

**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 Rate Cap	Actual Hourly Rate	Calculated Billing Rate RT	Approved Billing Rate RT	Calculated Billing Rate OT	Approved Billing Rate OT
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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.



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	OTIC Classification	Engineering Classification	Typical Experience Requirements	2023 OTIC Billing Rate Cap		
Management	Principal	Principal/President		\$ 231.00		
		Vice President				
	Senior Project Manager	Senior Project Manager	15+ years exp. PE	\$ 179.00		
	Project Manager	Project Manager	<15 years exp. PE	\$ 146.00		
Design	Senior Level Engineer	Senior Engineer	15+ PE, Structural, Roadway, Environmental, Geotechnical	\$ 164.00		
	Mid Level Engineer	Senior Project Engineer/Project Mgr	7-15 years exp., PE	\$ 137.00		
		Senior Project Engineer				
	Staff Level Engineer	Staff/Project Engineer	4-7 years exp. PE	\$ 122.00		
		Senior Project Engineer	5-10 years exp. PE			
	Senior Designer	Engineering Intern 3	4+ years exp.	\$ 111.00		
		Designer 3	10+ years exp.			
		Design Manager	10+ years exp. Non-PE			
	Staff Designer		<10 years exp. Non-PE	\$ 97.00		
		Engineering Intern 1	0-2 years exp.			
Engineering Intern 2		2-3 years exp.				
Senior CADD/Technician		4+ years exp.	\$ 109.00			
	BIM /Designer 2	10+ years exp. non-4 yr degree				
	BIM/Designer 3/Principal Designer	8+ years exp.				
Staff CADD/Technician		10+ years exp.	\$ 87.00			
	CAD/BIM/Design Manager	10+ years exp.				
	CAD Operator 1	<10 years exp. non-4 yr degree				
Architect	Senior Architect	Architect 3 / Principal Architect	10+ years exp. with License	\$ 182.00		
	Mid Level Architect	Architect 2	5-10 years exp. with License	\$ 137.00		
	Staff Architect	Architect 1	<5 years exp.	\$ 109.00		
Construction Administration, Inspection, and Material Testing	Resident Engineer	Senior Project Engineer	5-10 years exp., PE	\$ 121.00		
		Project Engineer	4-7 years exp., PE			
	Resident Inspector	Project Manager 1	10-15 years exp., PE	\$ 116.00		
		Technician 3	+5-10 years exp.			
	Assistant Resident Engineer		CM or Complex/Multiple Projects Only	\$ 103.00		
		Technician 3	5-10 years exp., PE			
		Construction Observer 2	+5-10 years exp.			
	Construction Manager Laboratory Manager		Project Engineer	4-7 years exp., PE	\$ 154.00	
			CM or Complex/Multiple Projects Only	\$ 129.00		
		Project Manager	10-15 years exp., PE			
	Assistant Construction Manager		Senior Engineer	15+ years exp., PE	\$ 129.00	
		Senior Project Engineer/Project Mgr		CM or Complex/Multiple Projects Only		\$ 72.00
			Senior Project Engineer	10-15 years exp., PE		
	Materials/Documentation Clerk		Project Engineer	4-7 years exp., PE	\$ 72.00	
			CM or Complex/Multiple Projects Only			
	Technician 1	0-2 years exp.	\$ 131.00			
	Technician 2	2-5 years exp.				
Estimator/Scheduler			5-10 years exp., PE	\$ 131.00		
Senior Level Inspector		Technician 3	+5-10 years exp.	\$ 98.00		
		Construction Observer 2	10+ years exp.			
Mid Level Inspector Sr. Field Testing Tech		Technician 2	2-5 years exp.	\$ 88.00		
		Construction Observer 2	7+ years exp.			
Staff Level Inspector Mid-Level Field Testing Tech			< 5 years exp.	\$ 80.00		
		Technician 1	0-2 years exp.			
		Technician 2	2-5 years exp.			
Lab/Field Technician		Construction Observer 2	5-7 years exp.	\$ 72.00		
		Environmental Scientist	<4 years exp.	\$ 72.00		



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Surveying and GIS	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	
	Surveyor Crew		Project Surveyor, Non-PLS	+3 years exp.	\$ 76.00
			Survey Technician / Operator 1	Entry Level	
			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		
Mechanical, Electrical, Plumbing	Senior Mechanical Engineer	NA	+10 years exp.	\$ 171.00	
	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	
Miscellaneous	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 Technician 2	4-10 years exp.	\$ 85.00	
			2-5 years exp.		
	Project Analyst Administrator	Accounting Technician Accountant Accounting Supervisor	<2 years exp.	\$ 94.00	
2-5 years exp.					
Clerical/Administrative	Office Clerk / Receptionist Administrative Assistant 1 Administrative Assistant 2	<5 years exp.	\$ 68.00		
		+5 years exp.			

