

## Private Engineering Firms – Steps to Prepare for the NCDOT Consultant Rate System

As NCDOT works to streamline the contract to NTP process, the Consultant Rate System (CRS) has been developed. This system will be used for the NCDOT's Office of Inspector General's approval of your firm's rates (overhead and cost of capital) and your firm's staff salary rates. The system will also allow access to firm rates by NCDOT Contract Administrators, which will streamline the negotiation process.

To prepare for the CRS system implementation, please complete the following steps prior to your firm being granted access to the system, which is expected to be during the next prequalification cycle after the system goes live.

- 1) Identify CRS User(s). The person(s) identified will be given access to enter salary, overhead, and cost of capital data for your firm into CRS. Firms are allowed one (1) person, "CRS User," per prequalified vendor location (this may be the same person for multiple prequalified vendor locations, if applicable). In general, even though some firms may have multiple offices in North Carolina, many firms are only prequalified under a single office (vendor number), thus the one (1) person limit for CRS access.
- 2) Ensure the CRS User(s) have an NCID. Please use the following link to obtain an NCID: <https://ncid.nc.gov/idmdash/>.
- 3) Once your CRS User(s) have an NCID, they will need to complete the [Consultant Rate System \(CRS\) Access Authorization Request Form](#) located on Professional Services Management Unit Connect Page and submit the form as directed in order to be granted access into CRS.
- 4) The CRS User(s) must obtain a list of all the firm's staff, who will do work for NCDOT including their hourly salary information. Also, for each staff member doing work for NCDOT, each discipline for which they provide services must be determined including their level of proficiency. The CRS designee must align staff to discipline references. For a list of discipline references, please resource the attached discipline reference guide and proficiency guide.

Our goal is to establish and implement the CRS system in a systematic, easy-to-follow way. Thank you for completing these steps prior to accessing the CRS system. This is the first phase of a multi-phased approach which will automate many of the steps in the contracting and invoicing process.

Thank you for preparing for the launch of the NCDOT Consultant Rate System.

Discipline References
ADMINISTRATIVE
AGRICULTURAL ENGINEERS
AIR QUALITY/CONFORMITY
AIRCRAFT MAINTENANCE MANAGEMENT
AIRCRAFT MAINTENANCE TECHS
AIRPORT PROJECT MANAGEMENT
ARCHAEOLOGISTS
ARCHITECTS
ARCHITECTURAL HISTORIANS
AVIATION ECONOMISTS
AVIATION SAFETY SPECIALISTS
BIOLOGISTS
BRIDGE ANALYSTS
BRIDGE CONSTRUCTION
BRIDGE ENGINEERS
BRIDGE INSPECTORS (NBIS)
BRIDGE MAINTENANCE
BUSINESS MANAGEMENT
CARTOGRAPHERS
CERTIFIED HAZARDOUS MATERIALS MANAGERS
CERTIFIED INDUSTRIAL HYGIENISTS
CERTIFIED SAFETY PROFESSIONAL
CERTIFIED WELDING INSPECTORS
CHANGE MANAGEMENT
CHEMISTS
CIVIL ENGINEERS
CLAIMS ANALYSTS
COMMUNITY PLANNERS
CONFLICT/DISPUTE RESOLUTION
CONSTRUCTION ENGINEERS
CONSTRUCTION INSPECTORS
CONSTRUCTION MGRS. (CEI)
CONSTRUCTION TECH. (CEI)
CORRIDOR PLANNING
COST ESTIMATORS
CPM SCHEDULERS
DATABASE PROGRAMMERS
DOCUMENTS SPECIALISTS
DRAFTING TECHNICIANS
DRAFTSMEN/CADD
ELECTRICAL ENGINEERS
ENGINEERING TECHNICIANS
ENVIRONMENTAL ENGINEERS
ENVIRONMENTAL MANAGEMENT SYSTEMS
ENVIRONMENTAL SPECIALISTS
EXECUTIVE PILOTS (CAPTAINS & F.O.)
FLIGHT OOPS MANAGEMENT
FREIGHT PLANNING
GEOLOGISTS
GEOTECHNICAL ENGINEERS
GIS
GIS ANALYSTS
GIS PROGRAMMERS
GIS STAFF
GIS TECHNICIANS
GRANT ADMINISTRATION
GRAPHIC DESIGN

Discipline References cont.
HYDRAULICS ENGINEERS
INDUSTRIAL ENGINEERING
INDUSTRIAL PSYCHOLOGY
LAND USE PLANNERS
LEVEL I CONCRETE TECHNICIAN
LEVEL II ASPHALT TECHNICIAN
LICENSED CVS
LUMBER INSPECTORS
MULTIMODAL TRANSPORTATION PLANNING
NAVAID TECHNICIANS
NEPA/SEPA PRACTITIONERS
OTHER METALS AND COATINGS INSPECTORS
PAVEMENT ANALYSIS
PAVEMENT DESIGN
PAVEMENT DISTRESS IDENTIFICATION
PAVEMENT MANAGEMENT
PHOTOGRAMMETRISTS
PLANNERS
POLICY ANALYSIS
PROCESS IMPROVEMENT
PROJECT ESTIMATOR
PROJECT MANAGEMENT
PROJECT MANAGERS
PROPERTY MANAGERS
PUBLIC ADMINISTRATION
PUBLIC INVOLVEMENT SPECIALISTS
R/W APPRAISER
R/W NEGOTIATORS
RAILROAD ENGINEERS
RELOCATION AGENTS
RELOCATION REVIEWERS
REVIEW APPRAISERS
ROADWAY CONSTRUCTION
ROADWAY ENGINEERS
ROADWAY MAINTENANCE
SAFETY & HEALTH
SOCIOLOGISTS
SOCIOLOGY
SOFTWARE ENGINEERS
SOIL SCIENTISTS
SOILS ENGINEERS
STATISTICS
STRATEGIC PLANNING
STRUCTURAL ENGINEER
SURVEYORS
TECHNICAL WRITING
TELECOMMUNICATIONS
TRAFFIC ENGINEERS
TRAFFIC FORECASTERS
TRAFFIC NOISE & AIR QUALITY SPECIALISTS
TRAFFIC SURVEY/DATA COLLECTORS
TRAINING & DEVELOPMENT
TRANSPORTATION ENGINEERS
TRANSPORTATION MODELERS
TRANSPORTATION PLANNERS
UTILITY COORDINATOR
WATER RESOURCES

## **Career Banding Salary Administration**

*(from the State Human Resources Manual, Section 4, Page 7, Revised January 1, 2015)*

### **Career Banding Terms:**

**Competencies:** Sets of knowledge, skills, and abilities that employees need to successfully do their job. Competencies must be demonstrated on the job, measured according to standards set by the organization, and required of the job based on the organization needs.

**Contributing:** The span of knowledge, skills and abilities minimally necessary to perform a job from entry up to the journey competencies recognized for the class.

**Journey:** Fully acquired knowledge, skills and abilities demonstrated on the job that are beyond the contributing competencies.

**Advanced:** The highest or broadest scope of knowledge, skills and abilities demonstrated on the job that are beyond journey competencies.