DATE: January 10, 2014

SUBJECT: Contract Management Section
Publication 93, Consultant Construction Inspection Wage Rate Approvals

TO: DISTRICT EXECUTIVES

FROM: R. Wayne Willey, P.E. /s/ for
R. Scott Christie, P.E.
Deputy Secretary for Highway Administration

This is a time neutral, cost neutral activity. The intent of this Strike-Off Letter is to implement as policy revisions to Publication 93, Policy and Procedures for the Administration of Consultant Agreements, Section 4.3.2, Wage Rate Approvals. The attached pages 4.5 through 4.21, and 4A-1 through 4A-3 have been revised to reflect the changes.

Key components of the new policy require

• All construction inspection firms to enter an “Effective End Date” in ECMS for all inspection wage rate requests. The Effective End Date is the expiration date of the earliest expiring certification that would affect classification requirements as documented on the individual’s resume.
• After a wage rate request expires in ECMS, the inspector will not appear on the firm’s employee roster for that classification when creating and processing invoices.
• If an individual is qualified for a position strictly on years of experience, the firm enters 12/31/2099 as the Effective End Date. This way, the firm meets the requirement and the individual will not appear on the Employee Expiring Rates link until 2099.
• If an Effective End Date is entered, the firm can monitor when individual’s rates will expire in ECMS by checking the Employee Expiring Rates link on the Consultant Information Portal. This link provides a list of rates expiring within the next thirty days so there is adequate time to submit an updated resume to retain the classification.

The new policy is effective immediately and will be incorporated into the next revision of Publication 93.

Should you require any additional information, please contact J. Michael Long, P.E., Chief, Contract Management Section, at (717) 787-7894.
Attachment

4825/JML

CC: R. Scott Christie, P.E., 8th Floor, CKB  
Assistant District Executive – Construction, District ___-0  
Assistant District Executive – Design, District ___-0  
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