

SCOPE OF SERVICES
Remediation Master Contract
Category A-Superfund and Agriculture, B-Petroleum, and C-Closed Landfill

Scope of Services shall include but is not limited to:

- Design remediation systems and strategies for remediation of subsurface contamination. Contaminated subsurface media includes, but is not limited to, soil, solid waste, groundwater, methane, and/or other vapor.
- Prepare Engineering Evaluation Costs Analysis (EECA).
- Oversee, design, and/or conduct pilot testing, bench scale testing, field demos and treatability studies of remediation systems or technologies.
- Operate and maintain remediation systems.
- Prepare corrective action design documents (e.g., CAD design reports, pilot test reports, installation notification reports, monitoring reports, plans, and as-built reports).
- Prepare Health and Safety Plans (HASP).
- Oversee site investigation services for soil boring advancement, and monitoring well installation using both standard drilling methods, and direct push methods.
- Conduct ground water, soil, surface water, sediment, and air sampling and monitoring.
- Conduct vapor/air monitoring for health and safety and air quality criteria.
- Conduct and/or oversee site assessment activities (Phase I and Phase II), limited site investigations and remedial investigations.
- Conduct surface water, ground water, air and vapor receptor surveys
- Oversee construction to mitigate vapors and conduct non-construction mitigation measures such as using fans, etc.
- Install stainless steel soil gas sampling ports using an electric drill to bore through floor slabs.
- Oversee construction to complete sediment sampling and conduct non-construction sediment sampling as needed.
- Conduct or oversee operation and maintenance on remedial systems.
- Arrange for transportation, storage, and proper management of wastes.
- Evaluate the need for and oversee the implementation of alternative drinking water supply, including point-of-use treatment (i.e. filtration).
- Evaluate, monitor, design and remediate contaminated sediment and other necessary restorative actions.
- Coordinate remedy planning, restoration planning and end use planning.
- Prepare, evaluate, and review Concept Plans and other plans.
- Search, gather, and evaluate bathymetric data.
- Coordinate and cooperate with other State-contracted services such as sampling and analytical, emergency response contractors, and hazardous waste services.
- Oversee subcontractors and state contractors during investigation, cleanups, and construction activities.
- Oversee tank removals.
- Prepare and evaluate reports (e.g., investigation reports, monitoring reports, free product recovery reports).
- Evaluate invoices and data reports.
- Collect and manage field and laboratory data for electronic submittal in a format specified by the MPCA
- Evaluate data quality and prepare data verification reports.
- Arrange for site access.
- Coordinate utility locates by contacting the appropriate entity and if applicable coordinate traffic control.
- Prepare and evaluate bid documents (e.g. plans and specifications), suitable for advertisement for bids, including but not limited to, landfill cover systems, remediation systems, landfill gas systems and erosion repair projects. All plans shall comply with the rules and requirements of the Minnesota Department of Administration and the MPCA.

- Conduct and/or oversee all phases of the Superfund response action process including remedial investigation, feasibility study, remedial design and remedial removal actions.
- Conduct and review human health and/or ecological risk assessments.
- Prepare and review Quality Assurance Project Plans (QAPP) and Sampling and Analysis Plans (SAP) in accordance with state and federal requirements.
- Perform feasibility and treatability studies.
- Perform/oversee remedial action plans.
- Design comprehensive remedial action remedies and preparation of bid specifications.
- Oversee installation of remedial actions and systems.
- Conduct surface water, ground water, and hydrodynamic modeling.
- Perform asbestos identification and if necessary oversee asbestos abatement and removal.
- Conduct third party review and analysis of designs, reports and technical information when requested by the MPCA for the purpose of providing conclusions and recommendations to the State.
- Provide support for the analysis and development of program policy and guidance, including developing health or ecological risk criteria/standards (including technical report preparation)
- Perform five year reviews/ and site reviews.
- Prepare draft decision documents and other documents such as grant applications, draft institutional controls, permit applications, site/program fact sheets, etc.
- Perform operation and maintenance system review and optimization.
- Research, evaluate and implement innovative technologies.
- Prepare presentations and present information at meetings.
- Oversee Stormwater Program requirements during construction activities.
- Prepare Stormwater Plans.
- Prepare Erosion Control Plans and oversee implementation.
- Provide technical assistance to the State in the evaluation and interpretation of data and information.
- Oversight of RP and VP Contractors during site investigations or response actions.
- Assist and provide training as requested by the MPCA or MDA. Training must be related to the scope of this contract.
- Follow MPCA Green practices/procedures for remediation projects
- Oversee hydrogeologic investigations including fate & transport modeling.
- Capture zone analysis.
- Perform/oversee aquifer pump tests.
- Oversee equipment start-up and work out problems with the Contractor/Vendor.
- Prepare and determine if the Stormwater pollution Prevention Plan (SWPPP) is being followed and make recommendations if revisions are needed during the life of the construction project.
- Oversee bench-scale lab treatability studies and pilot-tests/field demos.
- Review groundwater remediation technologies and recommend alternatives and optimization options.
- Provide evaluation and design of energy recovery systems utilizing landfill gas.
- Perform/oversee evaluation of soil borings, test pits, environmental boring and soil testing to determine cover integrity and availability of suitable soils.
- Arrange for geophysical activities.
- Conduct/oversee studies of hydrogeology, geology and soils utilizing geophysical studies, modeling, and dye trace studies.
- Prepare construction cost estimates using standard engineering practices.
- Assist the MPCA during the bidding process. The Contractor shall develop, advertise, distribute plans and specifications and addenda, answer bid questions, conduct pre-bid meetings, evaluate bid submittals, including bidder qualifications, and provide a recommendation for bid award.
- Provide project management and construction oversight. In general this will entail:
 - Project coordination;
 - One or more qualified representatives at the project site at all times when the construction contractor is conducting significant work or when otherwise directed by the MPCA Site Team;

