

Frequently Asked Questions (FAQs) for

IIM-CD-2017-02.01

Consultant Construction Engineering and Inspection Vehicles

Q1: Is it VDOT's intention to modify existing contracts at term renewal if the consultant is in agreement to do so?

A1: Yes.

Q2: Will each District decide independently whether to codify contracts?

A2: No.

Q3: Can Sub-consultants request the modification to their contract without the Prime requesting it? If so, how would Prime consultants receive notification to ensure Subconsultants' invoices are accurate?

A3: Yes. A contract modification will be utilized to incorporate prevailing vehicle rates into existing contracts at renewal.

Q4: What is required of the consultant to establish an advance agreement? Will that be in the contract?

A4: IIM will apply to all new CEI contracts executed after effective date.

Q5: Are the vehicle rates reimbursed on contracts in accordance with this IIM subject to later adjustment, either during or after contract completion, based on an audit?

A5: No. The reimbursement of vehicle costs under this IIM is considered an advance agreement and rates are not subject to adjustment based on an audit. Consultants are responsible, however, for maintaining the necessary supporting documentation required by the IIM, such as mileage logs in support of mileage reimbursement. They are also responsible for properly recording the costs of project vehicles as direct costs in their accounting records, and excluding the costs from the overhead rate, with the exception of idle vehicles as noted in the IIM. Vehicle costs included in overhead are subject to audit.

Q6: What does "Rates will be considered for annual adjustments" mean? How will VDOT make this "consideration"?

A6: Rates will be reviewed annually and adjusted as necessary.

Q7: What about individuals that may bill at both a CM and inspector rate depending on the task that they are working on?

A7: It is not VDOT's intention to have multi-classified individuals physically swap out vehicles based on which project he or she is working on. For individuals functioning under two classifications at the benefit of the department, VDOT will allow these individuals to utilize the vehicle (and corresponding rate) that best meets business needs.

Q8: What does "consistent in features and functionality with VDOT vehicles" mean? Will this allow some latitude to match the types of vehicles that VDOT uses if VDOT makes changes to its fleet?

A8: Vehicle must meet criteria listed under "Minimum Specifications for Consultant Vehicles" table in the IIM.

Q9: Is a vehicle considered "no more than five (5) years old" until it reaches its sixth year?

A9: Correct. Vehicle shall be less than 6 years old from date of manufacture. The Consultant firm will be responsible for tracking vehicle age for compliance with IIM. Date of manufacture is displayed on driver side door panel tag and shall be made available for inspection upon request.

Q10: If VDOT requests additional time on a contract or any other type of scenario, that would cause us to exceed the five-year truck age limit under this policy, is there a process for requesting and receiving an exception?

A10: VDOT will review requests for exemptions on a case by case basis. Exemptions may only be granted by Central Office Construction Division. When an exemption is authorized the Consultant shall be reimbursed for project mileage at the reduced mileage rate only. No other payment, monthly or hourly, will be allowed.

Q11: If a consultant uses the same model of vehicle as VDOT, is the vehicle acceptable?

A11: Vehicle must meet criteria listed under "Minimum Specifications for Consultant Vehicles" table in the IIM.

Q12: Does a consultant need VDOT's approval before using the model of a vehicle on a project?

A12: No, vehicle must meet criteria listed under "Minimum Specifications for Consultant Vehicles" table in the IIM.

Q13: The IIM lists Responsible Charge Engineer, Construction Manager and Inspectors as positions requiring a vehicle. Is this an exhaustive list or are other classifications

eligible for a vehicle as well, for example, Engineers/Office Engineers, Project Records Managers, Environmental Compliance Inspectors, CIC etc.?

A13: Home office personnel are not eligible under this IIM for a vehicle. Vehicle reimbursement for home office personnel shall be made for project mileage at the standard rate effective at time of travel. The CIC will be eligible for SUV rate, Project Records Managers and Environmental Inspectors are an inspection classification and eligible under the IIM.

Q14: What date does selection take place?

A14: December 1st.

Q15: Once a Rate Determination has been made for a contract, will that Rate Determination remain on that contract throughout the life of the project or is the intent that each consultant can only have one Rate Determination for ALL their contracts and can change back-and-forth each calendar year if they want to?

A15: Annually, each consultant will select either the monthly or hourly rate, this rate will remain effective for the following calendar year. The selected rate shall apply to all new Construction CEI contracts for which that Consultant is a signatory.

Q16: Consultant firm is required by December 1 to declare whether they will use monthly or hourly option for vehicle billing for the following calendar year for all CEI contracts with that firm. If the consultant firm decides to change method of billing, does every open task order need to be revised to account for different billing option?

A16: No. Language will be included in the task orders at execution that will reference the selected payment method and prevailing rates at time of service.

Q17: Does a prime consultant firm's determination on monthly vs. hourly billing extend to subconsultants under the prime's contract?

A17: Each consultant firm will independently select their rate.

Q18: The Fixed Hourly Rate sets maximum of 2200 hours per vehicle per calendar year, is that per contract or can it be interchangeable between contracts? In other words, can we move people and trucks to different contracts to balance the hours between contracts to better manage the hours?

A18: Personnel should continue to work under the task assigned, interchangeability of vehicles will be allowed as long as the vehicle meets the requirements of the IIM. The maximum vehicle payment is independent of which contract or task the services are billed.

Q19: For the fixed hourly rate option – are VIN and number of miles the only requirements for reporting?

A19: VIN and number of hours is required for reporting.

Q20: If using the fixed hourly rate option would mileage logs be required to be part of the invoice package?

A20: No.

Q21: Will the consultant be paid the full monthly rate if VDOT lays off a consultant in the middle of the month, with or without the required 30-day notice?

