
Cost Guidelines

for Utah Underground Storage Tank Sites

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UTAH DEPARTMENT of
ENVIRONMENTAL QUALITY
**ENVIRONMENTAL RESPONSE
& REMEDIATION**

Recognition

Developing the Cost Guidelines began in 2018.

They were implemented on September 13, 2022.



Lauran Ortman, past DERR employee, prompted the Division to look into the inconsistencies we were finding. She and **Hillary Mason**, current DERR employee, went through every step of the process to develop the Cost Guidelines.

Thank you to all DERR staff involved.

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Cost Guidelines

Purpose

Who:

Owners/Operators, Utah certified Consultants, DERR
Project Managers

What:

Consistent preparation and efficient review of Cost
Proposals and efficient review of PST Fund claims

Where:

Work Plan and Budgets, PST Fund claims

How:

Extensive research, legally defensible data, and input from
long term DERR staff and Task Force members.

Where we were

Inconsistencies

We found that field hours and admin hours were inconsistently reported. The same task(s) for proportional work would vary greatly for different consultants.



Various

Reference Documents

26

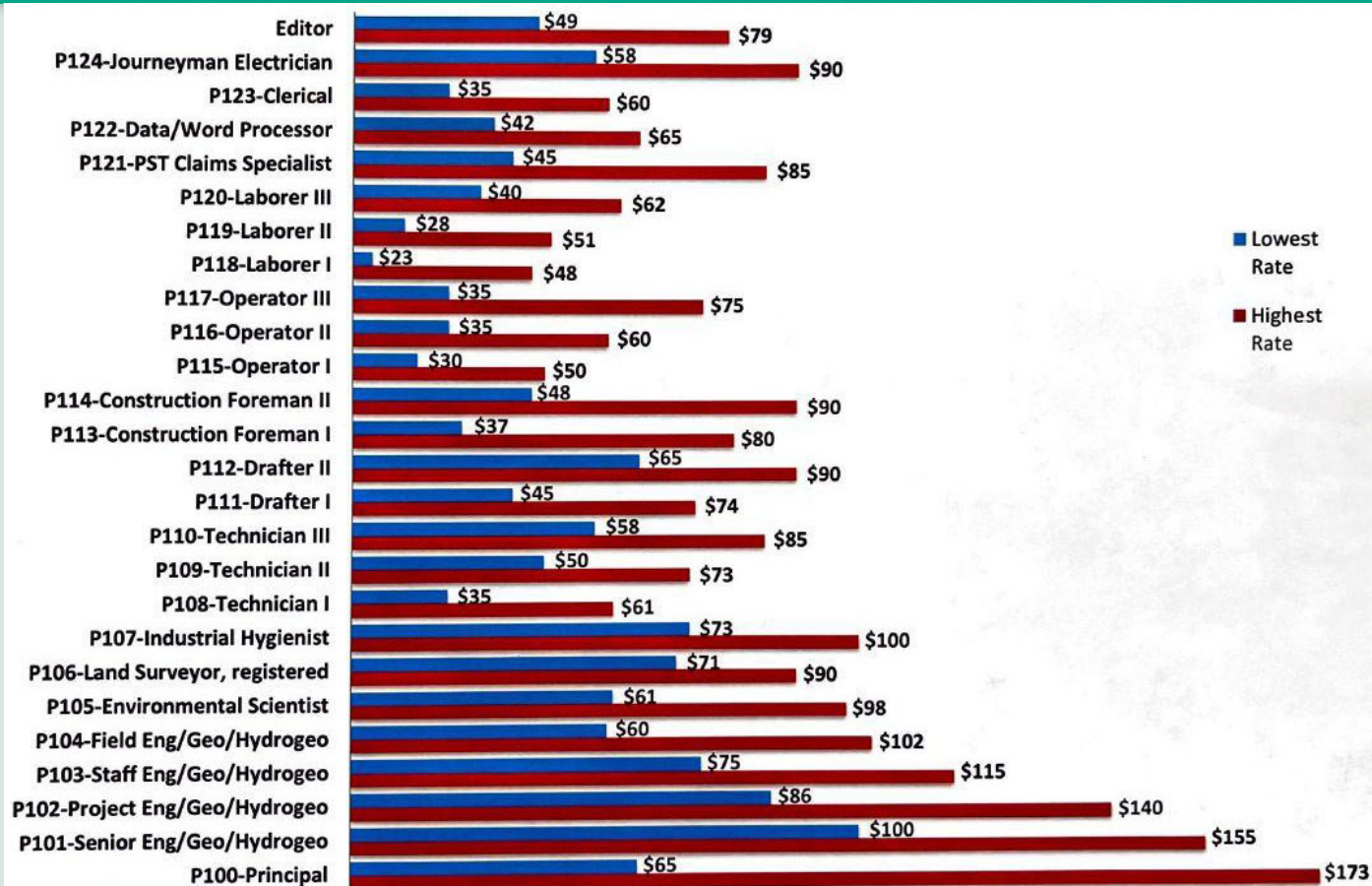
Labor Codes

Contrast

In costs

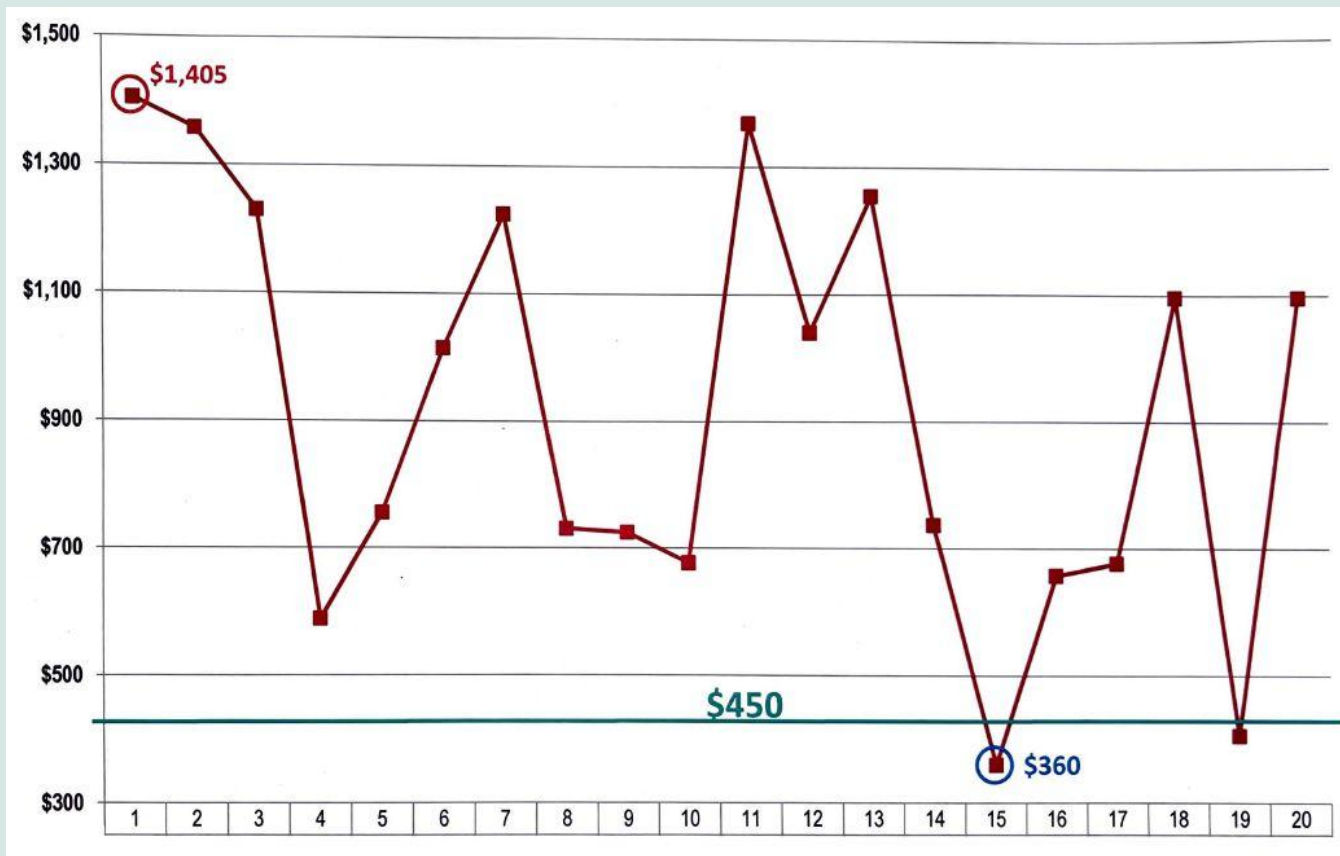
Findings

Figure 1:
Lowest vs Highest
Personnel Rates (2018)



