



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

Gregory A. Whirley
COMMISSIONER

January 1, 2014

MEMORANDUM

TO: District Construction Engineers

FROM: Harold R. Caples, P.E.

SUBJECT: Mobile Communications Devices for Construction Engineering and Inspection
Professional Services Consultant Contracts

Effective immediately mobile communications devices shall be allowed as a monthly direct cost for all personnel as identified in the "VDOT Mobile Communications Use Memorandum, Appendix A: Positions Eligible for Wireless Service" on all Construction Engineering and Inspection Contracts with the Department. For all existing contracts executed prior to January 1st 2013 mobile communication devices will be compensated as identified in the MOA, contracts executed during the calendar year 2013 where mobile communications devices are not presently included as a direct cost line item the Department will pay for the direct costs incurred at the flat rate identified below, however no prior payments or adjustments will be allowed; **for all future CEI contracts, mobile communications devices will be included as a direct cost line item. These mobile communications devices shall be paid at a flat rate of \$45 per month.**

cc: Mr. Mark Cacamis, P.E. - State Construction Engineer
Mr. Kerry Bates, P.E. - Assistant State Construction Engineer