

EXAMPLE – Lump Sum Invoice

ATTACHMENT A, PAGE 1

Job No. 78787

Inv. No. 0787

HYPOTHETICAL ENGINEERING CO., INC.

Consulting Engineers

1000 Jackson Blvd., Chattanooga, TN 37110-1234

PH: (423) 247-2011

January 7, 2003

Project Monitor: John Doe

Tennessee Dept. of Transportation

Mr. Jeff Jones

Civil Engineering Director

Design Division, Suite 1300

James K. Polk Building

Nashville, TN 37243-0348

Agreement No. 9777

Work Order No. 6

PIN 123456.00: I-240-(144)14,
79006-1131-44, 79008-1127-44

PIN 123457.00: I-55-1(67)0,
79004-1121-44, 79005-1128-44

For professional services relative to project I-240 from Carter Blvd. to Smith Rd., SHELBY COUNTY

Progress Billing No. 6

Work Order No. 6 Ceiling: \$100,000.00

80% complete as of 12/31/02	\$ 80,000.00
Less previously invoiced	<u>70,000.00</u>
AMOUNT DUE THIS INVOICE	\$ 10,000.00

I, the undersigned, do hereby certify that the above invoice is true and correct to the best of my knowledge and that payment has not been received or costs previously invoiced.

By _____ (Principal's Signature).
(Principal's typed name and title)

EXAMPLE – Cost Plus Net Fee Invoice

ATTACHMENT A, PAGE 2

Job No. 37281

Inv. No. 0183

CONSULTANT'S INHOUSE
PROJECT AND INVOICE NO.

HYPOTHETICAL ENGINEERING CO., INC.

Consulting Engineers

1000 Jackson Blvd., Chattanooga, TN 37110-1234

PH: (423) 247-2011

January 7, 2003

ONLY IF CONTRACT IS A
CONTINUING AGREEMENT

TDOT Project Monitor: John Doe

FEDERAL PROJECT NO.

Tennessee Dept. of Transportation
Jeff Jones
Civil Engineering Director
Design Division, Suite 1300
James K. Polk Building
Nashville, TN 37243-0348

A PIN relates to a route. Since an
agreement can have more than one route, it
can have more than one PIN.

Agreement No. 9099

Work Order # (If Applicable)

PIN 123456.00: I-240-1(144)14,
79006-1131-44, 79008-1127-44

PIN 123457.00: I-55-1(67)0,
79004-1121-44, 79005-1128-44

STATE PROJECT NO.

For professional services relative to project I-240 from Carter Blvd. to Smith Rd., SHELBY COUNTY

Progress Billing No. 2

Dec. 1, 2002 - Dec. 31, 2002

I. Direct Labor: (Per Schedule No. 1 attached)	\$ 2,890.00
II. Overhead: Payroll Additives and General & Administrative (\$2,890.00 @ 100.00%)	2,890.00
III. Direct Costs: (Per Schedule No. 2 attached)	114.00
IV. Other Costs: (Per Schedule No. 1 - Premium Labor) (Per Schedule No. 3 attached)	260.00 <u>7,000.00</u>
SUBTOTAL	<u>\$13,154.00</u>
V. Net Fee (6.0% completion of work per this invoice X \$10,000 net fee ceiling based upon attached progress report)	<u>600.00</u>

USUALLY SUB-CONSULTANT COSTS

NOT A PERCENTAGE OF DIRECT
LABOR AND OVERHEAD

AMOUNT DUE THIS INVOICE \$ 13,754.00

SUMMARY

Contract Ceiling: \$200,000.00

Total Invoiced through Dec. 31, 2002 \$ 50,000.00

Less amount previously invoiced 36,246.00

AMOUNT DUE THIS INVOICE \$ 13,754.00

I, the undersigned, do hereby certify that the above invoice is true and correct to the best of my knowledge and that payment has not been received or costs previously invoiced.

