

HIRING A CONSULTANT

One of your primary concerns when cleaning up your site will be selecting a good consultant. The consultant you choose to direct your cleanup should have your best interests in mind. Your goal is to clean up your site in a cost effective manner and have marketable property when the cleanup is complete.

The consultant you hire should be qualified and experienced in agricultural chemical cleanups and familiar with state laws and regulations. If you intend to apply for reimbursement from the Agricultural Chemical Cleanup Program (ACCP), select a consultant who is familiar with the program so your eligibility for reimbursement is considered throughout the cleanup process.

ATCP 35, Wis. Adm. Code, is the rule that details the ACCP reimbursement process. This rule requires a minimum of three bids prior to hiring a consultant. When putting together your request for bids, thoroughly describe the scope of work at your site. Find out which activities the consultant will subcontract and how you will be billed for subcontractor services. An estimated time schedule to complete each phase of work should also be included.

After you receive bids from each consultant, compare them. You must first determine if the bids are based on the same scope of work. To make a reliable decision, each bid you consider must be composed of the same parts and you must understand each part of every bid. If you have any questions, call the consultant and get answers. You may want to make an appointment with them so you can sit down and ask questions.

If you are not satisfied with the bids you receive, don't feel obligated to select a bid at this point. You may want to request the consultants to modify their bids to meet the scope of work, or request bids from additional consultants.

Ask for referrals and evaluate each consultant's credentials and experience. The consultant that offers you the lowest price may not always be the best choice for your project. To find a consultant who is qualified and experienced with agricultural chemical cleanups, follow up on the referrals that you receive. Additional information on consultant qualifications and selecting a consultant can be found at the Department of Natural Resources website (<https://dnr.wi.gov/topic/brownfields/select.html>). You want to select an experienced contractor who also provides quality work.

Insurance

To protect your interests, ATCP 35.16, Wis. Adm. Code, requires that consultants obtain errors and omissions insurance. A certification of coverage should be included with each bid. Work performed by a consultant without this insurance may not be eligible for reimbursement from the ACCP fund.