



DERF Site Investigation Bid Sheet Instructions

DNR-RR-717

December 2016

Wis. Admin. § NR 169.23(3), requires an owner, operator or agent of a Dry Cleaner Environmental Response Fund (DERF) program site to solicit and obtain bid proposals from at least three consultants for conducting a ch. NR 716 Site Investigation. The owner, operator or agent is required to submit to the department all proposals received, along with a completed cover sheet provided by the department and a justification for the selected proposal. The department must approve the consultant selection before the owner, operator, or agent may enter into a contract with that consultant. This code also requires each proposal to include a cost estimate for each service provided by the consultant or contractor. The Bid Sheet tables (Form 4400-233), described below, include the required cover sheet and provide a format for each consultant or contractor to summarize their bid and detail their per unit costs under four categories: drilling, analytical, consulting and miscellaneous.

This publication contains instructions for completing the required Bid Sheet tables for DERF site investigation proposals. The use of these tables will allow a better comparison of bid proposals by the person soliciting the bids, as well as the DNR project manager reviewing the bids, and will ensure that each bid proposal includes all appropriate activities and costs to the extent practicable.

The Bid Sheet tables are available on the web at dnr.wi.gov/Aid/derf.html on the “Bidding” tab in the form of an Excel spreadsheet. The file containing these DERF SI Bid Sheet tables is organized by tabs – with each tab containing one of the six Bid Sheet tables. The six tables are: Consultant Selection Cover Sheet (to be filled out by the owner, operator or agent); Consultant Bid Summary; Drilling Costs; Analytical Costs; Consulting Costs; and Miscellaneous Costs. The last five Bid Sheet tables must be completed by the consultant or contractor and included with their bid proposal. The spreadsheet includes some formulas to make the completion of these tables more efficient.

★ DERF Site Investigation Bid Summary: Consultant Selection Cover Sheet

This Bid Summary Cover Sheet summarizes the information obtained from each bid proposal received. Include information on this sheet about the site (site name and BRRTS #), and applicant information. The applicant is also to use this sheet to identify which bid proposal they have selected, a justification for that selection, and an approval/non-approval block for the department project manager to complete. The applicant must sign this form, and the department project manager will use this form to document the approval of the selected consultant or, if not approved, the reason for non-approval. This sheet must be signed by the applicant.

One Bid Summary Cover Sheet is submitted by the owner, operator or agent for the project. Each consultant will have to complete the following individual Bid Sheet tables for their specific bid proposal, and submit them to the owner, operator or agent requesting their bid.

★ DERF SI Bid Sheet: Consultant Bid Summary

Include on this sheet a summary of the costs for the bid categories of drilling, analytical, consulting and miscellaneous. The bid summary sheet must be signed by the consultant making the submittal.



★ **DERF SI Bid Sheet: Drilling Costs**

Include on this sheet the details of proposed drilling activities (costs, # wells, etc.), as well as other costs including decontamination, mobilization and other supplies such as drums, flush mount covers and protector pipes.

★ **DERF SI Bid Sheet: Analytical Costs**

Include on this sheet the details of the analytical costs for the numbers and types of samples collected as part of the DERF site investigation. The costs are itemized according to the media being sampled: solids (i.e. soil), water, air, waste, and other miscellaneous analyses. If a mobile lab is used, mobilization costs should be included here.

★ **DERF SI Bid Sheet: Consulting Costs**

Include on this sheet the hour estimates and hourly rates contained in the bid proposal for various staff to perform consulting tasks for the completion of a ch. NR 716 site investigation, as outlined on the sheet. Activities not included on this sheet can be specified in the column marked “other”.

★ **DERF SI Bid Sheet: Miscellaneous Costs**

Include on this sheet miscellaneous costs contained in the bid proposal as specified on the sheet. Miscellaneous costs include equipment rental, mobilization, decontamination, shipping costs, field supplies and the disposal of investigative derived wastes. The note at the bottom of this sheet reminds applicants of some of the more common items incorrectly included in reimbursement applications to date that are not DERF eligible. Because there is a penalty for including non-reimbursable items in a reimbursement application, we want to be sure consultants and their clients know that these costs are between the consultant and their client, and should not be included in their reimbursement request.

Submittal of Bid Proposals

When these Bid Sheet tables are complete, submit all of them to your Regional Project Manager, who is assigned when you notify the department of a release from your facility. That project manager is your main point of contact throughout the DERF process, and is available to answer any other questions you may have. Listing of DNR Project Managers can be found on our web site at dnr.wi.gov/topic/Brownfields/Contact.html.