By _____ (Principal's Signature).
(Principal's typed name and title)

Attachment A, Page 2
Contract No. 9099
Job No. 37281
Inv. No. 0183

SCHEDULE NO. 1

<u>Employee</u>	<u>Title</u>	<u>Rate Per Hr.</u>	<u>Tot Hrs.**</u>	<u>Amount</u>	<u>Overtime Hrs.</u>	<u>Amount</u>
Anderson, A. C.	Principal	20.00	20	\$ 400.00		
Brown, B. D.	Engineer	18.00	60	1,080.00	20	\$ 180.00
Carr, C. E.	Jr. Engineer	16.00	50	800.00	10	80.00
Drake, D. F.	Designer	13.00	30	390.00		
Earp, E. G.	CADD Tech	8.00	20	160.00		
Fort, H. T.	Secretary	6.00	10	60.00		
Subtotal (Premium Labor)						\$ 260.00
Subtotal (Direct Labor)				\$2,890.00		<u>\$2,890.00</u>
TOTAL						<u>\$3,150.00*</u>

BREAKDOWN MAY ALSO BE BY TYPE OF
WORK E.G. SURVEYS, DESIGN, ETC.

* BREAKDOWN OF LABOR COSTS BY PROJECT:

79006-1131-44:	\$ 900.00	79004-1121-44:	\$ 775.00
79008-1127-44:	\$ 700.00	79005-1128-44:	\$ 775.00
I-240-1(144)14:	\$1,600.00	I-55-1(67)0:	\$ 1,550.00

** Tot. Hrs. = Direct Labor Hrs. + Premium Labor Hrs.

CALCULATIONS FOR MILEAGE, MEALS, LODGING
AND LARGE EXPENSES MUST SHOWN AS
ILLUSTRATED BELOW

INDIVIDUAL MEAL CALCULATIONS ONLY IF
APPLICABLE – SEE PG 7 OF TRAVEL REGS.

SCHEDULE NO. 2

Automobile (480 mi. @ \$.10 per mi.)	\$ 48.00
Lodging (1 person x 1 night x \$50.00/night attending conference in Nashville)	50.00
Meals (1 person x 1 day x \$16.00 per diem)	<u>16.00</u>
TOTAL	<u>\$ 114.00*</u>

Rates used above are for example purposes only. ALWAYS check
Travel Regs for VALID current rates on Mileage, Meals and Lodging

* BREAKDOWN OF DIRECT COSTS BY PROJECT:

79006-1131-44:	\$ 20.00	79004-1121-44:	\$ 30.00
79008-1127-44:	\$ 34.00	79005-1128-44:	\$ 30.00
I-240-1(144)14:	\$ 54.00	I-55-1(67)0:	\$ 60.00

TYPICALLY, SCHEDULE 3 IS USED FOR SUB-
CONSULTANT SERVICES

SCHEDULE NO. 3

Aerial Photography (Eastern Aerial Surveys, Inc. - copy of invoice attached)	\$3,000.00
Subsurface Investigations, Evaluation Reports (M. R. Ross, Inc. - copy of invoice attached)	<u>\$4,000.00</u>
TOTAL	<u>\$7,000.00*</u>

* BREAKDOWN OF OTHER COSTS BY PROJECT:

79006-1131-44:	\$2,000.00	79004-1121-44:	\$1,000.00
79008-1127-44:	\$3,000.00	79005-1128-44:	\$1,000.00
I-240-1(144)14:	\$5,000.00	I-55-1(67)0:	\$2,000.00

XYZ CONSULTANTS, INC.
110 North Third Street
P.O. Box 159
Selmer, Tennessee 38375

September 27, 2001

Tennessee Department of Transportation
Regional Transportation Manager 2
P.O. Box 429
Jackson, TN 38302-0429

Re: State Project No. - 55002-2225-14
Federal Project No. - NH-5(35)
McNairy County, Billing
XYZ Consultants, Inc.

