



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

Gregory A. Whirley
COMMISSIONER

May 1, 2012

TO: The Consultant Community

SUBJECT: Construction Engineering Inspection (CEI) Reporting

Effective May 1, 2012, Consultants participating in CEI contracts shall report the number of full time personnel participating on contracts in the following positions: Construction Inspection Coordinator, Responsible Engineer, Construction Manager, Senior Construction Inspector, Construction Inspector, Construction Inspector Trainee, Administrative Assistant and Coatings Technician. The data shall be broken down by district with totals in each position statewide detailed in either the body of the document or populating to the document heading or a separate cover sheet. This documentation shall be submitted with the consultant invoice on a monthly basis.

An example of the above data request is attached hereto. Excel copies are available upon request. Parameters regarding internal processing will be provided in a separate document to Area Construction Engineers/Contract Administrators.

Sincerely,

A handwritten signature in purple ink that reads "Tracy K. Sell".

Tracy K. Sell, P.E., PMP
CEI Coordinator
Scheduling & Contract Division
Virginia Department of Transportation

