

ACEC / NCDOT JOINT SUBCOMMITTEE ON CONSTRUCTION & MATERIALS

July 21, 2021
Meeting Minutes

The meeting was held on July 21, 2021, using a virtual Teams Meeting at 1:30 pm. In attendance were:

NAME	REPRESENTING	EMAIL ADDRESS
Jamal Atkins	Volkert	jamal.atkins@volkert.com
Jack Cowsert	ECS Limited	jcowsert@ecslimited.com
Michael Davis	RS & H	michael.davis@rsandh.com
Frank Gioscio	Bree and Associates	frank.gioscio@breeassociates.com
Christine Goins	RK&K	cgoins@rkk.com
Kevin O'Dell	Summit	kevin.odell@summitde.net
Brian Hunter	NCDOT – Materials and Tests Unit	bhunter@ncdot.gov
Wiley Jones	NCDOT – Construction Unit	wwjones1@ncdot.gov
Michelle Long	NCDOT – Chief Engineer's Office	mglong@ncdot.gov
Thomas Payne	NCDOT – PSMU	tpayne@ncdot.gov
Jason Salisbury	NCDOT – Division 6	jsalisbury@ncdot.gov
Brian Skeens	NCDOT – Construction Unit	bskeens@ncdot.gov
Boyd Tharrington	NCDOT – Construction Unit	btharrington@ncdot.gov
Todd Whittington	NCDOT – Materials and Tests Unit	twhittington@ncdot.gov
Sherell Williams	NCDOT – Construction Unit	sherellwilliams@ncdot.gov

Welcome and Introductions

Mr. Michael Davis will serve as the Subcommittee Co-chairman from July 1, 2021 to June 30, 2021. Christine Goins will serve as the Vice-chair. The Committee welcomed Kevin O'Dell and Jack Cowsert.

ACEC Subcommittee Business

Minutes from the April 21, 2021 meeting were approved.

Training

o M&T Training Updates

- A memo was sent on 7/19/21 as an update on the status of M&T training classes. Still following COVID protocols. Most classes can host upwards of 40 students, but M&T is seeing classes only about half full.
- Provisionals which were granted during COVID will expire on 12/31/21.
- Additional classes will be added later this year, especially for asphalt.
- Remaining class registration (October – December) will open on 8/31/21.
- Quarterly registrations will continue; it has made refunds much easier for M&T staff.

Discussion Items

- CEI Guidelines Effective Date
 - Guidelines will become fully effective 8/1/21
 - Expect invoice rejections for any invoices dated 8/1/21 or later if coversheets and signed PM timesheets are not included (when billing for PM hours).
 - Ms. Sherell Williams emailed the Divisions with this information; she will email the industry.
 - M&T will be using the CEI coversheet and will no longer require the M&T-specific invoice coversheet
 - Mr. Mike Davis will continue to gather additional information from the industry about issues with new coversheet and send to Ms. Williams.
- New PO Processing Timeline
 - A conversation will be held within NCDOT regarding process for how to submit new PO requests.
 - Determination has not yet been made if task orders will be kept on a 12-month cycle.
- Fixed Billable Rates (Loaded Rates)
 - The conversation regarding Fixed Billable Rates (previously referred to as Loaded Rates) will continue.
 - NCDOT has not yet identified a committee but aims to have a working group established by the end of 2021.
 - If anyone from the industry would like to be involved in this small group, please email Mike Davis and Christine Goins.
- Engineers' Rates – CRS
 - Based upon the survey offered to ACEC Industry members, 94% were in favor of CRS (16 of 17 respondents).
 - CRS will allow firms to administer company pay raises.
 - Hourly pay rates will be based on CRS, but firms will still have the opportunity to negotiate if the firm makes a business decision to propose an overly qualified individual. NCDOT may also make a business decision to pay a higher rate if requesting a particular candidate.
 - DCEs like the ability to negotiate, and the move to CRS may result in greater analysis of qualifications for assignments to ensure the appropriate candidate is being requested/received.
 - Divisions are being rated on how much they spend on CEI, and due to budgetary concerns, they may decline a candidate based on pay rate.
 - The industry would like to move forward with CRS; NCDOT will have further internal discussions to determine next steps.
- Technician Rate Annual Market Study
 - Study has been completed; it must undergo internal review and approval prior to acceptance. It will be routed within NCDOT by 7/26/21.
 - Once approved, information will be released to the industry.
- Engineering Technician I Trainee Rates
 - Upon completion of the Trainee program, a Technician receives \$21.41/hour, which is equivalent to four (4) years in the salary calculator. Therefore, Industry requested that Technicians receive a certification upon completion of the Trainee Program to maintain

