

**ALABAMA DRYCLEANING ENVIRONMENTAL RESPONSE
TRUST ADVISORY BOARD**

**INSTRUCTIONS FOR COMPLETING
COST PROPOSAL FORMS**

GENERAL INFORMATION

In accordance with the Alabama Drycleaning Environmental Response Trust Advisory Board's (Board) Administrative Code R. 287-1.-03(7)(a), cost proposals are to be approved by the Board prior to the initiating of site activities to be eligible for reimbursement for those actions. The Board will use the cost proposals as both a cost control mechanism and as a means to obligate funds from the Drycleaning Environmental Response Trust Fund (Fund). The Board has established a format for the submittal of the cost proposals and has established procedures by which the cost proposal will be evaluated.

The Board requires that a cost proposal must be submitted and approved prior to the initiation of site activities unless emergency site stabilization is required by the ADEM or ADEM otherwise directs that immediate action take place.

PROPER FORMS

The Board will only accept payment requests which are submitted on current Board cost proposal forms, Part I, II, and III. No modifications to the forms are allowed. Approved Drycleaner Environmental Consultants (ADEC) may reproduce the form on their own computer system provided the form they reproduce is formatted in the same manner the Board form is formatted and the type size and format are identical to the Board form. Submittal of in-house generated payment request forms which are either altered or the presentation is not similar to the Board's will be returned to the owner/operator and/or ADEC without review.

WHEN TO SEND IN THE COST PROPOSAL

The Board requires cost proposals to be submitted and approved prior to the initiation of site activities to have those costs eligible for reimbursement.

WHERE TO SEND THE COST PROPOSALS:

All payment requests are to be submitted to the Board and should be submitted to the attention of the Board's engineer. Submit complete payment requests to:

Alabama Drycleaning Environmental Response Trust Advisory Board
ATTN: Board Engineer
610 South McDonough Street
Montgomery, Alabama 36104

HOW MANY COPIES OF A COST PROPOSAL PAYMENT REQUEST SHOULD BE SUBMITTED?

Only one signed and properly completed payment request should be submitted to the Board.

COST PROPOSAL REVIEW TIME FRAME

The time frame to review a cost proposal will vary depending on the number of cost proposals and payment requests are pending at any one time. The Board will review the submitted cost proposals in as timely a manner as possible.

ITEMS WHICH WILL CAUSE DELAYS IN PROCESSING THE COST PROPOSAL

The following items will cause delays in the processing of a submitted payment request:

1. Failure to submit the cost proposal on approved Board cost proposal forms.
2. Submittal of costs which exceed the reasonable rates established by the Board.
3. Inclusion of costs on the cost proposal forms.
4. Failure to provide the detailed information as requested on the forms.
5. Failure to sign the cost proposal.
6. Failure to certify that all fee required by the Alabama Drycleaning Environmental Response Trust Fund Act have been paid.
7. Failure to sign all certifications.

SPECIFIC INSTRUCTIONS

All cost proposals must be submitted on the most current Board cost proposal form, Parts I, II, and III. These forms comprise a full cost proposal. The following instructions are a step-by-step description of how to complete the payment request form.

PART I – PAYMENT REQUEST INFORMATION

I.1. Payment Request Information

Cost Proposal Number

- Enter the consecutive cost proposal number (i.e. 1, 2, 3, etc.). Only numbers should be entered into this field unless otherwise directed by the Board. (The first cost proposal submitted to the board will be number one) Do not enter contractor codes or other information in this field

Date of Payment Request

- Enter the date on which the cost proposal is being delivered to the Board.

Incident Number

- Enter the drycleaner incident number into this field. On the first cost proposal for this particular site, the incident number will be assigned by the Board. This incident number will be used for the cost proposals and payment requests for this contamination event of the site.

EPA I.D. Number

- If applicable, enter the 14-digit facility I.D. number into this field (EPA numbers are assigned to certain classes of generators of hazardous waste).

ADEM I.D. Number

- Enter the 4-digit number assigned by ADEM for this facility (462-____).

I.2. Facility Information

Facility Name

- Enter the name of the facility as registered with ADEM and the Fund.

Facility Address

- Enter the facility address as registered with ADEM and the Fund.

I.3. Legal Description of Property Where Facility is Located

- Enter the legal description of the property where the facility is located.

I.4. Owner/Operator Information

Owner/Operator Name

- Enter the legal entity owning or operating the drycleaner or wholesale distributor.

Type of Legal Entity

- Check the type of legal entity.

Firms or Corporations

- List the names, titles, and addresses of all officers and board members.

Partnership

- List the names, titles, and addresses of all partners.

