



**DoR-DCERP-P-07-Reimbursement Rates-06XX24**  
**Reimbursement Rates and Markups for DCERP in the Division of Remediation**

**DISCLAIMER:** This document is guidance only and does not create legal rights or obligations. It is intended to provide division staff guidance on how to apply decisions, procedures and practices pertaining to the internal operation or actions of the division. Decisions affecting the public, including the regulated community, in any case will be made applying applicable laws and regulations to the specific facts.

**EFFECTIVE DATE:** June XX, 2024

**SIGNATURES:**

\_\_\_\_\_  
Steve Sanders, Division Director

\_\_\_\_\_  
Emily Greenwood, Preparer

\_\_\_\_\_  
XXXXX, Office of General Counsel Reviewer

\_\_\_\_\_  
Alison Hensley, Division of Remediation Reviewer

**Purpose:**

In accordance with 0400-15-03.08, The Dry Cleaner Environmental Response Program (DCERP) evaluated the current allowable markup on professional services and professional reasonable rates for work undertaken on DCERP projects. As of June X, 2024, the reasonable markup rates and professional service rates have been updated as outlined in this document. Updates to rates and markups will be evaluated by DCERP every five years and updated as necessary.

*Please note: Dry Cleaner Approved Contractors (DCACs) that have been issued a Notice to Proceed from DCERP dated on or before June X, 2024, may submit (at their own expense) a change order*

## DoR-DCERP-P-07-Reimbursement Rates-06XX24

### Reimbursement Rates and Markups for DCERP in the Division of Remediation

request with revised costs to account for the updated rates herein. DCERP should approve any change orders in writing prior to the DCAC's submittal of a reimbursement request. Change orders with revised cost estimates dated June X, 2024, or later will not be considered, and the approved costs in the original Notice to Proceed will apply.

### **Markup on Professional Services**

In accordance with 0400-15-03-.08, DCERP will approve a 7% markup for reimbursement on services listed below. This list is not comprehensive as there may be other items that DCERP will consider markup on.

- Drilling, well installation, and injection activities (excludes services provided by DCAC or DCAC wholly-owned subsidiary or subsidiaries – includes subcontracted services only).
- Excavation and hauling (excludes landfill disposal fees and services provided by DCAC or DCAC wholly-owned subsidiary or subsidiaries, includes subcontracted services only).
- Equipment expenses for remediation systems.
- Rental equipment expenses for sampling activities (excludes in-house, DCAC-owned equipment).
- Laboratory analytical services (does not include Hach kits or similar field kits).
- Geotechnical laboratory services.
- Chemicals employed as remediation agents.

A list of services and items that will not be considered for 7% markup is presented below. This list is not exhaustive but highlights common items received in reimbursement applications.

Services not considered for 7% markup:

- Postage or shipping fees (i.e., USPS, FedEx, UPS, etc.)
- Water, sewer, electric, or other utility bills
- Permit fees, including waste disposal
- Expert witness or specialized contractor oversight fees
- Fees for surveying, surveying crews, or other specialty disciplines
- Private utility locator services

**DoR-DCERP-P-07-Reimbursement Rates-06XX24**

**Reimbursement Rates and Markups for DCERP in the Division of Remediation**

- Water charges (i.e., hydrant, tanker delivery, etc.)
- Landfill disposal charges
- Database type reports, including EDR, well records, utility maps, etc.
- Disposal costs
- Fuel surcharges
- Legal fees
- Injection equipment, including pumps, piping, hoses, fittings, gages, etc.
- Hoses, piping, fittings, gages, and any similar devices employed as remediation equipment with an aggregate cost less than \$5,000 or equipment and labor used to repair or upgrade existing dedicated remediation equipment
- Concrete coring services
- Utility line or downhole camera surveys
- Geophysical surveys
- Charges from temporary services for administrative support and professional services

The above listing of services and items is not inclusive. See Rule 0400-15-03-.08 for further explanation about eligible and ineligible costs. Contact DCERP if you have questions concerning services that are not listed above.

**Updated DCERP Professional Service Reasonable Rates**

Maximum allowable professional service fees have been updated for DCERP-funded work. The rates listed below are the maximum rates DCERP will consider for reimbursement.

