



MAINE DEPARTMENT OF TRANSPORTATION

INSTRUCTIONS

RATE REQUEST PACKAGE - CONSTRUCTION SUPPORT SERVICES

GENERAL INFORMATION

MaineDOT is using information submitted on this Rate Request Package to establish your Firm's hourly rates for Construction Support Services contracts.

The attached excel file contains a separate tab for the Instructions, Summary Sheet, and each Classification for Construction Support Services. Read the instructions carefully as most of the excel Summary Sheet self populates from information you will be inserting in the other worksheets.

The payment method that will be used for Construction Support Services will be a Fixed Burdened Hourly Rate. This Fixed Burdened Hourly Rate includes direct labor, overhead and profit pursuant to the Federal Acquisition Regulations (FAR).

CURRENT RATE INFORMATION

The Fixed Burdened Hourly Rates agreed upon by the Parties will be fixed until the early part of each calendar year as long as the Agreement is active. At the beginning of each calendar year, these rates may be modified factoring in the adjusted "Fair and Reasonable" rates as described below. Overhead rates, if appropriate, will also be modified. The intention is for these modifications to be completed no later than in the month of February each year after the Agreements have been established. To be considered for increases in Rates, Firms will be required to submit an updated Rate Request Package and must have a current, MaineDOT approved, Audited Overhead Report.

MaineDOT has established "Fair and Reasonable" Direct Labor Rates (Rates) for Construction Support Services. These Rates do not apply to service number 607.00 - Fabrication Inspection. Starting in 2025, annually on or about January 1, the "Fair and Reasonable" rates listed below will be increased 2.5%. Starting in 2028, these rates will be re-evaluated in comparison with current market information and may be adjusted accordingly. Rate increases from the Consultant will only be considered if they are at or below the established "Fair and Reasonable" rates below.

2024 (Initial Rates)		2025		2026		2027	
Class I	\$25.00	Class I	\$25.63	Class I	\$26.27	Class I	\$26.93
Class II	\$32.00	Class II	\$32.80	Class II	\$33.62	Class II	\$34.46
Class III	\$38.00	Class III	\$38.95	Class III	\$39.92	Class III	\$40.92
Class IV	\$47.00	Class IV	\$48.18	Class IV	\$49.38	Class IV	\$50.61
Class CM	\$55.00	Class CM	\$56.38	Class CM	\$57.79	Class CM	\$59.23
Class PI	\$50.00	Class PI	\$51.25	Class PI	\$52.53	Class PI	\$53.84
Class ITS	\$47.00	Class ITS	\$48.18	Class ITS	\$49.38	Class ITS	\$50.61

****NOTE: Construction support services are covered by a separate cap for salaried.****

List all employees who are expected to perform services on this contract by classification on the individual Classification worksheets. The list must include their current hourly rate, and be certified (payroll certification) by an authorized individual from your firm's financial area. Place an X in the field(s) to the right of the employee name to indicate which service discipline(s) they are qualified to perform (there may be more than one). Employees cannot be listed on more than one Classification worksheet, and should be listed in the highest classification they are certified to work in. The information provided on the Classification worksheets will be averaged and automatically populate the Summary Sheet.

If a Firm currently does not have staff available to work within a particular category, but anticipates hiring staff into that category, leave the category blank. Upon hiring staff the Firm must contact MaineDOT's Contract Procurement Office to negotiate the rate.

Please keep the following information in mind when preparing your Summary Sheet:

OVERTIME

- 1) Overtime must be approved by MaineDOT's Project Manager.
- 2) Overtime rates apply to hours in excess of 40 hours on MaineDOT projects in one week.
- 3) Class IV-Resident, is paid at straight time for all hours worked.
- 4) Class - Construction Manager, is paid straight time for 40 hours. Construction Managers are not paid for hours in excess of 40.
- 5) In cases when, due to a holiday, there is a four (4) day work week; ten (10) hour days for that week may be considered. This must be approved by MaineDOT's Project Manager.

PREMIUM PAY

There will be no premium pay for night work.

FIELD OVERHEAD RATE (Indirect Labor)

A field overhead rate is required. The rate must be supportable and based on a current Audited Overhead Report approved by MaineDOT's Office of Audit.

OVERTIME OVERHEAD RATE

The overtime overhead rate will be set at 80%.

PROFIT

The percentage of profit is set at 8%.

DIRECT EXPENSES

Consultant reimbursement will be in accordance with the resulting Agreement and policies established by the State of Maine's Office of the State Controller, which can be found on the Contract Procurement Office website at the link below. When you arrive on the website click on "Doing Business" then on "U.S. GSA Per Diem Rates".

<http://www.maine.gov/mdot/cpo/>