



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS**



**CONSULTANT
SERVICES
MANUAL**

Prepared by the:
Engineering Division
Consultant Services Section
April 2005

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PREFACE

This manual is intended to be a guide in conducting business with the West Virginia Department of Transportation, Division of Highways (DOH). For questions and concerns, contact:

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The West Virginia Home Page

<http://www.wvdot.com/>

The West Virginia Consultant Resource Center on the Web:

http://www.wvdot.com/9_consultants/9_consultants.htm

Publications and Manuals:

http://www.wvdot.com/engineering/TOC_engineering.htm

Listing of DBE Consultants

http://www.wvdot.com/3%5Froadways/3d9a_consult.cfm

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I. INTRODUCTION

This manual has been prepared to inform consulting firms and Division of Highways (DOH) personnel of the guidelines and methods for qualifying consultants, requesting a Letter of Interest, preparing fee proposals, negotiation procedures, agreement considerations, invoicing procedures and instructions, and other related subjects.

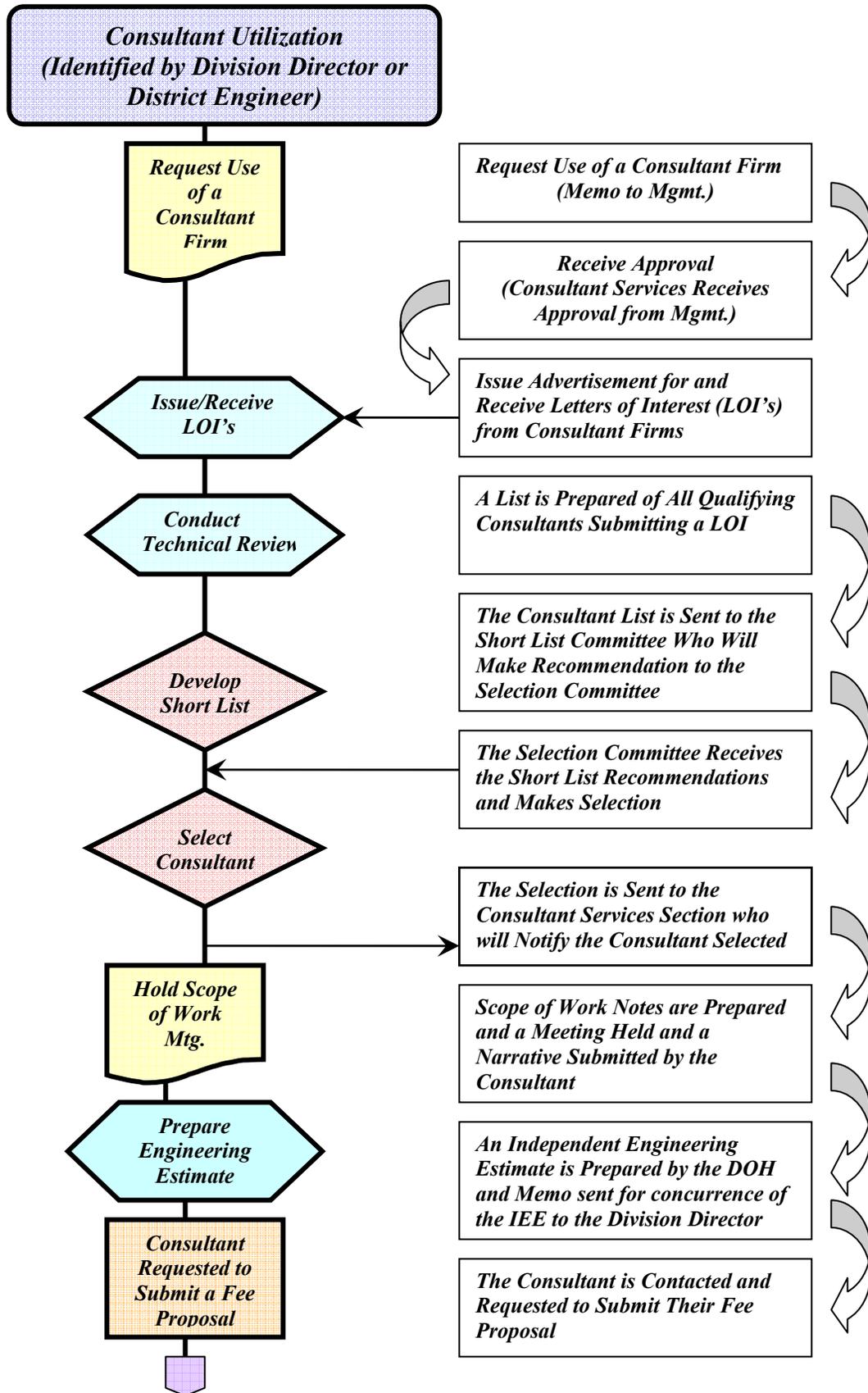
The information contained within this manual is applicable to all types of Engineering and Architectural consultant agreements including Statewide and Supplemental agreements for Shop Drawing /Construction Engineering Review, Bridge Inspection, Construction Inspection, Materials Inspection and Testing, Cultural and Resource Investigation, etc. This manual is not applicable for services obtained by or through the Right of Way Division.

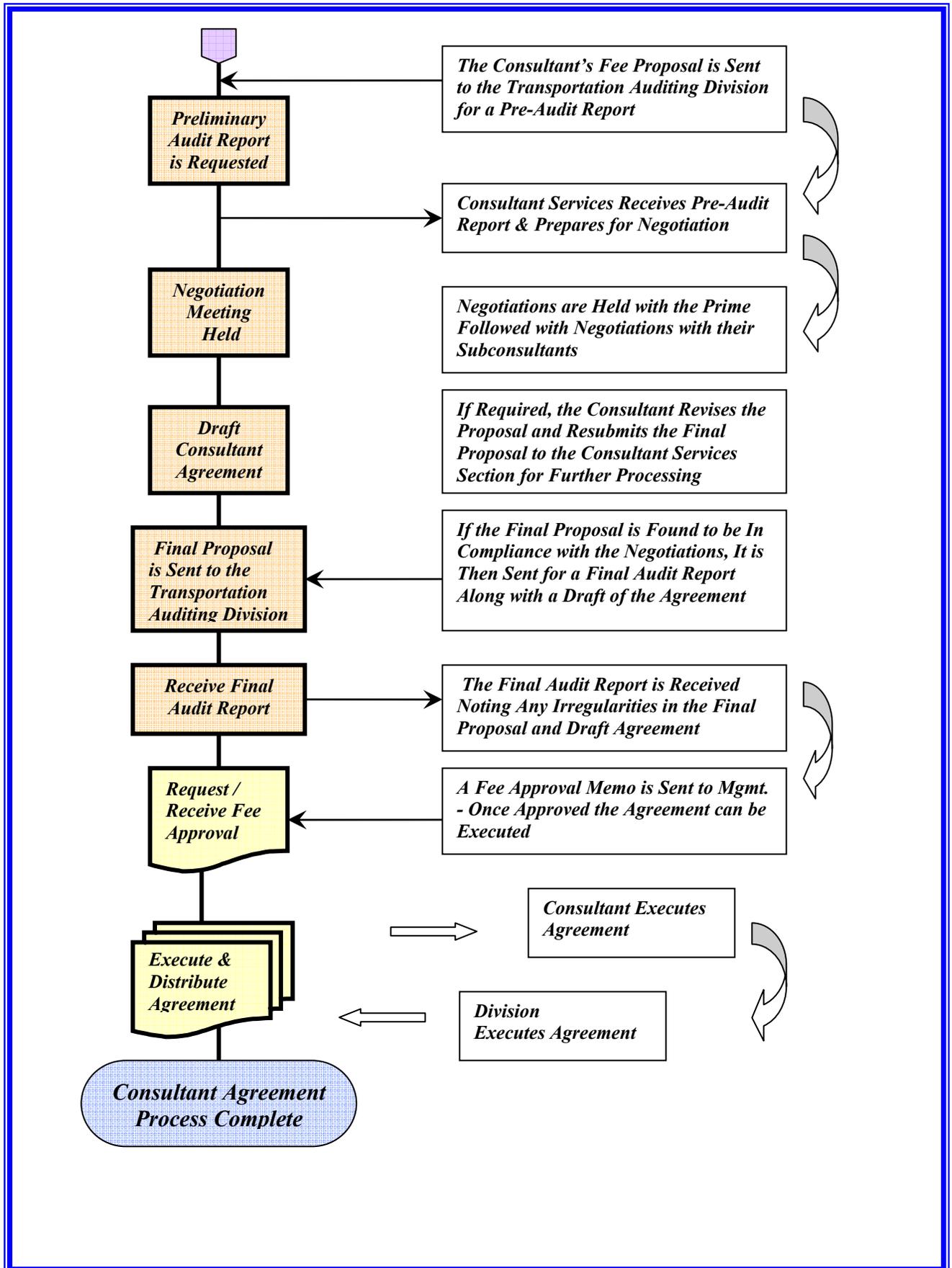
Consultant services are obtained using The Rules and Regulations of the West Virginia Department of Transportation, Division of Highways, Series I, Section 7, "Procurement Procedures for Negotiated Contracts."¹

Any firm unwilling or unable to comply with any of the requirements herein may request in writing a waiver from the DOH. The request shall detail the reason for such waiver and shall be filed in a timely manner prior to any work being or to be performed by the firm and must have written approval received from DOH before proceeding.

¹A copy may be found in Appendix A of this manual.

CONSULTANT PROCUREMENT FLOWCHART





II. QUALIFICATIONS TO PERFORM SERVICES

To be qualified to perform services for the DOH the following must be completed and submitted annually to the Director, Engineering Division, or included in your Letter of Interest:

CCQQ (Consultant Confidential Qualification Questionnaire)²

The CCQQ should be submitted as soon as possible after January 1 of each year. In order to avoid confusion, no CCQQ submitted for the upcoming calendar year will be accepted if predated or submitted prior to January 1. The CCQQ effective date shall be the CCQQ's actual signature date as per Item 20 of the form. If the date shown on Item 20 of the document is greater than 30 days from the official date stamped as "received," then the date received will become the effective date. The firm's name (Box 1) should be exactly as the consultant wants it to appear on the agreement(s) and all official correspondence, including the use of upper and/or lower case lettering, italics, abbreviations, etc.

This document is required of all firms performing services as prime consultants. It is not required of firms performing services as subconsultants or subcontractors although it is highly encouraged that subconsultants submit this document in order for the DOH to determine that firm's capability to perform the work. No written acknowledgement of receipt of this document will be made.

For the Transportation Auditing DOH's review process to operate in an efficient manner, the following information shall be submitted on an annual basis, with the fee proposal, or when a significant change has occurred. The following changes shall be immediately reported to the DOH:

- Change in the Company's Name
- Change of the Company's Federal ID #
- Change in the company address
- Change of designated contact person
- Change of key staff or personnel
- Change in individual(s) authorized to execute contracts or conduct the legal business of the company
- Changes in company principals
- Change to the company organizational structure that impacts it's financial make-up or it's accounting system

² A copy of the CCQQ form may be found in Appendix B or it may be downloaded from our web site address at http://www.wvdot.com/9_consultants/9f_questionnaire.htm.

III. GENERAL REQUIREMENTS AND REGISTRATIONS:

A. CAIS (Cost Accounting Information Statement)³

The initial CAIS shall be submitted by the prime consultant as soon as possible after notification of their selection to perform services for the DOH if not already filed with their Letter of Interest or submitted separately. A revised CAIS shall be submitted as soon as possible, but generally no later than six (6) months after the end of the firm's fiscal year or whenever changes to the company's accounting system are made.

B. AOR (Audited Overhead Rate)⁴

An audited overhead rate (including field office overhead, technology and Facilities Cost of Capital rates, if applicable) must be on file for both prime consultants and subconsultants. Prior to entering into contract negotiations, the firm and any subconsultants shall submit a current audited overhead rate computation performed by a State or Federal government agency or independent CPA firm. The submitted overhead audit shall contain a detailed exhibit of the computations with all applicable eliminations and references. The audit shall be done in accordance with Government Auditing Standards issued by the Comptroller General of the United States and all eliminations required by the Federal Acquisition Regulations are to be adhered to. This requirement for a CPA audit will be waived for the selected firm or any subconsultant when its portion of the fee for the project is less than One Hundred Thousand Dollars (\$100,000). In such instances, a company computed overhead rate may be utilized. In either case, no precursory audited overhead will be permitted to be used if older than two years from the date services are negotiated. Firms with insufficient cost experience to establish audited or company computed rates may use a contingent rate which will be valid for negotiating fees. No adjustments of the negotiated fees will be made following development of rates based on actual cost experiences. Such rates must be approved by the Transportation Auditing Division.

C. COA (Certificate of Authorization)

The West Virginia State Board of Registration for Professional Engineers must verify that the person in responsible charge of the firm is a registered professional engineer in the State of West Virginia and is a member in good standing. An application can be obtained from the:

West Virginia State Board of Registration for Professional Engineers
300 Capitol Street, Suite 910
Charleston, WV 25301-2703
Telephone: (304) 558-3554
Fax: (304) 558-6232
http://www.wvpebd.org/contact_us.htm

³ Items Discussed in Paragraph A-E are only required by firms actually selected to perform work for the DOH and are not required for consideration to perform work or to submit a Letter of Interest. A copy of the CAIS document can be found in Appendix C or it can be downloaded from our web site at http://www.wvdot.com/9_consultants/9c_documents.htm

⁴ A copy of the Audit Guide can be downloaded from our web site at <http://www.transportation.org/download/AudAcctgGuide.pdf>

D. Registration with the Purchasing Department

Each prime consulting firm is required to register with the West Virginia State Purchasing Department in order to qualify for payment on any contract. Firms may negotiate a consulting contract with the DOH prior to registering with the State Purchasing Department. However, payment for services rendered under the contract cannot be generated until the registration process has been completed.⁵

E. Workers Compensation and Unemployment Accounts

Workers Compensation and Unemployment Accounts must be in good standing before entering into a contract, default databases will be checked. If a firm is not in good standing, the contract will not be executed until corrective action is taken.

Information on Workers Compensation Requirements can be obtained by contacting:

Workers Compensation⁶
(304) 926-5000 (Monday-Friday 8:00 a.m. - 4:30 p.m.)

Unemployment Compensation⁶
(304) 558-1281 (Monday-Friday 8:00 a.m. - 4:30 p.m.)

F. DBE (Disadvantaged Business Enterprise) Registration

It is the policy of the West Virginia Department of Transportation, Division of Highways, that Disadvantaged Business Enterprises (DBE) shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds in accordance with the DOH's DBE Program. This certification is made available only to consultants who meet the requirements for DBE status. For a complete list of qualifications and an application contact the:

West Virginia Division of Highways
Equal Employment Opportunity Section
1900 Kanawha Boulevard, East
Building 5, Room A-925
Charleston, WV 25305
Telephone: (304) 558-3931

On February 2, 1999, the United States Department of Transportation (U.S. DOT) issued a final rule on the participation of Disadvantaged Business Enterprise (DBE) firm's in U.S. DOT Programs. These final rules appear as 49 Code of Federal Regulations (CFR) Part 26. The major objectives of the program are:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for and participate in DOT- assisted contracts and/or subcontracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;

⁵ The registration form can be downloaded from the following web site <http://www.state.wv.us/admin/purchase/VRC/wv1.pdf>

⁶ Accounts in default can be viewed from the following web site <http://www.state.wv.us/scripts/bep/ucwcdflt.cfm>

4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBE's;
5. To help remove barriers to the participation of DBE's in DOT-assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program; and
7. To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBE's.

The DBE must perform a commercially useful function: A commercially useful function is generally being performed when a DBE is responsible for the execution of a distinct element of the work and is carrying out its responsibilities by actually performing, managing and supervising the work involved in accordance with normal industry practice (except where such practices are inconsistent with the DBE regulations and the guidelines) and when the DBE firm receives due compensation as agreed upon for the work performed. Regardless of whether an arrangement between the consultant and the DBE represent standard industry practice, if the arrangement erodes the ownership, control or independence of the DBE or does not meet the commercially useful function requirement, sanctions against the DBE firm and the prime consultant may be pursued.

The DBE must manage the work it has contracted. The management shall include scheduling work operations, ordering equipment and materials (if materials are a part of the contract), preparing and submitting payrolls and all other required reports and forms, and hiring and firing employees, including supervisory employees. The DBE must perform the majority of the work of the contract with its own work force.

The DBE must supervise the daily operations of the work contracted. There are only two acceptable ways for the DBE to supervise the daily operations. The DBE owner may act as superintendent and directly supervise the work or a skilled and knowledgeable superintendent employed by and paid wages by the DBE may directly supervise the work. If the latter is used, the DBE owner must be actively involved in making the operational and managerial decisions of the firm. Basically, this means that all administrative functions must be performed by personnel responsible to or employed by the DBE at facilities or locations under the control of the DBE.

IV. LETTERS OF INTEREST

Classified advertisements requesting a Letter of Interest⁷ from consulting firms wishing to provide services to the DOH will be placed in the Charleston Gazette and the Charleston Daily Mail. Copies of the classified advertisements will also be sent to the offices of the West Virginia Society of Professional Engineers, the American Council of Engineering Companies of West Virginia, and the West Virginia Contractor's Association. The advertisement will indicate the type of service being requested.

In addition to the above, advertisements will also appear on the Consultant Resource Center of the Department of Transportation state web page.⁸

The type of services being requested may include, but may not be necessarily limited to, the following major items:

- project management
- construction management and
- inspection
- feasibility studies
- preliminary engineering
- design engineering
- design
- engineering
- surveying
- mapping
- architectural
- materials inspection,
- sampling and testing materials
- archaeological investigation
- historic investigation
- related services to any above

Firms interested in being considered for work must submit a letter of interest and an unpriced prospectus to the DOH Director or individual specified in the advertisement. Unless otherwise stated in the advertisement, the consultant need only submit one prospectus per advertisement indicating the specific project or projects for which they wish to be considered. At a minimum, the prospectus shall include the following:

- A completed copy of the CCQQ⁹, if not already on file. The questionnaire must be dated for the calendar year specified in the advertisement.
- Overall capabilities to handle the proposed work, including available work force to be assigned to the project(s), personnel qualifications, and present overall workload.

⁷ No Letters of Interest will be accepted beyond the prescribed due date and time set forth in the advertisement.

⁸ Advertisements for consulting services may also be found on the WVDOT web site at http://www.wvdot.com/9_consultnats/9e_upcoming.htm

⁹ A copy of the CCQQ form may be found in Appendix B or it may be downloaded from our web site address at http://www.wvdot.com/9_consultants/9f_questionnaire.htm

- Indicate the area(s) of the State in which you would be willing to work.
- Location of the office in which the work would be performed.
- Indication of whether a cost accounting system has been maintained and is in effect such that it is capable of segregating and identifying accumulating costs for each job that is performed under cost-type contracts.
- Two completed copies (One bound to the prospectus and one loose leaf insert) of the Consultant's Short List Selection Criteria Technical Evaluation¹⁰ form shall be included.

¹⁰ A copy of the Technical Evaluation form can be found in Appendix E or it may be downloaded from our web site address at http://www.wvdot.com/9_consultants/9c_documents.htm

V. SELECTION OF CONSULTANT

The DOH Director requesting consulting services shall designate the appropriate staff to review the Letters of Interest and prospectus to assure that pertinent information and data have been submitted. Information and comments from this review will be provided to the Short List Selection Committee. A similar review by that committee will take place resulting in a short listing of consultants. This short list will be forwarded to the Selection Committee for final selection. These reviews will include, but may not be limited to, the following:

- Comparison with factors of interest
- Qualifications
- Consultant's Short List Selection Criteria Technical Evaluation
- The DOH's Previous Performance Evaluations¹¹
- Completeness of the Prospectus

The consultant selected to perform the requested services will be notified by telephone with a designated time frame for holding a detailed Scope of Work meeting. All consultants submitting a letter of interest will be notified by letter of the selection. The final results of the selections will also be posted on the DOH web site.¹²

¹¹ The consultant is evaluated on the project performance at each milestone of the project. These evaluations are kept on file. A copy is also provided to the consultant.

¹² The results of the selection can be found at the DOH web site at http://www.wvdot.com/9_consultant/9e_upcoming.htm

VI. AGREEMENT PREPARATION

A. TYPES OF AGREEMENTS

1. ENGINEERING AGREEMENT

An Engineering Agreement is the primary contractual document between the DOH and the consulting firm selected to perform a specific engineering function or functions. This agreement provides a project description, general requirements, specifies the type of services to be performed and deliverables required by the consultant, the method of payment, the time schedule to complete the work, and standard specifications for consulting services.

2. INTENT AGREEMENT

An Intent Agreement is simply a contractual instrument that authorizes the DOH to begin payment to the consultant upon receipt of a Notice to Proceed and with submissions of proper invoices. This Intent Agreement may be prepared and entered into prior to receipt of the consultant's price proposal. It is usually developed shortly after issuing a Notice to Proceed and is usually restricted for use with major projects. The amount of money specified in the agreement is **not** a percentage of the estimated engineering cost to complete forty percent (40%) of the work, but rather a quantitative dollar amount set up to allow reasonable charges to be billed until the consultant's proposal can be reviewed, negotiated, and an Engineering Agreement executed within the time frame set forth in the Intent Agreement. A twenty percent (20%) retainage is required during the execution of any work performed by the prime consultant, his subconsultants and subcontractors while the Intent Agreement is in effect. The retainage will be reduced to the normal rate in effect by policy - currently at two percent (2%) - set forth in the Engineering Agreement at which time the consultant may request the reduction and payment thereof in its next billing cycle after an Engineering Agreement has been properly executed by all parties.

At the sole discretion of the DOH the Intent Agreement may be supplemented if conditions change and the DOH has not finalized an Engineering Agreement. Again the money set forth in any supplemental to the Intent Agreement is solely quantitative and does not constitute a prescribed percentage of the work nor acceptance of any of the work or fee invoiced to date by the consultant, subconsultant or Subcontractor which shall be subject to final negotiations.

3. STATEWIDE MASTER AGREEMENT

A Statewide Master Agreement is used to procure particular services such as architectural, environmental, engineering, aerial photography or mapping, surveying, etc. at a specified method of payment for a period of one year with DOH's option to extend it for an additional year. Under a Master Agreement the overhead is fixed for the duration of the contract, but may be adjusted during the extended period. Depending on the type of services performed, the DOH may specify the method of payment for services rendered and labor rates may be fixed or allowed to fluctuate during the contract period. Once a Master Agreement has been executed, specific assignments may be made for the type of services specified under the Master Agreement by issuing a Letter Agreement or Letter of Authorization. A

Letter Agreement outlines the project scope, confirms Notice to Proceed date, method of payment, scheduled completion, and sets the maximum amount payable. A Letter of Authorization is used when specific rates of payment are utilized in the Master Agreement. This letter gives the consultant notice to proceed to perform the work as well as approval of the estimated cost as outlined in their proposal. Each specific work assignment shall be executed under a Letter Agreement or Letter of Authorization and is subject to a maximum amount payable of \$250,000 for State funded projects and \$100,000 for Federal funded projects. Each Master Agreement is subject to a total maximum amount as specified therein. Letter Agreements and Letter of Authorizations are processed in the same manner as other agreements with regards to the submittal of a fee proposal and negotiations prior to its execution.

4. SUPPLEMENTAL AGREEMENT

Any time during the execution of a contract, a consultant who believes that there has been a change in the scope, complexity, or character of the work for which it has been contracted may submit a request for consideration for additional compensation to the DOH. This request shall be made as soon as practical following the change in the work. This submission shall be in the same format as required for the original fee proposal with a narrative describing the work performed or to be performed, a breakdown of man-hours, along with their direct cost. Each supplemental request shall be subject to a review and subsequent negotiations. If found warranted, an agreement is executed to supplement the consultant's fee to a new maximum amount payable for the project. In like manner, when work is decreased or eliminated, the consultant shall submit a supplemental request reducing the maximum amount payable.

5. LETTER OF INTENT

A Letter of Intent, issued following Notice to Proceed but prior to the execution of an Engineering Agreement, is used to document the DOH's intention to enter into a contract with a consultant for particular services. This document will generally describe the work, confirms the Notice to Proceed, and establishes a maximum amount the consultant may expend for which the DOH will reimburse to the consultant if a formal agreement is not entered into. No invoicing can be honored or payment made under a Letter of Intent.

B. AGREEMENT PROCESS

Upon selection of a firm to provide consulting services to the DOH, a Scope of Work meeting will be scheduled, fee proposal prepared, negotiations held and a contract executed. The following provides an outline of the required steps to initiate and complete the agreement process.

1. SCOPE OF WORK MEETING

This meeting is held to set forth the project's general scope of work requirements. A preliminary draft of the Scope of Work notes and an example agreement will be provided to the consultant, as well as any project specific information that is available. Discussions are held for what is expected of the consultant, the criteria to be used, what the DOH will provide, and the format and preparation of the fee proposal. After this meeting, the Consultant will be requested to submit a narrative

describing the assumptions and related data to be used in preparing their proposal. The narrative shall address the items of work as presented in the narrative checklist as presented in Appendix F. The DOH will prepare a final set of the Scope of Work notes within a few days after the meeting and an official signed copy of the final scope of work notes will be sent to the consultant as soon as possible for inclusion into the fee proposal. Upon receiving the Narrative, the Department will prepare its independent estimate for concurrence by the appropriate Director. The consultant shall submit its fee proposal and related costs within three weeks from the time period specified in the scope of work notes.

2. **FEE PROPOSAL PREPARATION**

Unless otherwise generally specified by the DOH at the Scope of Work meeting, the method of payment for the fee proposal may be presented as a cost plus fixed fee, lump sum or specific rate of pay subject to the DOH's approval. The fee proposal shall include the following information and shall be presented as set forth in Appendix F:

- All costs related to the salaries of employees for time directly chargeable to the project are to be shown as an hourly rate. No rate shall exceed the maximum allowable rate as set forth in the scope of work notes. Direct non-salary costs, estimated in fulfilling the terms of the contract, must be presented in a unit rate format. Some costs are limited as determined at the Scope of Work meeting.
- Should overtime be required due to the anticipated schedule of the project, the consultant and/or subconsultant¹³ shall clearly delineate and separate the premium portion of the overtime in their proposal.
- The consultant's overhead shall not exceed the maximum rate approved by the West Virginia Department of Transportation's Auditing Division.¹⁴
- Subcontract¹⁵ costs such as boring or rental equipment used in fulfilling the terms of the contract shall be acquired on a bid basis and generally requires a minimum of three (3) bids. Copies of all bids or quotes shall be retained for an audit review. Estimates may be used for fee proposal purposes.
- All subconsultants must be listed in the fee proposal and are subject to the approval of the DOH.
- The prime consultant may change subconsultants following negotiations; however, no increase in the contract cost is permitted. Written approval must be obtained prior to engaging any subconsultant not previously presented in the original proposal or Letter of Interest.

¹³ A subconsultant is, in general, any firm, person, or organization to whom the consultant has transferred, by consultant's request and DOH's approval, any portion of the work covered by its obligation to the DOH under the Agreement.

¹⁴ See Appendix D for overhead information.

¹⁵ A subcontractor is, in general, any firm, person, or organization to whom the consultant has transferred, by solicitation of bids or quotes and DOH's approval, any portion of the work covered by its obligation to the DOH under the Agreement. Nonsalary direct costs such as printing, postage, telephone, etc., are not considered to be subconsultant or subcontract items.

- Subconsultant(s) costs used in fulfilling the terms of the contract must include all costs and show all supporting data using the same criteria as required of the prime consultant.
- Under special circumstances, other methods of pay may be acceptable.¹⁶
- No portion of the any contractual agreement between the prime consultant and any subconsultant is to be submitted nor included in the consultant's proposal presented to the DOH. In most cases, the language contained therein is contradictory to the agreement between the DOH and the prime consultant. All prime consultants and subconsultants are cautioned to familiarize themselves with Attachment "A" of each agreement particularly those sections pertaining to the relationship between prime consultant and subconsultants.
- The fee proposal is to be based upon the consultant's base salaries plus overhead, technology cost and Facilities Cost of Capital (FCC)¹⁷ applied on a percentage basis to the base salaries. The overhead percentage will be a composite rate to include payroll burden. The FCC percentage is applied only to the direct labor cost. No overhead or profit may be claimed on the FCC. The FCC percentage may only be applied when the overhead, excluding the technology factor, is less than 160%. The FCC is limited to the difference between the actual overhead and the maximum allowable overhead of 160%. (i.e. the combined total of the consultant's overhead and FCC can not be any greater than a 160%) All fee proposal costs shall be completely documented with calculation of units, unit rates, etc. No lump sum amounts are to be included. As an example, a consultant shall not list any cost as a lump sum amount (e.g. telephone = \$100.) The correct method would be in the unit rate format (e.g. telephone - 50 calls @ \$2.00 per call = \$100.) The fee proposal¹⁸ is to be submitted in accordance with the following criteria:
 - The original and all supplemental fee proposals shall include a technical narrative¹⁸ from the Prime and each subconsultant describing their portion of the work to be performed. The narrative shall state in detail all assumptions made in preparing the fee proposal.
 - A condensed summary of the proposal costs shall be presented in the front of the proposal as illustrated in Appendix F. The proposal shall clearly state the method of payment to be used and shall contain a condensed summary of proposed costs in a unit/rate format. The total proposed amount is to be clearly stated.

¹⁶ See the Department of Transportation's Division of Highways, "Methods of Pay," Procurement Procedures for Negotiated Contracts, Series I, Section 7.3.16, July 1998. A copy has been provided in Appendix A

¹⁷ Refer to Appendix D for a complete definition of the FCC.

¹⁸ An outline of the preferred proposal format and narrative checklist can be found in Appendix F.

- The proposed overhead rate and technology rates shall not exceed the maximums as defined by the Scope of Work notes. The current maximums are 160% for Overhead, including FCC, and 10% for Technology¹⁹
- Maximum labor rate per employee shall be established in the Scope of Work Notes. The current maximum rate per employee per hour is \$55.²⁰
- The consultant's maximum allowable fee for profit is 10% for their portion of the contract.
- The subconsultant's maximum allowable fee for profit is 10% for their portion of the contract.²¹ The prime consultant can not claim any fee on any of the work performed by the subconsultants or subcontractors. However, an administration charge in the proper format is allowable.
- The premium portion of overtime, if applicable, shall be computed and itemized separately. The consultant can apply profit, but not overhead, to the premium portion of the overtime.
- The subconsultant's fee proposal as well as any estimated subcontractor's costs shall be included in a separate section of the prime consultant's fee proposal.
- The fee proposal shall contain a proposed schedule showing the estimated starting date, duration, and completion of all major milestone activities. A total of four (4) copies of the proposal, three copies plus the original, shall be provided with each submission. The transmittal letter shall be attached to each proposal and shall bear the same date as the proposal given in a month, day, and year format.
- The consultant shall be in compliance with the DOH requirements for the submittal of a CAIS. The fee proposal will not be accepted if not in compliance (See Appendix C.)
- A signed copy of the original Scope of Work notes shall be included in all copies of the original fee proposal and any subsequent fee proposal submitted resulting from negotiations.
- Three (3) separate copies of only the technical narrative shall be submitted as directed by the Scope of Work Notes.
- A copy of the consultant's and subconsultant's most recent overhead²² computation summary including the Technology and Facilities Cost of Capital factors, if applicable, shall be submitted within each proposal.

¹⁹ Only those projects selected on or after June 1, 1999, are eligible to include technology cost.