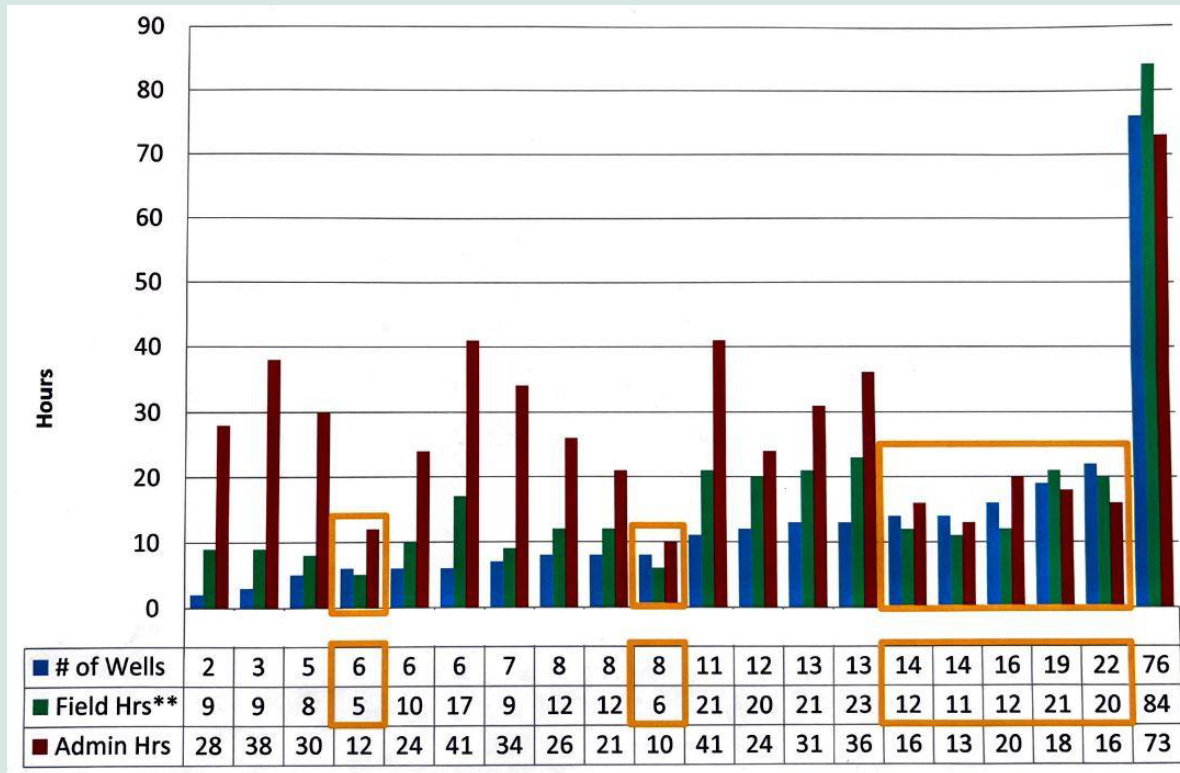
Findings

Figure 2:
Routine Groundwater Monitoring Work
Plan and Budget Preparation Costs



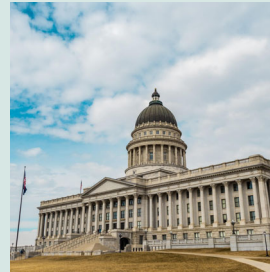
Findings

Figure 3:
Comparison of Field & Admin Hours
with Number of Wells





What we did



National Comparisons

We compared our rates to the rates of other states.

