Cinnette Swanson Date: 9/15/14
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 LECHE - CARLSON MCLAIN

By: [Signature]

Title: PROJECT MANAGER Date: 9/12/14

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.: 3000011949

3. **Minnesota Pollution Control Agency**

Master Contract Authorized Representative

Print name: Jessica Ebertz

By: [Signature]

Title: SUPERVISOR Date: 9-15-14

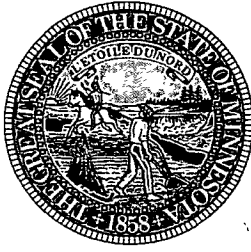
Invoices

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 R3201-3000011949	Date 09/17/2014	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, R32G200PRP

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

Ship To:
MPCA REM PETROLEUM
REMEDATION
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 4020 233rd Ave NW, St. Francis R32PJXLS0018925 9/17/14 - 6/30/15 Contractor: Chris Loch Project Leader: Kathryn Serier		1.0000	LO	7177.70000	7177.70	09/17/2014

Contract ID: 0000000000000000000083701

Contract Line: 1

Schedule Total 7177.70

Item Total 7177.70

Total PO Amount 7177.70

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 7899

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 -15-04 MPCA Contractor name: Carlson McCain, Inc
Project name: Former Food and Fuel, St. Francis Program name: Petroleum Remediation
Department: MPCA Division: Remediation Division
Estimated cost: \$ 7,177.50 Allotment: R32 G200 PRP
Work Order period from: 9/17/2014 To: 6/30/2015
(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, will provide oversight for additional work requested by MPCA staff to define the extent of petroleum contamination at LEAK 18925. Two soil borings will be completed to determine the extent of petroleum contamination. Soil and ground water samples will be collected by Carlson McCain. Carlson McCain will also provide oversight during all boring 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 Monitoring Report, MPCA Guidance Document, 4-08 summarizing the data collected.

Will sampling be conducted under this work order?

☒ Yes ☐ No If yes, by whom: Carlson McCain

Certification No.
(if applicable): 7613

Will sample analysis be conducted under this work order? (Please note 'N/A' in the Certification No. field if the cost of the analysis will be lower than the required service certification requirement.)

☒ Yes ☐ No If yes, by whom: Pace Analytical

Certification No.
(if applicable): 7646

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 prepare a Monitoring Report, MPCA Guidance Document, 4-08 summarizing the results of the data collected.

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:** E-mail confirmation has been received from Board of Water and Soil Resources (BWSR), Minnesota Department of Natural Resources (DNR), and Minnesota Department of Agriculture (MDA). (FY15 Petroleum/Superfund Master Contract, CR# 7613).
- ☐ **Land Survey Services Master Contract:** E-mail confirmation has been received from Minnesota Department of Transportation (Mn/DOT) and DNR. (FY15 Surveying Master Contract Work Order Certification Request and Documentation, CR# 7619).
- ☐ **USGS Master Joint Funding Agreement (T#1132B):** E-mail confirmation has been received from Minnesota Department of Health, DNR, Mn/DOT, and Metropolitan Council (FY15 USGS Master Contract CR# _____).
- ☐ **CLP Design Master Contract:** E-mail confirmation has been received from BWSR, DNR, and MDA. (FY15 State Agency Unavailability to Perform CLP Design Master Contract Work, CR# 7610).
- ☐ **WRAPP Master Contract:** E-mail confirmation has been received from BWSR and DNR. (FY15 WRAPP Master Contract Work Order Certification Request and Documentation, CR# _____).
- ☐ **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.)

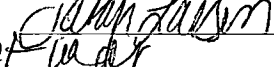
Other in-house staff or division staff. _____

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 9/10/2014 (date mm/dd/yyyy).

