


VIRGINIA DEPARTMENT OF TRANSPORTATION

CONSTRUCTION DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: Consultant Construction Engineering and Inspection Vehicles	NUMBER: IIM-CD-2017-02.01
SPECIFIC SUBJECT: Advance Agreement for Consultant Construction Engineering and Inspector Vehicle and Mileage Payment	DATE: December 20, 2017
	SUPERSEDES: N/A
APPROVED:  Kerry A. Bates, P.E. State Construction Engineer	

EFFECTIVE DATE

This Instructional and Informational Memorandum (IIM) will be implemented on all Construction Engineering and Inspection (CEI) contracts awarded after the effective date for this IIM. The IIM does not apply to existing contracts unless, at term renewal, both parties agree to modify the contract to comply with this IIM. This IIM may be reviewed and modified as needed on an annual basis by the State Construction Engineer.

CONSULTANT CONSTRUCTION ENGINEERING AND INSPECTION VEHICLE GUIDANCE

1. VEHICLE TYPES AND PAYMENT RATES

Consultant vehicles shall be consistent in features and functionality with VDOT vehicles and the model year must be no more than five (5) years old at any time during the duration of the contract. Payment for vehicles shall be considered a non-salary direct cost that is a flat fee at the fixed monthly rate or fixed hourly rate, listed below for the term of the contract. Vehicles and their contents as specified in this document are a required piece of construction equipment for each Responsible Charge Engineer, Construction Manager, or Inspector at all times on VDOT projects. As such, the vehicles and any associated use shall be paid at the rates listed herein.

Position	Equipment Category Description	Fixed Monthly Rate	Fixed Hourly Rate
Responsible Charge Engineer, Construction Manager	Sport Utility Vehicle	\$650.00	\$4.50
	Seven Passenger Van	\$650.00	
Inspector	Light-Duty Pickup Truck	\$740.00	\$5.30

Rates will be considered for annual adjustment based on the Consumer Price Index (CPI).

2. ADMINISTRATION OF PAYMENT RATES

Rate Determination

By December 1st of each year, every consultant working as a prime or sub-consultant on CEI contracts shall make a rate determination for their firm by selecting to use either the fixed monthly rate or fixed hourly rate option. The rate determination will be used on all CEI contracts for that firm for the following calendar year.

Fixed Hourly Rate

The fixed hourly rate will be paid upon arrival to the assigned project location or VDOT facility and is limited to a maximum payment of 2200 hours each calendar year for any vehicle. Vehicle usage shall be recorded on timesheets and include the vehicle identification number (VIN).

The fixed hourly rate is calculated to be inclusive of all ownership and operating costs for the vehicle, to include insurance, maintenance, taxes, tags, decals, registration, and gas. As such, no additional payment for mileage will be permitted for this option.

Fixed Monthly Rate

The fixed monthly rate will be paid for any vehicle assigned to a project and used by a consultant Responsible Charge Engineer, Construction Manager, or Inspector. If the same vehicle is used on multiple projects during the same month, the fixed monthly rate will be prorated amongst the projects.

The fixed monthly rate is calculated to only include ownership costs. As such, project mileage will be paid for the fixed monthly rate option using the reduced mileage rate as identified in the Construction Division's Annual Mileage Reimbursement Rate Memorandum. The reduced mileage rate is calculated to include insurance, maintenance, taxes, tags, decals, registration, and gas.

For mobile operations, project mileage may include mileage between the consultant employee's point of origin and the project site to which the consultant employee is assigned. This mileage is limited to the actual mileage, not to exceed twenty-five (25) miles each way per consultant employee, per vehicle, per day. Mobile operations are considered to be any project that has a duration of less than six (6) months or a project location that varies based on the scope of work. Examples of mobile operations may include, but are not limited to: paving projects, signal installation or maintenance, guardrail maintenance, or concrete patching.

Mileage between the consultant employee's point of origin and the project site shall not be considered project mileage for fixed location projects that have a duration of six (6) months or more. Consultants may allow personnel to take their vehicles home when they are assigned to fixed location projects; however, VDOT will not provide payment, in any form, direct or indirect, for this travel.

Project mileage shall be recorded on mileage logs and include the name of the driver, VIN, make and model, VDOT project number, destination, business purpose, and odometer readings (start, stop, total miles per day). The VDOT CEI contract administrator will not process invoice payment for the fixed monthly rate without mileage logs.

3. COMPLIANCE WITH PART 31 OF TITLE 48 OF THE CODE OF FEDERAL REGULATIONS

Payment methods contained herein are considered advance agreements in accordance with 48 CFR 31.109. The agreements address ownership and operating costs for construction vehicles and will be established prior to contract execution.

No costs associated with owning, operating, and/or maintaining vehicles shall be included in overhead calculations except as allowed by 48 CFR 31.201-4 and 48 CFR 31.205-17. Ownership and maintenance costs incurred while the vehicle is idle due to furlough or fluctuations or other changes in workload and are otherwise not paid for through this IIM (monthly or hourly) are allowable in the overhead in accordance with 48 CFR 31.205-17, and are subject to audit.

All reimbursable costs shall be consistent with the cost principles contained in 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. Specifically, direct costs paid/reimbursed are not allowed to be charged as indirect costs per FAR 48 CFR 31.203.

Minimum Specifications for Consultant Vehicles

Sport Utility Vehicle (SUV)

Item	Feature:	Description
1	Make/Model	Sport utility vehicle, fleet model, 4-door, 5-passenger, four-wheel drive (4x4) or all-wheel drive (AWD) that will meet intended uses stated above. (incl. D&D)
2	Engine	Four (4) cylinder minimum
3	Wheelbase	Minimum: 106.0"
4	Seating	Five (5) passenger cloth seating.
5	Lighting	Standard overhead amber lights
6	Tires/Wheels	Manufacture's standard tire. All primary tires and wheels shall be identical (i.e., no cross brands or models). Each vehicle shall be equipped with a full-size spare tire, jack and lug wrench. Spare tire may be mounted on a traditional steel wheel. All tires and wheels shall be properly balanced.

Passenger Van

Item	Feature:	Description
1	Make/Model	Seven (7) passenger van, cloth seating
2	GVWR	5,500 lb minimum
3	Engine	Six (6) cylinder minimum
4	Wheelbase	Minimum: 117.0"
5	Lighting	Standard overhead amber lights
6	Tires/Wheels	Manufacture's standard tire. All primary tires and wheels shall be identical (i.e., no cross brands or models). Each vehicle shall be equipped with a full-size spare tire, jack and lug wrench. Spare tire may be mounted on a traditional steel wheel. All tires and wheels shall be properly balanced.

Light-Duty Pickup Truck

Item	Feature:	Description
1	Make/Model	Full size pickup truck, Standard or Extended Cab, four-wheel drive (4x4)
2	GVWR	6000 lb minimum
3	Engine	Six (6) cylinder minimum
4	Wheelbase	Minimum: 132.0"
5	Body	Double wall straight side body, rear step bumper.
6	Tires/Wheels	Manufacture's standard tire. All primary tires and wheels shall be identical (i.e., no cross brands or models). Each vehicle shall be equipped with a full-size spare tire, jack and lug wrench. Spare tire may be mounted on a traditional steel wheel. All tires and wheels shall be properly balanced.
7	Lighting	Standard overhead amber lights
8	Required Tools	<ul style="list-style-type: none"> • 4' level • Measuring Wheel • 100' measuring tape • 6' folding Ruler • Lock Level • 200' String Line • Shovel • Flash Light • 2 lb. short handled maul • Plumb Bob