Owner/Operator Address

- Enter the current address of the legal entity.

Owner/Operator Telephone Number

- Enter the telephone number of the legal entity, including area code.

Owner/Operator Fax Number

- Enter the fax number of the legal entity, including area code.

Owner/Operator E-Mail Address

- Enter the e-mail address of the legal entity.

Owner Tax Number (IRS)

- Enter the IRS employer tax number of the legal entity.

Owner/Operator Account Number

- Enter the owner/operator Fund account number with the Department of Revenue.

I.5. *Owner/Operator Contact Person*

- The owner or operator should assign a contact person to represent the owner/operator before the Board in the absence of the owner or operator.

Contact Person Name

- Enter the name of the individual who will represent the owner or operator.

Address of Contact Person

- Enter the mailing address of the contact person.

Contact Person Position

- What is the relationship to the owner or operator (company officer, employee, consultant, etc.)?

Contact Person Telephone Number

- Enter the telephone number of the contact person, including area code.

Contact Person Fax Number

- Enter the fax number of the contact person, including area code.

Contact Person E-Mail Address

- Enter the e-mail address of the contact person.

1.6. Property Owner Information

- If the owner of the property where the drycleaning facility or wholesale distributing facility is located is not the owner/operator of the facility, complete this part. If owner/operator and property owner are the same legal entity, enter N/A in property owner space.

Property Owner Name

- Enter the name of the legal entity owning the property where the drycleaning facility or wholesale distributing facility is located.

Property Owner Address

- Enter the complete mailing address of the property owner.

Property Owner Telephone Number

- Enter the telephone number of the property owner, including area code.

Property Owner Fax Number

- Enter the fax number of the property owner, including area code.

Property Owner E-Mail Address

- Enter the e-mail address of the property owner.

1.7. Approved Drycleaner Environmental Consultant (ADEC) Information

ADEC Name

- Enter the name of the consultant retained by the owner/operator as it appears on the Board's ADEC list. If name has changed, a new ADEC application should be submitted to the Board.

ADEC Address

- Enter the complete mailing address of the appropriate ADEC office.

ADEC Telephone Number

- Enter the telephone number of the appropriate ADEC office, including area code.

ADEC Fax Number

- Enter the fax number of the appropriate ADEC office, including area code.

ADEC E-Mail Address

- Enter the e-mail address of the appropriate ADEC office.

Project Contact

- Enter the name of the designated contact for this project.

Position of Project Contact

- Enter the position of the project contact within the ADEC organization.

Project Contact Telephone Number

- Enter the telephone number of the project contact, including area code.

Project Contact Fax Number

- Enter the fax number of the project contact, including area code.

Project Contact E-Mail Address

- Enter the e-mail address of the project contact.

I.8. Activity Information

Indicate Below the Activities Included in the Cost Proposal.

- Check the appropriate activities as listed on the form. Activities not specifically listed should be included under "other."

Provide Proposed Completion Date for Activities Conducted

- Enter the estimated date for completing the activities which are to be conducted under the coverage of this cost proposal.

List the Major Activities Conducted During this Phase of Work

- Enter all major activities into the appropriate fields on the form. The depth in feet should be the total footage drilled. Example: Hand augered four 10' borings, installed six 20' soil borings and converted four of the six borings to monitoring wells:

- | | | | | |
|----|--|----------|-------------|-----------------|
| 1. | Number of hand auger borings | <u>4</u> | Depth | <u>40</u> Feet |
| 2. | Total number of soil borings | <u>6</u> | Depth | <u>120</u> Feet |
| 3. | Number of soil borings converted to temporary MWs: | 0 | | |
| | Total Depth: | 0 Feet | Total Feet: | 0 Feet |
| 4. | Number of soil borings converted to permanent MWs: | 4 | | |
| | Total Depth: | 20 Feet | Total Feet: | 80 Feet |

List the other major activities conducted during this phase of work.

Indicate Provision of Alternate Water Supply

- Enter the type of temporary water supply being provided (i.e. bottled water, or hauled water) and the number of residences to be served.
- Enter the type of permanent alternate water supply to be provided (i.e. new water supply well, hook-up to public water supply lines). Indicate the name of the community or persons to be served.

I.9. Subcontractor Information

Indicate Subcontractors to be Used

- List the names of all subcontractors proposed to be used in this phase of work and indicate the services the subcontractor will provide.

I.10. Prior Activity Information

Indicate Services Conducted at Site Prior to this Work Phase

- List any the major activities previously conducted at this site.