²⁰ This rate cannot be escalated, nor can any rate in excess of the maximum be used when computing average rates for the fee proposal.

²¹ The subconsultant's fee proposal shall be in the same format as the prime consultant's.

²² See Appendix D for Consultant Overhead Guidelines.

- All supplemental fee proposals shall contain project modification documentation pertinent to the supplemental proposal. In addition, a copy of the last agreement executed, whether original or supplemental, shall be submitted.

Fee proposals not containing the required information will be returned to the consultant for corrective action if not in compliance with these requirements. Regulations require that in most cases an audit be conducted of the overhead and expenses which are claimed in the fee proposal. The responsible Division will, when required, submit a copy of the complete fee proposal to the Transportation Auditing Division for their review, comments, and/or concurrence. The results of the review (generally termed an “Agreed- Upon Procedure Evaluation Review or Pre-Audit”) must be addressed, when warranted, in a revised fee proposal before a final agreement can be reached. Cost for travel and subsistence shall generally be limited to that allowed by the Governor’s Travel Regulations as set forth in the DOH’s Operating Procedures as follows:

- Maximum meal allowance will be that as set forth in the latest version of the DOH’s Operating Procedures.
- Maximum mileage allowance for personal transportation type vehicles will be that as set forth in the latest version of the DOH’s Operating Procedures.
- Automobile rental costs will be allowed, if customary and reasonable. The most economical type car (compact or intermediate) is expected to be utilized.
- Airline and other common carrier travel costs will be allowed, if customary and reasonable.
- Other transportation costs such as toll bridge fees, turnpike toll fees, parking, etc., will be allowed, if customary and reasonable.
- Lodging costs will be allowed and will be expected to be at the least expensive lodging facility commensurate with location and satisfactory service and is not to exceed the Federal CONUS rates²³ unless prior written approval of the DOH is obtained.

In general, the fee proposal²⁴ format is a listing of the various milestone activities with sub-tasks which are required for the completion of various portions of the work. This listing shall include the estimated hours for each classification of personnel expected to expend time on each task. Hours shall be totaled per each task and per each classification. The fee proposal and detail estimated cost must be completed regardless of the method of payment to be used. The fee proposal for specialty items such as sanitary sewer design, etc., shall be itemized in the same

²³ Per Diem rates for West Virginia generally are included in the Scope of Work notes or they can be found at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

²⁴ See Appendix F for the preferred proposal format.

manner as the original fee proposal. Shop drawing review and construction engineering services, if required, will be a separate agreement. A fee proposal to perform these duties must be submitted in accordance with the Scope of Work notes and in addition to the criteria outlined herein:

- Hourly average labor rates per classification shall be provided. Computation for average hourly rates per classification must be shown, if utilized. The rates shall be certified by an officer of the company. Any variance from the submitted rates must include an explanation and justification. (i.e., anticipated wage increases hazardous duty, etc.)
- Overhead computation²⁵ and applicable schedules with certification of the same by an officer of the company.
- For proposed direct non-salary cost rates, company policy and procedures, and/or the method of computation for the various proposed non-salary direct costs (i.e. telephone, mailing, prints, etc.) should be submitted. Any item not presented in a unit x rate format and not documented will be unsupported and subject to deletion from the proposed fee. The fee proposal shall not contain any line items for computer or CADD costs. These costs shall be included in the consultant's overhead and technology computations, except for specialty programs that are rented or leased, which are considered as direct non-salary cost.
- Rental equipment items should contain specifications of the item to be rented or some type of documentation to support the proposed cost.
- The above information shall also apply to subconsultants that are included in the prime consultant's fee proposal submissions.
- The DOH may, at its discretion, return the consultant's fee proposal, with comments, if deemed to be nonresponsive to the outlined Scope of Work. In addition, the DOH may, at its discretion, return the consultant's proposal, with comments, if the consultant's fee proposal varies from the DOH's independent estimate by more than 25% and request the consultant to re-evaluate the project and its proposed fee.

3. **NEGOTIATION**

Once an initial fee proposal has been submitted, reviewed by the DOH personnel, and the pre-audit completed, the consultant will be requested to attend a negotiation meeting, if necessary, to discuss any differences, discrepancies, etc. Upon completion of the negotiation process, the consultant will submit four (4) copies of the revised fee proposal, in the same manner as stipulated above. Failure to reach a reasonable fee between the consultant and the DOH will result in the use of an alternate consultant from the selection process.

²⁵ See Section II Qualification & Requirements.

4. **AGREEMENT**

The DOH will prepare an agreement, based on the Scope of Work meeting, which will outline the monetary considerations agreed upon by both parties during the fee negotiations.

Included in this agreement is a section entitled “Basis of Payment.” This section sets forth the maximum amount payable by the DOH to the consultant for services rendered under the terms of the agreement.

If there should develop a substantial change in the scope, complexity, or character of the work established under the agreement resulting in an increase or decrease in the maximum amount payable, all work will be evaluated. A revised maximum amount payable may be negotiated, subject to the validity of the change in scope, complexity, and character of the work, and a supplemental agreement prepared. All supplemental proposals shall be formatted in the same manner and include the same information as required in the original proposal.

The consultant shall not exceed the maximum amount payable as set forth in previous agreements without an executed supplemental agreement increasing the maximum amount payable. When the maximum amount payable is being approached, the consultant shall inform the DOH through the project manager. The consultant shall not proceed to perform any work that causes expenditures to exceed the maximum amount payable, without prior approval ²⁶of the DOH.

The agreement may also include one or more of the following attachments:

- Certification of Consultant.
- Certification of West Virginia Department of Transportation, Division of Highways.
- Certification with regard to Debarment, Indictments, Convictions, or Civil Judgments.
- Disclosure of Consultant (Certification with respect to Environmental Studies).
- Standard Specifications for Consulting Engineering Services²⁷
- Standard Specifications for Consulting Inspection Services²⁷

In certain cases, the consultant may be issued a Letter of Intent or an Intent Agreement. The Letter of Intent will authorize work to begin prior to the full execution of an engineering agreement and establish a “date of authorization.” If the agreement is not executed by any or all of the parties concerned, this letter will indicate that the consultant will be reimbursed by the DOH for any and all reasonable monies expended for authorized work, up to a stated maximum amount stipulated in the Letter of Intent. This is not the same as an Intent Agreement. The consultant can not invoice under a Letter of Intent.²⁸

²⁶Approval may be verbal, followed by written approval and confirmation from the DOH .

²⁷The Standard Specifications for Consulting and /or Inspection Services is included with the Executed Agreement as Attachment “A.” See Appendix G.

²⁸Department of Transportation’s Division of Highways, “Letter of Intent,” Procurement Procedures for Negotiated Contracts, Series I, Section 7.3.13a ,July 1998. See Appendix A.

An Intent Agreement²⁹ is a written contractual agreement that authorizes the DOH to begin payment to the consultant upon receipt of proper invoices. Under an Intent Agreement, the consultant would be allowed to invoice up to the stated amount in the Intent Agreement. The Intent Agreement allows the consultant to proceed with the work up to approximately forty percent (40%) of the project. The DOH agrees to have an Engineering Agreement in place within one hundred and eighty (180) days from the execution of the Intent Agreement, or before the consultant reaches an overall forty percent (40%) completion of the project, whichever occurs first. Said schedule may be extended by the DOH at its sole discretion. A twenty percent (20%) retainage on all billable amounts incurred under the Intent Agreement will be in effect during the Intent Agreement period. At the time that an engineering agreement is executed, the retainage will be reduced to the normal retainage rate in effect.

5. PROJECT MODIFICATION

When the design consultant becomes aware that there is a change in the work effort defined by the original scope of the project, a Project Modification Documentation Form should be completed and forwarded via email to the DOH's Consultant Review Project Manager for approval.

Contract modifications are required for any modifications in the terms of the original contract that significantly change the character, scope, complexity, or duration of the work or that significantly change the conditions under which the work is required to be performed.

This approval by the DOH Consultant Review Project Manager is to be sent to the DOH Consultant Services Section Head, when applicable, and the design consultant and shall be by an email or memo so that there will be documentation of the approval before the consultant proceeds with any work. If the project manager has comments on the form, then he or she is to respond to the design consultant in a timely fashion and the modification form is to be resubmitted for approval. A copy of this form is included in Appendix H. The form requires a statement of the Project Task, a Description of Task Modification/Addition/ Deletion and Reasons/Remarks.

Project Task is a general description of the overall work. Description of Task Modification/Addition/Deletion consists of a specific statement or statements describing the extra work believed to be out of scope. The Reason/Remarks section provides the consultant with the opportunity to justify why the work is believed to be extra effort.

6. CERTIFICATE OF INSURANCE

When submitting a Certificate of Insurance to the DOH to substantiate compliance with Section 2.01 of the Standard Specifications for Consulting Services, the description section of the certificate must contain the project number, county and name of the project and/or other notation as requested by the DOH. The signature/counter signature of the West Virginia licensed resident insurance agent shall be in blue ink. Such endorsement must include:

²⁹ See footnote 28.

Resident Agent's Name
West Virginia street address,
City and Zip Code

The original and one copy of the insurance certificate (whether for the prime consultant or any subconsultant) are to be mailed under the prime consultant's letterhead to the DOH. Failure to submit properly completed certificates in the manner indicated above will result in the certificates being returned for correction and a suspension in processing all invoices for services related to the applicable project(s) until properly completed certificates are received.

7. **RETAINAGE and FINAL PAYMENT**

The purpose of this section is to describe the process used by the DOH for payment of the final retainage on consultant contracts and is not intended to address invoicing issues. It only applies to projects where the consultant and the DOH are in agreement that the consultant has fulfilled its contractual obligation to the DOH.

The DOH generally withholds retainage on interim payments to ensure that the consultant has met its legal and required obligations. The retainage requirements are described in each agreement, and may be revised by a supplemental agreement. Therefore, it is important to read each agreement and invoice in accordance with the retainage provisions of the agreement. Currently the Department generally withholds two percent (2%) of the total contract amount, less any subcontracts, from each interim payment submitted. Some agreements for particular project types, such as shop drawing overview, have no retainage withheld.

Upon completion of the work required under the contract, the consultant should submit the last interim invoice requesting payment of all amounts due under the contract except the retainage amount. A final invoice should then be submitted requesting payment of the two percent (2%) retainage withheld. Each contract will be audited by the Transportation Auditing Division prior to the payment of the final invoice. The final invoice will not be released until the contract is completed and the Transportation Audition Division has audited the project, acquired the necessary tax releases, and issued a final audit report.

For Lump Sum contracts, the last interim invoice should be submitted for the remaining contract amount less retainage. A final invoice should be submitted requesting the release of the retainage as final payment due. Submitting a final invoice for retainage only will ensure that the consultant firm receives all interim payments that they are entitled to in timely manner.

For Cost Plus contracts, the last interim invoice should be submitted upon completion of all work under the contract. This invoice shall not exceed the maximum amount payable for all executed contracts without an executed supplemental agreement increasing the maximum amount payable. Obtaining supplemental agreements in a timely manner will facilitate final payment to the consultant.

VII. INVOICING

All invoices are to follow the guidelines as set forth below:

- A. The consultant shall not submit any invoice for payment for services until an agreement has been fully executed.
- B. Invoices are to be addressed to the appropriate District Engineer or Division Director with copies of the cover letter submitted to the Project Administration Division. (The consultant will be informed at the Scope of Work meeting as to the appropriate individual and mailing address.)
- C. Identify project by State and Federal project number, name and county;
- D. Identify invoice by number and date (not by amount);
- E. Identify invoice by Federal Employer's Identification Number (F.E.I.N.);
- F. Content of invoice submissions:
 1. Original of each document to be submitted with two (2) copies of each document, either duplicated or machine copies (all sheets must be 8 ½ " x 11").
 2. Original must have original certification signature.
 3. Copies may be:
 - (a) Stamped – original signed by -----;
 - (b) Stamped with signature stamp;
 - (c) On duplicated or machine copies, the duplicate of the original signature will suffice
- G. An invoice submission may be made up of several of the standard invoice forms, depending on the basis of payment. A completed BF-2 form shall accompany the original and all invoice copies.³⁰ BF-2 forms may be developed by the consultant in an electronic format approved by the DOH
- H. Unless otherwise permitted by an agreement or Scope of Work note, separate invoices are required for each project; supplemental agreements are to be shown as separate phases or billing breakdowns on the invoice.
- I. The DOH will not honor any invoice for work performed prior to Notice to Proceed.³¹ A copy of the Notice to Proceed letter must be submitted with the first invoice unless documented in the Scope of Work notes or agreement.

³⁰ Standard Invoicing forms and the BF-2 form may be found in Appendix I.

³¹ Notice to Proceed may be verbal, followed by written confirmation.

- J. Invoices for cost plus agreements shall have two attachments:
 - 1. A tabulation of direct payroll cost, which includes employees name (or acceptable identifier), title, and salary.
 - 2. A tabulation of direct non-salary cost which includes printing, transportation costs, expense accounts, etc.
- K. Upon submission of the final invoice, all records of direct cost (receipts, time sheets, etc.) must be in the consultant's possession, filed, and referenced to the invoice number and the project number they were billed under (see Appendix F).
- L. All copies shall have a progress report attached (three (3) copies to be submitted) in a format acceptable to the DOH.
- M. The consultant is advised that all subconsultants and subcontractors shall be paid within 10 days of receiving payment from the Division of Highways. Subsequent invoices shall contain the following certification indicating that all subconsultants and subcontractors have been paid.

I hereby certify that on _____ (date) _____, _____ (Prime) _____ received payment for Invoice # _____, dated _____, in the amount of \$ _____, and the following subconsultants and subcontractors included in the subject invoice have been paid:

(List subs and amounts paid here)

Signed _____
(Authorized Company Officer)

The consultant, regardless of method of payment, shall segregate monies paid to any Disadvantaged Business Enterprise (DBE), including itself, from monies paid to non-DBE firms.

- N. A tax release for each final invoice must be obtained, as required by law, from the State, Counties, and Municipalities. Accordingly, submit tax releases from West Virginia with your final invoice.
- O. Direct deposit of invoice payments is available through the Automated Clearing House (ACH). To enroll complete and return the VENDOR AGREEMENT FORM (ACH CREDITS) located in Appendix I. The vendor is notified via e-mail when the deposit has been made.³²

³² For more information on Direct Deposits visit <http://www.wvauditor.com>

P. To facilitate timely receipt of payment, when a project is considered to be 75-80% complete, the consultant should review the remaining work to be done. If insufficient funds remain in the agreement to complete the project, a supplemental agreement where justified, should be requested so as not to create an overrun situation. Costs in excess of the maximum amount payable by themselves are not justification for a supplemental agreement. It is the Contracting Officer's responsibility to decide if such costs are justified and whether payment is due. Consultants should monitor their work on an ongoing basis and request supplemental agreements as work progresses. However, if all related design work has been successfully completed and there exists a cost overrun, the consultant should present all work related costs incurred to complete the project. All related work shall be presented in the back-up documentation submitted with the final invoice, but show a cost reduction on the summary so that the final amount requested in the final interim invoice equals the negotiated maximum amount payable of all previous executed agreements. In such cases, the Transportation Auditing Division will audit all costs of the contract to determine if the overrun is eligible for reimbursement under the Federal Acquisition Regulations. If the final audit report finds unclaimed cost due the consultant, the final invoice up to the maximum amount payable may be paid on an interim basis. The final audit report will summarize the costs that are allowed under regulations and will note the total un-reimbursable costs. If the Contracting Officer determines through appropriate negotiations with the consultant that the overrun is fair and reasonable, a supplemental agreement will be issued without any further audits. The consultant shall then submit a final invoice to the DOH for payment of all monies due.

VIII. APPENDICES

APPENDIX A GOVERNING LEGISLATIVE RULE

APPENDIX B CONSULTANT CONFIDENTIAL QUALIFICATION QUESTIONNAIRE

APPENDIX C COST ACCOUNTING INFORMATION STATEMENT

APPENDIX D CONSULTANT OVERHEAD & ACCOUNTING GUIDE INFORMATION

APPENDIX E CONSULTANT SHORT LIST SELECTION CRITERIA

APPENDIX F STANDARD FEE PROPOSAL FORMATS

APPENDIX G AGREEMENT EXAMPLES

APPENDIX H PROJECT MODIFICATION FORM

APPENDIX I INVOICING EXAMPLES

APPENDIX J CONSULTANT EVALUATION RATING CRITERIA & FORM

APPENDIX K AVAILABLE PUBLICATIONS LISTING

APPENDIX A - *Governing Legislative Rule*

DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS SERIES I, SECTION 7
“Procurement Procedures for Negotiated Contracts”

550.2



U.S. Department
of Transportation
Federal Highway
Administration

Region 3
West Virginia Division

Geary Plaza Suite 200
700 Washington Street East
Charleston, West Virginia 25311

August 24, 1998

IN REPLY REFER TO:

Consultant Selection Procedures

Mr. Samuel H. Beverage
Commissioner
West Virginia Division of Highways
Charleston, West Virginia 25305

Dear Mr. Beverage:

Your letter of August 7, 1998, transmitted "Procurement Procedures for Negotiated Contracts," Series I, Section 7 of the WVDOT-DOH Rules and Regulations. We find the procedures to be in compliance with 23 CFR Part 172, "Administration of Engineering and Design Related Contracts." A copy of the procedures with our approval indicated thereon is enclosed for your files.

If you have any additional questions or comments, please contact this office.

Sincerely yours,

Steven W. Stille
Operations Management Engineer

Enclosure

cc: HEC, SWS, SMF, File, Reading
HECompton:hec 08/24/98
letters\cnsults.wpd



THE RULES AND REGULATIONS
OF THE
WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

Series I, Section 7
July 1998

Section 7 Procurement Procedures for Negotiated Contracts

7.1 Purpose. - To set forth procedures for negotiated contracts to ensure that a qualified consultant is obtained through an equitable selection process and that prescribed work is properly accomplished in a timely manner at a just and reasonable cost pursuant to 23 CFR 172 for Federally funded work and to WV Code §5G-1, et seq., for State funded work.

7.2 Application. - This regulation applies to all design services and design related service contracts financed with Federal-aid highways funds and contracts authorized under procedures codified in State statutes funded by State funds such as:

- | | |
|---|--|
| a) project management | i) mapping |
| b) construction management and inspection | j) architectural |
| c) feasibility studies | k) materials inspection, sampling, and testing |
| d) preliminary engineering | l) archaeological investigation |
| e) design engineering | m) historic investigation |
| f) design | n) related services to any |
| g) engineering | above |
| h) surveying | |

When it is necessary to utilize the services of a consultant, the Director of the Division or District Engineer will submit the reasons for so doing through appropriate channels to the Commissioner, or designee, for approval. The request will also indicate whether competitive or noncompetitive selection is appropriate. In the case of noncompetitive selections, justification, in accordance with the procedures in Section 7.6, Regulations Pertaining to Particular Functions of the Commissioner of Highways, 157CSR1, will be given.

It is the policy of the West Virginia Department of Transportation, Division of Highways, that Disadvantaged Business Enterprises shall have the maximum opportunity to participate in the performance and award of contracts financed in whole or in part with Federal funds in accordance with the Division of Highways; Disadvantaged Business Enterprise Program.

As allowed in 23 CFR 172.15, the West Virginia Division of Highways has requested approval under "Alternate Procedures" and the Federal Highway Administration (FHWA) has concurred. (See Exhibit D)

7.3 Definitions.

7.3.1 Alternate Procedure. - The process outline in 23 CFR 172.15 whereby the Division of Highways has the review and approval authority for all actions in the process from establishing the need for consultant services through the selection, negotiation, and contract approval except in any action brought under the Protest Procedures in Section 7.13 and contractual/administrative issues in

Section 7.14, Regulations Pertaining to Particular Functions of the Commissioner of Highways, 157CSR1.

7.3.2 CFR. - Code of Federal Regulations.

7.3.3 Competitive Selection. - All procurement transactions conducted in such a manner as to provide unrestricted opportunities for any and all prospective consultants to obtain work with the Division.

7.3.4 Consultant. - A business, educational institution, individual or public agency qualified to perform a service required by the Division. A consultant may be a consulting engineer, architect, public agency or other professional firm or agency.

7.3.5 Contract Modification. - An agreement modifying the existing contract, such as an agreement to accomplish work beyond the scope of the original contract.

7.3.6 Cost Accounting Information Statement (CAIS). - A statement that provides adequate details to demonstrate that the prospective consultant has a job cost accounting system that is capable of segregating, identifying, and accumulating costs for cost type contracts.

7.3.7 Cost Analysis. - A review and evaluation of the separate cost elements and proposed fixed fee of (a) a consultant's cost or pricing data and (b) the judgmental factors applied in projecting from the data to the Engineer's Cost Estimate in order to form an opinion on the degree to which the proposed costs represent what the cost of the contract should be, assuming reasonable economy and efficiency. Any major variations from norms shall be documented and supported.

7.3.8 Disadvantaged Business Enterprises (DBE). - A small business concern which is owned and controlled by one or more socially or economically disadvantaged individuals which have been certified under the Small Business Administration's 8 (a) program or by the Division of Highways.

7.3.9 Engineer's Cost Estimate. - A written detailed estimate prepared after the detailed scope of work meeting and prior to the receipt of the consultant's priced proposal. This will have an appropriate breakdown of specific types of labor required, work hours, indirect cost, and an estimate of the consultant's fixed fee (considering the risk and complexity of the work) for use during negotiations.

7.3.10 Exempt Projects. - Federally funded projects where FHWA and the Division of Highways have agreed that the Commissioner of Highways will act on behalf of the FHWA.

7.3.11 Extra Work. - Any service or actions required of the consultant above and beyond the obligations of the original or modified contract.

7.3.12 Fixed Fee. - A dollar amount established to cover the consultant's profit and business expenses not allocable to overhead.

7.3.13a Letter of Intent. - A letter from the Commissioner to a consultant authorizing work to begin prior to the execution of an agreement. If agreement is not executed by all of the parties concerned, the consultant will be reimbursed by the Division of Highways for any and all reasonable monies expended for work authorized.

7.3.13b Intent Agreement. - An agreement written as a contractual instrument that authorizes the Division of Highways to begin payment to the consultant upon receipt of proper invoices. The payment shall be limited to a percentage of the estimated contractual fees.

7.3.14 Letter of Qualification. - A written expression of interest made by the consultant indicating his desire to perform a particular project, task, or service. This shall include, as a minimum, a current Consultant Confidential Qualification Questionnaire, location of where work would be performed, Cost Accounting Information Statement, and a description of the firm's overall capabilities to handle the work, including work force available to be assigned to the project, personnel qualifications, present workload, and completed Technical Evaluation form. Additional statements as to the consultant's particular abilities and qualifications, pertinent to preliminary scope of work may be included if deemed necessary. (See Exhibit A)

7.3.15 Master Agreement. - An agreement written for a specified period of time for a particular service or services establishing specific methods of pay. Unless otherwise approved by the Commissioner, a master agreement shall not exceed a two year period including time extensions.

7.3.16 Methods of Pay. - Methods of pay which may be used are as follows:

1. Lump sum.
2. Cost per unit of work.
3. Cost plus a fixed fee.
4. Specific rates of compensation.
5. Cost plus percentage of cost (State funded work only).

Each contract shall have a maximum amount payable which shall not be exceeded unless adjusted by a contract modification.

7.3.17 Negotiation Memorandum. - At the conclusion of each negotiation of an initial or revised price, the Division shall promptly prepare a memorandum of the principal elements of the price negotiation. The memorandum shall be included in the contract file and shall include as a minimum:

1. The project number.
2. The purpose of the negotiation.
3. The name and position of each person representing the consultant and the Division.
4. The most significant facts or considerations controlling the establishment of the negotiated price.

7.3.18 Noncompetitive Selection. - The procurement through solicitation of a proposal from only one source or, after solicitation of a number of sources, competition is determined to be inadequate.

7.3.19 Non-Project Specific Work. - Work of a general nature such as soils investigations, materials sampling, testing, and aerial photography.

7.3.20 Performance Reports. - A report prepared by the Division monitoring the service after the final acceptance of work or after contract termination, as applicable, evaluating the overall performance of the consultant.

7.3.21 Preliminary Selection Committee - A committee consisting of the State Highway Engineer, the next lower level manager under whose direction the work will be performed and the Division Director requesting the service. The State Highway Engineer may appoint additional members. At least three members are necessary to transact the short list.

7.3.22 Prenegotiation Audit - An examination of a consultant's records made in accordance with generally accepted auditing standards. (See Exhibit C)

7.3.23 Price Proposal - A statement by a consultant which is submitted after the consultant is selected to accomplish the work and after the detailed scope of work meeting, indicating the consultant's proposed costs to perform the required service.

7.3.24 Procurement Standards - The Division's own procurement procedures which reflect applicable State and local laws and regulations.

7.3.25 Consultant Confidential Qualification Questionnaire (CCQQ). - A Division form on which a consultant's experience data, personnel, fields of work performed, and present and past activities are listed.

7.3.26 Qualification and Technical Evaluation. - A review of the consultant's qualifications, including review of experience, reputation, expertise for a particular project under consideration, demonstrated ability, capability to meet requirements, location of office, distribution of work to individuals and firms (specifically DBEs), time frame proposed by the consultant or required by the Division, and past performance; both administratively and technically. Other criteria may be required in special cases.

7.3.27 Scope of Work. -

- a. Preliminary: A general description of the work to be accomplished, including the location.
- b. Detailed: A clear, accurate, and detailed description of the technical requirements for the services to be rendered.

7.3.28 Selection Committee. - This Committee shall consist of the Commissioner of Highways, the Deputy Commissioner of Highways, and the State Highway Engineer, and the next lower level of management beneath the State Highway Engineer under whose direction the work will be performed. The Commissioner of Highways may appoint additional members. At least three members are necessary to transact the selection.

7.3.29 Short List. - A list of consultants, the number being two more than required, considered to be most qualified to accomplish a proposed project.

7.4 Competitive Selection. - To be used on State funded projects where services are estimated to cost \$250,000 or more and on Federal-aid projects estimated to cost over \$100,000 and for the selection of consultants to be assigned master agreements. Individual assignments under master agreements shall follow the procedures of Section 7.5.4. When the service of a consultant under this procedure is desired, the Division will advertise for letters of qualification from consultants interested in performing the service and develop a list for the specific project.

1. The minimum requirements for publicizing the solicitation are that the advertisement shall appear once each week, on a weekday, for at least two successive weeks in the daily Charleston newspapers. The advertisement will also be posted in various offices of the Division which will afford the greatest dissemination of the solicitation. The notice will also be furnished to other organizations, such as engineering societies, upon their specific request, who may desire to disseminate the information to their members. Further, the notice will appear on the Internet at <http://www.state.wv.uc/wvdot/wvtrans>.
2. The solicitation shall include a clear and accurate description of the service to be performed, shall identify all significant evaluation factors and their relative importance, and shall include the date to be submitted. (See Exhibit B)
3. All Letters of Qualification received from consultants will be reviewed by the Division initiating the request to assure that all pertinent information and data have been submitted. Any letters which were received not containing complete information or which were not received prior to the submission date (deadline), shall be rejected and the consultant so notified. The deadline shall be at least 10 working days after the last day of advertisement.
4. The Division responsible for the direct conduct of the contract will provide a qualification and technical evaluation for each proposal which will be furnished to the Preliminary Selection Committee. This evaluation will be filed in the Division's records.
5. The Preliminary Selection Committee will develop a short list of consultants, the number being two more than required, who are, in their opinion, best qualified to perform the desired service.
6. All Disadvantaged Business Enterprises on the list of consultants who submitted proposals will be identified on the qualifications and technical evaluation.
7. Multiple consultants may be obtained through the use of a single solicitation when the services to be performed are of a similar nature and can be clearly defined in the advertisement. The listing submitted to the Selection Committee should indicate the number of consultants required.
8. When the services of a consultant are desired for a continuing or master agreement for items such as inspection services, subsurface investigations, or design services, the procedures of this section shall be used for the selection process only. Individual assignments for master agreements shall follow Section 7.5.4.
9. This short list shall be submitted to the Selection Committee with a copy of the qualification and technical evaluation of each firm contained on the list.
10. The Selection Committee will review the short list and schedule interviews with each firm. Discussions will be held regarding anticipated concepts and proposed methods of approach to the assignment, including those items noted in the qualification and technical evaluation, provided that if the interviews were conducted concerning qualifications and capabilities prior to or during the selection process, then the committee may, at its discretion, forego further interviews and discussions.

11. After scheduled interviews with the short-listed consultants, the highest qualified is/are selected. The remaining consultants will be ranked in order of preference for future use if negotiations fail with the highest rated consultant.
12. The award of negotiated contracts financed with Federal funds will take into consideration the annual DBE award goals.
13. All consultants who have submitted proposals will be notified promptly in writing that the selection has been made and the name of the preferred consultant.
14. For non-project specific work, when more than one consultant has been selected, the responsible Division shall evaluate each assigned task. This evaluation shall consider consultant qualifications to perform the individual task. When qualifications are equivalent, price may be considered as a criteria for selection.

7.5 Small Purchases. - To be used on State-funded projects where services are estimated to cost less than \$250,000 and Federal-aid projects estimated to cost less than \$100,000 and for each individual assignment under a master agreement. When the services of consultant under these procedures are desired, the indicated steps are to be followed.

1. The Director of the Division/District Engineer requesting the service shall obtain approval from the Commissioner to use this small purchase procedure.
2. The Director of the Division/ District Engineer requesting the service shall conduct discussions with three or more professional firms solicited on the basis of known or submitted qualifications.
3. The Director of the Division/District Engineer requesting the service shall submit a qualification and technical evaluation to the State Highway Engineer for selection of the consultant.
4. For project specific assignments to be performed under a master agreement, the following steps shall be utilized.
 - a. The Director of the Division/District Engineer requesting the service of a consulting firm, who has a master agreement in place, is not required to obtain preapproval from the Commissioner to use this process. Preapproval shall be assumed due to the Commissioner having approved the master agreement process and selection.
 - b. The Director of the Division/District Engineer requesting the service shall conduct discussions with three or more professional firms previously selected and having a master agreement currently in place.
 - c. The Director of the Division/District Engineer requesting the service shall submit a qualification and technical evaluation to "H" level for selection of the consultant.
 - d. Master agreements shall have the following monetary limits:
 - Maximum \$250,000.00 per individual State funded project assignment.
 - Maximum \$100,000.00 per individual Federal funded project assignment.
 - Maximum \$750,000.00 aggregate per agreement per year.

Maximum length of agreement one year with one year extension by mutual consent of both parties.

7.6 Noncompetitive Selection. -

1. Approval from the Commissioner must be received prior to using this process.
2. Circumstances under which a contract may be awarded under this procedure are limited to the following:
 - a. The item is available only from a single source; or
 - b. When there is an emergency, as determined by the Commissioner or State Highway Engineer, which will not permit the time necessary to conduct procedures for competitive selections; or
 - c. After solicitation of a number of sources, competition is determined inadequate; or
 - d. When it is determined appropriate to use available services of a public agency or educational institution.
3. The name of the consultant who is considered qualified to perform the service will be submitted to the Selection Committee with an explanation of the circumstance in Paragraph (1), Section 7.6.

