



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

May 22, 2019

MEMORANDUM TO: Firms Interested in Providing Professional Services for the  
North Carolina Department of Transportation

FROM: Christopher M. Werner, P. E.  
Technical Services Director

SUBJECT: Consultant Rate Schedule System  
(Update to January 2, 2019 Memorandum)

DocuSigned by:  
*Christopher M. Werner*  
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Dear Firm Representative:

*This memorandum is an update to the January 2, 2019 Memorandum regarding the Consultant Rate System.*

The North Carolina Department of Transportation (Department) is implementing the Consultant Rate System (CRS) for firms who provide Professional Services for the Department. The Consultant Rate System is an electronic system designed by NCDOT to store firm rates and will allow near real-time access to consultant rates for Task Orders issued by the Department. Once a firm's information is input into CRS, firms will be able to use their most current approved overhead, cost of capital, and salary rates for newly assigned Task Orders, regardless of the contract under which a specific Task Order may be issued. Contracts in place prior to January 1, 2019 will be subject to the one-year rate lock established in those contracts. Contracts executed after January 1, 2019, will no longer contain the one-year rate lock language, though CRS will maintain a one-year rate lock based on the firm's annual cycle.

For the initial data entry, firms will enter rates into CRS according to their prequalification / requalification date. This is to aid in workflow management and approvals for the initial entry of overhead, cost of capital, and raw hourly salary rates.

CRS Access

Each firm will be notified before the expiration of their prequalification to enter their rates into CRS. Firms are allowed one person, "CRS User", per prequalified vendor location (this may be

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the same person for multiple prequalified vendor locations, if applicable). While some firms may have multiple offices in North Carolina, many are prequalified under a single office (Vendor Number). CRS receives prequalification data from the Prequalification System for each Vendor Number. Firms should reference the "[Private Engineering Firms - Steps to Prepare for the NCDOT Consultant Rate System](#)" for more information on how to prepare.

The critical initial step to begin the CRS process is that the firm must determine a "CRS User" responsible for maintaining overhead, cost of capital, and salary rates in CRS. To begin the CRS process, the firm's "CRS User" should complete the "[Consultant Rate System \(CRS\) Access Authorization Request Form](#)" and submit the form as directed in order to be granted access into CRS. Once access is granted to CRS, the firm's "CRS User" may enter the firm's rates for approval by NCDOT's Office of Inspector General (OIG). It is suggested that firms request access at least two months prior to the prequalification expiration month to allow sufficient approval time, especially for the initial data entry period.

Please plan to prepare your firm's staff information, rates and responsibilities for entry during your firm's next Prequalification period. Pages 2 and 3 of the document "[Private Engineering Firms - Steps to Prepare for the NCDOT Consultant Rate System](#)" will help you in this process, and will also include Discipline References and Career Banding Terms required to appropriately define the NCDOT "Project Work Role" of each or your firm's staff members entered into the CRS system.

Please disregard this memo if your firm only does work for Local Government Associations or private entities within the state of North Carolina and your firm does not plan to do work for NCDOT or work on projects with state or federal funding through NCDOT.

If you have questions about the Consultant Rate System, please contact the Professional Services Management Unit by email at [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov).

CMW:ml

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