I.11. Certification of Actual Release of Drycleaning Agent

- The owner or operator must sign this form documenting that an actual release of drycleaning agent occurred at the site. Failure to sign this form will result in the denial of coverage for site activities. The owner or operator must sign the form, type or print their name, and the date of signing.

I.12. Certification of Reasonable and Eligible Costs

- Owners/operators and ADEC must sign this signature area in order for the cost proposal to be processed.

I.13. Trust Fund Obligation Information

Total of Previously-Approved Cost Proposals

Enter the total of all previously approved cost proposals. Do not reduce the approval values by what was actually reimbursed. Where several cost proposals are submitted at one time or one is submitted prior to a previous cost proposal being approved, enter the values of the proposed amounts which are pending review. Upon receiving approvals, update the next submitted cost proposal to reflect the approved totals to date.

Estimate Total Cost of All Anticipated Response Actions

(To Be Updated over Time)

- Enter the estimate of the total costs of all anticipated investigative and corrective actions to be conducted at this site in order to reach clean-up goals. This value should be updated with each submitted cost proposal as more accurate indications of total costs are realized.

Total Proposed Costs to Date

- Enter the total of the previously approved costs from above plus the costs of this cost proposal.

Estimated Percent Completion of Project to Date:

- Utilizing the estimated total costs of all anticipated investigative and corrective actions, enter the percent completion of the total project (costs of activities already completed/estimated total costs of all activities).

I.14. Cost Proposal Amount

Cost Proposal. Sum of Items 1 through 7 on Part II – Summary of Charges Form

- Enter the total of the proposed costs for the entire cost proposal request under the heading “Proposed Costs”.

Owner’s Required Contribution for Releases of Drycleaning Agent from Drycleaning Facilities

- For cost proposal number one (1) only, enter the required deductible of \$10,000. For all other cost proposals, check that the deductible has already been paid and leave this field blank.

Owner’s Required Contribution for Releases of Drycleaning Agent from Drycleaning Facilities

- For cost proposal request number one (1) only, enter the required deductible of \$50,000. For all other cost proposal requests, check that the deductible has already been paid and leave this field blank.

Total of this Cost Proposal

- Enter the total of the proposed costs (minus the deductible when applicable).

I.15. Certification of Fee Payment.

- The owner/operator must sign the certification that all fees required by “The Act” have been made to the Department of Revenue. If the fee payments are not up to date, payments can not be authorized by the Board.

I.16. Certification of True, Accurate, and Complete Information.

- The owner/ operator and ADEC must complete and sign the certification. Failure for both parties to sign will result in denial of payment.

PART II – ALABAMA DRYCLEANING ENVIRONMENTAL RESPONSE TRUST ADVISORY BOARD SUMMARY OF CHARGES FORM

Summary of Charges (Pages 1 through 3)

Pages 1 through 3 contain seven sections where the subtotals for the various proposed activities are to be listed. Cost proposals are to be listed under the “Cost Proposal” column. No information should be listed under the area entitled “For Board Use only.” This area is for the Board’s review comments and final approval amounts. These pages are utilized as summary sheets and should be filled out to represent the details listed on Part III, Forms A through J.

PART III – ITEMIZATION FORMS

Alabama Drycleaning Environmental Response Trust Advisory Board – Personnel Supplementary Itemization Form “A”

All proposed field and office personnel who are eligible to be listed on this form are to be listed under the column "Title." The titles of the personnel are required to be listed on the payment request. Terms such as Principal, Project Manager, Geologist, Engineer, Technician, Clerical, etc. should be listed. Where actual personnel are known to be working on this project, actual personnel names should be included.

The Contractor (ADEC) Invoice No. should be left blank. This column will be utilized in the submittal of a payment request.

Billable rates per job title are to be listed in the column labeled "Billable Rate." Proposed rates which exceed reasonable rates will be adjusted to reflect those rates which are allowable for reimbursement.

The total proposed hours per job are to be listed in the column labeled "Total Hours."

The column "Total" will be a total of the billable rate multiplied by the proposed total hours for each major job title.

The total personnel costs should be stated at the bottom of the page in the field marked "Total Personnel Cost."

If a firm needs more than one page to propose the information for the particular phase of work, additional copies of Board Form A may be submitted.

Alabama Drycleaning Environmental Response Trust Advisory Board – Personnel Itemization Form "B"

This form is for a detailed listing of which individuals will be performing the tasks to this phase of work. Individual names are to be listed with the proposed tasks listed. Details must be presented. The Board will not accept such vague descriptions as "Project Management" without a brief description of what project management activities were conducted.

Names of the individuals and their titles are to be listed under the column labeled "Name of Individual & Title."

