

**OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION (OTIC)
PROFESSIONAL SERVICES
METHOD OF COMPENSATION – HOURLY BILLING
FY 2025 SUMMARY (EFFECTIVE 1/1/25)**

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. Additionally, the requirements of the OTIC project determine the classification of the employees needed and the Firm shall not classify the employees they are providing to the project solely on that employee's experience.

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	2025 OTIC Billing Rate Cap
Management	Principal	Principal/President Vice President		\$ 242.00
	Senior Project Manager	Senior Project Manager	15+ years exp. PE	\$ 196.00
	Project Manager	Project Manager	<15 years exp. PE	\$ 161.00
Design	Senior Level Engineer	Senior Engineer/Specialist	15+ PE, Structural, Roadway, Environmental, Geotechnical	\$ 175.00
	Mid Level Engineer	Senior Project Engineer/Project Mgr Senior Project Engineer	7-15 years exp., PE 5-10 years experience, PE	\$ 150.00
	Staff Level Engineer	Staff/Project Engineer Senior Project Engineer	4-7 years exp. PE 5-10 years experience, PE	\$ 135.00
	Senior Designer	Engineering Intern 3 BIM/Designer 3 CAD/BIM/Design Manager	4+ years exp. 10+ years exp. 10+ years exp. Non-PE	\$ 122.00
	Staff Designer	Engineering Intern 1 Engineering Intern 2 Engineering Intern 3	<10 years exp. Non-PE 0-2 years exp. 2-3 years exp. 4+ years exp.	\$ 107.00
	Senior CADD/Technician	BIM /Designer 2 BIM/Designer 3/Principal Designer CAD/BIM/Design Manager	10+ years exp. non-4 yr degree 8+ years exp. 10+ years exp. 10+ years exp.	\$ 120.00
	Staff CADD/Technician	CAD Operator 1 CAD Operator 2 BIM / Designer 1	<10 years exp. non-4 yr degree <5 years exp. +5-9 years exp. 4-8 years exp.	\$ 92.00
Architect	Senior Architect	Architect 3 / Principal Architect	10+ years exp. with License	\$ 191.00
	Mid Level Architect	Architect 2	5-10 years exp. with License	\$ 143.00
	Staff Architect	Architect 1	<5 years exp.	\$ 114.00
Construction Administration, Inspection, and Material Testing	Senior Resident Engineer		25+ years experience, PE	\$ 161.00
	Resident Engineer	Senior Project Engineer/Project Mgr Senior Project Engineer Staff/Project Engineer	7-15 years exp, PE 5-10 years experience, PE 4-7 years exp., PE	\$ 144.00
	Resident Inspector	Project Manager 1 Construction Inspector/Observer 3	10-15 years exp., PE 10-15 years exp.	\$ 125.00
	Assistant Resident Engineer	Construction Inspector/Observer 2 Project Engineer	CM or Complex/Multiple Projects Only +5-10 years exp. 4-7 years exp., PE	\$ 114.00
	Construction Manager Laboratory Manager	Senior Project Engineer/Project Mgr Senior Engineer/Specialist	CM or Complex/Multiple Projects Only 7-15 years exp, PE 15+ years exp., PE	\$ 168.00
	Assistant Construction Manager	Senior Project Engineer/Project Mgr Senior Project Engineer Staff Project Engineer	CM or Complex/Multiple Projects Only 7-15 years exp, PE 5-10 years exp., PE 4-7 years exp., PE	\$ 142.00
	Materials/Documentation Clerk	Technician 1 Technician 2	CM or Complex/Multiple Projects Only 0-2 years exp. 2-5 years exp.	\$ 77.00
	Estimator/Scheduler	Senior Project Engineer	5-10 years exp., PE	\$ 142.00
	Senior Level Inspector	Technician 3 Construction Inspector/Observer 2	+5-10 years exp. 10+ years exp.	\$ 108.00
	Mid Level Inspector Sr. Field Testing Tech	Technician 2 Construction Inspector/Observer 2	2-5 years exp. 7+ years exp.	\$ 97.00
	Staff Level Inspector Mid-Level Field Testing Tech	Technician 1 Technician 2 Construction Inspector/Observer 2	< 5 years exp. 0-2 years exp. 2-5 years exp. 5-7 years exp.	\$ 88.00
	Lab/Field Technician	Technician 1 Technician 2 Environmental Scientist	0-2 years exp. 2-5 years exp. <4 years exp.	\$ 80.00



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Surveying and GIS	Licensed Surveyor	Surveyor Manager, PLS	10+ years exp.	\$ 167.00
	Project Surveyor	Project Surveyor, PLS	Licensed, +3 years exp.	\$ 125.00
	Party Chief	Party Chief, Non-PLS		\$ 112.00
	Surveyor Crew	Project Surveyor, Non-PLS	+3 years exp.	\$ 84.00
		Survey Technician /Operator 1	Entry Level	
		Survey Technician /Operator 2	1-3 years exp.	
	GIS Technician	GIS Technician	0-2 years exp.	\$ 87.00
	GIS Analyst	GIS Analyst	4+ years exp.	\$ 116.00
Mechanical, Electrical, Plumbing	GIS Developer	NA	4+ years exp.	\$ 147.00
	Senior Mechanical Engineer	NA	+10 years exp.	\$ 185.00
	Staff Mechanical Engineer	NA	<10 years exp.	\$ 140.00
	Senior Electrical Engineer	NA	+10 years exp.	\$ 172.00
	Staff Electrical Engineer	NA	<10 years exp.	\$ 129.00
	MEP Designer	NA	<10 years exp.	\$ 114.00
Miscellaneous	Senior Environmental Scientist	Environmental Scientist 3	10+ years exp.	\$ 147.00
	Mid Level Environmental Scientist	Environmental Scientist 2	4-10 years exp.	\$ 102.00
	Staff Environmental Scientist	Environmental Scientist 1	<4 years exp.	\$ 80.00
	Field Support Staff			
	Driller	Environmental Scientist 2	4-10 years exp.	\$ 94.00
		Technician 2	2-5 years exp.	
	Project Analyst Administrator	Accounting Technician	<2 years exp.	\$ 98.00
		Accountant	2-5 years exp.	
		Accounting Supervisor	5+ years exp.	
	Clerical/Administrative	Office Clerk / Receptionist		\$ 75.00
		Administrative Assistant 1	<5 years exp.	
		Administrative Assistant 2	+5 years exp.	