Signatures

1. MPCA Project Manager

Print name: Kathryn Serier

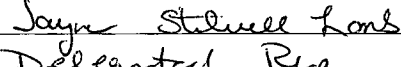
Signature: 

www.pca.state.mn.us • 651-296-6300 • 800-657-3864

i-admin9-23a • 6/11/14

2. Department of Administration Delegated Authority

Print name: Jayne Stilwell Lamb or Myrna Halbach

Signature: 

TTY 651-282-5332 or 800-657-3864 • Available in alternative formats

Page 2 of 3



ENVIRONMENTAL • ENGINEERING • LAND SURVEYING

September 4, 2014

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

**Re: Additional 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 additional 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 conduct additional LSI activities at the Site, which includes correspondence and status updates with the City of St. Francis, advancement of two additional soil borings and Monitoring Report preparation to include previous LSI information and data. The work is requested to assess and potentially define down-gradient groundwater contamination associated with the petroleum release discovered during past tank removal activities. The scope of work and cost proposal to conduct this work is provided in the following sections.

Background Information

Subsequent to initial standard scope of work LSI activities, conducted during Fiscal Year 2014, Carlson McCain recommended additional investigation at the Site. Carlson McCain and the MPCA agreed that additional investigation is necessary to assess and potentially define the benzene impacted groundwater plume to the east (interpolated down-gradient direction) of LSI soil boring GP-5. Benzene concentrations were identified above Minnesota Department of Health (MDH) Health Risk Limits (HRLs) in groundwater samples collected from soil borings GP-1 and GP-5. Soil and groundwater contamination appears defined to the north, south and west of the release source area (former tank basin and dispensing area).

Scope of Work

Subsequent to previous LSI activities and correspondence with the MPCA, Carlson McCain proposes the following scope of work:

- Coordination and status updates with the City of St. Francis personnel and property stakeholders.
- Complete additional investigation at the Site by advancing two down-gradient soil borings to assess and attempt to define the horizontal extent of groundwater contamination associated with the documented petroleum release source area.
- Complete the MPCA Guidance Document 4-08 (Monitoring Report) to include previous LSI information and proposed additional investigation information.

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;
- Field Work Notification and Scheduling;
- Update Site Specific Health & Safety Plan; and
- Non-specific Project Administration (i.e. – State Contractor Order Forms).

Effective August 1, 2008 tank owner 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.

A total of two direct push soil borings will be advanced to the east and northeast of previously advanced LSI soil boring GP-5 (interpolated down-gradient direction) as an attempt to define the horizontal extent of groundwater impacts. Additional soil borings will be advanced to depths of 35 feet bgs 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*. 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.

Task 2 – Monitoring 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 Monitoring Report is prepared. Carlson McCain would prepare a Monitoring Report (MPCA Investigation Report Form – Guidance Document 4-08) 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 previous LSI activities.
- 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 all 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, laboratory trip blanks will be analyzed for GRO and VOCs. Please note that if groundwater is not encountered, VOCs will be analyzed for the collected soil sample(s) instead of BTEX and MTBE.

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. Thein has the experience and technology to reach the proposed soil boring depths and properly collect the groundwater samples from depths between 28 and 30 feet bgs.

Cost Estimate

Our cost estimate to complete additional LSI activities is **\$7,177.50**. 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	\$1,936.07
Monitoring Report Preparation	\$1812.63
Laboratory Analysis	\$524.00
Soil Boring Advancement/Drilling	\$2,905.00
TOTAL	\$7,177.70

Project Team

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

Chris Loch – Senior Project Management

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

Rachel Kane – Scientist I (report preparation)

Rachel Kane and select Support Staff – Field Technician II (utilized as necessary)

Dan Wilke – 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, 2015.

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.

Closing

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". The signature is fluid and cursive, with a large initial "C" and a long, sweeping underline.