7.7 Negotiation of Fee. -

1. The consultant selected for the service will be requested to attend a detailed scope of work meeting, after which time the consultant is to submit a priced proposal. The initial scope of work meeting may be waived for those consultants that are satisfactorily providing the required service such as drilling, sampling, inspection, etc.
2. The Director of the Division or District Engineer initiating the request for service will be responsible for preparing an independent engineer's cost estimate prior to the receipt of the fee proposal from the consultant and for negotiating an agreement with the consultant selected number one, except for services obtained on a per unit cost.
3. Fee proposals will be subjected to prenegotiation audits in accordance with 23 CFR 172.5. (See Exhibit C)
4. Negotiations shall be conducted by the Division or District requesting the service.
5. The proposed contract, including the agreed upon cost figures, shall be submitted to the Commissioner for approval and execution.
6. When approved by the Commissioner of Highways, the consultant may be given a Letter of Intent or an Intent Agreement. On Federally-funded work, this action shall be subject to authorization of Federal funds. Also on Federal-aid projects, reimbursement will be limited to actual costs based upon subsequently approved negotiated fees. If the subsequent negotiated fee fails to be approved, those associated charges will be non-participating.

7. In the event that the fee cannot be agreed upon, the Director of the Division or District Engineer shall advise the Commissioner in writing, through the appropriate channels, and, with approval, initiate action to begin negotiations with the consultant who was listed number two by the Section Committee and so on, if necessary.
8. Should it be impossible to reach an agreement with any of the consultants selected, the Commissioner will be so advised in writing.
9. The Commissioner will then request the Selection Committee to make a reassessment to determine whether or not to extend the list, to renegotiate with consultants from the existing selections, to accomplish the service "in-house", or to remove the work from the program.
10. A negotiation memorandum shall be maintained for a three-year period after final payment.
11. On July 1 of each year, in accordance with West Virginia Code 17-2A-22, the Commissioner will issue guidance regarding allowable overhead ceilings, salary limits, expense reimbursements, and any other cost the Commissioner may deem necessary to regulate.

7.8 Contract Modifications. –

1. Contract modifications are required for any modifications in the terms of the original contract that significantly change the character, scope, complexity, or duration of the work or that significantly change the conditions under which the work is required to be performed.
2. A contract modification shall clearly outline the changes made and determine a method of compensation.
3. Overruns in the costs of the work shall not warrant an increase in the fixed fee portion of a cost plus fixed fee contract. Significant changes to the scope of work may require adjustment of the fixed fee portion in a cost plus fixed fee contract or in a lump sum contract.
4. When necessary to maintain schedules and/or as determined by the Commissioner, the consultant may be authorized to proceed with work prior to agreement on the amount of compensation and execution of the contract modifications. (See Letter of Intent or Intent Agreement) (This process is used primarily when first initiating work.)
5. A modification to an original agreement, where the original advertisement concerned all phases of the work, shall be negotiated following the requirements of Section 7.7. A detailed scope of work meeting and an independent engineer's estimate are required. The original advertisement must have included all phases of work for this procedure to be used. If the original advertisement did not contain all phases of the work, the requirements of Section 7.4 shall be followed for the selection of a consultant. Examples of this type of modification are development of construction contract plans as Phase II of an original Phase I design study or rehabilitation of a structure where Phase I was a detailed inspection and Phase II is reconstruction.

6. Contract modifications are required for any modification in the terms of the original contract that changes the cost of the contract or that significantly change the character, scope, complexity, or duration of the work. In the interest of efficiency and continuing the work on the project; the scope of work will be established in the proposal and during negotiations. The scope of work shall be approved by the Division Director/District Engineer responsible for the work. An independent engineer's estimate will not be necessary, but a negotiation memorandum shall indicate a thorough review was made and that the scope of work and the adjusted fee are complete and compatible. An example of this type of modification is a change in the design of construction plans due to a geotechnical investigation which shows soil stability inadequacies.
- 7.9 Control of Work. - After notification to proceed is given to a consultant in writing, the responsible Division or District will meet regularly with the consultant to discuss progress and problems as they may occur with notes of the meetings recorded in the project files. These meetings are usually held every month. At these meetings, a complete review of the progress to date is made with emphasis on acceptability of costs billed, as well as the next phases of the work to be performed. Periodic submission of data is made in accordance with the applicable type project involved. All phases of contract work are reviewed by the Division or District within the Division of Highways concerned with that particular type of work and that Division's or District's opinion of the consultant's performance and expertise in their field is considered in the evaluation of the consultant for future work. If deemed necessary by the Division or District, visitation of the consultant's office shall be made. For those tasks of short duration, the need for regular meetings may be waived. The responsible Division or District shall discuss problems as they occur. Documentation of the discussions shall be kept in the Division or District file.
- 7.10 Evaluation of Work. - Upon completion or performance termination of the consultant's work, the responsible Division or District will prepare a report recording its evaluation of the consultant's efforts. It should include comments from other Divisions of the Division of Highways when appropriate. A copy shall be sent to the consultant for review and comment and any written comments received shall be attached to the final report. All consultants with active contracts shall be evaluated in March of each year on each active project. On contracts where the final product has been accepted by the Division or District but the final invoice has not been paid, the consultant will not need to be evaluated. Consultant contracts that are based on the calendar or fiscal year shall be evaluated in the last month of the contract.
- 7.11 Contract Closeout or Finalization. - Upon completion of all contractual obligations by the consultant, a final audit will be requested from Transportation Auditing by the responsible contracting officer.
- 7.12 Audit Follow-up. - Primary responsibility for action and follow-up on audit findings and recommendations rests with the Division or District supervising the work. Timely action by these officials is an integral part of the audit system.
- 7.13 Protest Procedures. - Consultants who feel they have not been selected to perform work for unjust cause may appeal to the Commissioner for a hearing to be held on their behalf. They must do so in writing within ten days after the date of being notified of the determination. In addition, any claims or disputes in reference to payment, work, method of compensation, or performance evaluation may be appealed to the Commissioner.

Matters concerning work performed, wherein Federal funds are used in whole or in part, may be protested to FHWA once all administrative procedures have been exhausted with the State. However, reviews of protests by the Federal agency will be limited to:

1. Violations of Federal law or regulations and;
2. Violations of the State's protest procedures for failure to review a complaint or protest. Protests received by the FHWA other than those specified above will be referred to the State

7.14 Contractual Responsibilities. - The Division of Highways is responsible for the settlement of all contractual/administrative issues. All settlements relating to contracts using Federal-aid funds shall be reviewed and approved by FHWA prior to participation in any additional costs (only on non-exempt work). The Division of Highways is responsible for determining the extent to which consultants are accountable for the professional quality, technical accuracy, coordination of services, and costs, for which consultants may be reasonably liable, resulting from errors or deficiencies in design furnished under its contracts. [See 23 CFR 172.5(c) (f)]

7.15 Disposition of Errors and Deficiencies. - When it is determined that an error or deficiency exists, the Division or District responsible for oversight of the consultant's contracted work shall report its findings to the next highest level of management under whose direction the work was performed.

A review and analysis of the findings shall be made to confirm whether or not an error or deficiency exists, with agreement being reached on such with the reporting Division or District.

After an agreement has been reached, the findings shall be reported to the State Highway Engineer who shall form a committee made up of the next lower level of management beneath the State Highway Engineer under whose direction the work was performed, the reporting Division or District, and the State Highway Engineer, to further review the findings.

The State Highway Engineer shall report the findings to the Commissioner for final disposition.

7.16 Record Keeping. - Unless otherwise noted, all documentation under this procedure will be retained on file at the Division of Highways and would be available for review by FHWA.

EXHIBITS

- A. Solicitation of Letters of Qualification.
- B. Suggested Notice for Consulting Services.
- C. 23 CFR 172.5(c).
- D. Alternate Procedure Concurrence.

SOLICITATION OF LETTERS OF QUALIFICATION

The following items are typical of those to be obtained from or furnished to the consultants from whom Letters of Qualification are solicited:

Typical information to be obtained from consultant:

1. Overall capabilities to handle the project, i.e., work force, work load;
2. Work to be subcontracted;
3. Location of office in which the work will be performed;
4. Assurance that a job order cost accounting system is maintained and is capable of segregating and identifying accumulating costs for cost type contracts; and
5. Consultant's Confidential Qualification Questionnaire, if a copy is not on file with the Department that is current for that calendar year for which the Letter of Qualification is due to be received.

These items should be listed in the advertisement in their relative order of importance for evaluation.

Typical information to be furnished to consultant:

1. Type of service required;
2. Description and location of the work;
3. Any data or work that is prerequisite to the project;
4. Anticipated schedule for performing the service; and
5. Date by which proposal must be submitted.

SUGGESTED
NOTICE
FOR
CONSULTING SERVICES

Notice is hereby given by the West Virginia Department of Transportation, Division of Highways, that consulting services will be utilized for _____

_____ in
_____ County. The work will consist of

_____.

Firms interested in being considered for this project must submit a letter of interest and unpriced prospectus to _____ Division, Room _____, Division of Highways, Building Five, State Capitol Complex, Charleston, West Virginia 25305 prior to 4:00 p.m. on _____, 20_____.

As a minimum, the prospectus will include the following evaluation factors:

1. Overall capabilities for performing the work.
2. Work force available to assign the project.
3. Personnel qualifications.
4. Present workload.
5. Location of office in which the work will be performed.
6. Type of work anticipated to be subcontracted or performed by a subconsultant including any commitments to utilize a Disadvantaged Business Enterprise.

In addition to the above evaluation factors, the prospectus shall include, as a minimum, the following items:

1. A completed copy of the Division's Consultant Confidential Qualification Questionnaire, if not already on file, dated January 1, 20_____, or later.
2. Indication of whether the Consultant maintains a cost accounting system capable of segregating and identifying accumulating costs for each job that is performed under cost type projects.

3. A completed copy of the Division's Short List Selection Criteria Technical Evaluation form.

The method of payment to be used on this project will be _____.

A single letter of interest and unpriced prospectus is required regardless of the number of projects requested by the firm for consideration. All evaluation factors as noted hereinbefore will be given equal consideration in the selection process.

Prior to entering into contract negotiations, the selected firm and any subconsultants shall submit a current audited overhead rate computation performed by a State or Federal government agency or independent CPA firm. The submitted overhead audit shall contain a detailed exhibit of the computations with all applicable eliminations and references. The audit shall be done in accordance with Government Auditing Standards issued by the Comptroller General of the United States and all eliminations required by the Federal Acquisition Regulations will be made. This requirement will be waived for the selected firm or any subconsultant when its portion of the fee for the project is less than One Hundred Thousand Dollars (\$100,000.00). In such instances, a company computed overhead rate may be utilized.

It is the policy of the West Virginia Division of Highways that Disadvantaged and Women-owned Business Enterprises shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.

23 CFR 172.5 (c)

Prenegotiation audits. The contracting agencies shall prepare prenegotiation audits to provide the necessary data to assure that the consultant has an acceptable accounting system, adequate and proper justification of the various rates charged to perform work and is aware of the Federal Highway Administration's cost eligibility and documentation requirements.

1. Prenegotiation audits and the resultant audit opinions are required for all contracts expected to exceed \$250,000 and for contracts of less than \$250,000 where:
 - I. There is insufficient knowledge of the consultant's accounting system; or
 - II. There is previous unfavorable experience regarding the reliability of the consultant's accounting system; or
 - III. The contract involves procurement of new equipment or supplies for which cost experience is lacking.
2. The use of an independent audit, an audit performed by another State/Federal agency or an audit performed by another local governmental agency is acceptable if the information is current and of sufficient detail.
3. Prenegotiation audits may be waived when sufficient audited consultant data is available to permit reasonable comparisons with the cost proposal.

ALTERNATE PROCEDURE CONCURRENCE

The section contained in Series I, Section 7, of the Rules and Regulations of the West Virginia Department of Transportation, Division of Highways, dated July 1998, details the various procedures and documentation required for procuring and using consulting services.

In several paragraphs, reference is made to the involvement and/or approval of the Federal Highway Administration (FHWA). The regulations in 23 CFR 172.15 allows the Division of Highways to request approval under "Alternate Procedures." The Division has requested this option and FHWA has concurred.

Based on this concurrence, the Division has the review and approval authority for all actions in the process from establishing the need for consultant services through the selection, negotiation, and contract approval except as noted below. The Commissioner of Highways or designee will handle all approvals noted in the Procedures as being the responsibility of FHWA.

The FHWA shall remain involved in any action brought under the Protest Procedures in Section 7.13 and contractual/administrative issues in Section 7.14 of the Procurement Procedures for Negotiated Contracts.

Further, the FHWA has agreed that in the interest of simplifying procedures and reducing paperwork, all executed contracts and contract modifications are to be transmitted to and be retained in the Commissioner's files. This eliminates the requirement to submit executed contracts to FHWA.

APPENDIX B - *Consultant Confidential Qualification Questionnaire*

WEST VIRGINIA DIVISION OF HIGHWAYS
CONSULTANT CONFIDENTIAL QUALIFICATION QUESTIONNAIRE

EXPERIENCE DATA		DATE (DAY, MONTH, YEAR)		FEIN																																					
1. FIRM NAME		2. HOME OFFICE BUSINESS ADDRESS		3. FORMER FIRM NAME																																					
4. HOME OFFICE TELEPHONE	5. ESTABLISHED (YEAR)	6. TYPE OWNERSHIP Individual Corporation Partnership Joint-Venture		6a. WV REGISTERED DBE YES NO																																					
7. PRESENT OFFICES: ADDRESS/ TELEPHONE/ PERSON IN CHARGE/ NO. PERSONNEL EACH OFFICE																																									
8. NAMES OF PRINCIPAL OFFICIALS OR MEMBERS OF FIRM			8a. NAME, TITLE, & TELEPHONE NUMBER - OTHER PRINCIPALS																																						
9. PERSONNEL BY DISCIPLINE																																									
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">ADMINISTRATIVE</td> <td style="width: 25%;">— ECOLOGISTS</td> <td style="width: 25%;">— LANDSCAPE ARCHITECTS</td> <td style="width: 25%;">— STRUCTURAL ENGINEERS</td> </tr> <tr> <td>ARCHITECTS</td> <td>ECONOMISTS</td> <td>— MECHANICAL ENGINEERS</td> <td>— SURVEYORS</td> </tr> <tr> <td>CADD OPERATORS</td> <td>— ELECTRICAL ENGINEERS</td> <td>— MINING ENGINEERS</td> <td>— TRAFFIC ENGINEERS</td> </tr> <tr> <td>CHEMICAL ENGINEERS</td> <td>— ENVIRONMENTALISTS</td> <td>— PHOTOGRAMMETRISTS</td> <td>— TRANSPORTATION ENGINEERS</td> </tr> <tr> <td>CIVIL ENGINEERS</td> <td>— ESTIMATORS</td> <td>— PLANNERS: URBAN/REGIONAL</td> <td>— OTHER</td> </tr> <tr> <td>CONSTRUCTION INSPECTORS</td> <td>— GEOLOGISTS</td> <td>— SANITARY ENGINEERS</td> <td></td> </tr> <tr> <td>DESIGNERS, HIGHWAY</td> <td>— HISTORIANS</td> <td>— SOILS ENGINEERS</td> <td></td> </tr> <tr> <td>DRAFTSMEN</td> <td>— HYDROLOGISTS</td> <td>— SPECIFICATION WRITERS</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">— TOTAL PERSONNELL</td> </tr> </table>						ADMINISTRATIVE	— ECOLOGISTS	— LANDSCAPE ARCHITECTS	— STRUCTURAL ENGINEERS	ARCHITECTS	ECONOMISTS	— MECHANICAL ENGINEERS	— SURVEYORS	CADD OPERATORS	— ELECTRICAL ENGINEERS	— MINING ENGINEERS	— TRAFFIC ENGINEERS	CHEMICAL ENGINEERS	— ENVIRONMENTALISTS	— PHOTOGRAMMETRISTS	— TRANSPORTATION ENGINEERS	CIVIL ENGINEERS	— ESTIMATORS	— PLANNERS: URBAN/REGIONAL	— OTHER	CONSTRUCTION INSPECTORS	— GEOLOGISTS	— SANITARY ENGINEERS		DESIGNERS, HIGHWAY	— HISTORIANS	— SOILS ENGINEERS		DRAFTSMEN	— HYDROLOGISTS	— SPECIFICATION WRITERS					— TOTAL PERSONNELL
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			— TOTAL PERSONNELL																																						
10. IF SUBMITTAL IS BY JOINT-VENTURE, LIST PARTICIPATING FIRMS & OUTLINE SPECIFIC AREAS OF RESPONSIBILITY (INCLUDING ADMINISTRATIVE, TECHNICAL & FINANCIAL) FOR EACH FIRM. (Each participating Firm Must Complete a "Consultant Confidential Qualification Questionnaire" If a copy is Not On File With The Division).																																									
10a. HAS THIS JOINT-VENTURE WORKED TOGETHER BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO																																									

11. OUTSIDE KEY CONSULTANTS/ASSOCIATES ANTICIPATED TO BE USED. Attach "Consultant Confidential Qualification Questionnaire" for each if copy is not on with the Division.

NAME AND ADDRESS	SPECIALITY	WORKED WITH BEFORE
		— YES
		— NO

12. A. Are you experienced in Traffic Engineering?
 YES Describe: _____

 NO

B. Are you experience in Soil Analysis?
 YES Describe: _____

 NO

C. Do you produce your own Aerial Photography and Contour Mapping? Develop
 YES Describe: _____

 NO

D. Do you perform your own bridge and/or structural design?
 YES Describe: _____

 NO

13. Indicate in order of precedence using "1", "2", "3", etc., the types of work your firm is particularly qualified to perform by virtue of experience and training of members and associates. (Note: Work specialties not sufficiently identified by general categories are to be listed separately below.)
- AERIAL PHOTOGRAPHY
 - ACOUSTICS-NOISE ABATEMENT
 - ARCHEOLOGICAL-CULTURAL RESOURCE
 - BRIDGES-STRUCTURAL
 - COMMERCIAL BUILDINGS
 - CONSTRUCTION MANAGEMENT
 - DAM-IRRIGATION
 - ELECTRICAL FACILITIES
 - ENVIRONMENTAL-EIS/EIA
 - FLOOD CONTROL-WATER RESOURCES
 - GEOTECHNICAL
 - HIGHWAYS-STREETS
 - HOUSING
 - HVAC
 - LABORATORIES
 - LIGHTING-EXTERIOR
 - MANUALS
 - MASTER PLNG.-SITE DEVELOPMENT
 - PHOTOGRAMMETRY
 - POWER-HEATING PLANTS
 - PUBLIC BUILDINGS
 - RAILROAD-RAPID TRANSIT
 - RECREATION FACILITIES
 - SURVEYING
 - UTILITIES
 - VALUE ANALYSIS
 - WATER-SEWAGE

14. PERSONAL HISTORY STATEMENT OF PRINCIPALS AND ASSOCIATES (Furnish complete data but keep to essentials)

NAME (Last, First, Middle Initial)	YEARS OF EXPERIENCE		
	AS PRINCIPAL IN THIS FIRM	AS PRINCIPAL IN OTHER FIRMS	OTHER THAN PRINCIPAL
EDUCATION (Degree, Year, Specialization)			
MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS		REGISTRATION (Type, Year, State)	

14. PERSONAL HISTORY STATEMENT OF PRINCIPALS AND ASSOCIATES (Furnish complete data but keep to essentials)

NAME (Last, First, Middle Initial)	YEARS OF EXPERIENCE		
	AS PRINCIPAL IN THIS FIRM	AS PRINCIPAL IN OTHER FIRMS	OTHER THAN PRINCIPAL
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NAME (Last, First, Middle Initial)	YEARS OF EXPERIENCE		
	AS PRINCIPAL IN THIS FIRM	AS PRINCIPAL IN OTHER FIRMS	OTHER THAN PRINCIPAL
EDUCATION (Degree, Year, Specialization)			
MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS		REGISTRATION (Type, Year, State)	

15. PRESENT ACTIVITIES ON WHICH YOU ARE THE DESIGNATED ENGINEER OF RECORD

PROJECT NAME, TYPE AND LOCATION	NAME AND ADDRESS OF OWNER	ESTIMATED CONSTRUCTION COST	PERCENT COMPLETE
TOTAL NUMBER OF PROJECTS:		TOTAL ESTIMATED CONSTRUCTION COSTS: \$	

18. COMPLETED WORK WITHIN LAST 10 YEARS ON WHICH YOU WERE ASSOCIATED WITH OTHER FIRMS (INDICATE PHASE OF WORK FOR WHICH YOUR FIRM WAS RESPONSIBLE)

PROJECT NAME, TYPE AND LOCATION	NAME AND ADDRESS OF OWNER	ESTIMATED CONSTRUCTION COST OF YOUR FIRM'S PORTION	YEAR	CONSTRUCTED (YES OR NO)	FIRM ASSOCIATED WITH

19. Use this space to provide any additional information or description of resources supporting your firm's qualifications to perform work for the West Virginia Division of Highways.

20. The foregoing is a statement of facts.

Signature: _____ Date: _____
 Title: _____
 Printed Name: _____

NOTE: THIS DOCUMENT WILL BECOME VOID AFTER DECEMBER 31 IN CALENDAR YEAR OF DATE HEREON.

APPENDIX C - Cost Accounting Information Statement

Instructions for Completing Form

Most items on the form can be completed by checking the applicable box (). If additional information is required, attach separate sheets with flowcharts and narratives, as applicable.

This Cost Accounting Information Statement consists of five (5) sections, as follows:

Section I - General Information

This section pertains to general financial and operational information. This includes current financial year costs, general management and accounting structures, government contract relationships, and your knowledge of cost accounting guidelines.

Section II - Direct Costs

Direct Costs are those costs that can be charged as project costs, such as direct labor, mileage, etc. You should use generally accepted accounting descriptions of direct costs in your determination.

Section III - Direct vs. Indirect Costs

The purpose of this section is to determine how costs are charged to government contracts, and also other contracts. Additional instructions are included in this section.

Section IV - Indirect Costs (Overhead)

These are costs that cannot be attributed to a specific contract or work order. These costs may be grouped together into cost allocation pools, such as General and Administrative, Payroll Burden, etc. Examples may include insurance, utilities, clerical labor, and more.

Section V - Corporate or Group Expenses

This section attempts to determine how indirect costs are attributable to various segments of a company, including home office, field offices, joint ventures, partnerships, etc.

Some terminology used or phrasing of a particular question may be confusing to some preparers. If you should have any questions on how to complete this form, please contact Mr. George Karr, Supervisor of External Audit, at (304) 558-3101 between the hours of 7:30-4:00 Eastern Time, Monday-Friday.

Unless otherwise stated, check only one (1) item per question please. If a question is not applicable to your company, answer N/A.

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS**

**COST ACCOUNTING INFORMATION STATEMENT
[COVER SHEET AND CERTIFICATION]**

Name of Company:

Address:

Is the above company part of a holding company ()Yes ()No
If Yes, give name and address of holding company:

The above address is ()Home Office ()Field Office
If Field Office, give Home Office address:

Name and title of person completing this form:

Phone Number (include area code and extension):

Date of this statement:

CERTIFICATION

I certify that to the best of my knowledge and belief this Statement is the complete and accurate disclosure as of the above date by this company of its cost accounting practices.

(Name)

(Title)

- I.1 Type of business entity
 Corporation Partnership Proprietorship
 Not-for-profit Joint Venture Educational
- I.2 Predominant Type of Operation
 Manufacturing Research and Development
 Construction Engineering
 Professional Services Quasi-Governmental
 Other (specify) _____
- I.3 Annual Total Revenue, all sources (estimate allowed)
 Less than \$100,000 \$100,000-\$500,000
 \$500,000-\$1,000,000 \$1-10 million
 Over \$10 million
- I.4 Annual Total Government Revenues (estimate allowed, all types)
 Less than \$100,000 \$100,000-\$500,000
 \$500,000-\$1,000,000 \$1-10 million
 Over \$10 million
- I.5 Description of your cost accounting system. Check all applicable selections. If more than one selection checked, explain on additional page.
 Standard cost-job order Standard cost-process
 Actual cost-job order Actual cost-process
 Other(s) Describe on additional page.
- I.6 Unit or Job Costs. Is your cost accounting system capable of producing a listing of all costs charged to a particular contract, work order, or project?
 Yes
 No. Describe on additional page the method for determining the allowable charges to a particular contract, work order, or project.
- I.7 Integration of Cost Accounting with Financial Accounting. The cost accounting system is:
 Integrated with financial accounting records, subsidiary cost accounts are all reconcilable to general ledger accounts.
 Not integrated with financial accounting, cost data accumulated on memorandum records. Please describe on additional page.
 Combination of both. Please describe on additional page.
- I.8 Date of your most recent fiscal year end (month, day, year) _____
- I.9 Attach a copy of your most recent fiscal year financial statements. The statements are to be in dollar form, using general ledger account titles, and without combining accounts under one title. Account titles are to be exactly the same titles used in the general ledger. Include a copy of the latest overhead calculation which can be tied to the financial statements.
- I.10 Do you have copies of, or aware of the requirements for allowable costs in any of the following (check all that apply):
 Federal Acquisition Regulations (FARs)
 Code of Federal Regulations (CFR)
 OMB Circulars (as applicable)
- I.11 Have you ever been audited by any other government agency? If so, list the name of the agency, accounting period audited, and name and address of auditor, if known. Use additional page if necessary.

I.12 If you are a government organization, attach a copy of the latest cost allocation plan, listing name of approving agency and date.

II.1 Method of Charging Direct Labor. Check all that apply. If more than one checked, explain on additional page.

- Individual/actual rates
- Average rates per classification
- Standard costs/rates (describe types of standards on additional page).
- Other (explain on additional page).

II.2 To determine total direct labor for overhead computation, how do you treat overtime?

- Exclude gross overtime
- Exclude straight-time portion of overtime
- Include gross overtime
- Not applicable
- Other (describe on additional page).

II.3 How are records maintained to document direct labor?

- Individual time sheets Group time sheets
- Prorate percentage Other (describe on additional Page).

II.4 Are other costs that can be considered direct, e.g., printing, travel, computer cost, etc., charged directly to contracts, work orders, or projects, or included in overhead?

- Charged to contracts, work orders, or projects
- Included in overhead
- Both (describe on additional page process and criteria)

II.5 Are the methods of assigning direct costs the same regardless of the type of contract used, e.g., lump sum vs. cost plus fixed fee vs. specific rate of pay?

- Yes
- No (describe on additional page process and criteria)

III.1 Describe on an additional sheet, using flowcharts and narrative as applicable, how your company determines whether costs are charged directly or indirectly.

III.2 For each of the following, indicate whether the item is charged direct (D), indirect (I), sometimes direct and sometimes indirect (B), or not applicable (N). For items answered (B), explain how the determination is made on an additional sheet. In addition, list the general ledger account name that each item would be charged to.

- () Health Insurance _____
- () Holiday premium pay _____
- () Overtime premium pay _____
- () Pension Costs _____
- () Shift premium pay _____
- () Training _____
- () Travel & Subsistence _____
- () Vacation pay _____
- () Design Engineering (in house) _____
- () Drafting (in house) _____
- () Computer operations (in house) _____
- () Contract Administration _____
- () Professional Services _____
- (Consultant fees) _____
- () Travel _____
- () Company owned equipment _____
- () Royalties _____
- () Costs of non-related enterprises
or business lines _____
- () Special test equipment _____
- () Subcontract costs _____
- () Laboratory testing _____
- () Computer programming _____

III.3 On separate sheets, describe how rates charged to government contracts are developed, adjusted, and reasons why rates charged to government contracts may differ from other contracts, or included in overhead, if applicable.

- a. Copy or reproduction charges, all types and sizes.
- b. Computer usage and programming
- c. Equipment charges, e.g. automobiles, trucks, etc.

IV.1 For each of the following, give the basis for allocation and general ledger account charged to, if applicable. Examples of basis of allocation may include: Direct labor dollars, direct labor hours, number of employees, square footage, sales, etc.

- a. Selling or marketing expense _____
- b. Independent research & development _____
- c. Bid & proposal costs _____
- d. Corporate or home office expense _____
- e. Other business enterprises _____

IV.2 For each of the following situations, describe how the cost adjustment is made, if applicable. Include the general ledger account charged. Use additional sheets if necessary.

a. Labor in excess of contract limitations.

b. Employee expenses reimbursed by employer, which exceed contract limitations.

c. Over/under charges on lump sum/specific rate of pay contracts.

V.1 For classification purposes, three methods of allocation are defined: 1) Directly Chargeable--those expenses that are charged to specific corporate segments for centrally performed or purchased services; 2) Separately Allocated--those individual or groups of expenses which are allocated only to a limited group of corporate segments; and 3) Overall allocation--the remaining expenses which are allocated to all or most corporate segments on an overall basis. Corporate segments, as used here, refer to divisions, product departments, plants, or profit centers of a corporation with production and usually profit responsibility, reporting to corporate headquarters directly or through intermediate organizations.

Below, list the type of expense allocated between corporate segments, the basis of allocation for each, and the general ledger accounts charged.

V.2 Are the expenses listed above allocated to all corporate segments? If No, list on additional sheet(s) the names of excluded segments and the reasons they are excluded.

() Yes () No

V.3 Are fixed amounts of expenses charged to any corporate segments in lieu of a prorate or allocation basis? If Yes is checked, list on additional sheets(s) the names of such corporate segments and the basis for making fixed management charges.

() Yes () No

APPENDIX D - *Consultant Overhead & Accounting Guide Information*

Consultant Overhead & Accounting Guide Information

There are several terms related to overhead rates which should be defined.

- *Company wide overhead rate (OH) – A single overhead rate encompassing the entire company including all offices and all services provided.*
- *For some companies the company wide overhead rate is further divided into home office and field office rates as discussed below.*
 - *Home office overhead rate (HOH) – An overhead rate which excludes field office expenses (field office direct labor, direct costs, overhead and support services allocation) and normally applies to all other services.*
 - *Field Office overhead rate (FOH) – An overhead rate which applies to field office work where facilities are being provided or paid for by the customer over a period of time. The FOH rate is used for construction engineering, construction inspection, and other projects as approved by the DOH.*
- *Technology overhead rate (TOH) – A factor allowed for technology costs such as computer, CADD equipment, electronic survey equipment, etc. The TOH factor is unique to DOH and won't be found in federal regulations. This factor should be audited at the same time the overhead audit is performed and included in the overhead audit report.*
- *Facilities Cost of Capital (FCC) – An imputed cost factor which allows for investment in building and equipment. The resulting FCC rate is not a form of interest on borrowing. The FCC rate is the arithmetic mean of the interest rates specified by the Secretary of the Treasury. No profit may be applied to FCC. For more details, see FAR 31.2205-10.*
- *How and when should these factors be used? The scope of work meeting notes state what limits apply to the project. In the past, the limits established in the scope of work meeting notes carried throughout the entire project and applied to all supplemental agreements. By Memorandum dated October 8, 2002 the policy regarding the use of caps on both labor costs and overhead rates was modified so that “When such caps are revised, either higher or lower, that they become effective the first day of the month following management’s approval of such revision on all work in process at that time and that all current work in process be allowed to use current caps.” This revised policy will impact any consultant agreement that is subject to the DOH’s labor and overhead caps. Consultants will be permitted the actual labor and overhead rates in place at the time the work is performed up to the caps in place at that time. Those contracts with negotiated rate caps that are not referenced to the DOH’s general overhead and labor caps will not be impacted by this change in policy. This revised policy will be incorporated into any new project agreements and may be incorporated into prior existing agreements by supplemental agreements.*

Facilities Cost of Capital when combined with the overhead rate shall not exceed the overhead limit.