- Ensuring that all specifications are met, by reviewing tests including, but not limited to, equipment and material submittals, liner testing, soil compaction, soil gradation, materials placement, elevation grades, and concrete testing;
- Conducting weekly progress meetings, preparing a weekly construction agenda, and distributing a summary of the weekly construction meeting minutes;
- Reviewing and approving construction contractor invoices;
- Erosion control measures inspections;
- Oversee equipment/system start-up and trouble shoot problems with the Contractor/Vendor for repair and newly installed remediation systems;
- Participation in or conduct other public and project management meetings.
- Prepare construction documentation reports.
- Prepare Operation and Maintenance (O&M) Manuals.

From: [Olson, Jeremy \(BWSR\)](#)
To: [Pederson, Eric \(MPCA\)](#)
Subject: RE: FY2019 State Agency Unavailability to Perform SF/PRP/CLF Master Contract Work Documentation
Date: Tuesday, May 22, 2018 8:31:21 AM
Attachments: [image002.png](#)

Eric,

Sorry, it looks like there were two of these types of requests and I didn't catch that one remained outstanding.

We are unable to assist in this area.

Regards,

Jeremy



Jeremy Olson | Chief Financial Officer

520 Lafayette Road N, Saint Paul MN 55155

651-282-2929 (Office) 651-302-2119 (Cell)

jeremy.olson@state.mn.us

From: Pederson, Eric (MPCA)
Sent: Tuesday, May 22, 2018 8:08 AM
To: Olson, Jeremy (BWSR) <jeremy.olson@state.mn.us>
Subject: FW: FY2019 State Agency Unavailability to Perform SF/PRP/CLF Master Contract Work Documentation

Jeremy,

Would you please respond to this request?

Thank you,

Eric

From: Pederson, Eric (MPCA)
Sent: Monday, May 14, 2018 1:55 PM
To: Lokkesmoe, Kent M (DNR) <kent.lokkesmoe@state.mn.us>; Montgomery, Kim K (DNR) <kim.montgomery@state.mn.us>; Villas-Horns, Cathy (MDA) <cathy.villas-horns@state.mn.us>; Spanier, Doug (MDA) <douglas.spanier@state.mn.us>; Legato, Denise (DNR) <denise.legato@state.mn.us>; Olson, Jeremy (BWSR) <jeremy.olson@state.mn.us>
Cc: Burman, Sandeep (MPCA) <sandeep.burman@state.mn.us>; Kanner, Michael (MPCA) <michael.kanner@state.mn.us>; Larsen, Sarah (MPCA) <sarah.larsen@state.mn.us>; Biglow, Crague (MPCA) <crague.biglow@state.mn.us>; Higgins, Tom (MPCA) <tom.higgins@state.mn.us>; Krueger,

Gary (MPCA) <gary.krueger@state.mn.us>; Neve, Hans (MPCA) <hans.neve@state.mn.us>

Subject: FY2019 State Agency Unavailability to Perform SF/PRP/CLF Master Contract Work Documentation

Greetings -

As you know, MPCA use of contract services to investigate contaminated sites requires a certification that other State Agencies are not able to perform that work. You were queried in years past and responded "No". It is now time to make that query again:

In response to Minn. Stat. 16C.08, Subd. 2, the Minnesota Pollution Control Agency is inquiring if DNR, BWSR and Dept. of Ag respectively, has employees who are able and available to perform the contract services listed in the attachment above. (Please note that Stat. 16C.09 clarifies that employees are available if qualified and either are already doing the work in question, or are on layoff status in classes that can do the work in question).

The attachment above includes the scope of services for the Remediation Master Contract RFP which becomes effective July 1, 2018. State employees must be able and available to perform all of the services listed per contract, in order to be considered.

If your Agency does not have these resources available, a simple reply email to that effect would be sufficient (and very appreciated).