Dear Sir:

In accordance with State Agreement No. 0076, we have completed the following services:

Relocations have been completed on the following tracts:

1. Tract 006, Julia Howell, Owner \$145.00
2. Tract 013, Edna King, Owner \$145.00
3. Tract 016, Pam Wicker, Tenant \$145.00

Submitted claim forms for business relocation on the following tracts:

1. Tract 016, R and R Sales, Tenant \$580.00
2. Tract 016, Redmon Lime Co., Tenant \$580.00
3. Tract 023, Boot Corral, Tenant \$580.00
4. Tract 069, Hwy. 45 Sawmill, Owner \$580.00

A business relocation has been completed on the following tract:

1. Tract 021, Good Times, Tenant \$145.00

Negotiations have been completed on the following tracts:

1. Tract 074 \$429.00
2. Tract 080 \$429.00
3. Tract 089 \$429.00

The following tracts have been closed:

1. Tract 074 \$60.00
2. Tract 080 \$60.00
3. Tract 089 \$60.00

A check in the amount of \$ _____ made payable to XYZ Consultants, Inc. will be appreciated.

Sincerely,

By _____ (Principal's Signature)
(Principal's typed name and title)

ABC APPRAISAL

September 27, 2001

Tennessee Department of Transportation
Regional Chief Appraiser
4005 Cromwell Rd.
Chattanooga, TN 37422

State Project No. – 21001-2255-14
Federal Project No. – STP-26(8)
DeKalb County

Dear Sir:

The following appraisals have been completed for DeKalb County and are submitted for payment.

APPRAISAL INVOICE

<u>Tract</u>	<u>Fee</u>	<u>AMT. Due</u>
16	\$2,500.00	70% \$1,750.00
21A	\$3,000.00	\$2,100.00
32	\$2,000.00	\$1,400.00
TOTAL DUE		\$5,250.00

Sincerely,

By _____ (Appraisers Signature)
(Appraisers typed name and title)
(Appraisers License No.)

Right-of-Way Solutions, LLC
6220 Greenlee
Suite #1
Arlington, Tennessee 38002

Bill To

Tennessee Department of Transportation
Regional Transportation Manager 2
P.O. Box 22368
Chattanooga, TN 37422-2368

Re: State Project No. – 21001-2255-14
Federal Project No. – STP-26(8)
DeKalb County

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>RATE</u>	<u>SERVICED</u>	<u>AMOUNT</u>
Closings	Closing Completed; Tract 1A	1	150.00		150.00
Closings	Closing Completed; Tract 44	1	150.00		150.00
Closings	Closing Completed; Tract 56	1	150.00		150.00
Condemnations	Tract Condemnations; Tract 80	1	825.00		825.00
Condemnations	Tract Condemnations; Tract 92	1	825.00		825.00
Condemnations	Tract Condemnations; Tract 112	1	825.00		825.00
Condemnations	Tract Condemnations; Tract 132	1	825.00		825.00
Condemnations	Tract Condemnations; Tract 133	1	825.00		825.00
TOTAL					4,575.00

By _____ (Principal's Signature)
(Principal's typed name and title)

ATTACHMENT B



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION

505 Deaderick Street
Suite 1300 James K. Polk Building
NASHVILLE TN 37243-0348

(DATE) _____

M_. _____

CONSULTANT: _____

ADDRESS: _____

SUBJECT: COMPLETION NOTICE

Agreement No. _____ Work Order # _____ (if applicable)

Project No: _____ PIN _____

Description: _____

County: _____

Dear M_. _____:

This letter is to advise you that your firm has satisfactorily performed the work outlined under the subject contract or work order. You should submit your final invoice for this contract/work order as soon as possible.

If a retainage has been held for this contract, and a retainage invoice is not received within 90 days of this notification, this office requests that the Division of Finance release all retainage on this contract or work order.

(If applicable) Current records show \$_____ is being held in retainage (if applicable).

If you have any questions, please contact this office.

Sincerely,

Project Manager

____/____

cc: Program Development & Administration Division
Finance Division
Design Division Manager
Design Division Contract Section

Policy 301-01

ATTACHMENT C

POLICY FOR STANDARD PROCUREMENT OF ENGINEERING AND TECHNICAL SERVICES

Vehicle Reimbursement Schedule

For all projects except Construction Engineering and Inspection (CEI), the consultant shall be reimbursed at the rate specified in the State of Tennessee Comprehensive Travel Regulations in effect at the time the cost was incurred.