Audit Accounting Guide

The American Association of State Highway and Transportation Officials (AASHTO), Audit Subcommittee has developed a Uniform Audit & Accounting Guide for Audits of Transportation Consultant's Indirect Cost Rates dated December 2001. An electronic version of this guide may be found at the AASHTO home page: <http://www.transportation.org>

The following is excerpted from the introduction to the guide:

Uniform Audit & Accounting Guide for Audits of Transportation Consultants' Indirect Cost Rates

This guide has been developed by the American Association of State Highway and Transportation Officials (AASHTO) Audit Subcommittee with assistance for the American Council of Engineering Companies (ACEC) Transportation Committee and the Southern Resource Center of the Federal Highway Administration (FHWA). The AASHTO Audit Subcommittee is comprised of the chief of audits for each state's transportation or highway DOH. This guide was approved by AASHTO at the organization's 2001 annual meeting and has been endorsed by the ACEC Transportation Committee.

The purpose of this audit guide is to provide a tool that can be used by individual state auditors, consulting firms and public accounting firms that perform audits of consulting firms. The primary focus of the guide is auditing and reporting on the indirect cost and resultant overhead rates of consultants who perform engineering and engineering related work for state Highway Agencies.

This guide is not intended to be an auditing procedure manual but rather a guide that will assist individuals in undertaking terminology, policies, audit techniques and sources for regulations and specific procedures. This guide is designed for auditors to follow in the audits of consultant overhead rates. The guide is also useful to individual consulting firms and their accounting staff because it defines allowable costs and appropriate methods for computing overhead rates. It also will assist firms in contracting for appropriate overhead rate audits.

APPENDIX E - *Consultant Short List Selection Criteria Technical Evaluation*

**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS**

**CONSULTANT SHORT LIST SELECTION CRITERIA
TECHNICAL EVALUATION**

Project Description:

County:

Consultant:

1. Capability

(a) Work Force:

(b) Current Work Load (Overall):

(c) Type of Work (Overall)

Past:

Present:

(d) Anticipated Work By Subconsultant/Subcontractor:

2. Project Office Location:

3. Certified DBE in WV? Yes No

4. Past 10 Years WV Experience:

5. Most Recent Consultant Qualification Questionnaire Date:

6. Most Recent Consultant Cost Accounting Statement Date:

FOR WVDOH USE ONLY

Comments

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APPENDIX F - *Standard Fee Proposal Formats*

STANDARD ENGINEERING PROPOSAL FORMAT

The DOH has developed an estimate outline to be used as an example in the preparation of the consultant's fee proposal - one for highway design and one for construction inspection services. The format is based on the work flow as set forth in the DOH's CPM schedule and the requirements stipulated in the DOH's Design Directives and various manuals. The format relates well to most services requested by the DOH; however, certain elements like environmental services do not fit the format well. In such instances, the consultant may develop its own format.

The estimate has been created as a spreadsheet formulated in Microsoft Excel 97 and is available upon request subject to the DOH's disclaimer that it is not responsible for its accuracy and use. Efforts have been made to make it as user friendly as possible allowing the computation of the fee to be generated after inputting various variables such as Raw Labor Rate, Overhead, Technology, and Facilities Cost of Capital as well as a few other minor parameters.

The format of the estimate coincides with the milestones of work associated with the DOH's CPM schedule to be performed for each milestone submission (e.g. PFR, FFR, FOR, etc.). The roadway sections of the estimate such as the PFR, FFR, & FOR are arranged in a fashion that generally emulates the progression for plan development. The bulk of the engineering effort is to be presented in the major items A through J of each section. The plan sheet development and other related requirements for each submission are presented in items K through the remaining section. The format is self-explanatory for completing each submission with the arrangement of the major work items and associated subtasks. The Mapping, Surveying, Right-of-Way, and PS&E sections of this estimate blends the man-hours for the engineering and technical aspects together and is to be presented in each subtask.

Immediately following this introduction is a list of classifications to be utilized in the proposal without exception. The consultant will be asked to associate its own classification of personnel into one of the classification categories when presenting a proposal and man-hours. It is preferred that each firm uses a blended labor rate per classification throughout its proposal. The computations shall be shown in the proposal showing the utilization of each individual working on the project and how the consultant arrived at its blended rate.

The submitted fee proposal shall contain a cover letter stating the basis of payment proposed, a narrative discussing all assumptions made in assembling the proposal such as, the size of each structure to be designed, number of parcels affected, length of all roads to be designed, number of borings, number of deeds researched, sediment dams, major drainage pipes, etc. The proposal must include certification of wage rates, a copy of the overhead summary sheet and a copy of the Scope of Work notes. The prime consultant is responsible to see that its subconsultant's provide the same information.

If additional explanation is required regarding the estimate format or requirements of the proposal, please call the Consultant Services Section.

NARRATIVE CHECKLIST

The project narrative shall describe the work effort to be performed by the consultant and subconsultant(s) and the assumptions made in the development of the consultant's proposal. The narrative shall not be just a reiteration of the Scope of Work notes. Failure to provide the requested information may result in a delay of Notice to Proceed and processing of an agreement. The following checklist will assist in the preparation of the project narrative.

- *Method of Payment Clearly Stated*
- *List All Subconsultants*
- *Current Wage Rates for Prime Consultant and All Subconsultants*
- *Tentative Overhead, Technology, and FCC Rates for Prime Consultant and All Subconsultants*
- *Bridge Assumptions*
 - *Number of Bridges w/ Length & Width of Each*
 - *Span Arrangement Alternatives*
 - *TS&L Alternatives*
 - *Final Plans Alternative*
 - *Hydraulics:*
 - *Source of Model (Provided or Developing It?)*
 - *Estimated Number of Hydraulic X-Sections*
 - *Anticipated Length of Stream Reach*
 - *Scour – Foundation Types Assumed for Final Design and Scour Protection Effort Required*
 - *404 Permits*
- *Total Roadway Length (including side roads, connector roads, and driveways 100' or more in length)*
- *Number of Drainage Structures 36" or Larger*
- *Box Culverts less than 20' in Width*
- *Box Culverts Equal to or Exceeding 20' in Width*
- *Number and Size of Retaining Walls*
- *Right of Way:*
 - *Estimated Number of Parcels Involved*
 - *Estimated Number of Deeds and Descriptions to be Prepared*
- *Estimated Number of Core Borings*
 - *Structure Borings*
 - *Land Borings*
 - *Water Borings*
 - *Roadway Borings*
 - *Mainline*
 - *Side Roads, Connector Roads, Driveways, etc.*
- *Estimated Number of Erosion Control Structures (Ponds & Dams) to be Designed*

- **DO NOT INCLUDE ANY DOLLAR AMOUNTS OR ESTIMATED LABOR HOURS**

Work Classifications

October 2004

The following classifications are to be used in the consultant's proposal. The consultant is to blend their rate by placing their personnel in the appropriate group for each classification.

Project Manager

*Supervises the activities of the project team, subconsultants, and subcontractors so that there is a successful completion to the project. Maintains communication with the client's representatives throughout the project. Monitors both budget and schedule, performs quality assurance functions prior to each submittal. This individual is typically a registered professional, if applicable. (Example – **Vice-president, Branch Manager, Partner or Associate Partner.**)*

Senior Engineer

*Supervises the activities of the Engineers/Technicians involved in the project so that the project is completed in a timely manner, to the quality standards desired by the client, and within budget. The Senior Engineer aids in determining major project design decisions, assigns duties, and monitors progress of the Engineers, Designers, and Technicians, performs and checks design computations, prepares sketches, constructions cost estimates, and drafts specifications. This individual typically will have a college or equivalent education and is registered in their field. (Example: **Sr. Structural Engineer, Sr. Civil Engineer, or Sr. Geotechnical Engineer, etc.)**)*

Design Engineer

*Performs systematic, routine computations in accordance with codes and practices of the client, prepares drawings, and oversees activities of Designers and Technicians. The Design Engineer will refine sketches and develop construction documents. This individual typically will have a college or equivalent education and is registered in their field. (Example: **Structural Engineer, Civil Engineer, or Geotechnical Engineer, etc.)**)*

Designer

*Performs systematic, routine computations in accordance with codes and practices of the client, prepares drawings, and oversees activities of Technicians. The Designer will refine sketches and develop construction documents. This individual typically will have a college or equivalent education. (Example: **Engineer-In-Training, Sr. Engineer Technician, or Geologist, etc.)**)*

Technician

*Prepares final drawings from layouts prepared by upper level Designer or from drawings, sketches and /or verbal instructions. Performs certain minor calculations. This individual typically will have a high school education or technical certificate in their field. (Example: **CADD Operator, Engineering Technician, Transportation Technician, etc.)**)*

Chief Surveyor

*This is a Manager/Supervisory position that involves complex field survey work. This individual is responsible for planning, directing, and supervising the work of the survey party(ies) for location and design surveys, including boundaries and topographic surveys. (Example: **Professional Surveyor**)*

Party Chief

*This is a position which involves overseeing the collection of survey data in the field. This individual plans, directs, and supervises the field work of a survey crew for location and design surveys, including boundaries and topographic surveys. This individual also performs deed and recorded map research for determination of property boundaries. (Example: **Surveyor-In-Training, Instrument person, etc.)**)*

Survey Crew / Field Technician

*This person performs manual or technical tasks of limited complexity involving moderate skills and techniques of survey work, right of way research and questionnaires, field sampling and testing, etc. This work requires accuracy and close attention to details and is preformed under close supervision. This individual typically will have a high school education or technical certificate in their field. (Example: **Rod-person, Chainperson, Right- of-way Technician, Lab Technician, etc.)**)*

Clerical / Administrative Assistant

*This person performs manual or technical tasks of limited complexity involving moderate skills and techniques of clerical/secretarial support for the Project Manager and project team. This individual typically will have a high school education or technical certificate in their field. (Example: **Secretary, Clerical Personnel, Office Assistant, etc.)**)*

E
X
A
M
P
L
E

[Identify Method of Payment Proposed]
**LUMP SUM or COST PLUS
PROPOSAL**

for

[Name of the Project as it appears on the State Tracking Sheet]

Corridor H

State Project: *X312-X-XX.XX 00*
Federal Project: *APD-0484(XXX)*

County: *Grant*

Consulting Firm

of

[Consulting Firm's Name]

Prepared By:

John Doe
Telephone (304) 555-5555
Fax # (304) 555-1334

Submitted to:
West Virginia
Department of Transportation
Division of Highways

October 5, 2004

TOTAL COST SUMMARY

Corridor H

State Project: X312-X-XX.XX 00
 Federal Project: APD-0484(XXX)

County: Grant
 Consultant Firm: *[Consulting Firm's Name]*

Boring Contract Admin.: *[Consulting Firm's Name]*
 Concrete Coring.: *[Consulting Firm's Name]*

Aerial Mapping: *[Consulting Firm's Name]*
 Surveying: *[Consulting Firm's Name]*
 Geotechnical *[Consulting Firm's Name]*
 Structural: *[Consulting Firm's Name]*

Classification	Labor-hrs	OT %	**Rate	Direct Cost
<i>Project Manager</i>	0		\$ 50.42	\$ -
<i>Administrative Assistant</i>	0		\$ 45.38	\$ -
<i>Sr. Design Engineer- Civil</i>	0		\$ 37.24	\$ -
<i>Sr. Design Engineer- Structural</i>	0		\$ 29.85	\$ -
<i>Design Engineer-Civil</i>	0		\$ 19.36	\$ -
<i>Design Engineer- Structural</i>	0		\$ 27.25	\$ -
<i>Designer-Civil</i>	0		\$ 14.15	\$ -
<i>Designer- Structural</i>	0		\$ 22.51	\$ -
* <i>Technician</i>	0	0%	\$ 16.98	\$ -
<i>Sr. Geotechnical Engineer</i>	0		\$ 37.24	\$ -
<i>Geotechnical Engineer</i>	0		\$ 26.85	\$ -
* <i>Geologist</i>	0	0%	\$ 19.36	\$ -
* <i>Field Technician</i>	0	0%	\$ 16.73	\$ -
* <i>Chief Surveyor</i>	0	0%	\$ 30.30	\$ -
* <i>Party Chief</i>	0	0%	\$ 18.96	\$ -
* <i>Instrument Person</i>	0	0%	\$ 18.00	\$ -
* <i>Chainperson</i>	0	0%	\$ 9.85	\$ -
* <i>Rodperson</i>	0	0%	\$ 8.25	\$ -
* <i>Clerical</i>	0	0%	\$ 13.93	\$ -
<i>Total</i>	0			\$ -
			<i>Overhead Factor</i>	160.00%
			<i>Technology Factor</i>	8.00%
			* <i>Overtime</i>	0%
			<i>Subtotal</i>	\$ -
			<i>Direct Non-Salary Expense</i>	\$ -
			<i>Profit</i>	10%
			<i>*** FCC Factor</i>	0.000%
			<i>Total PFR</i>	\$ -
			<i>Mapping Subconsultant</i>	\$ -
			<i>Surveying Subconsultant</i>	\$ -
			<i>Geotechnical Subconsultant</i>	\$ -
			<i>Boring Admin. Subconsultant</i>	\$ -
			<i>Structural Subconsultant</i>	\$ -
			<i>Boring Cost</i>	\$ -
			<i>Concrete Coring & Testing</i>	\$ -
			<i>Maximum Amount Payable</i>	\$ -

* Overtime includes only those eligible to receive overtime pay.
 Overtime payment is calculated using the total raw labor rate of those anticipated to work overtime multiplied by the anticipated overtime percentage multiplied by one half.

** Rate includes escalation factor if applicable

*** Facilities Cost of Capital - Can only be applied if the current overhead is less than maximum allowable and only that portion of the FCC percentage may be used such that when added to the consultants overhead would equal the maximum allowed.

**PROPOSED DIRECT LABOR RATES
PRIME CONSULTANT**

Corridor H

State Project: X312-X-XX.XX 00
Federal Project: APD-0484(XXX)

County: Grant
Consultant Firm: *[Consulting Firm's Name]*

**PRIME
EXPENSE FACTOR**

Labor	1.000	Current Rate	
Overhead	1.600	160.00%	* FCC Factor 3.25%
Technology	<u>0.080</u>	8.00%	
	2.680		Escalation factor : 1.040
10% Profit	<u>0.268</u>		
Expense Factor	2.950		

Example:

Assuming the NTP is to be given in September of 2004 with an Eighteen month schedule.
Anticipate work percentage would be 20 % of the work being performed in 2004 and 60% in
in 2005 and 20% in 2006 with an annual escalation factor of 5%, therefor the escalation factor would calculate as follows:
 $((1.0 * 20\%) + (1.05 * 60\%) + (1.05^2 * 20\%)) = 1.0405$

	Avg. Hourly Rate	Escalation Factor	O.H. Factor	Technology Factor	Profit	*FCC	Loaded Rate w/Prof.
PERSONNEL		1.040	1.6000	0.08	0.1	0.00000	
<i>Project Manager</i>	\$ 48.48	\$ 1.94	\$ 80.68	\$ 4.04	\$ 13.52	\$ 0.00	\$ 148.66
<i>Administrative Assistant</i>	\$ 45.38	\$ 1.82	\$ 75.52	\$ 3.78	\$ 12.65	\$ 0.00	\$ 139.15
<i>Sr. Design Engineer- Civil</i>	\$ 37.24	\$ 1.49	\$ 61.97	\$ 3.10	\$ 10.38	\$ 0.00	\$ 114.18
<i>Sr. Design Engineer- Structural</i>	\$ 29.85	\$ 1.20	\$ 49.68	\$ 2.49	\$ 8.33	\$ 0.00	\$ 91.55
<i>Design Engineer-Civil</i>	\$ 19.36	\$ 0.78	\$ 32.23	\$ 1.62	\$ 5.40	\$ 0.00	\$ 59.39
<i>Design Engineer- Structural</i>	\$ 27.25	\$ 1.09	\$ 45.35	\$ 2.27	\$ 7.60	\$ 0.00	\$ 83.56
<i>Designer-Civil</i>	\$ 14.15	\$ 0.57	\$ 23.56	\$ 1.18	\$ 3.95	\$ 0.00	\$ 43.41
<i>Designer- Structural</i>	\$ 22.51	\$ 0.91	\$ 37.48	\$ 1.88	\$ 6.28	\$ 0.00	\$ 69.06
<i>Technician</i>	\$ 16.98	\$ 0.68	\$ 28.26	\$ 1.42	\$ 4.74	\$ 0.00	\$ 52.08
<i>Sr. Geotechnical Engineer</i>	\$ 37.24	\$ 1.49	\$ 61.97	\$ 3.10	\$ 10.38	\$ 0.00	\$ 114.18
<i>Geotechnical Engineer</i>	\$ 26.85	\$ 1.08	\$ 44.69	\$ 2.24	\$ 7.49	\$ 0.00	\$ 82.35
<i>Geologist</i>	\$ 19.36	\$ 0.78	\$ 32.23	\$ 1.62	\$ 5.40	\$ 0.00	\$ 59.39
<i>Field Technician</i>	\$ 16.73	\$ 0.67	\$ 27.84	\$ 1.40	\$ 4.67	\$ 0.00	\$ 51.31
<i>Chief Surveyor</i>	\$ 30.30	\$ 1.22	\$ 50.44	\$ 2.53	\$ 8.45	\$ 0.00	\$ 92.94
<i>Party Chief</i>	\$ 18.96	\$ 0.76	\$ 31.56	\$ 1.58	\$ 5.29	\$ 0.00	\$ 58.15
<i>Instrument Person</i>	\$ 18.00	\$ 0.73	\$ 29.97	\$ 1.50	\$ 5.02	\$ 0.00	\$ 55.22
<i>Chainperson</i>	\$ 9.85	\$ 0.40	\$ 16.40	\$ 0.82	\$ 2.75	\$ 0.00	\$ 30.22
<i>Rodperson</i>	\$ 8.25	\$ 0.33	\$ 13.73	\$ 0.69	\$ 2.30	\$ 0.00	\$ 25.30
<i>Clerical</i>	\$ 13.93	\$ 0.56	\$ 23.19	\$ 1.16	\$ 3.89	\$ 0.00	\$ 42.73

* Facilities Cost of Capital - Can only be applied if the current overhead plus technology is less than maximum allowable and only that portion of the FCC percentage may be used such that when added to the consultants overhead would equal the maximum allowable overhead in effect.

CERTIFICATION OF LABOR RATES

Roadway and Structures

State Project: **X312-X-XX.XX 00**
 Federal Project: **APD-0484(XXX)**

County: **Grant**
 Consultant Firm: *[Consulting Firm's Name]*

Project Manager			<i>Average</i>	
<i>Employee</i>	<i>No.</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>
Vice -President	9969	10%	\$ -	\$ -
Vice -President	9968	40%	\$ -	\$ -
Branch Manager	9965	10%	\$ -	\$ -
Branch Manager	9960	40%	\$ -	\$ -
		100%	\$ -	\$ -

Sr. Design Engineer- Civil			<i>Average</i>	
<i>Employee</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>	<i>Employee</i>
Sr. Civil Engineer	8845	40%	\$ -	\$ -
Sr. Civil Engineer	8852	40%	\$ -	\$ -
Sr. Civil Engineer	8850	10%	\$ -	\$ -
Sr. Civil Engineer	8820	10%	\$ -	\$ -
		100%	\$ -	\$ -

Design Engineer-Civil			<i>Average</i>	
<i>Employee</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>
Civil Engineer	6744	45%	\$ -	\$ -
Civil Engineer	6754	25%	\$ -	\$ -
Civil Engineer	6752	10%	\$ -	\$ -
Civil Engineer	6750	10%	\$ -	\$ -
Civil Engineer	6720	10%	\$ -	\$ -
		100%	\$ -	\$ -

Designer-Civil			<i>Average</i>	
<i>Employee</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>
EIT	5945	40%	\$ -	\$ -
EIT II	5852	0%	\$ -	\$ -
EIT II	5752	20%	\$ -	\$ -
Sr. Eng. Technician I	5625	20%	\$ -	\$ -
Sr. Eng. Technician II	5620	20%	\$ -	\$ -
		100%	\$ -	\$ -

Technician			<i>Average</i>	
<i>Employee</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>
Engineer Technician	4945	10%	\$ -	\$ -
Engineer Technician	4852	30%	\$ -	\$ -
Transportation Tech.	4752	20%	\$ -	\$ -
Transportation Tech.	4625	20%	\$ -	\$ -
Transportation Tech.	4620	20%	\$ -	\$ -
		100%	\$ -	\$ -

Administrative Assistant			<i>Average</i>	
<i>Employee</i>	<i>No.</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>
Administrative Assistant	8845	50%	\$ -	\$ -
Administrative Assistant	8854	50%	\$ -	\$ -
		100%	\$ -	\$ -

Sr. Design Engineer- Structural			<i>Average</i>	
<i>Employee</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>
Sr. Structural Engineer	7945	10%	\$ -	\$ -
Sr. Structural Engineer	7852	55%	\$ -	\$ -
Sr. Structural Engineer	7752	15%	\$ -	\$ -
Sr. Structural Engineer	7620	20%	\$ -	\$ -
		100%	\$ -	\$ -

Design Engineer- Structural			<i>Average</i>	
<i>Employee</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>
Structural Engineer	6945	10%	\$ -	\$ -
Structural Engineer	6852	55%	\$ -	\$ -
Structural Engineer	6752	35%	\$ -	\$ -
Structural Engineer	6625	0%	\$ -	\$ -
Structural Engineer	6620	0%	\$ -	\$ -
		100%	\$ -	\$ -

Designer- Structural			<i>Average</i>	
<i>Employee</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>
EIT	5945	25%	\$ -	\$ -
EIT II	5852	25%	\$ -	\$ -
EIT II	5752	20%	\$ -	\$ -
Sr. Eng. Technician I	5625	20%	\$ -	\$ -
Sr. Eng. Technician II	5620	10%	\$ -	\$ -
		100%	\$ -	\$ -

Field Technician			<i>Average</i>	
<i>Employee</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>
Instrument person	4945	10%	\$ -	\$ -
Rod person	4852	30%	\$ -	\$ -
Chair person	4752	10%	\$ -	\$ -
Right of Way Tech I	4625	25%	\$ -	\$ -
Right of Way Tech II	4620	25%	\$ -	\$ -
		100%	\$ -	\$ -

Clerical			<i>Average</i>	
<i>Employee</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>	<i>Rate</i>
Secretary I	3945	10%	\$ -	\$ -
Secretary I	3852	30%	\$ -	\$ -
Secretary II	3752	20%	\$ -	\$ -
Clerical I	3625	20%	\$ -	\$ -
Clerical II	3620	20%	\$ -	\$ -
		100%	\$ -	\$ -

I hereby certify that the average raw labor rate shown are the rates in effect [at the time of the submission of this proposal or are the actual effective rates at the time the work was performed].

_____ Title

_____ Date

CERTIFICATION OF LABOR RATES

Surveying & Geotechnical

State Project: **X312-X-XX.XX 00**
 Federal Project: **APD-0484(XXX)**

County: **Grant**
 Consultant Firm: *[Consulting Firm's Name]*

Project Manager

Employee	No.	Rate	Average Rate
Vice -President	9971	50%	\$ - \$ -
Vice -President	9970	50%	\$ - \$ -
Branch Manager	9967	0%	\$ - \$ -
Branch Manager	9962	0%	\$ - \$ -
		100%	\$ - \$ -

Sr. Geotechnical Engineer

Employee	No.	Rate	Average Rate
Sr. Geotechnical Eng	8947	40%	\$ - \$ -
Sr. Geotechnical Eng	8954	40%	\$ - \$ -
Sr. Geotechnical Eng	8952	10%	\$ - \$ -
Sr. Geotechnical Eng	8922	10%	\$ - \$ -
		100%	\$ - \$ -

Geologist

Employee	No.	Rate	Average Rate
Geologist	6846	45%	\$ - \$ -
Geologist	6856	25%	\$ - \$ -
Sr. Eng. Technician	6854	10%	\$ - \$ -
Sr. Eng. Technician	6852	10%	\$ - \$ -
Sr. Eng. Technician	6822	10%	\$ - \$ -
		100%	\$ - \$ -

Lab Technician

Employee	No.	Rate	Average Rate
Lab Technician	5047	20%	\$ - \$ -
Lab Technician	4954	20%	\$ - \$ -
Lab Technician	4854	20%	\$ - \$ -
Lab Technician	4727	20%	\$ - \$ -
Lab Technician	4722	20%	\$ - \$ -
		100%	\$ - \$ -

GPS Technician

Employee	No.	Rate	Average Rate
GPS Technician	4725	10%	\$ - \$ -
GPS Technician	4728	55%	\$ - \$ -
GPS Technician	4731	15%	\$ - \$ -
GPS Technician	4734	0%	\$ - \$ -
GPS Technician	4737	20%	\$ - \$ -
		100%	\$ - \$ -

Chief Surveyor

Employee	No.	Rate	Average Rate
Professional Surveyor	4623	45%	\$ - \$ -
Professional Surveyor	4626	55%	\$ - \$ -
		100%	\$ - \$ -

Party Chief

Employee	No.	Rate	Average Rate
Surveyor-In-Training	4737	45%	\$ - \$ -
Surveyor-In-Training	4740	35%	\$ - \$ -
Surveyor-In-Training	4743	20%	\$ - \$ -
		100%	\$ - \$ -

Administrative Assistant

Employee	No.	Rate	Average Rate
Administrative Assistant	8947	50%	\$ - \$ -
Administrative Assistant	8956	50%	\$ - \$ -
		100%	\$ - \$ -

Geotechnical Engineer

Employee	No.	Rate	Average Rate
Geotechnical Engineer	8047	10%	\$ - \$ -
Geotechnical Engineer	7954	55%	\$ - \$ -
Geotechnical Engineer	7854	15%	\$ - \$ -
Geotechnical Engineer	7722	20%	\$ - \$ -
		100%	\$ - \$ -

Technician

Employee	No.	Rate	Average Rate
Engineer Technician	7047	10%	\$ - \$ -
Engineer Technician	6954	55%	\$ - \$ -
Transportation Tech.	6854	35%	\$ - \$ -
Transportation Tech.	6727	0%	\$ - \$ -
Transportation Tech.	6722	0%	\$ - \$ -
		100%	\$ - \$ -

Clerical

Employee	No.	Rate	Average Rate
Secretary I	5047	25%	\$ - \$ -
Secretary I	4954	25%	\$ - \$ -
Secretary II	4854	20%	\$ - \$ -
Clerical I	4727	20%	\$ - \$ -
Clerical II	4722	10%	\$ - \$ -
		100%	\$ - \$ -

Field Technician

Employee	No.	Rate	Average Rate
Instrument person	4725	50%	\$ - \$ -
Instrument person	4728	50%	\$ - \$ -
		100%	\$ - \$ -
Rod person	4731	50%	\$ - \$ -
Rod person	4734	50%	\$ - \$ -
Rod person	4737	0%	\$ - \$ -
		100%	\$ - \$ -

Chainperson	4740	50%	\$ - \$ -
Chainperson	4743	50%	\$ - \$ -
		100%	\$ - \$ -

I hereby certify that the average raw labor rate shown are the rates in effect [at the time of the submission of this proposal or are the actual effective rates at the time the work was performed].