The number of hours for each specific task are to be listed by the name of the individual who conducted that particular task.

A description of the basic job task to be performed should be listed opposite the individual's name and the number of hours for that task.

The proposed date (month, day, and year) for the start and finish of that task are to be listed in the last two columns. Activities which have already been conducted must be clearly represented in this column as already having been initiated. Projections should take into account the review time of the Board which will vary due to the workload at any given time.

Provide an estimate of the total number of hours for the work phase and the projected length of the project at the bottom of the form.

Alabama Drycleaning Environmental Response Trust Advisory Board – Field Equipment Itemization Form "C"

This form is to contain only proposed costs allowed by the Board for rental or OHM costs for standard equipment utilized in drycleaning agent site assessments. The maximum allowable rates for the equipment are listed on the Board's current Reasonable Rate Schedule. Miscellaneous field items such as bailer, rope, etc., which are purchased, should also be listed on this form.

Alabama Drycleaning Environmental Response Trust Advisory Board – Mileage Itemization Form "D"

Form D is for mileage costs incurred during the particular phase of work. Mileage is limited to the rate allowed on the current Reasonable Rate Schedule. The proposed information should be listed under the proper heading on this

form. The column labeled "Contractor Invoice Number" should be left blank, unless the mileage cost has already been incurred.

Rental vehicles are not eligible for reimbursement. Reimbursement mileage costs are limited to 900-miles round trip or 450 miles each way.

Alabama Drycleaning Environmental Response Trust Advisory Board – Per Diem Itemization Form “E”

Reimbursable per diem is limited to ADEC personnel and the drilling crew. The drilling crew’s per diem must be listed on Form F. Form E is to be utilized for per diem claimed by personnel employed by the ADEC. Proposed Dates of travel, destinations, initials of personnel (which should match personnel listed on Form B), proposed hours of departure and hour of return to the office, and the amount of per diem claim shall be listed on the form.

The contractor (ADEC) invoice numbers should not be filled out unless the per diem has already been charged due to work that had to be done before the cost proposal could be submitted. Allowable per diem rates are listed on the current Board Reasonable Rate Schedule.

Per diem is only reimbursable for travel outside of the Idec’s or driller’s home base county. For example, a firm located in Montgomery cannot receive per diem for a job conducted in Montgomery County.

Alabama Drycleaning Environmental Response Trust Advisory Board – Well Drilling Itemization Form “F”

The subcontractor and contractor (ADEC) invoice numbers must be included on this form.

Mobilization/Demobilization:

- The type of rig shall be indicated in the field labeled "Type of Rig."
- The base rate being proposed shall be listed in the slot preceding the word "Rate" under the "Unit Price" column.
- The number of miles traveled shall be listed in the slot preceding the word "Miles."
- The proposed rate per mile shall be listed in the slot "\$___/mile."
- The total mob/demo fee shall be listed under the "Total" column.

Drill Soil Borings with . . .

- The type of rig shall be indicated in the field labeled "Type of Rig."
- The rate being proposed for drilling, sampling, and abandoning the proposed soil boring shall be inserted into the "\$___/ft x ___ft" slot. The total costs for drilling, sampling, and abandoning the soil borings shall be listed under the "Total" column.
- Maximum allowable drilling rates are listed on the current "Reasonable Rate Schedule."

"Driven Point" Technology

- The type of rig shall be indicated in the field labeled "Type of Rig."
- The proposed rate (per day, per hole, etc.) should be indicated.
- The total cost for this technology should be under the "Total" column.

Drill and Install 2" MWs . . .

- The proposed costs to drill, sample, and install the wells are to be listed in this field.
- The type of rig utilized for the drilling is to be listed under the column "Type of Rig."
- The proposed drilling rate per foot and the total footage to be drilled are to be listed under the "Unit Price" column.
- Maximum reimbursable rates are listed on the current "Reasonable Rate Schedule."

Drill and Install 4" MWs . . .

- The proposed costs to drill, sample, and install the wells are to be listed in this field.
- The type of rig utilized for the drilling is to be listed under the column "Type of Rig."
- The proposed drilling rate per foot and the total footage to be drilled are to be listed under the "Unit Price" column.
- Maximum reimbursable rates are listed on the current "Reasonable Rate Schedule."

Drill and Install Telescoping Well(s) . . .

- The proposed costs to drill, sample, and install the well(s) are to be listed in this field.
- The type of rig utilized for the drilling is to be listed under the column "Type of Rig."
- The proposed drilling rate per foot and the total footage to be drilled are to be listed under the "Unit Price" column.
- Maximum reimbursable rates are listed on the current "Reasonable Rate Schedule."