For CEI projects, the consultant shall be reimbursed at the rate of \$27.00 per day for compact trucks used on the Department's (TDOT's) projects. For full sized pick-up trucks used on the Department's projects, the consultant shall be reimbursed at the rate of \$30.25 per day.

Rate changes are approved:

Paul D. Agnew
TDOT Chief Engineer

11/13/13
Date

Attachment D



Fixed Fee Worksheet

(Fee Minimum is 5.00% Fee Maximum is 12.00%)

WEIGHT FACTOR

5	Size of Contract	The larger the contract maximum compensation, the smaller the net fee percentage
---	-------------------------	--

<input type="checkbox"/>	<u>Fee</u>	<u>Qualifier</u>
<input checked="" type="checkbox"/>	0.02	More than \$5,000,000
<input type="checkbox"/>	0.04	Less than \$5,000,000
<input type="checkbox"/>	0.06	Less than \$2,500,000
<input type="checkbox"/>	0.08	Less than \$1,500,000
<input type="checkbox"/>	0.10	Less than \$1,000,000
<input type="checkbox"/>	0.12	Less than \$150,000

0.10

35	Complexity	The extent to which the Consultant applies knowledge, experience, technical skills, and independent judgement
----	-------------------	---

<input type="checkbox"/>	<u>Fee</u>	<u>Qualifier</u>
<input checked="" type="checkbox"/>	0.04	RSAR project / Resurfacing / No Plans Contract/SWPPP/EPSC Inspection/QA Assessments
<input type="checkbox"/>	0.06	Bridge Approach Project/Signal Project/Intersection Widening / CEI rural
<input type="checkbox"/>	0.08	Rural widening / CEI Urban/ TPR / NEPA - CE
<input type="checkbox"/>	0.10	Freeway widening / New alignment/ NEPA-EA/EIS / Natural Stream Design/Tech. Studies
<input type="checkbox"/>	0.12	Interchange project / Urban widening / ITS / Bridge Design / Geotechnical

1.40

5	Contract Duration	The shorter the schedule, the higher the net fee percentage
---	--------------------------	---

<input type="checkbox"/>	<u>Fee</u>	<u>Qualifier</u>
<input checked="" type="checkbox"/>	0.06	No critical short term deadline. Define inspection schedule (I.E. EPSC or QA Assessments)
<input type="checkbox"/>	0.08	Standard 2/3 Phase Project (Preliminary/ROW/Construction)
<input type="checkbox"/>	0.10	Accelerated Schedule with Project Commitments
<input type="checkbox"/>	0.12	Aggressive Schedule. High Visibility Project.

0.30

50	Degree of Risk	The higher the risk, the higher the net fee percentage
----	-----------------------	--

<input type="checkbox"/>	<u>Fee</u>	<u>Qualifier</u>
<input checked="" type="checkbox"/>	0.06	Cost Plus fixed fee contract with little chance of cost overruns and low liability exposure
<input type="checkbox"/>	0.08	Cost Plus fixed fee contract and medium liability exposure
<input type="checkbox"/>	0.10	Lump sum contract with defined scope of work. Project involves medium to high liability
<input type="checkbox"/>	0.12	Lump sum contracts with possibility of overrunning costs. Projects involving significant liability, hazardous materials, experimental designs, etc.

3.00

5	Subcontracting	The more work subcontracted, the smaller the net fee percentage (Does not include Surveying or Geotech)
---	-----------------------	---

<input type="checkbox"/>	<u>Fee</u>	<u>Qualifier</u>
<input checked="" type="checkbox"/>	0.04	More than 50% of job
<input type="checkbox"/>	0.06	More than 30% of job
<input type="checkbox"/>	0.08	Less than 30% of job
<input type="checkbox"/>	0.10	Less than 20% of job
<input type="checkbox"/>	0.12	Less than 10% of job

0.20

Fixed Fee Total: 5.00%

This fixed fee calculator was developed to comply with 23 CFR §172.11(b)(3) which indicates the amount of fixed fee shall consider the scope, complexity, contract duration, degree of risk borne by the consultant, amount of subcontracting, and professional nature of the services as well as the size and type of contract.