 Title

 Date

MAPPING COST SUMMARY

Corridor H

State Project: X312-X-XX.XX 00
 Federal Project: APD-0484(XXX)

County: *Grant*
 Consultant Firm: *[Consulting Firm's Name]*
 Sub-consultant Firm: *[Subconsulting Firm's Name]*

<i>Classification</i>	<i>Labor-hrs</i>	<i>OT %</i>	<i>**Rate</i>	<i>Direct Labor Cost</i>
<i>Project manager</i>	<i>0</i>		<i>\$ 53.44</i>	<i>\$ -</i>
<i>Assistant Project Manager</i>	<i>0</i>		<i>\$ 47.20</i>	<i>\$ -</i>
<i>Photogrammetrist</i>	<i>0</i>		<i>\$ 37.74</i>	<i>\$ -</i>
<i>Stereo Compiler Supervisor</i>	<i>0</i>		<i>\$ 37.74</i>	<i>\$ -</i>
<i>Stereo Compiler</i>	<i>0</i>		<i>\$ 28.19</i>	<i>\$ -</i>
<i>* Triangulation Technician</i>	<i>0</i>		<i>\$ 28.19</i>	<i>\$ -</i>
<i>* Lab Technician</i>	<i>0</i>		<i>\$ 21.55</i>	<i>\$ -</i>
<i>* GPS Technician</i>	<i>0</i>		<i>\$ 18.65</i>	<i>\$ -</i>
<i>* Editor</i>	<i>0</i>	<i>0%</i>	<i>\$ 20.45</i>	<i>\$ -</i>
<i>* Party Chief</i>	<i>0</i>	<i>0%</i>	<i>\$ 14.93</i>	<i>\$ -</i>
<i>* Instrumentperson</i>	<i>0</i>	<i>0%</i>	<i>\$ 19.64</i>	<i>\$ -</i>
<i>* Rodperson</i>	<i>0</i>	<i>0%</i>	<i>\$ 10.25</i>	<i>\$ -</i>
<i>* Chainperson</i>	<i>0</i>	<i>0%</i>	<i>\$ 8.58</i>	<i>\$ -</i>
<i>* Clerical / Admin.</i>	<i>0</i>	<i>0%</i>	<i>\$ 13.80</i>	<i>\$ -</i>
	<i>0</i>			<i>\$ -</i>
<i>Overhead Factor</i>			<i>158.50%</i>	<i>\$ -</i>
<i>Technology Factor</i>			<i>10.00%</i>	<i>\$ -</i>
<i>* Overtime</i>			<i>0.00%</i>	<i>\$ -</i>
<i>Subtotal</i>				<i>\$ -</i>
<i>Direct Expense</i>				<i>\$ -</i>
<i>Profit</i>			<i>10%</i>	<i>\$ -</i>
				<i>\$ -</i>
<i>*** FCC Factor</i>			<i>1.25%</i>	<i>\$ -</i>
<i>Total</i>				<i>\$ -</i>

PROPOSED DIRECT LABOR RATES
PRIME or SUBCONSULTANT
AERIAL PHOTO / MAPPING
Corridor H

State Project: X312-X-XX.XX 00
 Federal Project: APD-0484(XXX)

County: Grant
 Consultant Firm: *[Consulting Firm's Name]*
 Sub-Consultant Firm: *[Subconsulting Firm's Name]*

**PRIME or SUBCONSULTANT
 EXPENSE FACTOR**

Labor	1.000	Current Rate
Overhead	1.585	158.50%
Technology	0.100	12.00%
	2.685	
10% Profit	0.269	
Expense Factor	2.950	

* FCC Factor **1.25%**

Escalation factor : **1.040**

PERSONNEL	Avg. Rate	Escalation Factor	O.H. Factor	Technology Factor	Profit	*FCCRate	Loaded w/Prof.
		1.040	1.5850	0.100	0.1	0.01250	
<i>Project manager</i>	\$ 51.38	\$ 2.06	\$ 84.71	\$ 5.35	\$ 14.35	\$ 0.65	\$ 158.50
<i>Assistant Project Manager</i>	\$ 45.38	\$ 1.82	\$ 74.82	\$ 4.72	\$ 12.68	\$ 0.57	\$ 139.99
<i>Photogrammetrist</i>	\$ 36.28	\$ 1.46	\$ 59.82	\$ 3.78	\$ 10.14	\$ 0.46	\$ 111.48
<i>Stereo Compiler Supervisor</i>	\$ 36.28	\$ 1.46	\$ 59.82	\$ 3.78	\$ 10.14	\$ 0.46	\$ 111.48
<i>Stereo Compiler</i>	\$ 27.10	\$ 1.09	\$ 44.69	\$ 2.82	\$ 7.57	\$ 0.34	\$ 83.27
<i>Triangulation Technician</i>	\$ 27.10	\$ 1.09	\$ 44.69	\$ 2.82	\$ 7.57	\$ 0.34	\$ 83.27
<i>Lab Technician</i>	\$ 20.72	\$ 0.83	\$ 34.16	\$ 2.16	\$ 5.79	\$ 0.26	\$ 63.66
<i>GPS Technician</i>	\$ 17.93	\$ 0.72	\$ 29.57	\$ 1.87	\$ 5.01	\$ 0.23	\$ 55.10
<i>Editor</i>	\$ 19.66	\$ 0.79	\$ 32.42	\$ 2.05	\$ 5.50	\$ 0.25	\$ 60.42
<i>Party Chief</i>	\$ 14.35	\$ 0.58	\$ 23.67	\$ 1.50	\$ 4.01	\$ 0.18	\$ 44.11
<i>Instrumentperson</i>	\$ 18.88	\$ 0.76	\$ 31.13	\$ 1.97	\$ 5.28	\$ 0.24	\$ 58.02
<i>Rodperson</i>	\$ 9.85	\$ 0.40	\$ 16.25	\$ 1.03	\$ 2.76	\$ 0.13	\$ 30.29
<i>Chainperson</i>	\$ 8.25	\$ 0.33	\$ 13.60	\$ 0.86	\$ 2.31	\$ 0.11	\$ 25.35
<i>Clerical / Admin.</i>	\$ 13.26	\$ 0.54	\$ 21.88	\$ 1.38	\$ 3.71	\$ 0.17	\$ 40.77

CERTIFICATION OF LABOR RATES

Mapping

Project Manager

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Vice -President	2023	50%	\$ -	\$ -
Vice -President	2026	0%	\$ -	\$ -
Branch Manager	2029	50%	\$ -	\$ -
Branch Manager	2032	0%	\$ -	\$ -
		100%	\$ -	\$ -

Photogrammetrist

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Photogrammetrist	2035	10%	\$ -	\$ -
Photogrammetrist	2038	55%	\$ -	\$ -
Photogrammetrist	2041	15%	\$ -	\$ -
Photogrammetrist	2044	20%	\$ -	\$ -
		100%	\$ -	\$ -

Stereo Compiler

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Stereo Compiler	2047	10%	\$ -	\$ -
Stereo Compiler	2050	55%	\$ -	\$ -
Stereo Compiler	2053	15%	\$ -	\$ -
Stereo Compiler	2056	20%	\$ -	\$ -
		100%	\$ -	\$ -

Lab Technician

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Lab Technician	2059	10%	\$ -	\$ -
Lab Technician	2062	55%	\$ -	\$ -
Lab Technician	2065	15%	\$ -	\$ -
Lab Technician	2068	0%	\$ -	\$ -
Lab Technician	2071	20%	\$ -	\$ -
		100%	\$ -	\$ -

GPS Technician

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
GPS Technician	2071	10%	\$ -	\$ -
GPS Technician	2074	55%	\$ -	\$ -
GPS Technician	2077	15%	\$ -	\$ -
GPS Technician	2080	0%	\$ -	\$ -
GPS Technician	2083	20%	\$ -	\$ -
		100%	\$ -	\$ -

Party Chief

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Professional Surveyor	2083	10%	\$ -	\$ -
Professional Surveyor	2086	55%	\$ -	\$ -
Surveyor-In-Training	2089	15%	\$ -	\$ -
Surveyor-In-Training	2092	0%	\$ -	\$ -
Surveyor-In-Training	2095	20%	\$ -	\$ -
		100%	\$ -	\$ -

Administrative Assistant

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Administrative Assistant	2095	50%	\$ -	\$ -
Administrative Assistant	2098	50%	\$ -	\$ -
		100%	\$ -	\$ -

Stereo Compiler Supervisor

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Stereo Compiler Supervisor	2101	10%	\$ -	\$ -
Stereo Compiler Supervisor	2104	55%	\$ -	\$ -
Stereo Compiler Supervisor	2107	15%	\$ -	\$ -
Stereo Compiler Supervisor	2110	20%	\$ -	\$ -
		100%	\$ -	\$ -

Triangulation Technician

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Triangulation Technician	2113	10%	\$ -	\$ -
Triangulation Technician	2116	55%	\$ -	\$ -
Triangulation Technician	2119	15%	\$ -	\$ -
Triangulation Technician	2122	20%	\$ -	\$ -
		100%	\$ -	\$ -

Map Editor/ CADD Tech

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Map Editor/ CADD Tech	2128	10%	\$ -	\$ -
Map Editor/ CADD Tech	2131	10%	\$ -	\$ -
Map Editor/ CADD Tech	2134	25%	\$ -	\$ -
Map Editor/ CADD Tech	2137	30%	\$ -	\$ -
Map Editor/ CADD Tech	2140	25%	\$ -	\$ -
		100%	\$ -	\$ -

Field Technician

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Instrument person	2143	50%	\$ -	\$ -
Instrument person	2146	50%	\$ -	\$ -
		100%	\$ -	\$ -
Rod person	2149	35%	\$ -	\$ -
Rod person	2152	35%	\$ -	\$ -
Rod person	2155	30%	\$ -	\$ -
		100%	\$ -	\$ -
Chainperson	2158	50%	\$ -	\$ -
Chainperson	2161	50%	\$ -	\$ -
		100%	\$ -	\$ -

Clerical

<i>Employee</i>			<i>Rate</i>	<i>Average Rate</i>
Secretary II	2161	50%	\$ -	\$ -
Clerical II	2164	50%	\$ -	\$ -
		100%	\$ -	\$ -

I hereby certify that the average raw labor rates shown are the rates in effect [at the time of the submission of this proposal or are the actual effective rates at the time the work was performed].

Title

Date

**MAPPING COST SUMMARY
DIRECT LABOR TIME IN HOURS**

Corridor H

State Project: X312-X-XX.XX 00
Federal Project: APD-0484(XXX)

County: Grant
Consultant Firm: [Consulting Firm's Name]
Sub-consultant Firm: [Subconsulting Firm's Name]

A. Aerial Photogrammetry	Project Manager	Asst. Proj Manager	Photogrammetrist	GPS Tech	Party Chief	Inst. Pers.	Rod- Pers.	Chain- Pers.	Clerical / Admin.	Total Hr's
<i>1) Aerial Photography</i>										
<i>a. Ground Control Coordination</i>	0	0	0	0	0	0	0	0	0	0
<i>b. Mobil. & Set Target Panels</i>	0	0	0	0	0	0	0	0	0	0
										0
<i>2) Ground Control & Survey</i>										
<i>a. Mobil. & Coordinate Survey</i>	0	0	0	0	0	0	0	0	0	0
<i>b. Run H & V Survey. Control</i>										
<i>Two Man Party</i>	0	0	0	0	0	0	0	0	0	0
<i>Three Man Party</i>	0	0	0	0	0	0	0	0	0	0
<i>Four Man Party (GPS)</i>	0	0	0	0	0	0	0	0	0	0
										0
<i>Subtotal</i>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<i>3) Stereocompilation, Triangulation & Mapping</i>	Project Manager	Asst. Proj Manager	Stereo Supervisor	Stereo Comp.	Analy. Tech	Lab Tech	Editor		Clerical Admin.	Total Hr's
<i>a. Analytical Triangulation</i>	0	0	0	0	0	0	0		0	0
<i>b. Model Compilation</i>	0	0	0	0	0	0	0		0	0
<i>c. Map Editing</i>	0	0	0	0	0	0	0		0	0
										0
<i>Subtotal</i>	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0

DIRECT NONSALARY COST *

1. Travel: * (Included only items that are not included in overhead)
(A) Transportation:

<i>i) Site Visit:</i>	Trips	x	Per's	x	Rate / Mi.	x	RT Mi.	=	\$
<i>Air Travel/Charleston</i>	0		0		\$ 850			=	\$ -
<i>Travel to Site</i>	1		2		\$ 0.36		0	=	\$ -
<i>Travel to Ctrl Office</i>	0				\$ 35.00		0	=	\$ -
<i>ii) Set Panels</i>									
<i>2 Man Crew</i>	0		2		\$ 0.40		0	=	\$ -
<i>3 Man Crew</i>	0		3		\$ 0.40		0	=	\$ -
<i>iii) Set & Run Control</i>									
<i>2 Man Survey. Party</i>	0		2		\$ 0.40		0	=	\$ -
<i>3 Man Survey. Party</i>	0		3		\$ 0.40		0	=	\$ -
<i>4 Man Survey. Party</i>	0		4		\$ 0.40		0	=	\$ -
<i>Subtotal</i>									\$ -

(B) Subsistence: Trips x Per's / Trip x Nights Lodging = Tot. Pers. / Trip

<i>i) Site Visit:</i>	1	2	x	0	=	0
<i>ii) Set Panels</i>	0	0	x	0	=	0
<i>iii) Set & Run Control</i>						
<i>2 Man Survey. Party</i>	0	2	x	0	=	0
<i>3 Man Survey. Party</i>	0	3	x	0	=	0
<i>4 Man Survey. Party</i>	0	4	x	0	=	0
<i>i) Meals:</i>				\$ 30.00	X	0 = \$ -
<i>i) Lodging:</i>				\$ 55.00	X	0 = \$ -
<i>Subtotal</i>						\$ -

2. Flight Time Expense (Subconsultant)

	Cost / Hr	Flight-Time	Hr.	=	\$
* (A) Single Engine	\$0.00	X 0		=	\$ -
* (B) Twin Engine	\$0.00	X 0		=	\$ -
<i>Subtotal</i>					\$ -

**MAPPING COST SUMMARY
DIRECT NONSALARY COST ***

Corridor H

* (Included only items that are not included in overhead)

State Project: X312-X-XX.XX 00
Federal Project: APD-0484(XXX)

County: Grant
Consultant Firm: [Consulting Firm's Name]
Sub-consultant Firm: [Subconsulting Firm's Name]

3. Reproductions:		Cost / Print	X	No. of Prints			
(A)	Aerial (Film Processing)						
	<i>i) Black & White</i>	\$0.00	X	0	\$ -		
	<i>ii) Color</i>	\$0.00	X	0	\$ -	\$ -	
(B)	Contact Print						
	<i>i) Bl'k & White</i>	\$0.00	X	0	\$ -		
	<i>ii) Color</i>	\$0.00	X	0	\$ -	\$ -	
	<i>* Includes Pilot and Cameraperson</i>						
(C)	Diapositives						
	<i>Film Diapositives</i>	\$0.00	X	0	\$ -		
	<i>Color Diapos.</i>	\$0.00	X	0	\$ -	\$ -	
(D)	Blueprints	Sh'ts/Set	No. Sets	No. Sh'ts.			
	<i>i) WYDOT Review</i>						
	<i>Contour Manuscripts</i>	0	2	0			
	Bluelines Prints @	\$ 0.80	Per/Sht x	0	Sheets =	\$ -	\$ -
(F)	Mylar	Sh'ts/Set	No. Sets	No. Sh'ts.			
	<i>i) Consultants Rec'd Set</i>	0	2	0			
	Mylars / Sepia @	\$ 10.00	Per / Sit	x	0 Sheets =	\$ -	\$ -
(G)	Xerox Copies:	No. Sets	No. Sh'ts	Tot. No. Sh'ts			
	<i>i) Reports</i>	0	2	0			
	<i>ii) Transmittal Letters</i>	0	2	0			
	Xerox Copies @	\$ 0.10	Per / Sht x	0	Sheets =	\$ -	\$ -
4. Communications:		Max. Reim.	No. of Calls				
(A)	Long Distance Calls:	\$3.00	X	0	=	\$ -	
	SUBTOTAL COMMUNICATIONS EXPENSE						\$ -
5. Postage:		No. Req. Units	Cost/Unit				
(A)	First Class Mail	0	Ea. \$ 0.37	=	\$ -		
(B)	Express Postage:	0	Ea. \$ 25.00	=	\$ -		
	SUBTOTAL POSTAGE EXPENSE						\$ -
6. Other		No. Req. Units	Cost / Unit				
(A)	Misc. Expenses						
	USGS Quad. Maps	0	Ea. \$0.00	=	\$ -		
	Survey Monuments						
	<i>a) Semi-Perm.(P/C)</i>	0	Ea. \$0.00	=	\$ -		
	<i>b) Perm. (Conc.)</i>	0	Ea. \$0.00	=	\$ -		
	Panel Materials	0	Roll \$0.00	=	\$ -		
	Survey Materials	0	Ea. \$0.00	=	\$ -		
	GPS Receiver & Equip	0	Day \$0.00	=	\$ -		
							\$ -
	TOTAL DIRECT NONSALARY AERIAL MAPPING						\$ -

SURVEYING COST SUMMARY

Corridor H

State Project: X312-X-XX.XX 00
 Federal Project: APD-0484(XXX)

County: Grant
 Consultant Firm: *[Consulting Firm's Name]*
 Sub-consultant Firm: *If Applicable*

<i>Classification</i>	<i>Labor-hrs</i>	<i>OT %</i>	<i>**Rate</i>	<i>Direct Labor Cost</i>
<i>Project Manager</i>	0		\$ 52.85	\$ -
<i>Assist. Project Manager</i>	0		\$ 45.38	\$ -
<i>Senior Design Engineer</i>	0		\$ 37.24	\$ -
<i>Design Engineer-Civil</i>	0		\$ 36.28	\$ -
<i>Designer</i>	0		\$ 26.85	\$ -
<i>* Technician</i>	0	0%	\$ 18.23	\$ -
<i>* GPS Technician</i>	0	0%	\$ 17.93	\$ -
<i>* Chief Surveyor</i>	0	0%	\$ 30.30	\$ -
<i>* Party Chief</i>	0	0%	\$ 18.96	\$ -
<i>* Instrumentperson</i>	0	0%	\$ 18.88	\$ -
<i>* Rodperson</i>	0	0%	\$ 9.85	\$ -
<i>* Chainperson</i>	0	0%	\$ 8.25	\$ -
<i>* Clerical / Admin.</i>	0	0%	\$ 13.26	\$ -
<i>Total</i>	0			\$ -
		<i>Overhead Factor</i>	156.25%	\$ -
		<i>Technology Factor</i>	0.00%	\$ -
		<i>*Overtime</i>	0.00%	\$ -
		<i>Subtotal</i>		\$ -
		<i>Direct Expense</i>	\$ -	\$ -
		<i>Profit</i>	10%	\$ -
				\$ -
		<i>*** FCC Factor</i>	0.00%	\$ -
		<i>Total</i>		\$ -

PROPOSED DIRECT LABOR RATES
PRIME or SUBCONSULTANT
SURVEYING
Corridor H

State Project: X312-X-XX.XX 00
 Federal Project: APD-0484(XXX)

County: Grant
 Consultant Firm: *[Consulting Firm's Name]*
 Sub-Consultant Firm: *If Applicable*

PRIME or SUBCONSULTANT
EXPENSE FACTOR

Labor	1.000	Current Rate	* FCC Factor	0.00%
Overhead	1.563	156.25%		
<u>Technology</u>	<u>0.000</u>	0.00%	Escalation factor :	1.000
	2.563			
<u>10% Profit</u>	<u>0.256</u>			
Expense Factor	2.820			

	Avg. Rate	Escalation Factor	O.H. Factor	Technology Factor	Profit	*FCC	Loaded Rate w/Prof.
PERSONNEL		1.000	1.5625	0.000	0.1	0.00000	
<i>Project Manager</i>	\$ 52.85	\$ 0.00	\$ 82.58	\$ 0.00	\$ 13.55	\$ 0.00	\$ 148.98
<i>Assist. Project Manager</i>	\$ 45.38	\$ 0.00	\$ 70.91	\$ 0.00	\$ 11.63	\$ 0.00	\$ 127.92
<i>Senior Design Engineer</i>	\$ 37.24	\$ 0.00	\$ 58.19	\$ 0.00	\$ 9.55	\$ 0.00	\$ 104.98
<i>Design Engineer-Civil</i>	\$ 36.28	\$ 0.00	\$ 56.69	\$ 0.00	\$ 9.30	\$ 0.00	\$ 102.27
<i>Designer</i>	\$ 26.85	\$ 0.00	\$ 41.96	\$ 0.00	\$ 6.89	\$ 0.00	\$ 75.70
<i>Technician</i>	\$ 18.23	\$ 0.00	\$ 28.49	\$ 0.00	\$ 4.68	\$ 0.00	\$ 51.40
<i>GPS Technician</i>	\$ 17.93	\$ 0.00	\$ 28.02	\$ 0.00	\$ 4.60	\$ 0.00	\$ 50.55
<i>Chief Surveyor</i>	\$ 30.30	\$ 0.00	\$ 47.35	\$ 0.00	\$ 7.77	\$ 0.00	\$ 85.42
<i>Party Chief</i>	\$ 18.96	\$ 0.00	\$ 29.63	\$ 0.00	\$ 4.86	\$ 0.00	\$ 53.45
<i>Instrumentperson</i>	\$ 18.88	\$ 0.00	\$ 29.50	\$ 0.00	\$ 4.84	\$ 0.00	\$ 53.22
<i>Rodmen</i>	\$ 9.85	\$ 0.00	\$ 15.40	\$ 0.00	\$ 2.53	\$ 0.00	\$ 27.78
<i>Chainperson</i>	\$ 8.25	\$ 0.00	\$ 12.90	\$ 0.00	\$ 2.12	\$ 0.00	\$ 23.27
<i>Clerical / Admin.</i>	\$ 13.26	\$ 0.00	\$ 20.72	\$ 0.00	\$ 3.40	\$ 0.00	\$ 37.38

CERTIFICATION OF LABOR RATES

Surveying

Project Manager

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average</i>	<i>Rate</i>
Vice -President	8000	50%	\$ -	\$ -	\$ -
Vice -President	8002	50%	\$ -	\$ -	\$ -
Branch Manager	8004	0%	\$ -	\$ -	\$ -
Branch Manager	8006	0%	\$ -	\$ -	\$ -
		100%	\$ -	\$ -	\$ -

Sr. Design Engineer- Civil

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average</i>	<i>Rate</i>
Sr. Civil Engineer	8008	40%	\$ -	\$ -	\$ -
Sr. Civil Engineer	8010	40%	\$ -	\$ -	\$ -
Sr. Civil Engineer	8012	10%	\$ -	\$ -	\$ -
Sr. Civil Engineer	8014	10%	\$ -	\$ -	\$ -
		100%	\$ -	\$ -	\$ -

Design Engineer-Civil

<i>Employee</i>			<i>Rate</i>	<i>Average</i>	<i>Rate</i>
Civil Engineer	8016	45%	\$ -	\$ -	\$ -
Civil Engineer	8018	15%	\$ -	\$ -	\$ -
Civil Engineer	8020	10%	\$ -	\$ -	\$ -
Civil Engineer	8022	10%	\$ -	\$ -	\$ -
Civil Engineer	8024	10%	\$ -	\$ -	\$ -
		90%	\$ -	\$ -	\$ -

GPS Technician

<i>Employee</i>			<i>Rate</i>	<i>Average</i>	<i>Rate</i>
GPS Technician	8026	10%	\$ -	\$ -	\$ -
GPS Technician	8028	55%	\$ -	\$ -	\$ -
GPS Technician	8030	15%	\$ -	\$ -	\$ -
GPS Technician	8032	0%	\$ -	\$ -	\$ -
GPS Technician	8034	20%	\$ -	\$ -	\$ -
		100%	\$ -	\$ -	\$ -

Chief Surveyor

<i>Employee</i>			<i>Rate</i>	<i>Average</i>	<i>Rate</i>
Professional Surveyor	3	45%	\$ -	\$ -	\$ -
Professional Surveyor	6	55%	\$ -	\$ -	\$ -
		100%	\$ -	\$ -	\$ -

Party Chief

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average</i>	<i>Rate</i>
Surveyor-In-Training	8035	45%	\$ -	\$ -	\$ -
Surveyor-In-Training	8038	35%	\$ -	\$ -	\$ -
Surveyor-In-Training	8041	20%	\$ -	\$ -	\$ -
		100%	\$ -	\$ -	\$ -

Administrative Assistant

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average</i>	<i>Rate</i>
Administrative Assistant	0	50%	\$ -	\$ -	\$ -
Administrative Assistant	2	50%	\$ -	\$ -	\$ -
		100%	\$ -	\$ -	\$ -

Designer

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average</i>	<i>Rate</i>
Sr. Engineer Tech	4	10%	\$ -	\$ -	\$ -
Sr. Engineer Tech	6	55%	\$ -	\$ -	\$ -
Sr. Engineer Tech	8	15%	\$ -	\$ -	\$ -
Sr. Engineer Tech	10	20%	\$ -	\$ -	\$ -
		100%	\$ -	\$ -	\$ -

Technician

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average</i>	<i>Rate</i>
Engineer Technician	12	10%	\$ -	\$ -	\$ -
Engineer Technician	14	55%	\$ -	\$ -	\$ -
Transportation Tech.	16	35%	\$ -	\$ -	\$ -
Transportation Tech.	18	0%	\$ -	\$ -	\$ -
Transportation Tech.	20	0%	\$ -	\$ -	\$ -
		100%	\$ -	\$ -	\$ -

Field Technician

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average</i>	<i>Rate</i>
Instrument person	23	50%	\$ -	\$ -	\$ -
Instrument person	26	50%	\$ -	\$ -	\$ -
		100%	\$ -	\$ -	\$ -
Rod person	29	35%	\$ -	\$ -	\$ -
Rod person	32	35%	\$ -	\$ -	\$ -
Rod person	35	30%	\$ -	\$ -	\$ -
		100%	\$ -	\$ -	\$ -
Chainperson	38	50%	\$ -	\$ -	\$ -
Chainperson	41	50%	\$ -	\$ -	\$ -
		100%	\$ -	\$ -	\$ -

Clerical

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average</i>	<i>Rate</i>
Secretary II	41	50%	\$ -	\$ -	\$ -
Clerical II	44	50%	\$ -	\$ -	\$ -
		100%	\$ -	\$ -	\$ -

I hereby certify that the average raw labor rates shown are the rates in effect [at the time of the submission of this proposal or are the actual effective rates at the time the work was performed].

Title

Date

DIRECT NON-SALARY SURVEYING COST *

Corridor H

1. Travel:

(A)	Transportation:	Trips	x	Per's	x	Rate / Mi.	x	RT Mi.	=	\$	-
	<i>i) Site Visit:</i>										
	<i>Air Travel/Charleston</i>	0		0		\$ 850.00			=	\$	-
	<i>Travel to Site</i>	0		0		\$ 0.36	0		=	\$	-
	<i>Car Rental</i>	0				\$ 35.00			=	\$	-
	<i>ii) Set Panels</i>										
	<i>2 Man Crew</i>	0		2		\$ 0.400	0		=	\$	-
	<i>3 Man Crew</i>	0		3		\$ 0.400	0		=	\$	-
	<i>iii) Set & Run H&V Control (Conventionally)</i>										
	<i>2 Man Survey. Party</i>	0		2		\$ 0.400	0		=	\$	-
	<i>3 Man Survey. Party</i>	0		3		\$ 0.400	0		=	\$	-
	<i>4 Man Survey. Party</i>	0		4		\$ 0.400	0		=	\$	-
	<i>iv) Set & Run GPS H&V Control</i>										
	<i>2 Man Survey. Party</i>	0		2		\$ 0.400	0		=	\$	-
	<i>3 Man Survey. Party</i>	0		3		\$ 0.400	0		=	\$	-
	<i>4 Man Survey. Party</i>	0		4		\$ 0.400	0		=	\$	-
	<i>v) Topo Data Collection</i>										
	<i>2 Man Survey. Party</i>	0		2		\$ 0.400	0		=	\$	-
	<i>3 Man Survey. Party</i>	0		3		\$ 0.400	0		=	\$	-
	<i>vi) F'ld Stakeout CL & Borings</i>										
	<i>2 Man Survey. Party</i>	0		2		\$ 0.400	0		=	\$	-
	<i>3 Man Survey. Party</i>	0		3		\$ 0.400	0		=	\$	-
										\$	-

(B)	Subsistence:	Trips	x	Per's / Trip	x	Nights Lodging	=	Tot. Pers. / Trip	=	\$	-
	<i>i) Site Visit:</i>	0		0		x	0		=		0
	<i>ii) Set Panels</i>	0		0		x	0		=		0
	<i>iii) Set & Run H&V Control (Conventionally)</i>										
	<i>2 Man Survey. Party</i>	0		2		x	0		=		0
	<i>3 Man Survey. Party</i>	0		3		x	0		=		0
	<i>4 Man Survey. Party</i>	0		4		x	0		=		0
	<i>iv) Set & Run GPS H&V Control</i>										
	<i>2 Man Survey. Party</i>	0		2		x	0		=		0
	<i>3 Man Survey. Party</i>	0		3		x	0		=		0
	<i>4 Man Survey. Party</i>	0		4		x	0		=		0
	<i>v) Topo Data Collection</i>										
	<i>2 Man Survey. Party</i>	0		2		x	0		=		0
	<i>3 Man Survey. Party</i>	0		3		x	0		=		0
	<i>vi) F'ld Stakeout CL & Borings</i>										
	<i>2 Man Survey. Party</i>	0		2		x	0		=		0
	<i>3 Man Survey. Party</i>	0		3		x	0		=		0
	<i>i) Meals:</i>			\$ 30.00		x	0		=	\$	-
	<i>i) Lodging:</i>			\$ 55.00		x	0		=	\$	-
										\$	-

2. Communications:	Max. Reim.	No. of Calls	=	\$	-
(A) Long Distance Calls:	\$ 3.00 x	0	=	\$	-
				\$	-

3. Reproductions:	No. Sets	No. Sht's	Tot. No. Sh'ts	Per / Sht x 0	Sheets =	\$	-
(I) Xerox Copies:							
<i>i) Survey Notes</i>	0	0	0				
<i>ii) Transmittal Letters</i>	0	0	0				
Xerox Copies @		\$ 0.10					
						\$	-

4. Postage:	No. Req.	Units	Cost / Unit	=	\$	-
(A) First Class Mail	0	Ea.	\$ 0.37	=	\$	-
(B) Express Postage:	0	Ea.	\$ 25.00	=	\$	-
					\$	-

5. Other	No. Req.	Units	Cost / Unit	=	\$	-
(A) Misc. Expenses						
<i>USGS Quad. Maps</i>	0	Ea.	\$ 5.00	=	\$	-
<i>Survey Monuments</i>						
<i>a) Semi-Perm.(P/C)</i>	0	Ea.	\$ 2.50	=	\$	-
<i>b) Perm. (Conc.)</i>	0	Ea.	\$ 25.00	=	\$	-
<i>Panel Materials</i>	0	Roll	\$ 20.00	=	\$	-
<i>Survey Materials</i>	0	Ea	\$ 100.00	=	\$	-
					\$	-

TOTAL DIRECT NONSALARY SURVEYING \$ -

**PRELIMINARY FIELD REVIEW PLANS
COST SUMMARY**

Corridor H

State Project: **X312-X-XX.XX 00**
Federal Project: **APD-0484(XXX)**

County: **Grant**
Consultant Firm: *[Consulting Firm's Name]*

<i>Classification</i>	<i>Labor-hrs</i>	<i>OT %</i>	<i>**Rate</i>	<i>Direct Labor Cost</i>
<i>Project Manager</i>	<i>0.00</i>		<i>\$ 50.42</i>	<i>\$ -</i>
<i>Administrative Assistant</i>	<i>0.00</i>		<i>\$ 47.20</i>	<i>\$ -</i>
<i>Senior Design Engineer</i>	<i>0.00</i>		<i>\$ 38.73</i>	<i>\$ -</i>
<i>Design Engineer</i>	<i>0.00</i>		<i>\$ 20.13</i>	<i>\$ -</i>
<i>* Designer</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 14.72</i>	<i>\$ -</i>
<i>* Technician</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 17.66</i>	<i>\$ -</i>
<i>* Clerical</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 14.49</i>	<i>\$ -</i>
	<i>0</i>			<i>\$ -</i>
			<i>Overhead Factor 160.00%</i>	<i>\$ -</i>
			<i>Technology Factor 8.00%</i>	<i>\$ -</i>
			<i>* Overtime 0.00%</i>	<i>\$ -</i>
			<i>Subtotal</i>	<i>\$ -</i>
			<i>Profit 10%</i>	<i>\$ -</i>
			<i>*** FCC Factor 0.00%</i>	<i>\$ -</i>
			<i>Total</i>	<i>\$ -</i>

**RIGHT OF WAY PLANS
COST SUMMARY**

Corridor H

State Project: X312-X-XX.XX 00
Federal Project: APD-0484(XXX)

County: Grant
Consultant Firm: *[Consulting Firm's Name]*

<i>Classification</i>	<i>Labor-hrs</i>	<i>OT %</i>	<i>**Rate</i>	<i>Direct Labor Cost</i>
<i>Project Manager</i>	<i>0.00</i>		<i>\$ 50.42</i>	\$ -
<i>Administrative Assistant</i>	<i>0.00</i>		<i>\$ 47.20</i>	\$ -
<i>Senior Design Engineer-Civil</i>	<i>0.00</i>		<i>\$ 38.73</i>	\$ -
<i>Design Engineer-Civil</i>	<i>0.00</i>		<i>\$ 20.13</i>	\$ -
<i>* Designer- Civil</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 14.72</i>	\$ -
<i>* Technician</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 17.66</i>	\$ -
<i>* Field Technician</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 17.40</i>	\$ -
<i>* Clerical / Admin.</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 14.49</i>	\$ -
	<i>0.00</i>			\$ -
 <i>No. of Hrs per Parcel-</i>	<i>0</i>			
<i>No. of Hrs per Tract-</i>	<i>0</i>			
			<i>Overhead Factor 160.00%</i>	\$ -
			<i>Technology Factor 8.00%</i>	\$ -
			<i>* Overtime 0.00%</i>	\$ -
			<i>Subtotal</i>	\$ -
			<i>Profit 10%</i>	\$ -
			<i>*** FCC Factor 0.00%</i>	\$ -
			<i>Total</i>	\$ -

**FINAL FIELD REVIEW PLANS
COST SUMMARY**

Corridor H

State Project: X312-X-XX.XX 00
Federal Project: APD-0484(XXX)

County: Grant
Consultant Firm: *[Consulting Firm's Name]*

<i>Classification</i>	<i>Labor-hrs</i>	<i>OT %</i>	<i>**Rate</i>	<i>Direct Labor Cost</i>
<i>Project Manager</i>	0.00		\$ 50.42	\$ -
<i>Administrative Assistant</i>	0.00		\$ 47.20	\$ -
<i>Senior Design Engineer</i>	0.00		\$ 38.73	\$ -
<i>Design Engineer</i>	0.00		\$ 20.13	\$ -
* <i>Designer</i>	0.00	0%	\$ 14.72	\$ -
* <i>Technician</i>	0.00	0%	\$ 17.66	\$ -
* <i>Clerical / Admin.</i>	0.00	0%	\$ 14.49	\$ -
	0.00			\$ -
			<i>Overhead Factor</i>	160.00% \$ -
			<i>Technology Factor</i>	8.00% \$ -
			* <i>Overtime</i>	0.00% \$ -
			<i>Subtotal</i>	\$ -
			<i>Profit</i>	10% \$ -
			*** <i>FCC Factor</i>	0.00% \$ -
			<i>Total</i>	\$ -

**FINAL FIELD REVIEW PLANS
COST SUMMARY**

Corridor H

State Project: X312-X-XX.XX 00
Federal Project: APD-0484(XXX)

