

**OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION (OTIC)
 PROFESSIONAL SERVICES
 METHOD OF COMPENSATION – HOURLY BILLING
 FY 2024 SUMMARY (EFFECTIVE 1/1/24)**

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

Form of Billing Rate Submittal:

Prior to working on a project, the Firm shall submit the actual hourly rate and job classification for each individual expected to work on a Commission project, including resumes. A single staff list may be used for multiple project assignments. However, each time a firm submits revisions to previously authorized billing rates, the changes being proposed shall be clearly identified. 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 a listing of the applicable OTIC project number(s), 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, and the most current ODOT Indirect Cost Rate Certificate. 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.

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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	2024 OTIC Billing Rate Cap	
Management	Principal	Principal/President		\$ 232.00	
		Vice President			
	Senior Project Manager	Senior Project Manager	15+ years exp. PE	\$ 188.00	
	Project Manager	Project Manager	<15 years exp. PE	\$ 154.00	
Design	Senior Level Engineer	Senior Engineer/Specialist	15+ PE, Structural, Roadway, Environmental, Geotechnical	\$ 168.00	
	Mid Level Engineer	Senior Project Engineer/Project Mgr	7-15 years exp., PE	\$ 144.00	
		Senior Project Engineer			
	Staff Level Engineer	Staff/Project Engineer	4-7 years exp. PE	\$ 129.00	
		Senior Project Engineer	5-10 years exp. PE		
	Senior Designer		Engineering Intern 3	4+ years exp.	\$ 117.00
			BIM/Designer 3	10+ years exp.	
			CAD/BIM/Design Manager	10+ years exp. Non-PE	
	Staff Designer		Engineering Intern 1	0-2 years exp.	\$ 102.00
			Engineering Intern 2	2-3 years exp.	
			Engineering Intern 3	4+ years exp.	
	Senior CADD/Technician			10+ years exp. non-4 yr degree	\$ 115.00
BIM /Designer 2			8+ years exp.		
BIM/Designer 3/Principal Designer			10+ years exp.		
Staff CADD/Technician		CAD Operator 1	<5 years exp.	\$ 88.00	
		CAD Operator 2	+5-9 years exp.		
		BIM / Designer 1	4-8 years exp.		
Architect	Senior Architect	Architect 3 / Principal Architect	10+ years exp. with License	\$ 183.00	
	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/Project Mgr	5-10 years exp., PE	\$ 138.00	
		Senior Project Engineer			
		Staff/Project Engineer	4-7 years exp., PE		
	Resident Inspector	Project Manager 1	10-15 years exp., PE	\$ 120.00	
		Construction Inspector/Observer 3	10-15 years exp.		
	Assistant Resident Engineer		CM or Complex/Multiple Projects Only	\$ 109.00	
		Construction Inspector/Observer 2	+5-10 years exp.		
		Project Engineer	4-7 years exp., PE		
	Construction Manager Laboratory Manager		CM or Complex/Multiple Projects Only	\$ 161.00	
		Senior Project Engineer/Project Mgr	10-15 years exp., PE		
		Senior Engineer/Specialist	15+ years exp., PE		
	Assistant Construction Manager		CM or Complex/Multiple Projects Only	\$ 136.00	
		Senior Project Engineer/Project Mgr	10-15 years exp., PE		
		Senior Project Engineer	5-10 years exp., PE		
		Staff Project Engineer	4-7 years exp., PE		
	Materials/Documentation Clerk		CM or Complex/Multiple Projects Only	\$ 74.00	
		Technician 1	0-2 years exp.		
		Technician 2	2-5 years exp.		
Estimator/Scheduler	Senior Project Engineer	5-10 years exp., PE	\$ 136.00		
Senior Level Inspector	Technician 3	+5-10 years exp.	\$ 103.00		
	Construction Inspector/Observer 2	10+ years exp.			
Mid Level Inspector Sr. Field Testing Tech	Technician 2	2-5 years exp.	\$ 93.00		
	Construction Inspector/Observer 2	7+ years exp.			
Staff Level Inspector Mid-Level Field Testing Tech		< 5 years exp.	\$ 84.00		
	Technician 1	0-2 years exp.			
	Technician 2	2-5 years exp.			
	Construction Inspector/Observer 2	5-7 years exp.			
Lab/Field Technician	Technician 1	0-2 years exp.	\$ 76.00		
	Technician 2	2-5 years exp.			
	Environmental Scientist	<4 years exp.			



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Surveying and GIS	Licensed Surveyor	Surveyor Manager, PLS	10+ years exp.	\$ 160.00	
	Project Surveyor	Project Surveyor, PLS	Licensed, +3 years exp.	\$ 120.00	
	Party Chief	Party Chief, Non-PLS		\$ 107.00	
	Surveyor Crew		Project Surveyor, Non-PLS	+3 years exp.	\$ 80.00
			Survey Technician /Operator 1	Entry Level	
			Survey Technician /Operator 2	1-3 years exp.	
	GIS Technician	GIS Technician	0-2 years exp.	\$ 83.00	
GIS Analyst	GIS Analyst	4+ years exp.	\$ 111.00		
GIS Developer	NA	4+ years exp.	\$ 141.00		
Mechanical, Electrical, Plumbing	Senior Mechanical Engineer	NA	+10 years exp.	\$ 177.00	
	Staff Mechanical Engineer	NA	<10 years exp.	\$ 134.00	
	Senior Electrical Engineer	NA	+10 years exp.	\$ 165.00	
	Staff Electrical Engineer	NA	<10 years exp.	\$ 124.00	
	MEP Designer	NA	<10 years exp.	\$ 109.00	
Miscellaneous	Senior Environmental Scientist	Environmental Scientist 3	10+ years exp.	\$ 141.00	
	Mid Level Environmental Scientist	Environmental Scientist 2	4-10 years exp.	\$ 98.00	
	Staff Environmental Scientist Field Support Staff	Environmental Scientist 1	<4 years exp.	\$ 76.00	
	Driller	Environmental Scientist 2 Technician 2	4-10 years exp.	\$ 90.00	
			2-5 years exp.		
	Project Analyst Administrator		Accounting Technician	<2 years exp.	\$ 94.00
			Accountant	2-5 years exp.	
Accounting Supervisor			5+ years exp.		
Clerical/Administrative		Office Clerk / Receptionist		\$ 72.00	
		Administrative Assistant 1	<5 years exp.		
		Administrative Assistant 2	+5 years exp.		

OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION
CERTIFIED MILEAGE LOG

COMPANY:
 PROJECT NO.:

EMPLOYEE'S NAME:
 MILEAGE REIMBURSEMENT RATE:

DATE	BEGINNING ODOMETER READING ONSITE	ENDING ODOMETER READING ONSITE	DAILY JOBSITE MILEAGE	CERTIFIED ROUNDTRIP MILEAGE**	TOTAL MILEAGE	REIMBURSEABLE 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 will be made.
 ** From Certified Mileage Submittal

EMPLOYEE SIGNATURE DATE

SUPERVISOR SIGNATURE DATE

Revised 07/01/22

