

Dry Cleaning Establishment Program – Budget Line Items

“Professional Services” include the following:

*(Services under contract with the client that are **not directly** related to the physical activities occurring on-site. Typically these services are performed at the office or during meetings held off-site e.g. at DEEP)*

- Supervision/Oversight (*not performed on-site*)
- Report - preparation/writing/submittal
- Project research, coordination, correspondence
- Data - analysis, evaluation, processing, tabulation, entry, validation, compilation
- Project management, planning, design
- Consulting Fees – that are described and understood
- Review project related reports and/or documentation
- Procurement of subcontractors
- Preparation of site plan, maps, figures and/or specification/documents
- Attend project related meetings
- Update Conceptual Site Model (CSM)
- Prepare project related plans, and/or scope of work
- Summation and presentation
- Mark up – up to 15% maximum; even though this is technically an “admin” or “overhead” charge it is to be listed under Professional Services

“Environmental Assessment” includes the following:

*(Services under contract with the client for time & materials performed/used **on-site** by the firm’s personnel or for subcontractor costs **directly** related to **on-site** environmental assessment activities)*

- Travel expenses (to & from the site, pick up project related equipment/supplies, drop off lab samples etc.)
- Subcontractor invoices (driller, surveyor, environmental lab etc.)
- Billable hours for personnel actually conducting the on-site activities

“Environmental Remediation” includes the following:

*(Services under contract with the client for time & materials performed/used **on-site** by the firm’s personnel or for remedial contractors or subcontractor costs **directly** related to **on-site** remedial activities)*

- Travel expenses (to & from the site, pick up project related equipment/supplies drop of lab samples etc.)
- Subcontractor invoices (remedial contractor, driller, surveyor, environmental lab etc.)
- Purchase or rental of remediation equipment
- Hauling & disposal of impacted soil
- Remediation or treatment of contaminated soil and/or groundwater & associated O&M
- Billable hours for personnel actually conducting the on-site activities

“Other:

- Demolition activities & removal of dry cleaning equipment directly related to remedial efforts located under the building and associated repairs/renovations
- Supply potable water to residents as required by DEEP for properties impacted by the current or former dry cleaning operations associated with the subject site