County: Grant
Consultant Firm: *[Consulting Firm's Name]*

	Project Manager	Admin. Asst.	Sr. Des. Eng.	Design Eng.	Designer	Tech	Clerical / Admin.	Total Hr's
A. Soil Plans & Profiles								
1) Mainline	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Connector & Side Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3) Interchanges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5) Slope Review Visit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
B. DTM Models (Des. Surf.. Gen)								
1) Mainline	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Connector & Side Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3) Intersections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4) Interchanges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5) Approaches / Driveways	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
C. Traffic Plans								
1) Maint. Of Traffic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Turning Movements & Analyses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3) Signal Warrant Analyses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4) Traffic Capacity Analyses / Rpt.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
D. Horiz. Geometric Design								
1) Mainline	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Connector & Side Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3) Interchanges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4) Approaches / Driveways	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
E. Profile Geometric Design								
1) Mainline	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Connector & Side Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3) Interchanges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4) Approaches / Driveways	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
F. Cross Sections @ 50' Interval								
1) Mainline	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Connector & Side Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3) Interchanges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4) Approaches / Driveways	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
G. Earthwork								
1) Mainline	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Connector & Side Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3) Interchanges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4) Approaches / Driveways	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
H. E & S Final Des.								
1) Sediment Dams & Ponds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Erosion Control Measures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3) Storm Water Detention	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0%	0%	0%	0%	0%	0%	0%	0
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

**FINAL FIELD REVIEW PLANS
DIRECT LABOR TIME IN MAN HOURS**

Corridor H

State Project: X312-X-XX.XX 00
Federal Project: APD-0484(XXX)

County: Grant
Consultant Firm: [Consulting Firm's Name]

	Project Manager	Admin. Asst.	Sr. Des. Eng.	Design Eng.	Designer	Tech	Clerical / Admin.	Total Hr's
I. Signing plans								
1) Mainline	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Connector & Side Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3) Interchanges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
J. Lighting Plans								
1) Mainline	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Connector & Side Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3) Interchanges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
K. Marking Plans								
1) Mainline	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Connector & Side Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3) Interchanges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
L. Drainage Design Reports								
1) Major Drain.								
a) Pipes Culverts >36"	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b) Box Culverts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c) Outlet-Channel Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c) Channel Reloc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
2) Minor Drain.								
a) Pipes < 36"	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b) Storm Sewer Sys.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c) Median Drainage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
d) Roadside Ditches	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
e) Drop Inlet Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
f) Outlet-Channel Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
3) Finalize Flood Study	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
4) NPDE								
a) Notice of Intent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b) NPDES (General Permit)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
M. Utility Relocation's Plans								
1) Finalized Reloc. Plans								
a. Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c. Gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
e. Electric & Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0
N. Revised Cost Estimates								
1) Quantity Calculation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Cost Estimate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0%	0%	0%	0%	0%	0%	0%	
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

FINAL OFFICE REVIEW
CONTRACT PLANS (Final Tracings -Roadway)
Corridor H

State Project: X312-X-XX.XX 00
 Federal Project: APD-0484(XXX)

County: Grant
 Consultant Firm: *[Consulting Firm's Name]*

<i>Classification</i>	<i>Labor-hrs</i>	<i>OT %</i>	<i>**Rate</i>	<i>Direct Labor Cost</i>
<i>Project Manager</i>	0.00		\$ 50.42	\$ -
<i>Administrative Assistant</i>	0.00		\$ 47.20	\$ -
<i>Senior Design Engineer</i>	0.00		\$ 38.73	\$ -
<i>Design Engineer</i>	0.00		\$ 20.13	\$ -
* <i>Designer</i>	0.00	0%	\$ 14.72	\$ -
* <i>Technician</i>	0.00	0%	\$ 17.66	\$ -
* <i>Clerical / Admin.</i>	0.00	0%	\$ 14.49	\$ -
	0.00			\$ -
			<i>Overhead Factor</i>	160.00% \$ -
			<i>Technology Factor</i>	8.00% \$ -
			* <i>Overtime</i>	0.00% \$ -
			<i>Subtotal</i>	\$ -
			<i>Profit</i>	10% \$ -
			*** <i>FCC Factor</i>	0.00% \$ -
			Total	\$ -

**FINAL OFFICE REVIEW
DIRECT LABOR TIME IN HOURS**

Corridor H

State Project: **X312-X-XX.XX 00**
Federal Project: **APD-0484(XXX)**

County: **Grant**
Consultant Firm: *[Consulting Firm's Name]*

VI. FINAL OFFICE REVIEW	Project Manager	Admin. Asst.	Sr. Des. Eng.	Design Eng.	Designer	Tech	Clerical / Admin.	Total Hrs	Total Sheet
A. Final Roadway Plans									
1) Title Sheet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2) Typical Sections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3) Summary of Quantities.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4) Quantity Tables	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
5) Mass Diagram	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
6) General Notes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
7) Geometric Layout	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
8) Reference Points	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
9) Superelevation Diagrams	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
10) Maintenance of Traffic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
11) Traffic Sketch Map	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
12) Intersection Details	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
13) Interchange Contour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
14) Signing & Marking Plans	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
15) Lighting Plans	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
16) Signal Plans (Base Sht's Insert's)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
17) Special Details	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
18) Soil Plans & Profiles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
19) Ownership Index	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
20) Property Map	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
21) Plans	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
22) Profiles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
23) Pipe Profiles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
24) Cross Sections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
23) Relocation Plans	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
								0.00	0
B. Utility Relocation's Plans									
1) Water Line	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2) Sewer Line	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3) Gas Line	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4) Telephone & Electric	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
								0.00	
C. Final Office Review									
1) Final Office Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2) Progress Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3) FOR Reports	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4) FFR Comments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5) Plan Submittal Prep.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
								0.00	
D. Final Cost Estimates									
1) Quantity Calculation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2) Cost Estimate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
								0.00	
E. 404 COE Permit									
1) Preferred Alternative.									
a) Plan View(s)/Location map	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
b) Profile View(s)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
c) X-Sect View(s)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
d) Method of Construction;	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
e) Construction Details	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
f) Hydraulic analysis	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
g) Quantities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
h) Collation of Documents	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
i) Permit Prep. & Submission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0%	0%	0%	0%	0%	0%	0%	0.00	
Subtotal	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

CONTRACT PLANS SUBMISSION

(Final Tracings)

Corridor H

State Project: X312-X-XX.XX 00
 Federal Project: APD-0484(XXX)

County: Grant
 Consultant Firm: *[Consulting Firm's Name]*

<u>Classification</u>	<u>Labor-hrs</u>	<u>OT %</u>	<u>**Rate</u>	<u>Direct Labor Cost</u>
<i>Project Manager</i>	<i>0.00</i>		<i>\$ 50.42</i>	<i>\$ -</i>
<i>Administrative Assistant</i>	<i>0.00</i>		<i>\$ 47.20</i>	<i>\$ -</i>
<i>Sr. Design Engineer- Civil</i>	<i>0.00</i>		<i>\$ 38.73</i>	<i>\$ -</i>
<i>Sr. Design Engineer- Structural</i>	<i>0.00</i>		<i>\$ 31.04</i>	<i>\$ -</i>
<i>Design Engineer-Civil</i>	<i>0.00</i>		<i>\$ 20.13</i>	<i>\$ -</i>
<i>Design Engineer- Structural</i>	<i>0.00</i>		<i>\$ 28.34</i>	<i>\$ -</i>
<i>Designer-Civil</i>	<i>0.00</i>		<i>\$ 14.72</i>	<i>\$ -</i>
<i>Designer- Structural</i>	<i>0.00</i>		<i>\$ 23.41</i>	<i>\$ -</i>
<i>* Technician</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 17.66</i>	<i>\$ -</i>
<i>* Clerical / Admin.</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 14.49</i>	<i>\$ -</i>
	0			\$ -
			<i>Overhead Factor 160.00%</i>	<i>\$ -</i>
			<i>Technology Factor 8.00%</i>	<i>\$ -</i>
			<i>*Overtime 0.00%</i>	<i>\$ -</i>
			<i>Subtotal</i>	<i>\$ -</i>
			<i>Profit 10%</i>	<i>\$ -</i>
			<i>*** FCC Factor 0.00%</i>	<i>\$ -</i>
			<i>Total</i>	<i>\$ -</i>

CONTRACT PLANS SUBMISSION
CONTRACT PLANS (Final Tracings)
DIRECT LABOR TIME IN HOURS

Corridor H

State Project: **X312-X-XX.XX 00**
 Federal Project: **APD-0484(XXX)**

County: **Grant**
 Consultant Firm: *[Consulting Firm's Name]*

	Project Manager	Asst. Proj. Manager	Sr. Des. Engineer	Des. Eng.	Designer	Tech	Clerical / Admin.	Total Hrs
A. Final Roadway / Structure Plans								
1) Title Sheet Signature	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Review (R/W vs. Plan Set)	0	0	0	0	0	0	0	0.00
3) FOR Comments & Rev / Rdwy	0	0	0	0	0	0	0	0.00
3) FOR Comments & Rev / Str.	0	0	0	0	0	0	0	0.00
4) Project Specification	0	0	0	0	0	0	0	0.00
5) Contract Completion Schedule	0	0	0	0	0	0	0	0.00
6) Final Construction Estimate	0	0	0	0	0	0	0	0.00
7) PS&E Submission	0	0	0	0	0	0	0	0.00
	0%	0%	0%	0%	0%	0%	0%	
Subtotal	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Project Manager	Sr. Des Engineer	Asst. Proj. Manager				Clerical / Admin.	Total Hr's
Project Admin. & QC								
1) Preliminary Plans	0.00	0.00	0.00				0.00	0.00
2) Final Field Review Plans	0.00	0.00	0.00				0.00	0.00
3) Right of Way Plans	0.00	0.00	0.00				0.00	0.00
4) Structures Plans	0.00	0.00	0.00				0.00	0.00
5) Final Office Review Plans	0.00	0.00	0.00				0.00	0.00
6) Final Contract Plans	0.00	0.00	0.00				0.00	0.00
7) Geotechnical	0.00	0.00	0.00				0.00	0.00
8) Mapping	0.00	0.00	0.00				0.00	0.00
9) Surveying	0.00	0.00	0.00				0.00	0.00
10) Utility Coordination	0.00	0.00	0.00				0.00	0.00
	0%	0%	0%				0%	
Subtotal	0.0	0.0	0.0				0.0	0.0
Total	0.00	0.00	0.00				0.00	0.00

[Bridge Name]
COST SUMMARY
Corridor H

State Project: X312-X-XX.XX 00
 Federal Project: APD-0484(XXX)

County: Grant
 Consultant Firm: *[Consulting Firm's Name]*
 Sub-consultant Firm: *If Applicable*

Structure # 1 @ Sta. 26+14

Classification	Labor-hrs	OT %	**Rate	Direct Labor Cost
<i>Project Manager</i>	<i>0.00</i>		<i>\$ 50.42</i>	<i>\$ -</i>
<i>Administrative Assistant</i>	<i>0.00</i>		<i>\$ 47.20</i>	<i>\$ -</i>
<i>Sr. Struc. Design Engineer</i>	<i>0.00</i>		<i>\$ 31.04</i>	<i>\$ -</i>
<i>Struc. Design Engineer</i>	<i>0.00</i>		<i>\$ 28.34</i>	<i>\$ -</i>
* <i>Struc. Designer</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 23.41</i>	<i>\$ -</i>
* <i>Technician</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 17.66</i>	<i>\$ -</i>
* <i>Clerical / Admin.</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 14.49</i>	<i>\$ -</i>
	0.00			\$ -
			<i>Overhead Factor</i>	<i>160.00%</i>
			<i>Technology Factor</i>	<i>8.00%</i>
			* <i>Overtime</i>	<i>0.00%</i>
			<i>Subtotal</i>	<i>\$ -</i>
			<i>Profit</i>	<i>10%</i>
			*** <i>FCC Factor</i>	<i>0.00%</i>
			<i>Total</i>	<i>\$ -</i>

**GEOTECHNICAL INVESTIGATIONS
COST SUMMARY**

Corridor H

State Project: X312-X-XX.XX 00
Federal Project: APD-0484(XXX)

County: Grant
Consultant Firm: *[Consulting Firm's Name]*
Sub-consultant Firm: *If Applicable*

PRIME or SUBCONSULTANT

	<i>Labor-hrs</i>	<i>OT %</i>	<i>**Rate</i>	<i>Direct Labor Cost</i>
A. Boring & Contracting Admin.				
<i>Project Manager</i>	<i>0.00</i>		<i>\$ 50.42</i>	<i>\$ -</i>
<i>Administrative Assistant</i>	<i>0.00</i>		<i>\$ 47.20</i>	<i>\$ -</i>
<i>Sr. Geotechnical Engineer</i>	<i>0.00</i>		<i>\$ 38.73</i>	<i>\$ -</i>
<i>Geotechnical Engineer</i>	<i>0.00</i>		<i>\$ 27.92</i>	<i>\$ -</i>
<i>Geologist</i>	<i>0.00</i>		<i>\$ 20.13</i>	<i>\$ -</i>
<i>* Technician/CADD Operator</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 17.66</i>	<i>\$ -</i>
<i>* Field Technician</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 17.40</i>	<i>\$ -</i>
<i>* Clerical</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 14.49</i>	<i>\$ -</i>
	0			\$ -
<i>Overhead Factor</i>			<i>160.00%</i>	<i>\$ -</i>
<i>Technology Factor</i>			<i>8.00%</i>	<i>\$ -</i>
<i>* Overtime</i>			<i>0%</i>	<i>\$ -</i>
			<i>Subtotal</i>	<i>\$ -</i>
<i>Direct Expense</i>				<i>\$ -</i>
<i>Profit</i>			<i>10%</i>	<i>\$ -</i>
<i>*** FCC Factor</i>			<i>0.00%</i>	<i>\$ -</i>
				\$ -
			<i>Total Boring Admin</i>	\$ -

PRIME or SUBCONSULTANT

B. Geotechnical Investigation				
<i>Project Manager</i>	<i>0.00</i>		<i>\$ 52.50</i>	<i>\$ -</i>
<i>Administrative Assistant</i>	<i>0.00</i>		<i>\$ 23.50</i>	<i>\$ -</i>
<i>Sr. Geotechnical Engineer</i>	<i>0.00</i>		<i>\$ 37.24</i>	<i>\$ -</i>
<i>Geotechnical Engineer</i>	<i>0.00</i>		<i>\$ 26.85</i>	<i>\$ -</i>
<i>Geologist</i>	<i>0.00</i>		<i>\$ 21.39</i>	<i>\$ -</i>
<i>* Technician/CADD Operator</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 18.23</i>	<i>\$ -</i>
<i>* Field Technician</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 19.34</i>	<i>\$ -</i>
<i>* Clerical</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 15.57</i>	<i>\$ -</i>
	0			\$ -
<i>Overhead Factor</i>			<i>160.00%</i>	<i>\$ -</i>
<i>Technology Factor</i>			<i>10.00%</i>	<i>\$ -</i>
<i>* Overtime</i>			<i>0%</i>	<i>\$ -</i>
			<i>Subtotal</i>	<i>\$ -</i>
<i>Direct Expense</i>				<i>\$ -</i>
<i>Profit</i>			<i>10%</i>	<i>\$ -</i>
<i>*** FCC Factor</i>			<i>0.00%</i>	<i>\$ -</i>
				\$ -
			<i>Total Geotechnical Investigation</i>	\$ -
			<i>Cost per Boring</i>	\$ -
			<i>Boring Cost</i>	\$ -

PRIME or SUBCONSULTANT

C. Structure Boring, Exam. & Testing				
<i>Project Manager</i>	<i>0.00</i>		<i>\$ 52.50</i>	<i>\$ -</i>
<i>Administrative Assistant</i>	<i>0.00</i>		<i>\$ 23.50</i>	<i>\$ -</i>
<i>Sr. Geotechnical Engineer</i>	<i>0.00</i>		<i>\$ 37.24</i>	<i>\$ -</i>
<i>* Drill Crew (2-Field Technician)</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 38.68</i>	<i>\$ -</i>
<i>* Technician/CADD Operator</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 36.45</i>	<i>\$ -</i>
<i>* Clerical / Admin.</i>	<i>0.00</i>	<i>0%</i>	<i>\$ 15.57</i>	<i>\$ -</i>
	0			\$ -
<i>Overhead Factor</i>			<i>160.00%</i>	<i>\$ -</i>
<i>Technology Factor</i>			<i>10.00%</i>	<i>\$ -</i>
<i>* Overtime</i>			<i>0%</i>	<i>\$ -</i>
			<i>Subtotal</i>	<i>\$ -</i>
<i>Direct Expense</i>				<i>\$ -</i>
<i>Profit</i>			<i>10%</i>	<i>\$ -</i>
<i>*** FCC Factor</i>			<i>0.00%</i>	<i>\$ -</i>
				\$ -
			<i>Total Structure Boring Exam. & Testing</i>	\$ -

PROPOSED DIRECT LABOR RATES

PRIME or SUBCONSULTANT

Corridor H

State Project: X312-X-XX.XX 00
 Federal Project: APD-0484(XXX)

County: Grant
 Consultant Firm: *[Consulting Firm's Name]*
 Sub-consultant Firm: *If Applicable*

PRIME or SUBCONSULTANT

EXPENSE FACTOR

Labor	1.000	Current Rate	* FCC Factor	1.00%
Overhead	1.600	160.00%		
Technology	0.100	12.00%	Escalation factor :	1.0505
	2.700			
10% Profit	0.270			
Expense Factor	2.970			

Escalation factor

$$((1.0*20\%)+(1.03*60\%)+(1.03^2*20\%)) = (.2 + .63 + .2205) = 1.0505$$

	Avg. Hourly Rate	Escalation Factor	O.H. Factor	Technology Factor	Profit	*FCC	Loaded Rate w/Prof.
PERSONNEL		1.05050	1.6000	0.1	0.1	0.00000	
<i>Project Manager</i>	\$ 52.50	\$ 2.50	\$ 88.00	\$ 5.50	\$ 14.85	\$ 0.00	\$ 163.35
<i>Administrative Assistant</i>	\$ 23.50	\$ 1.19	\$ 39.50	\$ 3.95	\$ 6.66	\$ 0.00	\$ 73.32
<i>Sr. Geotechnical Engineer</i>	\$ 37.24	\$ 1.88	\$ 41.47	\$ 4.14	\$ 10.56	\$ 0.00	\$ 116.19
<i>Geotechnical Engineer</i>	\$ 26.85	\$ 1.36	\$ 45.13	\$ 4.51	\$ 7.62	\$ 0.00	\$ 83.77
<i>Geologist</i>	\$ 21.39	\$ 1.08	\$ 35.95	\$ 3.59	\$ 6.07	\$ 0.00	\$ 66.74
<i>Technician/CADD Operator</i>	\$ 18.23	\$ 0.92	\$ 30.64	\$ 3.64	\$ 5.17	\$ 0.00	\$ 56.88
<i>Field Technician</i>	\$ 19.34	\$ 0.97	\$ 32.51	\$ 3.25	\$ 5.48	\$ 0.00	\$ 60.34
<i>Clerical</i>	\$ 15.57	\$ 0.78	\$ 26.17	\$ 2.61	\$ 4.42	\$ 0.00	\$ 48.58

**GEOTECHNICAL INVESTIGATIONS
DIRECT LABOR TIME IN HOURS**

Corridor H

**CERTIFICATION OF LABOR RATES
Geotechnical**

Project Manager

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Vice -President	2000	20%	\$ 58.00	\$ 11.60
Vice -President	2002	20%	\$ 55.00	\$ 11.00
Branch Manager	2004	60%	\$ 56.00	\$ 33.60
Branch Manager	2006	0%	\$ 52.00	\$ -
		100%	\$ 55.25	\$ 55.00

Sr. Geotechnical Engineer

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Sr. Geotechnical Eng.	2008	40%	\$ 38.65	\$ 15.46
Sr. Geotechnical Eng.	2010	40%	\$ 37.25	\$ 14.90
Sr. Geotechnical Eng.	2012	10%	\$ 36.50	\$ 3.65
Sr. Geotechnical Eng.	2014	10%	\$ 32.25	\$ 3.23
		100%	\$ 36.16	\$ 37.24

Geologist

<i>Employee</i>			<i>Rate</i>	<i>Average Rate</i>
Geologist	2016	45%	\$ 23.00	\$ 10.35
Geologist	2018	15%	\$ 21.24	\$ 3.19
Sr. Eng. Technician	2020	20%	\$ 20.25	\$ 4.05
Sr. Eng. Technician	2022	10%	\$ 18.50	\$ 1.85
Sr. Eng. Technician	2024	10%	\$ 19.52	\$ 1.95
		100%	\$ 20.50	\$ 21.39

Field Technician

<i>Employee</i>			<i>Rate</i>	<i>Average Rate</i>
Instrument person	2026	25%	\$ 19.25	\$ 4.81
Instrument person	2028	25%	\$ 18.50	\$ 4.63
Rod person	2030	20%	\$ 17.50	\$ 3.50
Rod person	2032	20%	\$ 16.00	\$ 3.20
Chair person	2034	10%	\$ 14.00	\$ 3.20
		100%	\$ 17.05	\$ 19.34

Administrative Assistant

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Administrative Assistant	1500	50%	\$ 24.50	\$ 12.25
Administrative Assistant	1502	50%	\$ 22.50	\$ 11.25
		100%	\$ 23.50	\$ 23.50

Design Engineer

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Geotechnical Engineer	2011	10%	\$ 28.50	\$ 2.85
Geotechnical Engineer	2014	55%	\$ 27.65	\$ 15.21
Geotechnical Engineer	2017	15%	\$ 26.25	\$ 3.94
Geotechnical Engineer	2020	20%	\$ 24.25	\$ 4.85
		100%	\$ 26.66	\$ 26.85

Technician

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Engineer Technician	2023	10%	\$ 19.25	\$ 1.93
Engineer Technician	2026	55%	\$ 18.50	\$ 10.18
Transportation Tech.	2029	35%	\$ 17.50	\$ 6.13
Transportation Tech.	2032	0%	\$ 16.00	\$ -
Transportation Tech.	2035	0%	\$ 14.00	\$ -
		100%	\$ 17.05	\$ 18.23

Clerical

<i>Employee</i>	<i>No.</i>		<i>Rate</i>	<i>Average Rate</i>
Secretary I	2037	25%	\$ 15.50	\$ 3.88
Secretary I	2039	25%	\$ 14.75	\$ 3.69
Secretary II	2041	20%	\$ 13.56	\$ 2.71
Clerical I	2043	20%	\$ 13.25	\$ 2.65
Clerical II	2045	10%	\$ 12.95	\$ 2.65
		100%	\$ 14.00	\$ 15.57

I hereby certify that the average raw labor rates shown are the rates in effect [at the time of the submission of this proposal or are the actual effective rates at the time the work was performed].

Title

Date

**GEOTECHNICAL INVESTIGATIONS
DIRECT NONSALARY COST *
Boring & Contracting Admin.**

Corridor H

State Project: X312-X-XX.XX 00
Federal Project: APD-0484(XXX)

County: Grant
Consultant Firm: *[Consulting Firm's Name]*
Sub-consultant Firm: *If Applicable*

	Project Manager	Admin. Asst.	Sr. Geo. Eng.	Geotech Eng.	Geologist	Field Tech.	Tech./ CADD	Clerical /	Total Hrs
A. Boring & Contracting Admin.									
1) Boring Layout	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Contract Doc. & Spec.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3) Solicit / Advertise Bids	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4) Receive / Evaluate Bids	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5) Contract Admin. (Geotech)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6) Contract Admin. (Boring)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0%	0%	0%	0%	0%	0%	0%	0%	
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0

	Project Manager	Admin. Asst.	Sr. Geo. Eng.	Geotech Eng.	Geologist	Field Tech.	Tech./ CADD	Clerical /	Total Hrs
B. Geotechnical Investigation									
1) Technical Super. (Drilling Opera)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Geotechnical Analysis									
a) Laboratory Supervision	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b) Slope Stability Analysis	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c) Foundation Analysis(Roadway)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
d) Foundation Analysis(Structure)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
e) Boring Logs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
f) Geotechnical Report (Roadway)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
g) Geotechnical Report(Structures)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
h) Site Visit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
i) Slope Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0%	0%	0%	0%	0%	0%	0%	0%	0.00
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00

	Project Manager	Admin. Asst.	Sr. Geo. Eng.			Drill Crew	Tech./ CADD	Clerical /	Total Hrs
C. Concrete Coring									
1) Drilling Operation	0.00	0.00	0.00			0.00	0.00	0.00	0.00
2) Report / Data Summary	0.00	0.00	0.00			0.00	0.00	0.00	0.00
	0%	0%	0%			0%	0%	0%	0.00
Total	0.0	0.0	0.0			0.0	0.0	0.0	0.0

**GEOTECHNICAL INVESTIGATIONS
DIRECT NONSALARY COST *
Boring Administration
Corridor H**

* (Included only items that are not included in overhead)

State Project: X312-X-XX.XX 00
Federal Project: APD-0484(XXX)

County: Grant
Consultant Firm: [Consulting Firm's Name]
Sub-consultant Firm: If Applicable

1. Travel:

(A)	Transportation:	Trips	x	Per's	x	Rate / Mi.	x	RT Mi.			
	<i>i) Site Visit:</i>										
	<i>Air Travel/Charleston</i>	0		0		\$ 850.00			=	\$	-
	<i>Travel to Site</i>	0		0		\$ 0.36	0		=	\$	-
	<i>Car Rental</i>	0				\$ 35.00			=	\$	-
	<i>ii) Slope Review Visit:</i>										
	<i>Air Travel/Charleston</i>	0		0		\$ 850.00			=	\$	-
	<i>Travel to Site</i>	0		0		\$ 0.36	0		=	\$	-
	<i>Car Rental</i>	0				\$ 35.00			=	\$	-

(B)	Subsistence:	Trips	x	Per's / Trip	x	Nights Lodging	=	Tot. Pers. / Trip			
	<i>i) Site Visit:</i>	0		0		x		0	=		0
	<i>Meals:</i>			\$ 30.00		x		0	=	\$	-
	<i>Lodging: Prem. Visit</i>			\$ 55.00		x		0	=	\$	-
	<i>ii) Slope Review Visit:</i>	0		0		x		0	=		0
	<i>Meals:</i>			\$ 30.00		x		0	=	\$	-
	<i>Lodging: Slope Review Visit</i>			\$ 55.00		x		0	=	\$	-

2. Communications:	Max. Reim.	No. of Calls			
(A) Long Distance Calls:	\$ 3.00 X	0	=	\$	-

3. Postage:	No. Req.	Units	Cost / Unit		
(A) First Class Mail	0	Ea.	\$ 0.37	=	\$ -
(B) Express Postage:	0	Ea.	\$ 25.00	=	\$ -

4) Reproductions:

(A)	Blueprints									
	<i>i) WVDOT Review</i>	No. Sets	Sh'ts/Set	No. Sh'ts.						
	<i>a) Boring Layout Plan & Pro</i>	0	0	0						
	<i>b) Boring X-Sect</i>	0	0	0						
	<i>Bluelines Prints @</i>	\$ 0.80	Per/Sht x	0		Sheets =		\$		-

(B)	Xerox Copies:									
	<i>i) Boring Contract Doc.</i>	0	0	0						
	<i>ii) Boring Plan & Layout</i>	0	0	0						
	<i>iii) Transmittal Letters</i>	0	0	0						
	<i>Xerox Copies</i>	\$ 0.10	Per / Sht x	0		Sheets =		\$		-

TOTAL BORING CONTRACT ADMIN. EXPENSE \$ -

**GEOTECHNICAL INVESTIGATIONS
DIRECT NONSALARY COST *
Geotechnical Analysis**

Corridor H

* (Included only items that are not included in overhead)

State Project: X312-X-XX.XX 00
Federal Project: APD-0484(XXX)

County: Grant
Consultant Firm: [Consulting Firm's Name]
Sub-consultant Firm: If Applicable

1. Travel:

(A)	Transportation:	Trips	x	Per's	x	Rate / Mi.	x	RT Mi.		
	<i>i) Site Visit:</i>									
	<i>Air Travel/Project</i>	0		0		\$ 850.00			=	\$ -
	<i>Travel to Site</i>	0		0		\$ 0.36	0		=	\$ -
	<i>Car Rental</i>	0				\$ 35.00			=	\$ -
	<i>Inspection Supervision</i>	0		0		\$ 0.40	0		=	\$ -
(B)	Subsistence:	Trips	x	Per's / Trip			Nights Lodging			
	<i>i) Site Visit:</i>	0		0			0	=	0	
	<i>Meals:</i>			\$ 30.00	x		0		=	\$ -
	<i>Lodging: Prem. Visit</i>			\$ 55.00	x		0		=	\$ -
	<i>ii) Inspection Supervision</i>	1	x	1				=	0	
	<i>Meals:</i>			\$ 30.00	x		0		=	\$ -
	<i>Lodging:</i>			\$ 55.00	x		0		=	\$ -

2. Communications:

(A)	Long Distance Calls:	Max. Reim.		No. of Calls					
		\$ 3.00	x	0				=	\$ -

3. Postage:

(A)	Third Class Mail	No. Req.		Units		Cost / Unit			
		0		Ea.		\$ 0.37		=	\$ -
(B)	Express Postage:	0		Ea.		\$ 25.00		=	\$ -

4) Reproductions:

(A)	Blueprints	No. Sets		Sh'ts/Set		No. Sh'ts.			
	<i>i) WVDOT Review</i>								
	<i>a) Boring Layout</i>	0		0		0			
	<i>b) Boring Pro. & X-Sect</i>	0		0		0			
	<i>Bluelines Prints @</i>	\$ 0.80		Per/Sh't x		0		Sheets =	\$ -
(B)	Bond / Vellums:	No. Sets		Sh'ts/Set		No. Sh'ts.			
	<i>i) For Mod. & Re-use</i>	0		0		0			
	<i>Bond / Vellums @</i>	\$ 1.00		Per / Sh't x		0		Sheets =	\$ -
(C)	Xerox Copies:	No. Sh't's		No. Sets		Tot. No. Sh'ts			
	<i>i) Reports</i>								
	<i>a) Geotechnical</i>	0		0		0			
	<i>b) Structure</i>	0		0		0			
	<i>ii) Boring logs</i>	0		0		0			
	<i>iii) Transmittal Letters</i>	0		0		0			
	<i>Xerox Copies</i>	\$ 0.10		Per / Sh't x		0		Sheets =	\$ -

5) Other Miscellaneous Cost

(A)	Drilling Advertisement	\$ 500.00		Per / Ea.		0		Each	=	\$ -
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6) Soil Test & Analysis

(A)	Atterburg Limits	No. Req.				Cost / Ea.			
		0		x		\$0.00		=	\$ -
(B)	Shrinkage Limits	0		x		\$0.00		=	\$ -
(C)	Soil Classification Mech.	0		x		\$0.00		=	\$ -
(D)	Soil Classification Hydr.	0		x		\$0.00		=	\$ -
(E)	Moisture Content	0		x		\$0.00		=	\$ -
(F)	Triaxial Compression	0		x		\$0.00		=	\$ -
(G)	Unconfined Comp Rock	0		x		\$0.00		=	\$ -
(H)	Unconfined Comp Soil	0		x		\$0.00		=	\$ -
(I)	Slake Durability	0		x		\$0.00		=	\$ -
(J)	Direct Shear	0		x		\$0.00		=	\$ -
								Subtotal	\$ -