Drill and Install Groundwater Recovery Well(s) . . .

- The proposed costs to drill, sample, and install the well(s) are to be listed in this field.
- The type of rig utilized for the drilling is to be listed under the column "Type of Rig."
- The proposed drilling rate per foot and the total footage to be drilled are to be listed under the "Unit Price" column.
- Maximum reimbursable rates are listed on the current "Reasonable Rate Schedule."

Monitoring Well Abandonment

- The proposed costs to drill, sample, and install the well(s) are to be listed in this field.
- The type of rig utilized for the drilling is to be listed under the column "Type of Rig."
- The proposed drilling rate per foot and the total footage to be drilled are to be listed under the "Unit Price" column.
- Maximum reimbursable rates are listed on the current "Reasonable Rate Schedule."

Subsistence Allowance

- The proposed subsistence allowance should be entered in the "Unit Price" column. Each man/woman is allowed a daily subsistence allowable based on the time in the field and the maximum allowable rate per the current "Reasonable Rate Schedule." Per diem allowed for overnight trips only.

Pass-Through Allowance

- A pass-through is allowed for drilling activities only if the drilling was subcontracted outside of the ADEC firm.
- A maximum pass-through of 5% is allowed and is based on the value listed in the subtotal column.

Supply the Following Information . . .

- The proposed number of wells drilled, diameter of wells, depth of wells, and proposed cost per foot (which includes mob/demob, drilling, and per diem costs) must be listed in this chart.

Alabama Drycleaning Environmental Response Trust Advisory Board – Analytical Itemization Form "G"

Form G is to contain proposed costs associated with analyses of soil and water samples. The Board does not reimburse for overnight charges or rush charges unless prior written approval is obtained from the Department and the Board is a correspondent or receives a copy of the written approval.

The proposed analytical method should be listed under the first column. Contractors (ADEC) should list the number of samples to be analyzed in the column headed "Number of Tests." The "Cost Per Test" column should contain the proposed cost for the test to reflect the amount being charged by the analytical laboratory not to exceed rates of similar analyses submitted to the Board or established maximum reasonable rates. Where proposed rates exceed the maximum reasonable rates, the Board will adjust these costs to reflect approval of only reasonable rates. QA/QC samples are eligible for reimbursement. .

Pass-through charges are only allowed for subcontracted analytical work. No in-house analyses will be allowed a pass-through.

Alabama Drycleaning Environmental Response Trust Advisory Board – Office Expenses Itemization Form "H"

Form H is to be utilized for proposed office expenses which include shipping costs, permit charges, long distance phone costs, copies, etc. Shipping is allowable for samples to be sent to the laboratory and for equipment being shipped to the Contractor's (ADEC) office or the drycleaning agent site. Invoice numbers are not required to be entered on the cost proposal.

Form H is also utilized for costs for permits required to be obtained by ADEM or other governmental agency. A description of the type of permit applied for and the permit fee are to be listed on this form.

Alabama Drycleaning Environmental Response Trust Advisory Board – Capital Expenditure Itemization Form "I"

Form I is to be utilized for the listing of items to be purchased and to be dedicated to the site. Items to be listed on this form would include skimmer pumps and water treatment systems.

A description of each item should be listed in the column headed "Description of Each Item." The model number should be listed under the heading of "Model & Serial No." The "Contractor (ADEC) Invoice" column does not have to be completed upon submittal of the payment request. The cost of the equipment should be inserted into the "Cost" column.

Alabama Drycleaning Environmental Response Trust Advisory Board – Waste Disposal/Treatment Itemization Form "J"

Form J should contain waste disposal/treatment costs to include soil management rates, soil disposal costs, soil transportation rates, water disposal costs, etc. The costs for soil excavation should be included on this form on a per unit basis (per day, per ton, per hour, etc.).

Proposed costs for soil excavation must include the volume of soil to be excavated, hauled, etc. and the rate per cubic yard or ton being charged. Reasonable rates for these items are listed on the most current Board Reasonable Rate Schedule. Invoice numbers must be included on this form.

Pass-through charges are only allowed for subcontracted services such as soil removal, soil hauling, disposal, etc.

Additional Proposed Items

Additional pages of Forms A through J should be utilized where activities are distinctly separate or where more than one page is necessary to submit the proposed activities. Additional supporting information may be submitted in a cover letter to be attached to each payment request.

Invoices Will be Required for Payment

Invoices for all items should be retained so they can be submitted with the payment request as an attachment. Invoices will include invoices from both the ADEC and all subcontractors utilized at the site. **Items listed on Part II and III on the payment request for which no invoices were submitted will not be paid.**