Job Title	DCERP Reimbursement Rates
Principal in Charge/Subject Matter Expert	\$165
Project Manager	\$135
Senior Engineer	\$128
Staff Engineer	\$105

**DoR-DCERP-P-07-Reimbursement Rates-06XX24**

**Reimbursement Rates and Markups for DCERP in the Division of Remediation**

Senior Env. Scientist	\$128
Env. Scientist	\$105
Staff Env. Scientist	\$98
Senior Geologist	\$128
Geologist	\$105
Senior Technician	\$83
Technician	\$60
Drafting (GIS, CAD)	\$75
Administrative	\$68

Mileage rates will be consistent with the US General Services Administration (GSA) privately owned vehicle mileage reimbursement rates, available at [GSA.gov/travel](http://GSA.gov/travel). Mileage rates will be reimbursed by DCERP at the GSA rate that was in place at the time that approved work was performed.

**DCERP Professional Service/Staff Job Classification**

Professional service/job classifications for staff working on DCERP projects will be provided by the DCAC on all work plans, cost estimates, and reimbursement applications submitted to DCERP. Regardless of the actual DCAC staff title, the individual's professional service classification will be identified from the DCERP list below.

Reports submitted to DCERP will also require that either a State of Tennessee registered Professional Geologist or Professional Engineer review, sign, and stamp reports certifying that work was performed in accordance with the approved work plan, etc. Reports that are not stamped by a properly registered Professional Geologist or Professional Engineer will be rejected by DCERP and will need to be resubmitted once appropriately stamped.

## **DoR-DCERP-P-07-Reimbursement Rates-06XX24**

### **Reimbursement Rates and Markups for DCERP in the Division of Remediation**

Billing for staff should be consistent with the work that was performed. A qualified professional who performs a task of a lesser-qualified person will be reimbursed at the rate of that lesser job task. For example, if a Senior Geologist performs groundwater sampling or other fieldwork that has been approved by DCERP to be completed by a technician, the work will be reimbursed at the technician rate.

All personnel whose duties include onsite investigative activities should have the appropriate training per 40 CFR 1910.120.

These staff descriptions are presented as guidelines for a reasonable rate schedule and billing purposes. Nothing in this guidance is to be interpreted to mean that each of these disciplines should be employed by a DCAC, or that all should be used on any given project. If there is uncertainty of the appropriate billing category, please contact the DCERP Program Manager for clarification.

#### **DCERP Staff Classification Descriptions**

1. Principal in Charge/Subject Matter Expert (SME): The principal in charge or SME will be responsible for the oversight of all staff in a contractor's regional office, including assignment of staff to specific projects and overview of all project managers and senior level staff. The principal in charge or SME should have a bachelor's or master's degree in geology, engineering, or other related fields and at least seven years' experience as a supervisor of technical staff. The principal in charge or SME should be a registered Professional Engineer or Professional Geologist by the State of Tennessee. NOTE: it is not expected, nor reasonable, that a principal in charge or SME will be frequently involved with project oversight; involvement is expected to occur on more complex sites or during the remedial phase.
2. Project Manager: The project manager should have five years full time experience in investigation, remedial planning, or design phases of environmental project management. A bachelor's or master's degree in engineering, geology, or other related fields is preferable. For remedial phases of work, experience in remedial action and general construction is preferable. The project manager should be able to prepare work

## DoR-DCERP-P-07-Reimbursement Rates-06XX24

### Reimbursement Rates and Markups for DCERP in the Division of Remediation

plans, cost estimates, and determine project schedules. The project manager should have the authority to make field decisions.

