



**OHIO TURNPIKE AND  
INFRASTRUCTURE COMMISSION**

682 Prospect Street  
Berea, Ohio 44017

**ADDENDUM NO. 1**

**REQUEST FOR PROPOSALS  
TO PERFORM PROJECT MANAGEMENT SERVICES FOR  
THE INSTALLATION OF A NEW TOLL COLLECTION SYSTEM AND ITS INTEGRATION  
WITH THE CUSTOMER SERVICE CENTER AND UNPAID TOLL PROCESSING SYSTEMS**

Issue Date: **July 17, 2019**

Inquiry End Date: **5:00 P.M. (Eastern), August 2, 2019**

Deadline to submit a Proposal:  
**5:00 P.M. (Eastern), August 13, 2019**

**ATTENTION OF RESPONDENTS IS DIRECTED TO:  
ANSWERS TO QUESTIONS RECEIVED THROUGH 12:00 PM ON JULY 24, 2019  
-AND-  
MODIFICATION TO THE REQUEST FOR PROPOSALS**

Issued by the Ohio Turnpike and Infrastructure Commission through Mark R. Musson, Director of Contract Administration.

  
Mark R. Musson                      7/24/19  
Date

Ohio Turnpike  
RFP FOR PM SERVICES  
ON TCS PROJECT  
Addendum No. 1

**Q#1 Will the billing rates for the Project Manager and other key professionals be subject to the Commissions' typical Billing Rate Caps? If yes, then please share the current and anticipated future annual rate caps for the duration of this project.**

*A#1 The billing rates are subject to the Commission's Billing Rate Caps. However, the Commission will consider modified Billing Rate Caps for specialized personnel/classifications and services, depending on the circumstances and acceptable justification. Current 2019 Billing Rate Caps are provided with this Addendum No. 1 and updated annually. Future annual rate caps for the duration of the project are not available.*

**Q#2 Is there required SBE/DBE goal for this project?**

*A#2 There is no specific goal for the contract. However, Respondents are required to demonstrate their Good Faith Efforts to attain the participation of certified firms on the project. Respondents must use the forms provided to identify the Opportunities to participate, the Availability of certified firms to fulfill those Opportunities, the Efforts of the Respondent to match those Available with the Opportunities presented and any resulting Commitments with certified firms to perform the services described in the RFP.*

**Q#3 Could we receive a copy of the Strategic Plan?**

*A#3 Yes, the Commission will make the Strategic Plan available upon request submitted to [purchasing@ohioturnpike.org](mailto:purchasing@ohioturnpike.org).*

**Q#4 We are currently performing work under contract for another subcomponent of the overall Project. Are we eligible for selection to serve as the PM?**

*A#4 The RFP is modified to provide that any firm performing highway and/or building design or construction administration services under a contract for any component of the Toll Collection System Modernization Project would present a potential conflict of interest and are ineligible to serve as the Consultant supplying the Project Management Services.*

**OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION (OTIC)  
 PROFESSIONAL SERVICES  
 METHOD OF COMPENSATION – HOURLY BILLING  
 FY 2019 SUMMARY**

**The Basis of Compensation shall be as follows:**

- The amount invoiced shall be based upon actual hours worked times an approved hourly billing rate plus approved expenses.
- The individual staff regular hourly billing rate will be based upon actual direct labor cost, on an hourly basis, times a single multiplier.
- The single multiplier will be based upon the firm’s most recent ODOT approved overhead rate (subject to review, possible negotiations and approval by the OTIC) plus fee/profit not-to-exceed ten (10%) percent. Should an ODOT approved overhead rate not be available, the firm shall submit documentation to the OTIC for review and approval. The overhead rate shall not exceed 160%. Additional markup for “Cost of Money” is not permitted.
- For overtime hourly billings for staff who are compensated at a premium rate for work in excess of 40 hours in a week and work on OTIC projects in excess of 40 hours in a week, the overtime hourly billing rate will be based upon the regular hourly billing rate plus 50% of the actual direct labor cost, on an hourly basis, plus the associated FICA, Medicare, FUTA, SUI, and Workers Compensation costs. The associated costs shall be itemized and clearly noted on the Billing Rate Submittal and backup provided for such costs.
- Expenses shall be billed at actual costs, including pass through expenses such as subconsultants, with no allowance for markups associated with administrative and/or handling charges. Computer time charges and/or equipment shall not be considered for reimbursement.
- The Mileage Rate and any Per Diem items must be approved by the OTIC prior to incurring such costs. The Certified Mileage submittal shall be prepared and submitted on the attached “Certified Mileage Submittal” form. An electronic MS Excel version is available upon request. Mileage logs shall be completed and maintained daily by all staff working on an OTIC project, and such logs shall be submitted with all invoices as supporting documentation for mileage reimbursement. If mileage logs are not completed daily or submitted with invoices, no reimbursement will be made.

