WORK SCOPE CHANGE ORDER AUTHORIZATION - MtBE Remediation Fund

Use this form to obtain approval for a change order at sites eligible for MtBE Remediation Fund reimbusement. This form may be used for a change order for any approved work.

NOTE: You must receive prior approval before initiating the work.

****REIMBURSEMENT CANNOT BE AUTHORIZED IF A COMPLETE ESTIMATE IS NOT PRE-APPROVED BY NHDES****

Facility Name: _____ NHDES No.: _____

Location Address: _____ Project Type: _____

Location Town: _____ Project Phase: _____

Facility Owner: _____ Consultant: _____

Dates of Work: _____ Contractor: _____

Original DES Approval Date: _____

Task Number/Summary: _____

Change Order Summary: _____

Description	Unit Basis (1)	Rate (1)	# Units	Comments	Estimated Cost
				Total This Change Order:	
				Original Approved Project Total + Prevous Change Orders Total:	
				New Project Total:	

Consultant/Contractor: _____
(signature/date)

NHDES Approval: _____
(signature/date)

(1)You may refer to Section VI of the ODD Fund Guidance Manual for information on unit-based costs and rates. Current rates are published on the fund program web page in advance of Manual updates. Transportation and disposal should be performed at lowest cost. For landfill disposal of VPC soil, total transportation and disposal costs should be equal to or less than the thermal treatment cost. Additional disposal-related charges for waiting time, minimum loads and administrative fees will be considered on a case-by-case basis. Markup does not apply for transportation of contaminated materials, either on a time and materials or per-ton basis. For trucks and heavy equipment, the listed NTE rates in the Manual are intended for owned-equipment only. Rental equipment should be given as cost plus 10% markup, which should not exceed the owned-equipment rate.

A report documenting the approved work must be provided to NHDES by: _____

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