3. Senior Engineer: The senior engineer should be a registered Professional Engineer by the State of Tennessee and have five years fulltime experience in environmental audit, investigation, remediation, or design phases of appropriate environmental projects. A bachelor's or master's degree in engineering or other related fields is preferred. The senior engineer will contribute to the Solvent Impact Assessment, Remedial Alternatives Study, and remedial design stages of a project, as well as provide technical and report review.
4. Staff Engineer: The engineer should be an engineer intern, Engineer-in-Training, or a Professional Engineer with the State of Tennessee. A bachelor's or master's degree in engineering or other related fields is preferred. It is preferred these individuals have at least three years of experience in investigation and remediation. The staff engineer should be able to oversee all field related activities at drycleaning sites. Qualifications for staff engineer include working knowledge of soil and groundwater sampling, drilling, monitoring well installation, health and safety concerns, and QA/QC protocols.
5. Senior Environmental Scientist: The senior environmental scientist should have a bachelor's or master's degree in engineering, geology, or other related fields and have five years of full-time experience in environmental audits, investigation, remediation, or design phases of appropriate environmental projects. The senior environmental scientist will contribute to the Solvent Impact Assessment, Remedial Alternatives Study, Risk Assessment, and remedial design phases of a project, as well as provide technical and report review.
6. Environmental Scientist: The environmental scientist should have a bachelor's or master's degree in engineering, geology, or other related fields and have three years' experience in environmental investigation and remediation, including sampling techniques, drilling, monitoring well installation, health and safety concerns, and QA/QC protocols. The environmental scientist will contribute to the Solvent Impact Assessment, Remedial

## DoR-DCERP-P-07-Reimbursement Rates-06XX24

### Reimbursement Rates and Markups for DCERP in the Division of Remediation

Alternatives Study, Risk Assessment, and remedial design phases of a project, as well as provide technical and report review.

7. Staff Environmental Scientist: The staff environmental scientist should have a bachelor's or master's degree in engineering, geology, or other related fields. Qualifications for staff environmental scientist include working knowledge of soil and groundwater sampling, drilling, monitoring well installation, health and safety concerns, and QA/QC protocols.
8. Senior Geologist: The senior geologist should have a bachelor's or master's degree in geology or other related fields, be a registered Professional Geologist with the State of Tennessee, and have at least five years' fulltime experience in environmental audits, investigation, remediation, or design phases of hazardous waste projects. The geologist should be experienced in the oversight of drilling activities, monitoring well installation, aquifer testing, and data collection/interpretation. The senior geologist should have knowledge and experience working within the different geologic provinces of Tennessee, and be knowledgeable in how these differing conditions impact contaminant movement in the subsurface.
9. Geologist: The geologist should have a bachelor's or master's degree in geology or other related fields and be a registered Professional Geologist with the State of Tennessee. The geologist should have three years' experience in investigation and remediation at sites where soil and groundwater are impacted by hazardous substances. The geologist should be able to oversee all field related activities at drycleaning sites, and have experience with soil and groundwater sampling, drilling, monitoring well installation, health and safety concerns, and QA/QC protocols.
10. Senior Technician: The senior technician should have three years' experience in a technician role within the environmental field with job duties including sampling, soil remediation, and equipment management and use. Duties of Senior Technician include collecting water level measurements, remediation equipment inspection and troubleshooting, participation in pilot testing, and oversight of other staff in safety procedures, sampling, decontamination, and other related field activities.

**DoR-DCERP-P-07-Reimbursement Rates-06XX24**

**Reimbursement Rates and Markups for DCERP in the Division of Remediation**

- 11. Technician: The technician should have training and experience in sampling techniques, health and safety concerns, and QA/QC protocols. Technicians will assist senior technicians in field sampling, data collection, and documentation, as well as assist with remediation system operation and maintenance (O&M) activities.
  
- 12. Draftsperson: Should have the ability to create scaled maps, engineering drawings, and contour maps of professional quality. A draftsperson should have two years fulltime experience related to drafting and map/figure creation with AutoCAD or GIS.
  
- 13. Administrator/Procurement: Performs administrative tasks which may include but are not limited to tracking work phases, budgets, and schedules, preparing and organizing documentation for reimbursement applications, assisting in preparation of cost estimates, and providing QA/QC on reports. Responsibilities may also include procurement such as obtaining subcontractor quotes and subcontracting. DCERP no longer requests hard copies of reports, cost estimates, or other deliverables; therefore, administrative time for preparing/shipping hard copies will not be approved unless DCERP has specifically requested a hard copy.

Revision Number	Date	Brief Summary of Change
0	11.15.2005	Original Document
1	6.XX.2024	Updated Rates