**Form of Billing Rate Submittal:**

Prior to working on any project, the Firm shall submit the actual hourly rate and job classification for each individual expected to work on the project. A single staff list may be utilized for multiple project assignments. The Billing Rate Submittal shall be in the following format:

Employee Name	Title/Job Description	OTIC Classification	OTIC Billing Rate CAP	Actual Hourly Rate	Calculated Billing Rate RT	Approved Billing Rate RT	Calculated Billing Rate OT	Approved Billing Rate OT

The submittal shall include the overhead rate and formulas used for each rate calculation, including the associated overtime premiums for FICA, Medicare, FUTA, SUI, and Workers Compensation as well as backup documentation justifying such costs. Prior to the assignment of new personnel to a project, their actual hourly rates and resumes shall be submitted for approval by the OTIC.

**OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION (OTIC)  
PROFESSIONAL SERVICES  
METHOD OF COMPENSATION – HOURLY BILLING  
FY 2019 SUMMARY**

**Position Billing Rate Caps:**

Utilizing past years' hourly billing rate data, the OTIC has established a policy of placing a maximum cap on compensation for each respective position. The goal of this policy is to encourage firms to utilize less senior staff that has the level of experience required for the type of services being provided.

**The Position Billing Rate Caps are as follows:**

<u>Position/OTIC Classification</u>	<u>Hourly Billing Rate Cap</u>	<u>Remarks</u>
Principal	\$181	No more than one Principal per Project
Project Manager	160	No more than one PM per Project
Sr. Structural Engineer	142	Sr. Geotech Eng, Sr. Environ. Scientist/Eng.
Staff Structural Engineer	107	Geotech Eng, Environ. Scientist/Eng.
Sr. Roadway Engineer/Sr. Architect	130	
Staff Roadway Engineer/Staff Architect	102	GIS Analyst/Developer
Sr. Roadway/Sr. Structural Designer	98	
Roadway/Structural Designer	80	
Sr. Cadd Designer/Sr. Tech. Support	82	
Cadd Designer/Tech. Support	65	
Construction Manager/Lab Manager	131	CM Projects only
Assistant Construction Manager	96	CM Projects only
Estimator/Scheduler	118	
Resident Engineer	102	
Assistant Resident Engineer	89	
Sr. Inspector	87	No more than one Sr. Inspector per Project
Staff Inspector	74	
Materials/Doc. Clerk	62	CM Projects only
Lab/Field Testing Technician	60	
Licensed Surveyor	100	
Surveyor	77	
Driller	72	
Field Support Staff	60	Survey and Drilling Support Staff
Project Analyst/Project Administrator	82	
Clerical/Administrative	55	

Should specialized personnel be required for specific projects and/or extenuating circumstances exist, limited exceptions from “hourly billing rate caps” may be permitted with proper justification and prior approval from the OTIC.

**OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION (OTIC)  
PROFESSIONAL SERVICES  
METHOD OF COMPENSATION – HOURLY BILLING  
FY 2019 SUMMARY**

**Project Invoicing:**

It is required that all staff proposed to work on OTIC projects receive approval of the OTIC prior to initiating work on the project. The OTIC will not approve for payment any invoices, which include staff not authorized to work on the project. Invoices shall be provided in a format acceptable to the OTIC and include supporting documentation for hours billed and expenses being charged. The cover sheet of all invoices shall include the **authorized contract amount, the amount billed to date, and the authorized contract amount remaining**. In addition, the cover sheet of the invoice shall tabulate the amount billed for each subconsultant, including all OTIC certified SBE, MBE, DBE and/or EDGE subconsultants. All OTIC certified SBE, MBE, DBE and/or EDGE firms shall be clearly designated in the tabulation, including the Prime Consultant.