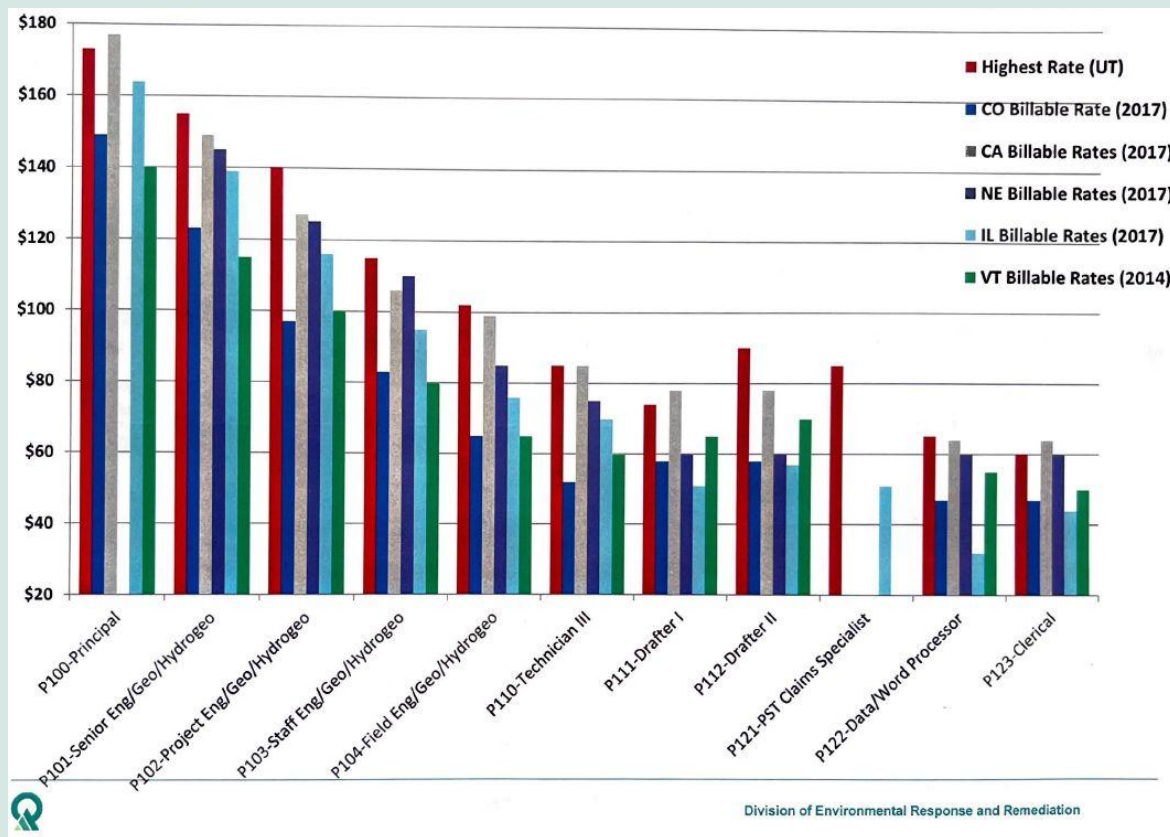


Internal Review

We found discrepancies between consultants and what they charge.

Findings

Figure 4:
Utah's Highest Rates
Compared to Other States



What we did

Using averages, we decided on standardized rates.



P-codes

We set 11 specific personnel classifications (P-codes) with detailed descriptions for tasks and responsibilities. Each p-code has specific requirements and rates.



Equipment

We combined multiple outdated resources and created one table for maximum allowable rates for equipment.



Documents

Guidance Documents were updated so that all documents referenced in the Cost Guidelines were up to date. This includes R311.



Templates

Templates were created for Access Agreements, Reports, Data Tables, Quote and Bid Forms, etc.

Personnel Classifications



Senior Project Manager

P101 – \$138

Professional head of organization with authority and responsibility for conceiving and executing plans and functions of the organization, and directing a professional staff.



Professional Engineer / Geologist

P102 – \$133

Serves as senior technical leader for remediation projects and has developed substantial expertise in the field of practice.



Field Scientist

P104 – \$92

Performs non-routine tasks related to environmental investigation and remediation activities.



