



COMMONWEALTH of VIRGINIA

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

Charles A. Kilpatrick, P.E.
Commissioner

November 2, 2015

MEMORANDUM

TO: The Consultant Community

FROM: Mohammad Mirshahi, P.E. *Mohammad Mirshahi*
Deputy Chief Engineer

SUBJECT: Consultant Construction Engineer and Inspection ("CEI") Maximum Allowable Salary

Effective November 2, 2015, the Virginia Department of Transportation has revised the Consultant Contract Engineer and Inspection (CEI) Maximum Allowable Salary rates.

Hourly Labor Rates:

Inspection classification hourly pay rate limitations (VDOT Capped Rates) utilized on CEI Contracts executed after the effective date will not exceed the following:

Classification	Statewide Rate	NOVA Rate
Construction Inspector Trainee	\$20.76	\$22.66
Construction Inspector	\$25.39	\$30.08
Senior Construction Inspector	\$31.37	\$39.13
Construction Inspection Coordinator	\$33.29	\$41.01

CEI Contracts executed prior to November 2, 2015 are not eligible for the new capped rates.

Adjustments to these hourly pay rate limitations will be based upon the Employment Cost Index, Table 9, Professional, Scientific and Technical Services, and will be administered in the following manner:

1. On July 1 of each year the Department will review the published rate on the index and will set the inspection classification hourly pay rate limitations for the next 12 month period.
2. The inspection classification hourly pay rate limitations for that 12-month period will be based upon the index with a minimum rate of change of 1% and a maximum rate of change of 3%.
3. All Requests for Proposal (RFP) in which inspection classification hourly pay rate limitations are applied will include a statement of the allowable rates under the contract.

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4. The Department, at its discretion, may periodically evaluate and adjust the pay rate limitations to maintain rates that are consistent with industry standards. The Department will provide sufficient notice of any adjustments that may occur outside of the annual ECI adjustment.

This memorandum supersedes previous guidance regarding Consultant Construction Engineer and Inspection ("CEI") Maximum Allowable Salary as well as the 2009 Manual for the Procurement and Management of Professional Services until further notice.

Cc: District Administrators
Division Administrators
District PE Engineers
Mr. Jeffrey L. Rodgers