TOTAL DIRECT NONSALARY COST GEOTECHNICAL ANALYSIS \$ -

GEOTECHNICAL INVESTIGATIONS
DIRECT NONSALARY COST *
Geotechnical Analysis

Corridor H

* (Included only items that are not included in overhead)

State Project: **X312-X-XX.XX 00**
 Federal Project: **APD-0484(XXX)**

County: **Grant**
 Consultant Firm: *[Consulting Firm's Name]*
 Sub-consultant Firm: *If Applicable*

1) Boring (Subcontractor)	No. Req.	Avg. Depth	Est. Cost/ Ft			
(A) Borings						
<i>i) Roadway</i>	0	35	\$0.00	=	\$	-
<i>ii) Structures</i>	0	0	\$0.00	=	\$	-
	0	<i>Weeks-Use</i>	0	<i>Rigs</i>	\$	-
(B) Mobilization / Demobil.					\$	-
(C) Recall					\$	-
(D) Samples	No. Req.	Cost / Ea.				
<i>i) Bag Samples (3/mi)</i>	0 x	\$0.00	=	\$	-	
<i>ii) Shelby Tube</i>	0 x	\$0.00	=	\$	-	

TOTAL DIRECT NONSALARY BORING COST \$ -

2) Concrete Coring, Exam. & Testing	No. Req.	Est. Cost/ Ea.			
(A) Borings					
<i>i) Core Barrel Charge</i>	0	\$0.00	=	\$	-
<i>ii) Mileage</i>	0	\$ 0.400	=	\$	-
<i>iii) Meals</i>	0	\$ 30.00	=	\$	-
<i>iv) Lodging</i>	0	\$ 55.00	=	\$	-
(B) Testing					
<i>i) Comp. Strength Testing</i>	0	\$0.00	=	\$	-
<i>ii) Petrographic Analysis</i>	0	\$0.00	=	\$	-
<i>iii) Chloride Testing</i>	0	\$0.00	=	\$	-
<i>iv) Non-Destructive Tests</i>	1	\$0.00	=	\$	-
(C) Miscellaneous					
<i>i) MOT</i>	1	\$0.00	=	\$	-
<i>ii) Electric Generartor</i>	1	\$0.00	=	\$	-
<i>iii) Reproduction Cost</i>	1	\$0.00	=	\$	-

TOTAL DIRECT NONSALARY STRUCTURE BORING COST \$ -

DIRECT NONSALARY COST *

* (Included only items that are not included in overhead)

Corridor H

State Project: **X312-X-XX.XX 00**
 Federal Project: **APD-0484(XXX)**

County: **Grant**
 Consultant Firm: *[Consulting Firm's Name]*

I. Travel:

(A) Transportation:

i) Preliminary Field Review:(PFR)

<i>Travel</i>	Trips	x	Per's	x	Rate / Mi.	x	RT Mi.	=	
<i>Air Travel/Charleston</i>	0	x	0	x	\$ 850.00			=	\$ -
<i>Travel to Site</i>	0	x	0	x	\$ 0.36	x	0	=	\$ -
<i>Car Rental</i>	0				\$ 35.00			=	\$ -
<i>Parking Fee</i>	0				\$ 5.00			=	\$ -

<i>Subsistence:</i>	Trips	x	Per's / Trip	x	Nights Lodging	=	Tot. Pers. / Trip	
<i>Meals:</i>	0	x	0	x	\$ 42.00	x	0	= \$ -
<i>Lodging: FFR Visit</i>	0	x	0	x	\$ 55.00	x	0	= \$ -
<i>Lodging: Prog. Mtg.</i>	0	x	0	x	\$ 78.00	x	0	= \$ -

ii) Progress Meetings

<i>Travel</i>	Trips	x	Per's	x	Rate / Mi.	x	RT Mi.	=	
<i>Air Travel/Charleston</i>	0	x	0	x	\$ 850.00			=	\$ -
<i>Travel to Site</i>	0	x	0	x	\$ 0.36	x	0	=	\$ -
<i>Car Rental</i>	0				\$ 35.00			=	\$ -
<i>Parking Fee</i>	0				\$ 5.00			=	\$ -

<i>Subsistence:</i>	Trips	x	Per's / Trip	x	Nights Lodging	=	Tot. Pers. / Trip	
<i>Meals:</i>	0	x	0	x	\$ 42.00	x	0	= \$ -
<i>Lodging: FFR Visit</i>	0	x	0	x	\$ 55.00	x	0	= \$ -
<i>Lodging: Prog. Mtg.</i>	0	x	0	x	\$ 78.00	x	0	= \$ -

iii) Final Field Review (FFR)

<i>Travel</i>	Trips	x	Per's	x	Rate / Mi.	x	RT Mi.	=	
<i>Air Travel/Charleston</i>	0	x	0	x	\$ 850.00			=	\$ -
<i>Travel to Site</i>	0	x	0	x	\$ 0.36	x	0	=	\$ -
<i>Car Rental</i>	0				\$ 35.00			=	\$ -
<i>Parking Fee</i>	0				\$ 5.00			=	\$ -

<i>Subsistence:</i>	Trips	x	Per's / Trip	x	Nights Lodging	=	Tot. Pers. / Trip	
<i>Meals:</i>	0	x	0	x	\$ 42.00	x	0	= \$ -
<i>Lodging: FFR Visit</i>	0	x	0	x	\$ 55.00	x	0	= \$ -
<i>Lodging: Prog. Mtg.</i>	0	x	0	x	\$ 78.00	x	0	= \$ -

iv) Final Office Review (FOR)

<i>Travel</i>	Trips	x	Per's	x	Rate / Mi.	x	RT Mi.	=	
<i>Air Travel/Charleston</i>	0	x	0	x	\$ 850.00			=	\$ -
<i>Travel to Site</i>	0	x	0	x	\$ 0.36	x	0	=	\$ -
<i>Car Rental</i>	0				\$ 35.00			=	\$ -
<i>Parking Fee</i>	0				\$ 5.00			=	\$ -

<i>Subsistence:</i>	Trips	x	Per's / Trip	x	Nights Lodging	=	Tot. Pers. / Trip	
<i>Meals:</i>	0	x	0	x	\$ 42.00	x	0	= \$ -
<i>Lodging: FFR Visit</i>	0	x	0	x	\$ 55.00	x	0	= \$ -
<i>Lodging: Prog. Mtg.</i>	0	x	0	x	\$ 78.00	x	0	= \$ -

v) Additional Field Visits & Meetings

<i>Travel</i>	Trips	x	Per's	x	Rate / Mi.	x	RT Mi.	=	
<i>Air Travel/Charleston</i>	0	x	0	x	\$ 850.00			=	\$ -
<i>Travel to Site</i>	0	x	0	x	\$ 0.36	x	0	=	\$ -
<i>Car Rental</i>	0				\$ 35.00			=	\$ -
<i>Parking Fee</i>	0				\$ 5.00			=	\$ -

<i>Subsistence:</i>	Trips	x	Per's / Trip	x	Nights Lodging	=	Tot. Pers. / Trip	
<i>Meals:</i>	0	x	0	x	\$ 42.00	x	0	= \$ -
<i>Lodging: FFR Visit</i>	0	x	0	x	\$ 55.00	x	0	= \$ -
<i>Lodging: Prog. Mtg.</i>	0	x	0	x	\$ 78.00	x	0	= \$ -

DIRECT NONSALARY COST *

* (Included only items that are not included in overhead)

Corridor H

State Project: **X312-X-XX.XX 00**
 Federal Project: **APD-0484(XXX)**

County: **Grant**
 Consultant Firm: *[Consulting Firm's Name]*

2. Communications:		Max. Reim.	No. of Calls			
(A)	Long Distance Calls:	\$ 3.00	X	0	=	\$ -

3. Postage:		No. Req.	Units	Cost / Unit		
(A)	Third Class Mail	0	Ea.	\$ 0.37	=	\$ -
(B)	Express Postage:	0	Ea.	\$ 25.00	=	\$ -

4. Reproductions:		No. Sets	Sht's/Set	No. Sht's.		
(A)	<i>PFR</i>					
	a) Construction Plans	0	0	0		
	b) Cross Sections	0	0	0		
	c) Utility Verifications	0	0	0		

(B)	<i>R/W</i>					
	a) ROW 1-2's P&S	0	0	0		
	b) ROW Plans - PFR	0	0	0		
	c) ROW 3's P&S	0	0	0		
	d) ROW 4's P&S	0	0	0		
	e) Cross Section	0	0	0		

(C)	<i>FFR</i>					
	a) Construction Plans	0	0	0		
	b) Cross Sections	0	0	0		
	c) Slope Review Plans	0	0	0		
	d) Slope X-Section Set	0	0	0		
	e) Utility Reloc. Plans	0	0	0		

(D)	<i>FOR</i>					
	a) Construction Plans	0	0	0		
	b) Cross Sections	0	0	0* Includes sets for R/R & Utilities		
	c) Railroad CP Set	0	0	0		
	d) Consultant's. Record Set.	0	0	0		
	e) Utility CP Set.	0	0	0* Water, Sewer, Gas, Elec., Telephone		

(E)	<i>PSE</i>					
	a) Retaining Wall Plans	0	0	0		
	b) Misc. Drg. Str. Plans	0	0	0		
	c) Consultant's. Record Set.	0	0	0		
	Bluelines Prints @	\$ 0.80	Per/Sht x 0		Sheets = \$	-

(F)	<i>Mylar</i>	No. Sets	Sht's/Set	No. Sht's.		
	i) Record Set	0	0	0		
	i) Acquisition/Final Record	0	0	0		
	Mylars @	\$ 10.00	Per / Sit x 0		Sheets = \$	-

(G)	<i>Bond/Vellums:</i>	No. Sets	Sht's/Set	No. Sht's.		
	i) X-Section Record Set	0	0	0		
	Bond / Vellums @	\$ 1.00	Per / Sht x 0		Sheets = \$	-

(H)	<i>Xerox Copies:</i>	No. Req.	No. Sht's	Tot. No. Sht's		
	i) <i>PFR Reports</i>					
	a) Cost Est.	0	0	0		
	b) Geometric Calc.	0	0	0		
	c) Earthwork Calc.	0	0	0		
	d) PFR Report	0	0	0		
	e) Transmittal Letters	0	0	0		

	ii) <i>R/W Reports</i>	No. Req.	No. Sht's	Tot. No. Sht's		
	a) Deeds	0	0	0		
	b) Questionnaires	0	0	0		
	c) Transmittal Letters	0	0	0		

DIRECT NONSALARY COST *

* (Included only items that are not included in overhead)

Corridor H

State Project: **X312-X-XX.XX 00**
 Federal Project: **APD-0484(XXX)**

County: **Grant**
 Consultant Firm: *[Consulting Firm's Name]*

4. Reproductions:

<i>iii) FFR Reports</i>	No. Req.	No. Sht's	Tot. No. Sht's
<i>a) Drainage Calc.</i>	0	0	0
<i>b) Geometric Calc.</i>	0	0	0
<i>c) Quantity Calc.</i>	0	0	0
<i>e) Final Geotechnical</i>	0	0	0
<i>f) Final Detail Estimate</i>	0	0	0
<i>g) Comment Response</i>	0	0	0
<i>h) Special Provisions</i>	0	0	0
<i>i) Prelim 404 Permit Sub.</i>	0	0	0
<i>j) Transmittal Letters</i>	0	0	0

<i>iii) FOR Reports</i>	No. Req.	No. Sht's	Tot. No. Sht's
<i>Roadway</i>			
<i>a) Roadway Quantities. Calc</i>	0	0	0
<i>b) H & V Geometry Calc.</i>	0	0	0
<i>c) Final Drainage Rpt</i>	0	0	0
<i>d) Final Geotech Rpt.</i>	0	0	0
<i>e) Special Pro. Rdwy</i>	0	0	0
<i>f) Final Cost Estimate</i>	0	0	0
<i>g) Transmittal Letters</i>	0	0	0

<i>Structures</i>			
<i>a) Structure Design Calc.</i>	0	0	0
<i>b) Final Hydraulic Rpt</i>	0	0	0
<i>c) Special Pro. Struc.</i>	0	0	0
<i>d) Final Cost Estimate</i>	0	0	0
<i>e) Structure. Quantity Cal.</i>	0	0	0
<i>f) Final 404 Permit Package</i>	0	0	0
<i>g) Transmittal Letters</i>	0	0	0

<i>iv) PSE Reports</i>	No. Req.	No. Sht's	Tot. No. Sht's
<i>a) Roadway Quantity. Calc.</i>	0	0	0
<i>b) H & V Geometry Calc.</i>	0	0	0
<i>c) Final Drainage Rpt</i>	0	0	0
<i>d) Final Geotech Rpt.</i>	0	0	0
<i>e) Special Pro. Rdwy</i>	0	0	0
<i>f) Final Cost Estimate</i>	0	0	0
<i>g) Transmittal Letters</i>	0	0	0
Xerox Copies @	\$ 0.10	Per / Sht x	0 Sheets = \$ -

5) Other	No. Rolls	Print / Roll	Cost / Roll
(A) Photos:	0	\$ 28.00	= \$ -

TOTAL DIRECT NONSALARY COST **\$ -**

DIRECT NON-SALARY RATE SHEET

State Project: X312-X-XX.XX 00
Federal Project: APD-0484(XXX)

County: Grant
Consultant Firm: *[Consulting Firm's Name]*

Maximum Allowable Labor Rate	\$	55.00	Cap
Overhead Rate, % of DL+OH	160%		Cap
Technology Cost, % of OH	10%		Cap
Fee	10%		Cap
Cost of Fac. Cap. (FCC), % of DL	1%		Per Audit
Air Travel (Est. Direct Cost)	\$	850.00	Round Trip
Mileage Rate, \$/mile	\$	0.360	Company Vehicle
Mileage Rate, \$/mile	\$	0.400	Survey Vehicle
Project Subsistence Rate ,			
	- Lodging	\$	55.00
	- Meals	\$	30.00
Progress Mtg. Subsistence Rate,			
	- Lodging	\$	78.00
	- Meals	\$	42.00
Long Distance Phone/Fax, \$/per ea.	\$	3.000	
Express Postage, \$/per ea.	\$	25.000	
First Class Postage	\$	0.370	
Reproduction Cost			
Bluelines, \$/per sht.	\$	0.80	
Bond/Vellum, \$/per sht	\$	1.00	
1/2 Size Print (11 x 17)	\$	0.25	
Mylars, \$/per Sht	\$	10.00	
Xerox Copies, \$/per sht.	\$	0.10	
Roll of Film, \$/per roll	\$	25.00	
Car Rental	\$	35.00	
USGS Mapping Quad. Sheet	\$	5.00	
Mileage to Site From Consultant Office	38		Round Trip
Mileage From Consultants Office to DOH Office	126		Round Trip
Mileage to Court House from Consultant's Office, mi.	4		Round Trip
Mileage to Court House from Subconsultant Office, mi.	4		Round Trip
Mileage to Site from Survey Subconsultant's Off., mi.	38		Round Trip
Mileage to Site from Mapping Subconsultant's Off. , mi.	0		Round Trip
Mileage to Site from Geotech Subconsultant's Off. , mi.	156		Round Trip

Standardized Construction Inspection Services Proposal Format

The purpose of the standardized proposal format is to promote uniformity in the physical layout and structure of priced proposals for construction and protective coating inspection services submitted by consultants to the Division of Highways. Assembling proposals in the general format shown will make preparation easier for the consultants by knowing how the DOH expects the needed information to be shown and allow for more rapid review by the DOH since similar types of data will be displayed in a standard format in consistent locations in the proposal.

Where generic titles (e.g., Prime Consultant, Project Name or Level II) are used substitute the appropriate firm name, project number, labor classification, etc. Where signatures are indicated, they should be in blue ink. Pay particular attention that the appropriate (i.e., field, office or technology cost) overhead rate is applied to each wage classification as per normal company practice. Nonapplicable items should be left blank.

Asterisked footnotes are examples and as such should be modified or eliminated as needed to be consistent with normal company policy. Additional explanatory notes should be added as needed for clarity. Read the proposal format thoroughly and contact Contract Administration Division with questions regarding preparation of the priced proposals.

E
X
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CONSTRUCTION INSPECTION FEE PROPOSAL

for

[Name of the Project]

Corridor H

State Project: [UIXX-XX-X.XX 0X]

Federal Project: [IMNH-08XX(XX)]

County: *Grant*

Consulting Firm

of

[Consulting Firm's Name]

Prepared By:

John Doe

Telephone (304) 555-5555

Fax # (304) 555-1334

Submitted to:

West Virginia

Department of Transportation

Division of Highways

[Proposal Date]

[Rev. date]

FEIN:

INDEX

PROJECT NAME

STATE PROJECT: [U1XX-XX-X.XX 0X

FEDERAL PROJECT: [IMNH-08XX(XX)]

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<i>WAGE RATES</i>	4
<i>RATE SCHEDULE</i>	5
<i>HOUR DISTRIBUTION / LABOR COSTS</i>	6
<i>DIRECT COSTS</i>	7
<i>APPENDICES (as necessary)</i>	
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<i>B</i>	<i>A2</i>
<i>C</i>	<i>A3</i>
<i>D</i>	<i>A4</i>

PROJECT COST SUMMARY

PROJECT NAME

STATE PROJECT: [U1XX-XX-X.XX 0X

FEDERAL PROJECT: [IMNH-08XX(XX)]

List by Projects (if multiple project proposal)

Prime Consultant

Labor	\$	-
Directs	\$	-
Subtotal	\$	-

Subconsultant #1 (if applicable)

Labor	\$	-
Directs	\$	-
Subtotal	\$	-

Subconsultant #2 (if applicable)

Labor	\$	-
Directs	\$	-
Subtotal	\$	-

Total Cost Project # 1

\$ -

REPEAT FOR EACH PROJECT, TOTAL ALL PROJECTS

TOTAL PROJECT COSTS

\$ -

WAGE RATES

PROJECT NAME

STATE PROJECT: [U1XX-XX-X.XX 0X

FEDERAL PROJECT: [IMNH-08XX(XX)]

*Actual/Average Hourly Rate by Employee Classification for
PRIME/SUB CONSULTANT as of DATE*

<i>Position</i>	<i>Employee Number*</i>	<i>Current Rate</i>	<i>Average Rate</i>
<i>Project Manager</i>	<i>Id #</i>	\$ -	\$ -
	<i>Id #</i>	\$ -	
<i>Level IV</i>	<i>Id #</i>	\$ -	\$ -
	<i>Id #</i>	\$ -	
	<i>Id #</i>	\$ -	
<i>Level III</i>	<i>Id #</i>	\$ -	\$ -
	<i>Id #</i>	\$ -	
	<i>Id #</i>	\$ -	
	<i>Id #</i>	\$ -	
<i>Level II</i>	<i>Id #</i>	\$ -	\$ -
	<i>Id #</i>	\$ -	
	<i>Id #</i>	\$ -	
<i>Level I</i>	<i>Id #</i>	\$ -	\$ -
	<i>Id #</i>	\$ -	
	<i>Id #</i>	\$ -	
	<i>Id #</i>	\$ -	
<i>Admin Ass't</i>	<i>Id #</i>	\$ -	\$ -
	<i>Id #</i>	\$ -	
<i>Other**</i>	<i>Id #</i>	\$ -	\$ -

I hereby certify that the average raw labor rates shown are the rates in effect [at the time of the submission of this proposal or are the actual effective rates at the time the work was performed].

NAME

DATE

TITLE

Repeat sheet for each consultant

*** Must have some ID# identifying employee only to Consultant firm**

**** Enter classification being submitted**

RATE SCHEDULE

PROJECT NAME

STATE PROJECT: [U1XX-XX-X.XX 0X

FEDERAL PROJECT: [IMNH-08XX(X)]

Period of time for which rates are applicable

I. PRIME

Field OH 0.00% [insert OH rate]
 Office OH* 0.00%
 Tech Cost* 0.00%

Classification	Wage Rate	Audited OH Rate	Technology Cost (if appl)	Subtotal	Profit 10%	Cost of Money (if appl)	Regular Billing Rate	Premium Rate	Profit 10%	Premium Billing Rate	Shift Differential	Shift Differential Rate
Project Manager*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Assistant*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Level IV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Level III	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Level II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Level I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

II. Subconsultant # 1 (if appl)

Field OH 0.00%
 Office OH* 0.00%

Classification	Wage Rate	Audited OH Rate	Technology Cost (if appl)	Subtotal	Profit 10%	Cost of Money (if appl)	Regular Billing Rate	Premium Rate	Profit 10%	Premium Billing Rate	Shift Differential	Shift Differential Rate
Project Manager*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Assistant*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Level IV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Level III	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Level II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Level I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

III. Subconsultant # 2 (if appl)

Field OH 0.00%
 Office OH* 0.00%

Classification	Wage Rate	Audited OH Rate	Technology Cost (if appl)	Subtotal	Profit 10%	Cost of Money (if appl)	Regular Billing Rate	Premium Rate	Profit 10%	Premium Billing Rate	Shift Differential	Shift Differential Rate
Project Manager*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Assistant*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Level IV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Level III	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Level II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Level I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Explanatory notes as necessary

Project Manager and Administrative Assistant Regular Billing Rates Computed at Office OH & PB.[Example]

- ** Shift Differential is added to Regular Billing Rate and is not charged to Premium Rates (Overtime) [Example]

• Notes:

- 1.) Overhead and cost of money rates combined may not exceed the overhead cap of 160.00% of direct labor
- 2.) Field overhead rates may not exceed the cap of 130.00% of direct field labor.
- 3.) Technology cost is capped at 10% of direct labor

Repeat sheet as necessary to cover situations such as annual salary adjustments, etc.

PROJECT NAME

STATE PROJECT: [U1XX-XX-X.XX 0X

FEDERAL PROJECT: [IMNH-08XX(XX)]

HOUR DISTRIBUTION / LABOR COSTS

<i>Prime Consultant</i>							2004							Subtotal	Hourly	
POSITION TITLE	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct*	Nov	Dec	Hours	Rate	Extension	
Project Manager													0	\$ -	\$ -	
Administrative Assistant													0	\$ -	\$ -	
Level IV													0	\$ -	\$ -	
Level IV Overtime													0	\$ -	\$ -	
Level III													0	\$ -	\$ -	
Level III Overtime													0	\$ -	\$ -	
Level II													0	\$ -	\$ -	
Level II Overtime													0	\$ -	\$ -	
Level I													0	\$ -	\$ -	
Level I Overtime													0	\$ -	\$ -	
													0	\$ -		

<i>Subconsultant # 1 (if appl)</i>							2004							Subtotal	Hourly	
POSITION TITLE	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct*	Nov	Dec	Hours	Rate	Extension	
Project Manager													0	\$ -	\$ -	
Administrative Assistant													0	\$ -	\$ -	
Level IV													0	\$ -	\$ -	
Level IV Overtime													0	\$ -	\$ -	
Level III													0	\$ -	\$ -	
Level III Overtime													0	\$ -	\$ -	
Level II													0	\$ -	\$ -	
Level II Overtime													0	\$ -	\$ -	
Level I													0	\$ -	\$ -	
Level I Overtime													0	\$ -	\$ -	
													0	\$ -		

<i>Subconsultant # 2 (if appl)</i>							2004							Subtotal	Hourly	
POSITION TITLE	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct*	Nov	Dec	Hours	Rate	Extension	
Project Manager													0	\$ -	\$ -	
Administrative Assistant													0	\$ -	\$ -	
Level IV													0	\$ -	\$ -	
Level IV Overtime													0	\$ -	\$ -	
Level III													0	\$ -	\$ -	
Level III Overtime													0	\$ -	\$ -	
Level II													0	\$ -	\$ -	
Level II Overtime													0	\$ -	\$ -	
Level I													0	\$ -	\$ -	
Level I Overtime													0	\$ -	\$ -	
													0	\$ -		

Totals 0 \$ -

Explanatory notes as necessary

** Wage Escalation*

PROJECT NAME
STATE PROJECT: [U1XX-XX-X.XX 0X
FEDERAL PROJECT: [IMNH-08XX(XX)]

DIRECT COSTS

<i>Prime</i>	Items (Per Agreement)	Quantity	Rate	Unit	Amount	
	1. Vehicles (Lease)	0	@	\$ -	Monthly	\$ -
	Taxes		@	\$ -	per \$	\$ -
	Maint.					\$ -
	Fuel	0	@	\$ -	gal.	\$ -
	Other* (* List any other specific vehicle charge(s).					\$ -
	2. Magnetic ID Signs	0	@	\$ -	Pair	\$ -
	3. Flashing Light Minibars	0	@	\$ -	each	\$ -
	4. Mileage	0	@	\$ -	miles	\$ -
	5. Cellular Phone	0	@	\$ -	mo.	\$ -
	6. Lodging (2-Inspectors)	0	@	\$ -	days	\$ -
	7. Meals (2-Inspectors)	0	@	\$ -	days	\$ -
	8. Inspectors Tools					
	100' Chain	0	@	\$ -	EA	\$ -
	Hard Hat	0	@	\$ -	EA	\$ -
	6' Engineer's Rule	0	@	\$ -	EA	\$ -
	Hand Levels	0	@	\$ -	EA	\$ -
	Safety Vests	0	@	\$ -	EA	\$ -
	9. Asphalt Testing					
	Equip.& Supplies	0	@	\$ -	mo.	\$ -
	10. Concrete Testing					
	Equip. & Supplies	0	@	\$ -	mo	\$ -
	11. Soils Testing					
	Equipment and Supplies	0	@	\$ -	mo.	\$ -
	12. Nuclear Density Gauge	0	@	\$ -	mo.	\$ -
	Nuclear Density Gauge Storage	0	@	\$ -	mo.	\$ -
	13. Other*					
				Subtotal		\$ -
				Profit (10%)		\$ -
				Total Direct Costs		\$ -

Name other direct cost items discussed and agreed upon during the Scope of Work meeting. All items are to be presented in the same unit cost format as other direct cost items.

- All vehicle lease rates must be supported by a minimum of three quotes. No lease should be executed without written OH approval.*

**** Note type of charge being proposed**

***** Must list quantity and name of each item included in package**

Subconsultants (if appl)

Direct costs for subconsultants shall be provided in the same format as above. Direct costs for each subconsultant shall be provided on a separate sheet.

Insert Appendices as necessary to include:

1 Back-up Costs

2 Revised Scope Notes

3 Testing Equipment Listing and Quantities

4 CAIS (if not already on file)

5 Audited OH Rates (if not already on file) current within the last 2 years.-

6 Company Policies regarding Shift differential, OT, Holidays, etc.

APPENDIX G - *Agreement Examples*

Agreement Examples

Inserted are the most common types of agreements utilized by the DOH as an example and reference to their format.

The following information contains Attachment “A” which becomes part of all executed agreements made with the Department of Transportation’s Department of Highways. It is set forth and defines the stipulations of the agreement and is non-negotiable.

Attachment “A” (Consulting Services)

Intent Agreement

Letter of Intent

Engineering Agreement (Consulting Services)

Statewide Engineering Agreement (Consulting Services)

- 1. General Engineering*
- 2. Specific Rate of Pay*

STANDARD SPECIFICATIONS FOR CONSULTING SERVICES

SECTION I: DEFINITIONS

When used in these Specifications for Consulting Services, or any documents to or governed by these Specifications, the following terms shall be defined as follows:

1.01 DEPARTMENT

The West Virginia Department of Transportation, Division of Highways, as represented through and by the Secretary of Transportation, the Commissioner of the West Virginia Division of Highways or by their duly authorized representatives.

1.02 AASHTO

The American Association of State Highway and Transportation Officials.

1.03 FHWA

United States Department of Transportation, Federal Highway Administration.

1.04 DIRECTIVES

Written instructions and/or policy statements issued by the responsible division of the Department or by the Federal Highway Administration.

1.05 CONSULTANT

Any firm, person, or organization participating in an Agreement with the Department.

1.06 SUBCONSULTANT/SUBCONTRACTOR

A subconsultant is any firm, person, or organization to whom the consultant has transferred, by consultant's request and Department's approval, any portion of the work covered by its obligation to the Department under the Agreement. A subcontractor is any firm, person, or organization to whom the consultant has transferred, by solicitation of bids or quotes and Department's approval, any portion of the work covered by its obligation to the Department under the Agreement.

1.07 DESIGN SECTION

A geographic location, or area, between termini or limits designated by the Department, in which the specified services (commonly referred to as the "work") are to be performed by the consultant, under an Agreement with the Department.

1.08 CONSTRUCTION SECTION

The entire design section or a portion thereof, between designated limits for which a set of construction contract plans is to be prepared.

1.09 WORK

All necessary activities including technical, engineering, and other services, and all necessary materials required of the consultant under the terms of the Agreement.

1.10 SCOPE OF WORK

Extent of work mutually and originally agreed upon by the Department and consultant and upon which the consultant bases its cost proposal.

1.11 AGREEMENT

The Agreement or Contract (hereinafter called “Agreement”) between the consultant and the Department for the performance by the consultant and the Department of services and work specified therein.

These Specifications, or applicable portions thereof as noted in the Agreement, are part of the Agreement. The Agreement shall be initiated and prepared by the Department.

1.12 SUPPLEMENTAL AGREEMENT

An Agreement between the consultant and the Department for the performance of services and work, and payment therefor, for any major changes in the terms of the original Agreement.

1.13 ADDITION

The joining or uniting so as to increase the number, to augment the quantity, or to enlarge the magnitude of the work, by supplemental agreement.

1.14 DELETION

The removing or eliminating so as to decrease the number, to diminish the quantity, or to reduce the magnitude of the work, by supplemental agreement.

1.15 FEE PAYMENT

A payment of money by the Department to the consultant at intervals, and within limitations set forth in the Agreement, for work accomplished in preparing a Preliminary Report, Design Report, Right of Way Plans, and Construction Contract Plans, or other work specified by the Department.

1.16 ADDITIONAL FEE PAYMENTS

Special payments by the Department to the consultant for changes or other extra work, as specified in the Agreement or in a supplemental agreement.

1.17 FIELD REVIEW

An official field inspection of the proposed work by the Department to check on and review the features thereof, for the purpose of determining its acceptability for further development or the need for revision.

1.18 OFFICE REVIEW

An official detailed review and analysis by the Department of a consultant’s proposed report or plan to determine its acceptability, or the need for revision.

1.19 WORK SCHEDULE

A detailed sequential listing on a Progress Report form of the activities required to perform the work specified in the Agreement, a schedule of time needed to perform each activity, and a graphic representation thereof in the form of a Critical Path Method Diagram.

1.20 CRITICAL PATH METHOD DIAGRAM (CPM DIAGRAM)

A diagrammed plan of the activities of the work schedule, showing the time necessary to perform each activity, the relation of each activity with other activities, and the necessary sequence of performance.

1.21 MONTHLY MEETING

A meeting held monthly for the purpose of determining progress, defining and resolving areas of conflict in the work, and adjusting the work schedule accordingly, if required.

1.22 MONTHLY PROGRESS REPORT

A narrative and tabular report revised and submitted monthly with invoices and at monthly meetings showing the progress and current status of the work. The report will be used as a basis for calculating payments on the fee, as specified in the Agreement.

SECTION II: GENERAL CLAUSES AND COVENANTS

The following requirements and conditions shall govern the execution and performance of the consultant's professional services as delineated in all Agreements with the Department.

2.01 INSURANCE

The consultant shall comply with all Workers Compensation Laws of the State of West Virginia, and shall carry at least the following minimum amounts of insurance:

1. Public Liability Insurance in an amount not less than One Hundred Thousand Dollars (\$100,000.00) for injuries, including those resulting in death to any one (1) person and in an amount not less than Three Hundred Thousand Dollars (\$300,000.00) for damage on account of any one (1) accident or occurrence.