Administrative Assistant

P109 – \$56

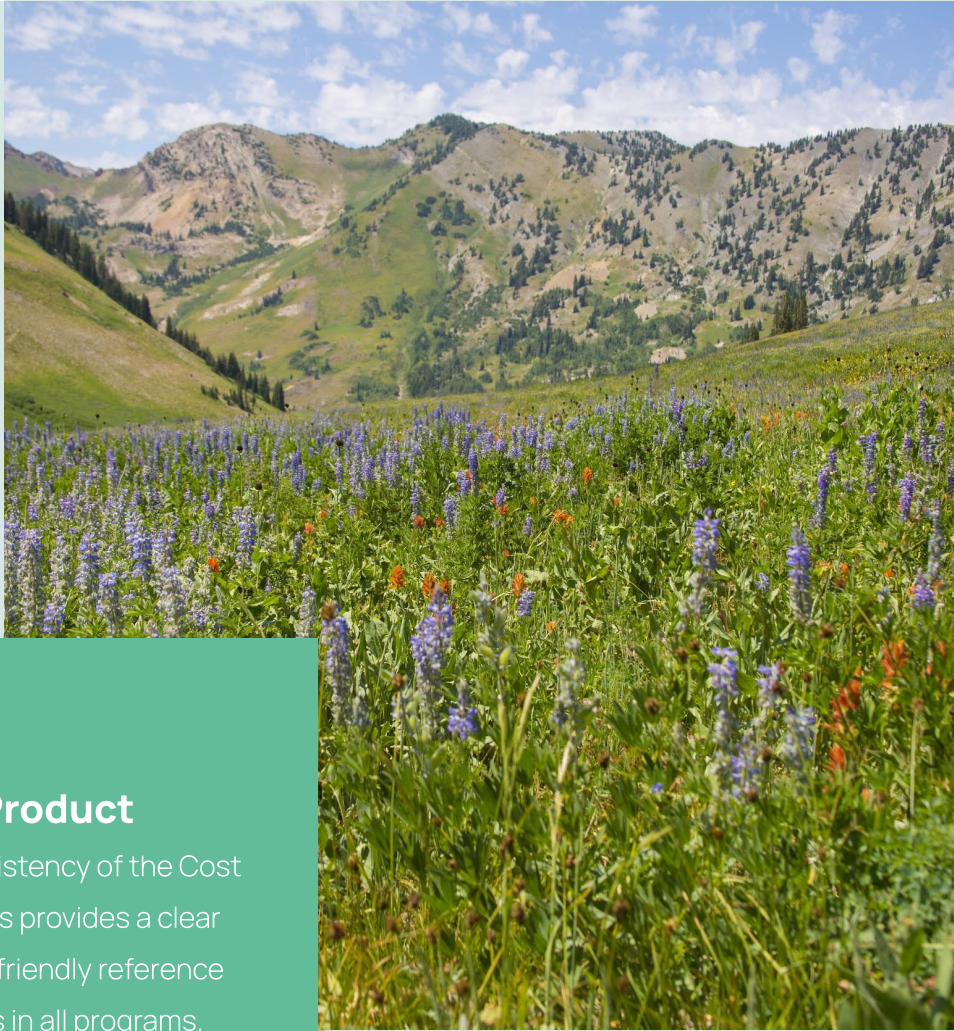
Performs project related office and accounting services.

Allowable Rates

- Laboratory Services
- Work Plan Preparation
- Field Preparation Activities
- Oversight Activities
- Sampling Activities
- Report Preparation
- Not to Exceed (NTE) Costs

Not to Exceed Costs

ACTIVITY	NOT TO EXCEED COST
Initial Health and Safety Plan	\$400.00
Additional Health and Safety Plan	\$200.00
On-Site Property Access Agreement	\$100.00
High Vacuum Dual Phase Extraction	\$1,000.00
Remediation System O&M Progress Report	\$2,000.00
Initial Environmental Covenant (complex site)	\$2,000.00
Initial Environmental Covenant (simple site)	\$1,000.00
Additional Environmental Covenant	\$650.00
WORK PLAN PREPARATION	
Initial Subsurface Investigation	\$2,000.00
Additional Subsurface Investigation	\$1,000.00
Initial Vapor Sampling	\$1,000.00
Additional Vapor Sampling	\$650.00
Corrective Action Plan	\$1,500.00
Initial Groundwater Sampling	\$1,000.00
Additional Groundwater Sampling	\$650.00
Well Abandonment and Site Restoration (>30 ft)	\$1,000.00
Well Abandonment and Site Restoration (≤30 ft)	\$650.00



Consistency between three programs

- PST Program
- A&E Contracts
- RP Lead Sites



Final Product

The consistency of the Cost Guidelines provides a clear and user friendly reference for clients in all programs.

