

**MAINE DEPARTMENT OF TRANSPORTATION**

**Contract Procurement Office (CPO)**

**Wage Rate Waiver Request - Consultant Instructions**

MaineDOT’s Policy on Reimbursement of Consultant Salary and Overhead Costs outlines the hourly rate reimbursement limit paid to Prime and Sub Consultants. There may be occasions when a project warrants a waiver to the reimbursement limit; when those occasions arise, a Consultant Wage Rate Waiver Request Form (WRW) will be processed in accordance with the procedure below.

Hourly wage limit:

The hourly wage rate limit is **$87.13 per hour**, regardless of the position or if the request is for staff for the Prime or a Sub Consultant.

Wage Rate Waiver procedure:

1. The WRW, and related forms, can be found in the Contract Procurement Office’s website at <http://www.maine.gov/mdot/cpo/> under “Quick Links” 🡪“Doing Business” 🡪 “Consultant Proposal Instructions”.
2. The Prime Consultant completes the WRW, including all applicable wage rate waiver requests for the prime and all subs, and submits it to the Project Manager and Contract/Grant Specialist **prior** to submitting their cost proposal package.
	1. The WRW must be accompanied by:
		1. A completed A-1 form signed by an authorized finance or payroll representative; and
		2. Any additional documentation needed to support the wage rate waiver request.
	2. The WRW will be reviewed by MaineDOT, and whether approved or denied, the WRW will be returned to the Consultant to utilize in the preparation of their cost proposal.
3. For adjustable-rate contracts, a new Consultant Wage Rate Waiver Request Form must be submitted if there is a change in any previously approved rates above the reimbursement limits.