OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION (OTIC) PROFESSIONAL SERVICES METHOD OF COMPENSATION – HOURLY BILLING FY 2023 SUMMARY (EFFECTIVE 2/1/23)

Firms shall refer to the executed Contract for Terms, Contract Fees, and Payment.

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, including resumes. A single staff list may NOT 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	Actual Hourly	Calculated Billing Rate	Approved Billing	Calculated Billing Rate	Approved Billing
Name	Description	Classification	Rate	Rate	RT RT	Rate RT	OT Rate	Rate OT
			Cap					

The submittal shall include the project number, effective date, 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.

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.

Position Billing Rate Caps:

Utilizing salary survey data from Ohio engineering companies along with 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 attached.

Project Invoicing:

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.

Please reference the respective Contract terms for specific mileage reimbursement information. The approved mileage reimbursement charges shall not exceed \$49.00 per day per vehicle. The Certified Mileage Submittal and Certified Mileage Log shall be prepared and submitted on the attached forms. For Contracts which specify reimbursement at a daily flat rate, the daily flat rate shall be \$49.00 per day per vehicle, with documentation.



OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION (OTIC) PROFESSIONAL SERVICES METHOD OF COMPENSATION – HOURLY BILLING FY 2023 SUMMARY (EFFECTIVE 2/1/23)

	OTIC Classification	Engineering Classification	Typical Experience Requirements	2023 OTIO Billing Rat Cap		
	Principal	Principal/President		\$	231.0	
Management	Canian Duainet Managan	Vice President	15 to transport DE	4	170.0	
	Senior Project Manager	Senior Project Manager	15+ years exp. PE	\$	179.0	
	Project Manager	Project Manager	<15 years exp. PE	\$	146.0	
	Senior Level Engineer	Senior Engineer	15+ PE, Structural, Roadway, Environmental, Geotechnical	\$	164.0	
		Senior Project Engineer/Project Mgr	7-15 years exp., PE			
	Mid Level Engineer	Senior Project Engineer	7 13 years exp., 1 L	\$	137.0	
		Staff/Project Engineer	4-7 years exp. PE			
	Staff Level Engineer	Senior Project Engineer	5-10 years exp. PE	\$	122.0	
		Engineering Intern 3	4+ years exp.			
	Senior Designer	Designer 3	10+ years exp.	\$	111.0	
		Design Manager	10+ years exp. Non-PE	Ī .		
			<10 years exp. Non-PE			
Design	Ctoff Designer	Engineering Intern 1	0-2 years exp.		07.0	
	Staff Designer	Engineering Intern 2	2-3 years exp.	\$	97.0	
		Engineering Intern 3	4+ years exp.			
			10+ years exp. non-4 yr degree			
	Senior CADD/Technician	BIM /Designer 2	8+ years exp.	\$	109.0	
	Senior CADD/ reclinician	BIM/Designer 3/Principal Designer	10+ years exp.	¬	109.0	
		CAD/BIM/Design Manager	10+ years exp.			
			<10 years exp. non-4 yr degree		87.00	
	Staff CADD/Technician	CAD Operator 1	<5 years exp.	\$		
	Stair CADD/ reclinician	CAD Operator 2	+5-9 years exp.	Ψ	07.0	
		BIM / Designer 1	4-8 years exp.			
	Senior Architect	Architect 3 / Principal Architect	10+ years exp. with License	\$	182.0	
Architect	Mid Level Architect	Architect 2	5-10 years exp. with License	\$	137.0	
	Staff Architect	Architect 1	<5 years exp.	\$	109.0	
	Resident Engineer	Senior Project Engineer	5-10 years exp., PE	\$	121.0	
		Project Engineer	4-7 years exp., PE	٣		
	Resident Inspector	Project Manager 1	10-15 years exp., PE	\$	116.0	
	rtosiaciit Inopector	Technician 3	+5-10 years exp.	Ψ		
			CM or Complex/Multiple Projects			
			Only			
	Assistant Resident Engineer	Technician 3	5-10 years exp., PE	\$	103.0	
		Construction Observer 2	+5-10 years exp.			
		Project Engineer	4-7 years exp., PE			
			CM or Complex/Multiple Projects			
	Construction Manager		Only	\$	154.	
	Laboratory Manager	Project Manager	10-15 years exp., PE			
		Senior Engineer	15+ years exp., PE			
			CM or Complex/Multiple Projects			
Construction		G : B : 15 : 18	Only	١.		
Administration,	Assistant Construction Manager	Senior Project Engineer/Project Mgr	10-15 years exp., PE	\$	129.00	
Inspection, and		Senior Project Engineer	5-10 years exp., PE			
Material Testing		Project Engineer	4-7 years exp., PE			
_			CM or Complex/Multiple Projects			
	Materials/Documentation Clerk	Tarabadatan 4	Only	\$	72.0	
		Technician 1	0-2 years exp.			
	F. :	Technician 2	2-5 years exp.	_	404	
	Estimator/Scheduler	Tashaisian 2	5-10 years exp., PE	\$	131.	
	Senior Level Inspector	Technician 3	+5-10 years exp.	- \$	98.	
		Construction Observer 2	10+ years exp.	+		
	Mid Level Inspector	Technician 2	2-5 years exp.	\$	88.	
	Sr. Field Testing Tech	Construction Observer 2	7+ years exp.	7		
	Cheff Laval 7		< 5 years exp.			
	Staff Level Inspector	Technician 1	0-2 years exp.	\$	80.	
	Mid-Level Field Testing Tech	Technician 2	2-5 years exp.	1		
		Construction Observer 2	5-7 years exp.	1		
	Lab/Field Technician	Environmental Scientist	<4 years exp.	\$	72.0	



OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION (OTIC) PROFESSIONAL SERVICES METHOD OF COMPENSATION – HOURLY BILLING FY 2023 SUMMARY (EFFECTIVE 2/1/23)

	OTIC Classification	Engineering Classification	Typical Experience Requirements		23 OTIC ling Rate Cap
	Licensed Surveyor	Surveyor Manager, PLS	Keep at current \$152	\$	152.00
	Project Surveyor	Project Surveyor, PLS	Licensed, +3 years exp.	\$	114.00
	Party Chief	Party Chief, Non-PLS		\$	105.00
		Project Surveyor, Non-PLS	+3 years exp.		
Surveying and GIS	Surveyor Crew	Survey Technician / Operator 1	Entry Level	\$	76.00
Surveying and 618		Survey Technician / Operator 2	1-3 years exp.		
	GIS Technician	GIS Technician	0-2 years exp.	\$	81.00
	GIS Analyst	NA	4+ years exp.	\$	105.00
	GIS Developer	NA	4+ years exp.	\$	134.00
	Senior Mechanical Engineer	NA	+10 years exp.	\$	171.00
Mechanical, Electrical, Plumbing	Staff Mechanical Engineer	NA	<10 years exp.	\$	130.00
	Senior Electrical Engineer	NA	+10 years exp.	\$	161.00
	Staff Electrical Engineer	NA	<10 years exp.	\$	120.00
	MEP Designer	NA	<10 years exp.	\$	106.00
	Senior Environmental Scientist	Environmental Scientist 3	10+ years exp.	\$	134.00
	Mid Level Environmental Scientist	Environmental Scientist 2	4-10 years exp.	\$	93.00
	Staff Environmental Scientist Field Support Staff	Environmental Scientist 1	<4 years exp.	\$	72.00
	Driller	Environmental Scientist 2	4-10 years exp.	- \$	85.00
Miscellaneous	Dille	Technician 2	2-5 years exp.	P	03.00
	Dusingt Analyst	Accounting Technician	<2 years exp.		
	Project Analyst Administrator	Accountant	2-5 years exp.	\$	94.00
	Administrator	Accounting Supervisor			
		Office Clerk / Receptionist			
	Clerical/Administrative	Admistrative Assistant 1	<5 years exp.	\$	68.00
		Admistrative Assistant 2	+5 years exp.		

OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION CERTIFIED MILEAGE SUBMITTAL

Company: ABC Consulting Engineers
Project No.: 71-19-01/43-19-05

EMPLOYEE'S NAME	CERTIFIED MILEAGE FROM HOME TO OFFICE	CERTIFIED MILEAGE FROM HOME TO JOBSITE	CERTIFIED ROUNDTRIP MILEAGE
I.a.	5	75	1.10
Joe		75	140
Mary	100	25	0
Sam	25	125	200
Amy	52	75	46
George	15	22	14

^{*} Mileage Reimbursement Rate shall be the rate the Engineer reimburses its employees, up to the current IRS allowable rate.