Where we're going



01

Implementation

As of September 13, 2021, we are fully utilizing the Cost Guidelines.



02

Biennial Review

The January 2021 Personnel Classifications, Requirements, and Rates Table will be updated every other calendar year to adjust for general inflation using the CPI calculator.



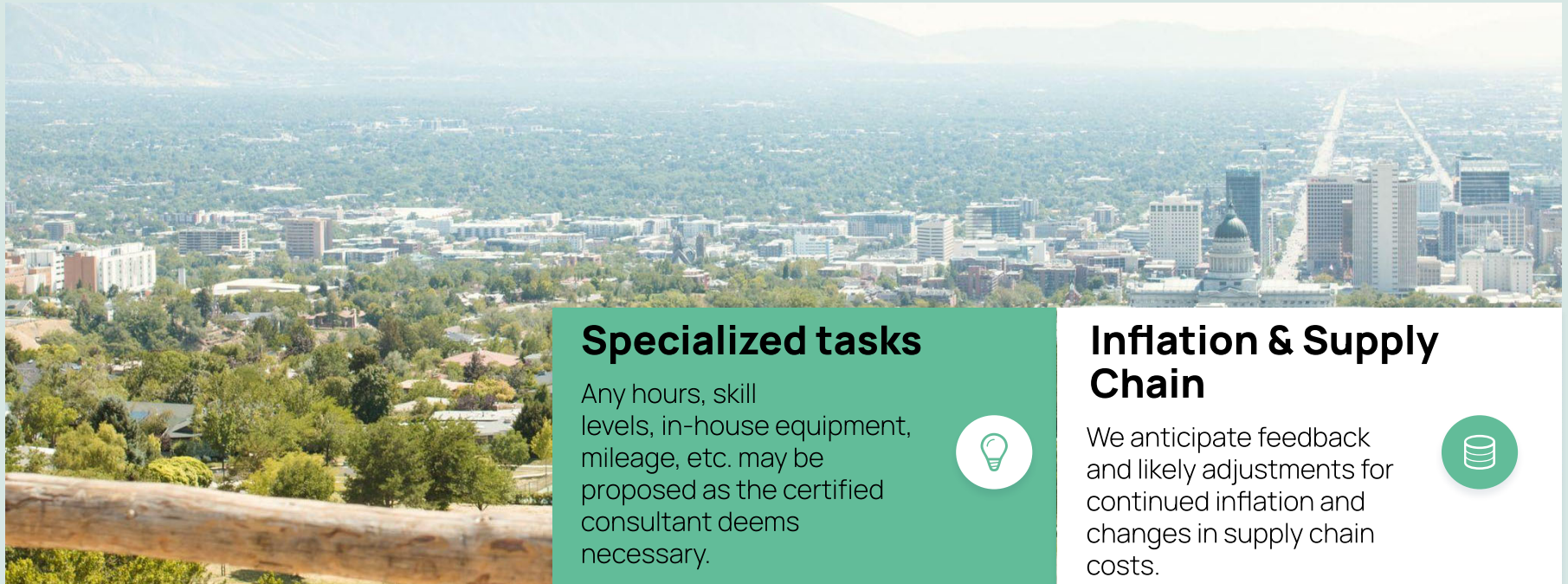
03

Adjustments and Updates

Additional review will be completed as new issues arise. New financial database will allow greater tracking capabilities and efficiency with claims processing.

Troubleshooting

We anticipate our biennial reviews and input from consultants will shed light on current and/or upcoming issues.



Specialized tasks

Any hours, skill levels, in-house equipment, mileage, etc. may be proposed as the certified consultant deems necessary.



Inflation & Supply Chain

We anticipate feedback and likely adjustments for continued inflation and changes in supply chain costs.



Thank you



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Questions?

<https://deq.utah.gov/division-environmental-response-remediation>