**Construction Engineering Contract Special Provisions**

*December 10, 2020*

**CONSTRUCTION ENGINEERING CONTRACT SPECIAL PROVISIONS**

**12/10/2020**

**Contract Special Provision For Specific Rate of Compensation Contracts with Class Rates**

The contract basis of payment specifies hourly rates for named individual employees as well as classification rates to be used when employees not named in the contract act as substitutes for named individuals on a short-term basis. The consultant is required to notify the Department representative when employees not named in the basis of payment will serve as substitutes. Notification should be in writing and include:

* Substitute Employee’s Name
* Applicable Classification Rate
* Anticipated Substitution Period and Hours
* Substitute Employee’s Current Pay Rate
* Consultant’s Preference for Charging (class rate and amendment)

The Department will promptly approve or deny use of the substitute employee and indicate if the Department will accept charging at a classification rates if requested by the consultants. If charging at a classification rates is not approved, the consultant may not invoice for the substitute employees time until the substitute employee’s specific rate is added to the contract in an amendment.