Please respond to this request by COB on May 25th to Eric Pederson (eric.pederson@state.mn.us). Your response is required in writing or by e-mail for documentation purposes. If you have any questions, please contact me at 651-757-2645 or Sarah Larsen at 651-757-2517.

Thank you,
Eric

Eric Pederson
State Program Administrative Coordinator
Remediation
(651)757-2645



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From: [Villas-Horns, Cathy \(MDA\)](#)
To: [Pederson, Eric \(MPCA\)](#)
Cc: [Larsen, Sarah \(MPCA\)](#); [Villas-Horns, Cathy \(MDA\)](#)
Subject: RE: FY2019 State Agency Unavailability to Perform SF/PRP/CLF Master Contract Work Documentation
Date: Tuesday, May 15, 2018 3:10:41 PM

Hi Eric,

The MDA does not have staff who are able and available to perform all of the contract services listed in the attachment.

Thanks,

Cathy Villas-Horns, P.G.

Supervisor, Incident Response Unit
Pesticide & Fertilizer Management Division
625 Robert Street North
St. Paul, MN 55155-2538
651.201.6697
Cathy.Villas-Horns@state.mn.us



From: Pederson, Eric (MPCA)
Sent: Monday, May 14, 2018 1:55 PM
To: Lokkesmoe, Kent M (DNR) <kent.lokkesmoe@state.mn.us>; Montgomery, Kim K (DNR) <kim.montgomery@state.mn.us>; Villas-Horns, Cathy (MDA) <cathy.villas-horns@state.mn.us>; Spanier, Doug (MDA) <douglas.spanier@state.mn.us>; Legato, Denise (DNR) <denise.legato@state.mn.us>; Olson, Jeremy (BWSR) <jeremy.olson@state.mn.us>
Cc: Burman, Sandeep (MPCA) <sandeep.burman@state.mn.us>; Kanner, Michael (MPCA) <michael.kanner@state.mn.us>; Larsen, Sarah (MPCA) <sarah.larsen@state.mn.us>; Biglow, Crague (MPCA) <crague.biglow@state.mn.us>; Higgins, Tom (MPCA) <tom.higgins@state.mn.us>; Krueger, Gary (MPCA) <gary.krueger@state.mn.us>; Neve, Hans (MPCA) <hans.neve@state.mn.us>
Subject: FY2019 State Agency Unavailability to Perform SF/PRP/CLF Master Contract Work Documentation

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Thank you,

Eric

Eric Pederson
State Program Administrative Coordinator
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Minnesota Pollution Control Agency

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From: [Lokkesmoe, Kent M \(DNR\)](#)
To: [Pederson, Eric \(MPCA\)](#); [Montgomery, Kim K \(DNR\)](#); [Legato, Denise \(DNR\)](#); [Olson, Jeremy \(BWSR\)](#)
Cc: [Burman, Sandeep \(MPCA\)](#); [Kanner, Michael \(MPCA\)](#); [Larsen, Sarah \(MPCA\)](#); [Biglow, Crague \(MPCA\)](#); [Higgins, Tom \(MPCA\)](#); [Krueger, Gary \(MPCA\)](#); [Neve, Hans \(MPCA\)](#)
Subject: RE: FY2019 State Agency Unavailability to Perform SF/PRP/CLF Master Contract Work Documentation
Date: Monday, May 14, 2018 2:43:09 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

DNR does not have the staff availability to perform the scope of duties requested.

Kent Lokkesmoe

Administrator | Mangement Resources, Operation Services

Minnesota Department of Natural Resources

500 Lafayette Road

St. Paul, MN. 55155

Phone: 651-259-5701

Email: kent.lokkesmoe@state.mn.us



From: Pederson, Eric (MPCA)

Sent: Monday, May 14, 2018 1:55 PM

To: Lokkesmoe, Kent M (DNR) <kent.lokkesmoe@state.mn.us>; Montgomery, Kim K (DNR) <kim.montgomery@state.mn.us>; Villas-Horns, Cathy (MDA) <cathy.villas-horns@state.mn.us>; Spanier, Doug (MDA) <douglas.spanier@state.mn.us>; Legato, Denise (DNR) <denise.legato@state.mn.us>; Olson, Jeremy (BWSR) <jeremy.olson@state.mn.us>

Cc: Burman, Sandeep (MPCA) <sandeep.burman@state.mn.us>; Kanner, Michael (MPCA) <michael.kanner@state.mn.us>; Larsen, Sarah (MPCA) <sarah.larsen@state.mn.us>; Biglow, Crague (MPCA) <crague.biglow@state.mn.us>; Higgins, Tom (MPCA) <tom.higgins@state.mn.us>; Krueger, Gary (MPCA) <gary.krueger@state.mn.us>; Neve, Hans (MPCA) <hans.neve@state.mn.us>

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