- that baseline for future salary calculations. Ms. Sherell Williams noted that technicians do receive a certificate of completion.
- Mr. Davis requested that Technicians with AA degrees who are new to the industry be permitted to enter the Trainee program as well. NCDOT did not feel this was appropriate.
 - Overall, there is a recognized inequity between Transportation Technician Trainee and Transportation Technician I rates. Discussions will be held about ways to close the gap between entry level technicians and trainee program graduate rates.
- o **Vehicle Mileage Rates**
 - New mileage rates became effective 7/1/21; they are posted online and attached for ease of reference.
 - 2WD - \$0.16/mile
 - 4WD - \$0.19/mile
 - Monthly vehicle rates are set to be reviewed at the end of 2021.
 - o **Workload Forecast**
 - Divisions last submitted forecasts in December 2020.
 - NCDOT committed to perform these once every two years, or annually based on need. CCU will review and determine if there have been major schedule changes which would necessitate a projection this year (2021).
 - M&T is exploring the possibility of preparing workload forecasts; specific details were not available at the time of the meeting.
 - o **Upcoming Projects**
 - Updated July 13th on NCDOT's website.
 - <https://connect.ncdot.gov/letting/ProfessionalServices/Pages/anticipatedadverts.aspx>
 - I-5986C – Broadband Fiber, US 74 Portion
 - CEI Advertisement – 8/1/21
 - Division 4
 - Design Build
 - R-2233BB - S 221 South of US 74 Business (Charlotte Road) to North of SR 1366 (Roper Loop Road)
 - CEI Advertisement – 8/1/21
 - Division 13
 - Bid Build
 - U-2579AB - Winston-Salem Northern Beltway Eastern Section (Future I-74) from I-40 to I-40 Business/US 421
 - CEI Advertisement – 8/15/21
 - Division 9
 - Bid Build

Next Meeting: Wednesday, October 27, 2021 at 1:30 pm.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

July 1, 2021

MAXIMUM ALLOWABLE NON-SALARY DIRECT COSTS

CONSULTANTS ARE LIMITED TO THE LOWER OF THEIR ACTUAL RATES OR THE RATES IMPOSED BELOW

Reproduction:

Copies (B&W)	\$ 0.09		Vellums	\$ 3.00	
Copies (B&W)	\$ 0.15	11" x 17"	Stick-ons	\$ 1.00	
Copies (color)	\$ 0.83		Covers	\$ 0.50	
Copies (color)	\$ 1.66	11" x 17"	Binding	\$ 0.50	
Blueprints	\$ 0.35		Mylars	\$ 5.90	
Blueprints	\$ 1.30	42" x 72"	Mylars	\$ 21.00	3' x 4'
Bond	\$ 0.42		Bond	\$ 3.50	34" x 68"

Computer:

CADD \$ -
recovered through overhead

Other:

Film & Development \$ 20.00 per roll

Mileage:

Sedan	\$ 0.560	per mile
Carryall	\$ 0.580	per mile
Car Rental	\$ 45.00	per day
Gas for car rental	\$ 0.20	per mile

CEI/Technician-type contracts:

2-WD Truck	\$ 835.00	per month
4-WD Truck	\$ 915.00	per month
2-WD Truck gas reimbursement	\$ 0.16	per mile
4-WD Truck gas reimbursement	\$ 0.19	per mile

Phones, computers, iPads, Data Plans, Wi-Fi, etc.,
recovered through overhead

Subsistence:

	In-State	Out-State
Breakfast	\$ 9.00	\$ 9.00
Lunch	\$ 11.80	\$ 11.80
Dinner	\$ 20.50	\$ 23.30
Lodging	\$ 78.90	\$ 93.20
	\$ 120.20	\$ 137.30

Hotel reimbursement is limited to actual costs not to exceed:

\$ 78.90	per day plus tax for in state
\$ 93.20	per day plus tax for out of state
\$ 85.00	per day

for hotel will be proposed for ALL NCDOT proposals.

- * Subsistence is an allowance related to lodging and meals (including gratuities).
- * Payment of sales tax, lodging tax, local tax or service fees applied to the cost of lodging is allowed in addition to the lodging rate and is to be paid as a lodging expense.
- * Reimbursement of actual costs of overnight lodging, whether in-state or out-of-state, must be documented by a receipt of actual lodging expenses from a commercial establishment.
- * Out of State travel status only applicable when performing contracted services for NCDOT & requires travel outside of NC. Travel status begins when employee(s) leaves the state and remains in effect until returning to the state.
- * All subsistence rates comply with NC GS 138-6, the NC Office of State Budget & Management Budget Manual and the NCDOT Travel Policy and Reimbursement Procedures.

5.2.6 Meals during Overnight Travel

An employee may be reimbursed for meals, including lunches, while on official state business when the employee is in overnight travel status. Employees may be reimbursed for meals for partial days of travel when in overnight travel status and the partial day is the day of departure or the day of return.

The following applies:

- * Breakfast: depart duty station prior to 6:00 am.
- * Lunch: depart duty station prior to Noon (day of departure) or return to duty station after 2:00 p.m. (day of return).
- * Dinner: depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return).

Travel must involve a destination located at least 35 miles from employee's regularly assigned duty station or home, whichever is less.

5.2.7 Meals during Daily Travel

NCDOT has set an individual agency policy to allow for employee reimbursement of breakfast and dinner meals for day travel when employees are not in overnight travel status. By state statute, lunches cannot be reimbursed unless the employee is in overnight travel status or otherwise specified in G.S 138-6.

Agency policy should incorporate the following departure times and return times:

- * Breakfast (morning): depart duty station prior to 6:00 am and extend the workday by 2 hours.
- * Dinner (evening): return to duty station after 8:00 pm and extend the workday by 3 hours.

Travel must involve a destination located at least 35 miles from employee's regularly assigned duty station or home, whichever is less.

The **Internal Revenue Service (IRS)** considers meal reimbursement outside of overnight travel status as taxable compensation payments. If an employee receives breakfast or dinner under this section, then the payment must be treated as employee compensation for purposes of withholding federal, state, and FICA taxes.

ALL OTHER COSTS MUST SHOW SUPPORTING DOCUMENTATION

ADDRESS ANY QUESTIONS TO THE CONSULTANT, UTILITY, RAIL, TURNPIKE AUDIT UNIT:

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