A21: Yes, if terminated due to cause, VDOT reserves the right to adjust payment. If an individual takes vacation while tasked on a project and a fill in inspector works in their place only one truck payment will be made.

Q22: If the monthly payment rate is used, is there a minimum number of hours that the vehicle must be used to receive the full monthly rate?

A22: No minimum number of hours, however the vehicle must have been in use for the project.

Q23: Prorated Fees – is there a minimum number of hours that VDOT requires to determine when to prorate vehicle costs across multiple projects?

A23: No. Vehicles are to be prorated proportionally to hours billed on each project.

Q24: Is the “reduced” rate shown on the Mileage Reimbursement Rate for Vehicles Used on Construction Engineering Inspection Contracts memo dated 12/21/2016 for calendar year 2017 the same rate?

A24: This is the same rate.

Q25: The monthly and hourly rates listed are for “ownership costs only” and “ownership and operating costs”, respectively. Please clarify that “ownership costs” means any form of vehicle acquisition: capital or operating lease, owned as a fixed asset, or on a purchase plan to own.

A25: Yes, as it relates to this IIM.

Q26: Please confirm that the “Reduced Mileage Rate” published in the Construction Division's Annual Mileage Reimbursement Rate Memorandum will be derived from the mileage rate published annually by the IRS.

A26: Standard and reduced mileage rate will be derived from IRS mileage rates.

Q27: If a fixed location project with a duration of less than 6 months, extends beyond 6 months, will the consultant be required to reimburse mileage costs incurred from the Point of Origin to the project site assigned?

A27: No.

Q28: It is important to note that the IIM states “mobile operations are considered to be any project that has a duration of less than 6 months or a project location that varies based on the scope or work”. If a consultant is laid off a project for the winter months and worked on the project less than six (6) months, are they eligible for the twenty-five (25) miles for each way? Does being laid off a project “restart” the six-month requirement?

A28: A Consultant employee is eligible for “Point of Origin” (POI) mileage if during task order execution the project is determined to be a “mobile operation”. POI mileage will not be applied retroactively to any task order.

Q29: What should be considered the beginning location of a mobile project, a county wide, District wide, region wide?

A29: VDOT Task Order Manager will determine at task generation.

Q30: What is the definition of the consultant employee’s “point of origin”?

A30: “Point of Origin” (POI) is the location where the vehicle is safely stored overnight.

Q31: The last sentence of the paragraph seems to mean that if a consultant employee is assigned to a fixed location project with a duration of less than six months, they are not eligible to bill for mileage between their point of origin and the project if the point of origin is their home. They would however be eligible to bill up to 25 miles each way if the point of origin is not their home. Please confirm if this understanding is correct.

A31: Fixed location projects are not eligible for point of origin mileage.

Q32: Are entries in the mileage logs required for each trip or only for each day?

A32: A minimum of two entries will be required each day for mobile operations to document on-site and offsite project mileage. Offsite project mileage is considered mileage between the consultant employees POI and project site.

Q33: Please provide a timesheet/mileage log template to be used by the consultants.

A33: VDOT will provide a mileage log template for use.

Q34: Please clarify what is meant by “Standard overhead amber lights”.

A34: Overhead amber lights shall meet the requirements set forth in the Virginia Work Area Protection Manual, Section 6F.92 Vehicle Warning Lights.

Q35: The features and functionality of our vehicles are consistent with that of VDOT vehicles – however, some of these features don’t meet the Minimum Specification for Consultant Vehicles.

A35: Vehicle must meet criteria listed under “Minimum Specifications for Consultant Vehicles” table in the IIM.

Q36: The specification of the Light Duty Pick-up truck refers to a full-size truck (i.e. F150, Silverado); However, some of the requirements can be met by a mid-size truck (such as, Ranger, Chevy Colorado). Are all light-duty trucks allowed or only full size?

A36: Vehicle must meet criteria listed under “Minimum Specifications for Consultant Vehicles” table in the IIM.

Q37: Does this IIM imply other tools required by the RFP are or are not to be included in overhead?

A37: The tools in the light duty truck are paid for as part of the monthly or hourly rate and cannot be included in overhead. This IIM does not address any other tools that may be required by an RFP.

Q38: Will the policy confirm that existing contracts are exempt from the changes, including the yearly selection of method and mileage report requirements?

A38: The IIM does not apply to existing contracts unless, at term renewal, both parties agree to modify the contract to comply with this IIM.

Q39: Is the intent that this policy will also be applied to LAP projects when VDOT reviews rates submittals for localities?

A39: Localities are not required to use this IIM.

Q40: How will VDOT handle the transition period until consultants replace their existing vehicles to match the requirements of the new IIM?

A40: VDOT CO Construction Division will consider, during negotiation of new CEI Contracts, an allowable transition period for compliance with the vehicle specification of this IIM.

Q41: How should we invoice VDOT for vehicle costs - based on their “position” or “equipment category description”?

A41: Vehicle rate should correspond to the personnel classification shown on the approved task order.

Q42: If billing to VDOT is based on the position, will VDOT allow for an exception in unique situations such as when an Inspector is in an SUV or a Construction Manager is in a Truck. Does the ACE have the flexibility to assign an inspector a van or SUV, on a case by case basis? Or a RCE or CM a pickup? What about other positions not listed?

A42: See A13 response.

Q43: Can certain vehicles continue to be requested by VDOT based on District & personnel? Will this IIM supersede individual VDOT District authority?

A43: Vehicle must meet criteria listed under “Minimum Specifications for Consultant Vehicles” table in the IIM. Exceptions to this IIM may only be granted by Central Office Construction Division.