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 (hours)	Total Value (\$)	Comments
			Project Manager	Engineer II	Engineer I	Scientist II	Scientist I	Field Technician II	Field Technician I	Drafting Technician	Subcontractors	State Contractors				
			\$ 92.07	\$ 83.44	\$ 74.81	\$ 83.44	\$ 89.05	\$ 66.18	\$ 51.78	\$ 57.54						
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	0.50											0.50	\$ 46.04	One Site Plan
Site Access/Coordination with City	1 Event	Hourly	2.00											2.00	\$ 184.14	Status updates w/City
Field Work Notification & Scheduling	1 Event	Hourly	1.00					1.00						2.00	\$ 158.25	
Project Administration	1 Event	Hourly	3.00											3.00	\$ 276.21	
Utility Clearance	1 Event	Hourly	0.50											0.50	\$ 46.04	Utility information to Their Well Co
Release Notification Follow-up	1 Event	Hourly				2.00								2.00	\$ 166.88	Conduct in office
Soil & Vapor Boring Oversight &	7 soil/5 vapor	Hourly						8.00						8.00	\$ 529.44	
Sample Shipping & Transportation	1 Event	Hourly						1.00						1.00	\$ 66.18	Complete COC/prep samples & coolers
Travel Time	1 Tnp	Hourly						2.00						2.00	\$ 132.36	To and from Site and Maple Plain Office (1 Tnp)
Vehicle mileage	\$0.56/mile	1 Tnp/60 miles											\$ 50.40		\$ 50.40	To and from Site and Maple Plain Office (1 Tnp)
Per Diem Lunch	\$9/Day	1 Day											\$ 11.00		\$ 11.00	Includes lunch meal
Photomicrograph Detector (PID)	\$75/Day	1 Day											\$ 75.00		\$ 75.00	
Electric Water Level Indicator	\$10/Day	1 Day											\$ 10.00		\$ 10.00	
Total Task 1			\$ 828.63	\$ -	\$ -	\$ 166.88	\$ -	\$ 794.16	\$ -	\$ -	\$ -	\$ -	\$ 148.40	23.00	\$ 1,938.07	
Task 2 - Monitoring Report Preparation																
Guidance Document 4-08 Preparation	1 Report	Hourly	2.00			14.00	5.00			2.00				23.00		1 report (incorporate LSI report data)
Total Task 2			\$ 184.14	\$ -	\$ -	\$ 1,168.16	\$ 345.25	\$ -	\$ -	\$ 115.08	\$ -	\$ -	\$ -	23.00	\$ 1,812.83	
Task 3 Laboratory Analysis																
Lab (Soil & GW Samples)	Lump Sum	Lump Sum											\$ 524.00		\$ 524.00	Pace Analytical - Cost Breakdown attached
Total Task 3													\$ 524.00	0.00	\$ 524.00	
Task 4 Soil Boring Advancement/Drilling																
Driller - 2 soil borings	Bid	Bid											\$ 2,905.00		\$ 2,905.00	Their Well Co - 2 soil borings to 35' bgs
Total Task 4													\$ 2,905.00	0.00	\$ 2,905.00	
Total Cost Proposal			#####	\$ -	\$ -	\$ 1,335.04	\$ 345.25	\$ 794.16	\$ -	\$ 115.08	\$ -	\$ -	\$ 3,575.40	46.00	\$ 7,177.70	



**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.

Category 4 – Project Management

Item Letter and Identity

Site-specific implementation explanation

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.

Category 5 – Materials/Waste

Item Letter and Identity

Site-specific implementation explanation

Category 6 – Other

Item Letter and Identity

Site-specific implementation explanation

Proposed Sample Analysis Breakdown (Attachment 2)

Former Food & Fuel (Additional Investigation)

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	4	\$25	\$100
	DRO - WIDRO	4	\$25	\$100
	GRO/BTEX & MTBE (MeOH Blank)	1	\$25	\$25
Groundwater	VOCs - 8260B	2	\$62	\$124
	VOCs (Trip Blank) - 8260B	1	\$62	\$62
	GRO - WIGRO	2	\$21	\$42
	GRO (Trip Blank) - WIGRO	1	\$21	\$21
	DRO - WIDRO	2	\$25	\$50
Pace Analytical Services Total Cost:				\$524



**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 Iektriever 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): 83701

Amendment Number: _____

Contractor/Grantee (Spelled out): Carlson McCain

Preferred ID (Leak or Project # if applicable): 18925

Project Name (Project title): Former Food and Fuel

Purchase Order Number: 3000011949

Work Order Number: _____

Contract Routing Number (or PT Cert): PT7899

Contract Routing SVC Number (Service): SVC 7613, SVC 7646

Master Contract Number: 63189

Generated Contract Number: _____

Administration Certification Number: _____

Change Order Number: _____

Year (original end date of contract): 2015

Grant ID Number: _____

Subject/Topic/Title: FY15 work order for additional investigation

Employee Name
(Project managers name – spelled out): Serier, Kathryn

Program Name (not division): Petroleum Remediation

T Number/Release Number: 14MSP