



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

July 30, 2014

MEMORANDUM TO: Prequalified Private Engineering Firms

FROM: R. A. Hancock, P. E.  
State Construction Engineer

Subject: Construction Engineering and Inspection Contract Process Revisions

All Construction Engineering and Inspection (CEI) contracts executed after the date of this memorandum will include language to provide a consistent process for vehicle related reimbursement. Specifically, mileage will no longer be estimated for payment purposes but will be reimbursed based on actual mileage logs. Base vehicle rates and gasoline rates will be based on the rates listed at the below web site at the time of contract execution. Base vehicle rates will not be adjusted during the life of the contract. Gasoline rates will be periodically adjusted at intervals allowed by the contract. <https://connect.ncdot.gov/projects/Roadway/Private%20Engineering%20Firm%20Resources/Maximum%20Allowable%20Non-Salary%20Direct%20Costs.pdf>

In addition, CEI contracts will no longer include direct payment for mobile devices and computer related expenses. This includes cell phones, tablet/laptop/desktop computers, and associated monthly usage charges. For future contracts, these expenses will be considered indirect charges. Utility costs directly related to a project field office such as internet / Wi-Fi access or land line phone connection may still be direct billed to the project.

These process changes apply to all future contracts. For existing contracts, the contract language will apply through the duration of those contracts. If payment adjustments to contracts executed prior to the date of this memorandum have been made that do not match the contract language or approved estimate, firms may provide a single reimbursement invoice per contract indicating the deductions that were made, and include applicable previous invoice numbers.

If you have any questions about these process changes please contact Michelle Long with the Construction Unit at (919)707-2417 or [mglong@ncdot.gov](mailto:mglong@ncdot.gov). Questions about reimbursement for previous deductions should be directed to Lonnetta Raynor with the Office of Inspector General at (919)707-4582 or [lraynor@ncdot.gov](mailto:lraynor@ncdot.gov).

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