

VIRGINIA DEPARTMENT OF TRANSPORTATION

CONSTRUCTION DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: Consultant Construction Engineering and Inspection Vehicles	NUMBER: IIM-CD-2023-04.01
SPECIFIC SUBJECT: Advance Agreement for Consultant Construction Engineering and Inspection Vehicle Payment	EFFECTIVE DATE: August 1, 2023
	SUPERSEDES: IIM-CD-2017-02.01
APPROVED: Kerry A. Bates, P.E. State Construction Engineer	Kerry Bates 2023.08.01 08:04:48-04'00'

Effective Date

This Instructional and Informational Memorandum (IIM) is effective for all Construction Division Construction Engineering and Inspection (CEI) contracts awarded after the effective date. This IIM update also may be incorporated into active Construction Division CEI Contracts that have not reached their final term completion date as of the IIM effective date.

Purpose

To provide guidance for Construction Division CEI vehicle requirements and payment.

VEHICLE REQUIREMENTS

Consultant CEI personnel who are required to be physically present within VDOT work zones or on construction sites to perform their duties shall be provided a vehicle at all times while on a project. Consultant vehicles shall be consistent in features and functionality with VDOT vehicles, and the model year must be no more than five (5) years old at any time during the duration of the contract. All vehicles shall be outfitted with safety equipment meeting the requirements of the Virginia Work Area Protection Manual at all times.

The vehicle type provided should match the role of the individual listed below. The District Construction Engineer may authorize a vehicle/role substitution on a case-by-case basis.

Specifications for Consultant Vehicles	
Sport Utility Vehicle (SUV)	
Position	Responsible Charge Engineer, Construction Manager, or CIC
Make/Model	4-door, 5-passenger, four-wheel drive (4x4) or all-wheel drive (AWD) that will meet vehicle requirements stated above.
Wheelbase	Minimum: 106.0"
Light-Duty Pickup Truck	
Position	Construction Manager or Inspector
Make/Model	Standard or Extended Cab, four-wheel drive (4x4) or all-wheel drive (AWD) that will meet vehicle requirements stated above.
Wheelbase	Minimum: 122.0"

VEHICLE PAY RATE AND ADMINISTRATION OF PAYMENT

Payment for either vehicle shall be considered a non-salary direct cost that is a flat fee at the fixed monthly rate of:

\$900.00

The fixed monthly rate is calculated to only include ownership costs. As such, project mileage will be paid using the reduced mileage rate as identified in the Construction Division's Annual Mileage Reimbursement Rate Memorandum. The reduced mileage rate shall be full compensation for all operating cost to include but not be limited to insurance, maintenance, taxes, tags, decals, registration, and fuel.

The Construction Division will review this rate on an annual basis and publish the prevailing rate each December effective for the next calendar year.

At the discretion of the of the District Construction Engineer, mileage reimbursement may be authorized when travel is required during the performance of a task where a vehicle under this IIM is not warranted or practical. Mileage reimbursement shall be authorized in writing prior to travel and shall be in accordance with VDOT travel policy current at the time of the travel.

Project mileage shall be recorded on mileage logs and include the name of the driver, VIN, make and model, VDOT project number, destination, business purpose, and odometer readings (start, stop, total miles per day). The Consultant shall provide and maintain these records accordance with standard contract retention policy.

COMPLIANCE WITH PART 31 OF TITLE 48 OF THE CODE OF FEDERAL REGULATIONS

Payment methods contained herein are considered advance agreements in accordance with 48 CFR 31.109 of the Federal Acquisition Regulations (FAR). The agreements address ownership and operating costs for construction vehicles.

No costs associated with owning, operating, and/or maintaining vehicles shall be included in overhead calculations except as allowed by 48 CFR 31.201-4 and 48 CFR 31.205-17. Ownership and maintenance costs incurred while the vehicle is idle due to furlough or fluctuations or other changes in workload and are otherwise not paid for through this IIM (monthly or hourly) are allowable in the overhead to the extent permitted by 48 CFR 31.205-17, and are subject to audit.

All reimbursable costs shall be consistent with the cost principles contained in 2 CFR Part 200.- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and 48CFR Part 31 – Contract Cost Principles and Procedures. Specifically, direct costs paid/reimbursed are not allowed to be charged as indirect costs per 48 CFR 31.203.