

**State of California  
State Water Resources Control Board  
Division of Clean Water Programs  
Underground Storage Tank Cleanup Fund Program**

# **Technical Document No. 3**

## **Assisting Claimants with Hiring Consultants and Contractors**

Hiring the right firm to perform UST corrective action is critical to insuring the proper completion of corrective action and reimbursement from the Fund. Many claimants find hiring consultants and contractors difficult.

Although the claimant is ultimately responsible for hiring and firing consultants and contractors, there are many ways in which the Fund's staff, based on its experience reviewing corrective action costs, can help claimants with the mechanics of hiring qualified consultants and contractors at a reasonable price. The Fund staff has boilerplate material that claimants can adapt to the specifics of their sites, and can assist claimants by explaining how to find qualified consultants and contractors, how to solicit bids or estimates from those consultants and contractors and how to compare bids and estimates.

The Fund staff will not recommend consultants and contractors; the Fund can only advise and assist claimants on how to hire a consultant or contractor.

### **Assistance will be given only on request.**

The Fund encourages claimants needing assistance with hiring a consultant or contractor to contact their claims representative.

Sincerely,

### **Original Signed By**

Allen Patton, Manager Underground Storage Tank Cleanup Fund