Mileage logs shall be completed and maintained <u>daily</u> 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.

SIGNATURE	DATE

OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION CERTIFIED MILEAGE LOG

COMPANY: ABC Consulting Engineers EMPLOYEE'S NAME: Mary
PROJECT NO.: 71-19-01/43-19-05 MILEAGE REIMBURSEMENT RATE: \$0.655*

DOMETR PACKED P		BEGINNING	ENDING		CERTIFIED		REIMBURSEABLE
7/1/2021 52746 52816 70 0 70 \$45.85 7/2/2021 52996 53080 84 0 84 \$49.00				DAILY JOBSITE			
7/2/2021 52996 53080 84 0 84 \$49.00	DATE	READING ONSITE	READING ONSITE	MILEAGE	MILEAGE **	TOTAL MILEAGE	(MAX \$49)
7/2/2021 52996 53080 84 0 84 \$49.00	7/1/2021	52746	52816	70	0	70	\$45.85
7/3/2021 53150 53224 74 0 74 \$48.47	7/2/2021				0		\$49.00
	7/3/2021	53150	53224	74	0	74	\$48.47
TOTAL MILEAGE \$143.32	TOTAL MILEAGE						\$143.32

^{*} Mileage Reimbursement Rate shall be the rate the Engineer reimburses its employees, up to the current IRS allowable rate.

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.

** F	rom	Certified	Mileage	Submittal
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EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE

Revised 07/01/22

OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION CERTIFIED MILEAGE LOG

COMPANY: ABC Consulting Engineers EMPLOYEE'S NAME: Joe
PROJECT NO.: 71-19-01/43-19-05 MILEAGE REIMBURSEMENT RATE: \$0.655*

	BEGINNING	ENDING		CERTIFIED		REIMBURSEABLE
	ODOMETER	ODOMETER	DAILY JOBSITE	ROUNDTRIP		MILEAGE
DATE	READING ONSITE	READING ONSITE	MILEAGE	MILEAGE**	TOTAL MILEAGE	(MAX \$49)
7/1/2021	52746	52816	70	140	210	\$49.00
7/2/2021	52996	53080	84	140	224	\$49.00
7/3/2021	53150	53224	74	140	214	\$49.00
TOTAL MILEAGE						\$147.00

^{*} Mileage Reimbursement Rate shall be the rate the Engineer reimburses its employees, up to the current IRS allowable rate.

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 wil be made.

**	From	Certified	Mileage	Submitta	l
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EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE

Revised 07/01/22

OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION FLAT RATE CERTIFIED MILEAGE LOG

COMPANY:	Y: ABC Consulting Engineers		EMPLOYEE'S NAME: Mary	
PROJECT NO.:	71-19-01/43-19-05		MILEAGE REIMBURSEMENT RATE:	\$ 49.00

DATE (MAX \$49/ DAY) 7/1/2023 \$49.00 7/3/2023 \$49.00 7/3/2023 \$49.00		
DATE (MAX \$49 DAY) 7/1/2023 \$49.00 7/2/2023 \$49.00 7/3/2023 \$49.00		
DATE (MAX \$49 DAY) 7/1/2023 \$49.00 7/2/2023 \$49.00 7/3/2023 \$49.00		REIMBURSEABLE MILEAGE
7/1/2023 \$49.00 7/2/2023 \$49.00 7/3/2023 \$49.00	DATE	
7/2/2023 \$49.00 7/3/2023 \$49.00		(1010/ 147) (11)
7/3/2023 \$49.00 7/3/2023 \$40.00 7/3/20	//1/2023	\$49.00
	7/2/2023	\$49.00
	7/3/2023	\$49.00
TOTAL MILEAGE \$147.00	··	
TOTAL MILEAGE \$147.00		
7-1100	TOTAL MILEAGE	\$147.00
		¥217100

^{*}The above information documents the days on which travel using Consultant's vehicles or vehicles of Consultant's employees occurred for services performed under this Contract.

EMPLOYEE SIGNATURE	DATE	
SUPERVISOR SIGNATURE	DATE	