Property Damage Insurance in an amount not less than Three Hundred Thousand Dollars (\$300,000.00) from damages on account of any accident or occurrence.

Said insurance shall be maintained in full force and effect during the life of the Agreement and shall protect the consultant and the Department, their employees, agents, and representatives from claims for damages for personal injury and wrongful death, and for damages to property arising in any manner from the negligent or wrongful acts or omissions of the consultant, its employees, agents, or representatives in the performance of the work covered by the Agreement, and any supplemental agreement thereto.

Professional Liability Insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000.00), or as otherwise specified by the Department. The Professional Liability Insurance shall be maintained in full force and effect until final acceptance of the construction project for which an Agreement has been entered under these Specifications or three (3) years after final acceptance of the consultant's work by the Department, whichever comes first, unless construction is initiated but not having final acceptance prior to the end of the three (3) year period, in which case the Professional Liability Insurance shall be maintained until final acceptance of the construction project for which an Agreement has been entered under these Specifications.

2. The consultant shall carry Valuable Papers and Records Insurance in an amount not less than eighty-five percent (85%) of the total invoiced fee at any time during the life of the Agreement in order to assure the restoration of any plans, drawings, field notes, or any other similar data relating to the work covered by the Agreement should they be lost or destroyed prior to receipt in completed form by the Department.

Valuable Papers and Records Insurance shall pertain only to the work as set forth in the Agreement and the West Virginia Department of Transportation, Division of Highways shall be named as one of the insured.

3. The policy, or policies, of insurance herein required must be countersigned by a Resident Agent of the State of West Virginia in accordance with the applicable statutes of the State of West Virginia.
4. Certificates showing the consultant is carrying the above described insurance, in at least the above specified minimum amounts, shall be furnished to the Department before

the Department is obligated to make any payment to the consultant for work performed under the provisions of the Agreement.

5. If any part of the work is transferred to a subconsultant, all the above provisions shall apply to the subconsultant and the work performed by it.

2.01A LIABILITY OF CONSULTANT, INDEMNIFICATION, STANDARD OF PERFORMANCE, AND EFFECT OF ACCEPTANCE

The consultant shall be responsible to the Department for all damage and expense to person or property caused by its negligent activities and those of its subconsultants, agents, or employees, in connection with the work and services required under the Agreement. Further it is expressly understood that the consultant shall indemnify, defend, and hold harmless the State of West Virginia, the Department, its officers, agents, or employees from and against any and all damages, claims, suits, judgments, expenses, actions, and costs of every name and description caused by any negligent act or omission in the performance by the consultant, or its subconsultant, agents, or employees, of the work and services under the Agreement.

The consultant shall be liable for all damages, costs, and additional expense incurred by the Department in the construction of the project which is caused by the negligence of the consultant to perform the work and services as specified in the Agreement with the same degree and standard of care and skill normally expected of and provided by consultant in the performance of the same work and services, or work and services similar to the work and services to be provided herein. Acceptance of the work and services by the Department shall not waive any of the rights of the Department contained in this Section nor release or absolve the consultant from any liability, responsibility, or duty contained herein. This includes damages, costs, and expenses resulting from claims brought against the Department by the construction contractor(s).

2.02 PLANS AND RECORDS

Upon request, the Department shall deliver to the consultant, without cost to the consultant, one copy of any plans, photographs, reports, traffic data, calculations, topographic surveys, utility location plats, title abstracts, and other pertinent public records applicable to the work, currently possessed by the Department.

2.03 OWNERSHIP OF THE WORK

Upon completion of the work as provided in the Agreement, and any supplemental agreement thereto, and acceptance thereof by the Department, or upon termination of the work under the terms of Subsections 2.15, 2.16, and 2.17 herein, the consultant shall index, catalogue, and upon request, deliver to the Department all data and instruments of service used in the work, including that of subconsultants, all of which shall become the property of the Department.

These data and instruments of service shall not be furnished to any party or parties other than the Department, except upon written permission of the Department.

All copyrights in work product provided to Department, including without limitation designs, plans, notes, and shop drawings, are waived as to Department, its consultants, contractors, agents, and employees, it being understood that Department may use or reuse these documents, with or without modification in other locations or applications, with no additional compensation to consultant. Department may not otherwise sell or assign the work or any copyrights in the work.

2.04 IDENTIFICATION

All documents, reports, plans, and correspondence pertaining to the work shall carry the current date thereof, and be identified with the Department's project number appearing on the Agreement, as furnished by the Department upon determination.

2.05 TRANSFERS

The consultant shall not assign, sublet, or transfer any interest in the work covered by the Agreement without the prior written approval or consent of the Department.

Department's approval or consent to assign, sublet, or transfer any part of the work shall not relieve the consultant of its primary responsibility for the performance of work so transferred. In any case, the consultant shall perform more than fifty percent (50%) of the work as measured by fee payment outlined in the original Agreement and any supplemental agreement thereto.

2.06 ACCESS TO RECORDS

The consultant and its subconsultants shall maintain records of material cost, direct salary, payroll additives, other direct and indirect costs, and net fee used to support cost of the work and shall maintain all accounts, papers, maps, photographs, other documentary material, and any evidence pertaining to cost incurred, and shall make such materials available at its offices at all reasonable times during the contract period and for three (3) years after Federal Highway Administration final payment for the project, for inspection by the Department, Federal Highway Administration, or any authorized representatives of the State or Federal Government, and copies thereof shall be furnished if requested. "Final Payment" refers to the date of final payment (reimbursement) of Federal Funds to the State with respect to the particular project. If a claim, investigation, or litigation is pending after what was assumed to be the final payment, the retention period will not begin until final settlement of the claim, investigations, or litigation.

2.07 SUBMISSIONS, REVIEWS, AND ACCEPTANCE

All preliminary and detailed designs, plans, specifications, estimates, surveys, and other documents prepared or executed by the consultant shall be subject to reviews and acceptance by the Department, Federal Highway Administration, and other public agencies, utilities, and railroads involved insofar as the interest of each is concerned.

The official date of any submission by the consultant shall be the date upon which an acceptable version thereof is received by the Department. A review by the Department shall be the basis of determining whether a submission is acceptable. If an original submission is found acceptable, the date of submission shall be the official date of acceptance. If, as a result of the Department's review, it is decided that a submission is not acceptable, the date of acceptance shall be the date upon which an acceptable revision is received by the Department.

Acceptance of a submission shall not relieve the consultant of its obligation to correct any defects or errors in its work, at its own expense.

2.08 COORDINATION OF WORK

The consultant shall confer with all state, federal, and local governmental agencies including planning commissions, public utilities, corporations, other private or public organizations, and any other official bodies whose work and plans may be either directly or indirectly affected by the work contemplated under the provisions of the Agreement. The consultant shall, insofar as it is consistent with the work of the Agreement, fully consider such work and plans in the performance of its work, and shall report to the Department, in writing, any such work or plans of others which may be inconsistent with the work of the Agreement.

The consultant shall cooperate with those performing work on adjacent sections and shall provide all information and data in its possession necessary for the coordination and performance of such work.

2.09 PUBLIC UTILITIES

Where privately, publicly, or cooperatively-owned utility companies, other than railroads, will require changes or alterations because of the proposed construction, the consultant shall meet and confer with the owners regarding the revisions or changes to their facilities, and report the results of such conferences to the Department.

The consultant shall make no commitments with the utilities binding upon the Department. The Department shall conduct all negotiations with the public utilities and authorities. The consultant shall participate in such negotiations at the request of the Department.

2.10 APPEARANCES AND CONFERENCES

The consultant shall provide further professional services which the Department deems necessary for the furtherance of the work under the Agreement, such as appearances at conferences, public meetings and hearings, and other such professional services as may be required prior to acceptance of the work covered by the Agreement.

The consultant shall have a qualified representative, authorized to speak and act for it, at monthly meetings to be held in the Department's offices, in Charleston, West Virginia.

Should further appearances be necessary subsequent to the acceptance of the final detailed construction contract plans, such as court appearances, such appearances shall be paid for as stipulated in Section 2.13 of these Specifications.

At any time during construction of an improvement designed under these Specifications, the consultant shall confer with the Department as to interpretation of plans, correction of errors and omissions, and prepare any plan necessary therefore, without added compensation.

2.11 DETERMINATION OF FEES

The basis of payment for work performed under the provisions of these Specifications shall be specified in the Agreement by one or more of the following methods:

1. A lump sum.
2. A cost per unit of work (or cost by mile).
3. All costs related to the salaries of employees of the consultant for time directly chargeable to the project, and salaries of principals of the consultant for the time it is productively engaged in work necessary to fulfill the terms of the Agreement, direct nonsalary costs incurred by the consultant in fulfilling the terms of the Agreement, and the consultant's overhead or indirect costs to the extent they are properly allocated to the work covered by the Agreement, plus a fixed fee to cover profit, miscellaneous expenses, and other factors that may be considered under the applicable regulations and that are not paid for otherwise.
4. Specific rates of pay for each class of employee, and for any principal of the consultant's organization, for the time each employee or principal is directly utilized on work necessary to fulfill the terms of the Agreement. In addition, an allowance for transportation and subsistence may be made.
5. Cost plus a percent of cost (State funded work only).

2.12 ADDITIONS OR DELETIONS

Upon written notice, and without invalidating or supplementing the Agreement, the Department may require additions or deletions of a minor nature within the scope of work originally contemplated.

Any request for extension of time caused thereby shall be considered and agreement reached at the time such addition or deletion is ordered.

2.13 CHANGES REQUIRING ADJUSTMENT OF FEE PAYMENTS

Upon written notice and execution of a supplemental agreement by all parties and without invalidating the Agreement, the Department may require changes in fees due to the revision or abandonment of work contemplated or already satisfactorily performed by the consultant.

The amount of adjustment in fees for such changes shall be determined by mutual agreement in accordance with Section 2.11 of these Specifications.

The Department will not be otherwise obligated to honor claims for additional fee payments unless the work has been previously authorized by a supplemental agreement.

2.14 WORK SCHEDULE AND PROGRESS REPORTS

The consultant agrees to complete the work in accordance with the time estimates shown on the approved CPM Diagram furnished by the Department after receiving written notice to proceed. The fully status CPM Diagram is made a part of the Agreement.

Within ten (10) days after notification to proceed with the work, the consultant shall submit a draft copy of its proposed schedule for performance of the work accompanied by the CPM Diagram showing the various work activities of the schedule as related to each other, and the time required to perform each work activity.

The consultant shall, following the Department's acceptance of the proposed work schedule, submit monthly to the Department, five (5) copies of its progress report of progress actually achieved, including in the transmittal letter appropriate mention of any matter that may adversely affect the work progress.

In addition, one (1) copy of a fully status CPM Network will be presented at each monthly meeting.

The Department may require the consultant to prepare a revised work schedule in the event the actual progress achievement falls behind the scheduled progress by one (1) month or more.

The consultant shall have on record and available to the Department at all times, construction costs updated as of the last submission of review or final documents.

2.15 FAILURE TO COMPLY WITH TIME SCHEDULE

Neither the Department nor the consultant shall be held responsible for delay of performance of the work when such delay is due to unforeseeable causes against which provision cannot be made, such as an act of God, or public enemy, fire, strikes, floods, or legal acts of public authorities not occasioned through negligence on the part of the consultant. If any delays for such causes are such as to prevent the complete performance of the Agreement within two (2) years of the date it was originally scheduled for completion, either party may, by written notice, terminate the Agreement.

2.16 CONTINUING OBLIGATIONS

In the case of death of any of the principals or associates of the consultant's organization, or any other occurrence that may preclude satisfactory performance of the work covered by the Agreement, neither the consultant nor the surviving principals shall be relieved of the obligation to complete the performance thereof. The Department may terminate the Agreement if it considers the death or incapacity of such principal or associate, or the circumstance, to be a loss of such magnitude as to affect the consultant's ability to complete the performance of the work in a satisfactory manner.

2.17 DEPARTMENT'S OPTION TO TERMINATE

In addition to its rights and options as herein provided to terminate the Agreement, the Department may terminate the Agreement at any time before full completion of the work covered by the Agreement by giving written notice of its intention by certified mail not less than fifteen (15) days prior to the effective date of termination.

If the termination is requested by the Department, payment will be made promptly to the consultant of any fees earned by it up to the date of termination, less any previous payments.

If a notice of termination should be given to the consultant before twenty percent (20%) of the estimated work has been completed, the consultant may be reimbursed for expenses in excess of the amount of its approved fee which are allocable to the work and which have been incurred previous to the date of notice of termination. Requests for such reimbursement shall be accompanied with supporting data for the Department's review and approval.

2.18 DESIGN STANDARDS AND DIRECTIVES

The applicable design standards and directives as issued by the Department shall apply.

2.19 WORKING OFFICE

The consultant is to have or establish a working office at a place acceptable to the Department, where it will be possible for Department and Federal Highway Administration representatives to review and discuss its work as it progresses

2.20 FIELD REVIEWS

The consultant shall arrange for a responsible and informed representative to accompany representatives of the Department, and other agencies designated by the Department, in making any field reviews requested by the Department.

2.21 CONSULTANT ENDORSEMENT

All work by the consultant shall be performed under the supervision of a professional, registered as required by the State of West Virginia in the primary discipline necessary to complete the work covered by the Agreement.

All reports and plans shall be endorsed by a professional meeting the requirements of this Subsection.

2.22 PUBLICITY

All news releases to newspapers, magazines, other publications, television, and radio shall be approved and released through the Department. The consultant shall not give information to any person, company, corporation, or any other organization (except as required in compliance with the provisions of Section 2.08 of these Specifications) regarding the possibility or probability of the location of, or right of way requirements or time schedules for, any facility or structure covered by the Agreement unless specifically authorized thereto in writing by the Department in each individual case.

2.23 COPYRIGHT

The consultant shall not copyright any papers, reports, forms, or other material which are a part of the work under the Agreement without consent or approval of the Department.

2.24 COMPLIANCE WITH LAWS AND REGULATIONS

The consultant shall observe and comply with all federal, state, and local laws, ordinances, and regulations in any manner affecting the conduct of the work.

2.25 OVERPAYMENTS

It is hereby expressly covenanted, agreed, and understood by and between the parties hereto, that the consultant will immediately make payment and refund to the Department any and all overpayments made by said Department to the consultant for any work performed under the Agreement. It is further agreed that the Department is given the right and authority to withhold and apply any funds in its possession, belonging to or owed by it to the consultant on any Agreement or from any other source, for the recovery of any overpayment made in connection with this Agreement. It is further expressly agreed that the statute of limitations shall not commence to run against the Department for such overpayment until such overpayment is discovered and made known to the Department.

2.26 WARRANTY

The consultant warrants that it has not employed or retained any company or person other than a bona fide employee, working solely for it, to solicit or secure the Agreement, and that it has not agreed to pay any company or person other than bona fide employees working solely for it, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon, or resulting in, the award of the Agreement with the Department. For breach of the warranty, the Department shall have the right to annul the Agreement without liability, or, at its discretion, to deduct from the Department's payment to the consultant under the Agreement an

amount equal to the aforesaid fee, commission, percentage, brokerage fee, gifts, or other consideration.

2.27 NONDISCRIMINATION OF EMPLOYEES

The consultant further agrees as follows: During the performance of the Agreement, the consultant and all of its subconsultants shall provide equal employment opportunities for all qualified persons and shall not discriminate against any employee or applicant because of race, color, age, handicap, religion, sex, or national origin. The consultant and its subconsultants shall comply with the executive orders of the Governor of the State of West Virginia, dated October 16, 1963, and December 15, 1965; the Presidential Executive Order Number 11246, as amended by Executive Order Number 11375 and as supplemented in Department of Labor Regulations (Title 41 Code of Federal Regulations, Part 60); and the Civil Rights Acts of 1964 as amended.

During the performance of the Agreement, the consultant, for itself, its assignees, and successors in interest (hereinafter called "Consultant") shall agree as follows:

1. **Compliance with Regulations:** The Consultant shall comply with the regulations of the Department of Transportation relative to Nondiscrimination in Federally assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Part 21 through Appendix H and Title 23 Code of Federal Regulations (710.405 {b}), hereinafter referred to as the "Regulations," which are herein incorporated by reference and made a part of the Agreement.
2. **Nondiscrimination:** The Consultant, with regard to the work performed by it afterward and prior to completion of the work, shall not discriminate on the grounds of race, color, age, handicap, religion, sex, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment.
3. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 Title 49 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B Title 49 of the Regulations.
4. **Solicitations for Subcontractors, including Procurement of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation by the Consultant for work to be performed under a subcontract, including procurement of materials or equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under the Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, age, handicap, religion, sex, or national origin.
5. **Information and Reports:** The Consultant shall provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and shall permit access to its books, records, accounts, and other sources of information, and its facilities, as may be determined by the Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions.
6. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
7. **Sanctions for Noncompliance:** In the event of the Consultant's noncompliance with the nondiscrimination provisions of the Agreement, the Department shall impose such

Agreement sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the Consultant under the Agreement until the Consultant complies, and/or
 - b. Cancellation, termination, or suspension of the Agreement in whole or in part.
8. Incorporation of Provisions: The Consultant shall include the provisions of paragraphs one (1) through six (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, orders, or instructions issued pursuant thereto. The consultant shall take such action with respect to any subcontract or procurement as the Department or Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a consultant becomes involved in or is threatened with litigation with a contractor or supplier as a result of such direction, the consultant may request the Department to enter into such litigation to protect the interest of the Department. In addition, the consultant may request the United States to enter into such litigation to protect the interest of the United States.

2.28 NON-APPROPRIATION

Pursuant to the West Virginia Constitution, the State cannot enter into any agreement which would obligate the State beyond the current fiscal year. Therefore, services to be performed under this Agreement are to be continued in succeeding fiscal years for the terms of the Agreement and any subsequent renewals, contingent upon funds being appropriated by the Legislature for the services. In the event of non-appropriation of funds for the services, the payments, including any interest, shall be canceled in whole without penalty of the State at the end of the then current fiscal year, with the Agreement becoming null and void after June 30. The Department will make efforts to obtain the necessary funds to avoid cancellation of the Agreement, and will provide written notice to the consultant in the event of non-appropriation thirty (30) days prior to the end of the fiscal year in which such non-appropriation for the next fiscal year occurs.

2.29 CONSULTANT/CONTRACTOR CONFLICTS

The consultant agrees that neither it, nor any of its subsidiaries, affiliates, the parent company, or subconsultants shall contract for the construction of the work contained in the Agreement, except with the prior express written approval of the Department. The consultant also agrees that it shall not perform services for any contractor, subcontractor, or supplier participating in bidding or construction of the work contained in the Agreement, nor shall the consultant negotiate, contract, or make any agreement with contractor, subcontractor, or any supplier participating in bidding or construction of the work contained in the Agreement with regard to any of the work or any services, equipment, or facilities to be used during bidding or construction without the express written approval of the Department.

2.30 BREACH OF AGREEMENT: WAIVER

These provisions shall be fully and effectively enforced, and failure to comply therewith shall be regarded as a material breach of the Agreement. Waiver by the Department of any particular breach shall not constitute waiver of any other breach of the agreement.

No provision of this contract or these Specifications can be waived by either party unless the waiver is expressed in writing and signed by their duly authorized officers.

WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
**CONTRACT (INTENT AGREEMENT) FOR
CONSULTING SERVICES**
STATE PROJECT X302-H-XX.XX 00
FEDERAL PROJECT APD-0484(XXX)
BERKELEY COUNTY
(Cost Plus Intent Agreement)

THIS AGREEMENT, executed in triplicate, made and entered into this _____ day of _____, 20____, by and between the West Virginia Department of Transportation, Division of Highways, hereinafter called "Department," and [*Consulting Firm, Inc.*] a corporation, hereinafter called "Consultant,"

WITNESSETH that, for the considerations hereinafter stated, the Department and the Consultant agree as follows:

I. PROJECT DESCRIPTION

The Consultant agrees to provide all labor, materials, equipment, and subprofessional and professional services necessary to study, design, and prepare construction contract plans and related documents for a segment of Corridor H beginning approximately 0.57 mile north of Berkeley County Route 23 (CR 23) and continuing for a distance of about 2.27 miles to approximately 1.6 miles west of CR 23, generally in accordance with the Preferred Alternative of "Corridor H Alignment and Resource Location Plans," dated March 1997, prepared by [*Consulting Firm, Inc.*]. In addition, the Consultant shall study two (2) alternatives, 60 mph and 65 mph, west of the preferred alternative. The study shall consider environmental constraints, and cost comparisons with the segment of preferred alternative being located. The study may extend into the design section being prepared by [*Consulting Firm, Inc.*]. The highway will be a four-lane facility having a design speed of 65 mph, subject to approved recommendations of the above-mentioned study.

The project is more fully described in the Scope of Work Meeting Notes, dated December 25, 2000, which are hereby incorporated by reference and made a part of this agreement.

II. GENERAL PURPOSE AND REQUIREMENTS

The purpose of this agreement is to provide the Department with construction contract plans and related documents to permit entering into construction contracts for the aforesaid segment of Corridor H, as more fully specified herein. Two (2) construction contracts are anticipated.

III. EXISTING INFORMATION

a) The Department will:

1. Furnish the Consultant with existing construction and right of way plans in the project area, if any.
2. Furnish the Consultant standard specifications and amendments, standard construction drawings, Design Directives, Structural Directives, plan preparation practices, instructions, and directions as the Department may deem proper.

b) The Consultant shall:

1. Evaluate all existing information and data.
2. Familiarize itself with the topographic, geological, and other physical characteristics of the area.
3. Familiarize itself with the location and character of industrial, commercial, military, and residential areas.
4. Confer with the utility representatives, and local public agencies, including planning authorities, with the exception of regional authorities, giving consideration to suggestions of said representatives and agencies, and coordinate as necessary, with studies, reports, and plans prepared or being prepared by other consultants and public agencies. Notes of all meetings shall be forwarded to the Department. Copies of all correspondence with utilities, local, or public agencies shall be forwarded to the Department. Any decision in regard to the utility location or relocation, or local or public agencies coordination with the highway studies shall be submitted to the Department for final review.

IV) NEW INFORMATION

a) The Department will:

1. Provide all traffic data, as requested by the Consultant, necessary for the work covered by this agreement.
2. Provide right of way and utility estimates required for work covered by this agreement.
3. Provide unedited mapping for the project at an appropriate scale.

b) The Consultant shall:

1. Edit the mapping, prepare, and submit plans for a preliminary field review (concurrent Value Engineering Review). All plans and contract documents for this

project shall be prepared utilizing the English system. The geometric design shall follow the guidelines established in "A Policy on Geometric Design of Highways and Streets," published by AASHTO.

2. Roadway plans shall be at a scale of 1"=50'; with details to a larger scale when necessary.
3. Following the preliminary field review (concurrent value engineering review), develop and submit plans for a slope review.
4. Following the slope review, develop and submit plans for a final field review.
5. Following the final field review, develop and submit plans of the roadway and structure for a final office review.
6. Following the final office review, develop and submit complete final construction contract plans and related documents.
7. Include in the roadway plans temporary signing necessary for maintenance of traffic during construction in accordance with the West Virginia Department of Transportation, Division of Highways' signing criteria, as furnished by the Department.
8. Prepare and/or perform boring plans, specifications, contracts, receive/evaluate bids, and award boring contracts.
9. Prepare and/or perform foundation investigation and soil report, including field reconnaissance, inspection of borings and soil sampling work performed under the boring contract, soil testing, analyses, preparation of laboratory reports for soil and geological data, and structure core boring log sheets. Five (5) copies of the soils report shall be furnished the Department.
10. Provide all field surveys and related work required for the project, and upon approval of the horizontal geometry, stake the centerline and hub all centerline control points properly referenced outside of the construction limits. The staking of the centerline includes the mainline, side roads, ramps, and crossroads. Within the limits of the design section, intermediate bench marks shall be established at approximately 1,000' intervals. Sufficient permanent survey monuments shall be established to permit identification of the centerline in the field at some subsequent date.

V. TIME SCHEDULE

The Consultant agrees to complete the work in accordance with the time estimated for its work for the total project shown on the CPM Diagram after receiving authorization to proceed. The fully stasued CPM Diagram is a part of this contract by reference. The Consultant was verbally authorized to proceed with the work on February 1, 2002. Said work shall proceed up to forty percent (40%) complete for the total project as determined solely by the Department and

shall then be suspended unless otherwise authorized by the Department in writing. The forty percent (40%) limitation shall be based on actual progress and not on funds expended.

VI. BASIS OF PAYMENT

- a) In payment of all services rendered under this agreement, the Department will pay the Consultant as follows:
1. All allowable costs related to the salaries of employees for time directly chargeable to the project; however, the maximum allowable salary to be charged to this project for any employee of the Consultant is Fifty-Five Dollars (\$55.00) per hour.
 2. Allowable direct nonsalary costs incurred in fulfilling the terms of the contract.
 3. The Consultant's overhead, or indirect costs, and payroll expenses, to the extent they are supported, allowable, and properly allocable to the project.
 4. A net fee of Forty-Eight Thousand Dollars (\$48,000.00).

The estimated cost of this work, including net fee, is Five Hundred Twenty-Eight Thousand Dollars (\$528,000.00).

- b) For the actual cost of borings or any other subsurface investigation made by others for which the Consultant lets to bid and which is approved by the Department, the Department will pay the actual cost of such borings estimated to be Two Hundred Twenty-Five Thousand Dollars (\$225,000.00).
- c) For foundation investigation and soils report, including field reconnaissance, inspection of boring and soil sampling work, soil testing, analyses, and preparation of laboratory reports for soil and geological data, a unit rate of Nine Hundred Dollars (\$900.00) per hole drilled, which shall include all items of cost such as overhead, subsistence, transportation, equipment, expenses, and profit. The estimated cost of this work is Eighty-One Thousand Dollars (\$81,000.00).
- d) The total estimated cost of the work to be performed under this agreement, including net fee, is Eight Hundred Thirty-Four Thousand Dollars (\$834,000.00), which is the maximum amount payable under this agreement without a supplemental agreement.

The above values only apply through forty percent (40%) complete for the total project, are estimates only, and shall be subject to negotiation at a later date.

The Consultant submitted its cost proposal for the work to the Department on February 15, 2002, and negotiations, if required, shall commence no later than June 30, 2002. A supplemental agreement detailing the negotiated costs shall be executed within one hundred eighty (180) days of the date of this agreement or before completion of forty percent (40%) of the work is performed, whichever occurs first; but said schedule may be extended by the Department at its sole discretion. If, after exhausting all reasonable

efforts, the Department and the Consultant cannot negotiate or reach agreement as to the cost of the work, the Consultant shall continue with the work and the Department shall establish the cost. The Consultant may appeal in accordance with applicable provisions of the current version of Procurement Procedures for Negotiated Contracts contained in the Department's Rules and Regulations, or other remedies as may be available to the Consultant.

- e) Upon receipt, review, and approval of properly documented invoices, interim payments may be made monthly based upon progress reports submitted by the Consultant. Interim payment will be made in the amount of sums earned less twenty percent (20%) retainage. This retainage provision shall be applicable to all subcontracts.

The following procedures will be followed in determining the Consultant's estimates for interim payments: The interim overhead rate to be applied to base salaries may be either an audited overhead rate or a provisional overhead rate. The rate used must be on file with and acceptable to the Department, and shall not exceed one hundred fifty-seven percent (157%).

VII. CHANGE IN SCOPE

If there should develop a substantial change in the scope, complexity, or character of the work which would result in an increase or decrease in the maximum amount payable, all work will be evaluated, an adjusted maximum amount payable will be negotiated as more fully covered in Attachment "A" to this agreement, and a supplemental agreement prepared and entered into by the parties hereto.

VIII. STANDARD SPECIFICATIONS FOR CONSULTING SERVICES

This agreement is made subject to the conditions and provisions attached hereto and made a part hereof, said attachment being designated Attachment "A" and entitled, "Standard Specifications for Consulting Services."

IN WITNESS WHEREOF, the parties hereto have caused their respective names to be signed by their duly authorized officers.

ATTEST:

WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION,
DIVISION OF HIGHWAYS

Title:

State Highway Engineer

ATTEST:

[CONSULTANT FIRM, INC.,]
a corporation

Title:

(To be executed in triplicate)

Title:

Distribution: Consultant
Legal Division
Engineering Division

STATE PROJECT X302-X-XX.XX 00
FEDERAL PROJECT APD-0484(XXX)

CERTIFICATION OF CONSULTANT

I hereby certify that I am the _____ and duly
authorized representative of the firm of _____

_____,
whose address is _____

_____,
and that neither I nor the above firm I hereby represent has:

(a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this contract;

(b) Agreed, as an expressed or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract; or

(c) Paid, or agreed to pay, to any firm, organization, or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract;

Except as hereby expressly stated (if any):

(Date)

(Signature)

STATE PROJECT X302-X-XX.XX 00
FEDERAL PROJECT APD-0484(XXX)

CERTIFICATION OF WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

I hereby certify that I am the State Highway Engineer of the West Virginia Department of Transportation, Division of Highways, and that the above consulting firm or its representatives has not been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this contract to:

- (a) Employ or retain, or agree to employ or retain, any firm or person; or
- (b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

Except as hereby expressly stated (if any):

(Date)

(Signature)

STATE PROJECT X302-X-XX.XX 00
FEDERAL PROJECT APD-0484(XXX)

CERTIFICATION WITH REGARD TO
DEBARMENT, INDICTMENTS, CONVICTIONS, OR CIVIL JUDGMENTS

I hereby certify that I am the _____ and duly
authorized representative of the firm of _____

_____,
whose address is _____

_____,

and that this firm or any person associated therewith in the capacity of owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of Federal funds, except as noted below, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any Federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. For any exception noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

(Insert Exceptions)

Exceptions will be considered in the Department's decision to execute this agreement; however, exceptions will not necessarily prevent the execution of this agreement.

(Date)

(Signature)

[Date]

[Consulting Firm. Inc.]
[Deliverable Address]
[City, State & Zip code]

Gentlemen:

LETTER OF INTENT

State Project _____
Federal Project _____
[Engineering / Supplemental Agreement SA#]
_____ County(ies)

The Division of Highways intends to enter into a definitive agreement with your firm, using a lump sum payment/cost plus fixed fee payment, to accomplish the work on the subject project.

In order to expedite the work on this project, you are authorized to proceed to incur charges for work accomplished upon your execution of this letter agreement by officials of your firm authorized to do so. This letter shall confirm our verbal Notice to Proceed to you this date.

All allowable costs incurred shall be reimbursed in accordance with the cost principles in Part 31 of the Federal Acquisition Regulations and the State of West Virginia's Travel Regulations.

In performing the work under this letter of intent, you are authorized to expend or incur obligations up to a maximum amount of \$_____. If the definitive agreement is not executed by your firm, or the Division of Highways, the before referenced amount is the maximum amount for which the Division of Highways will be liable.

It is understood that both your firm and the Division of Highways will work to develop the terms of the definitive agreement in an expeditious manner that will include all the clauses required by laws or regulations, and any other mutually agreeable clauses, terms and conditions.

Page 2
(Date)

If the terms of this letter are acceptable, please have this letter and the two enclosed copies signed and dated by the proper officer on the spaces below, retain one copy for your records and return the remaining copies for our file.

Very truly yours,

[Commissioner's Name].
Secretary/ Commissioner of Highways

FV:E _____

ACCEPTED:

Title:

(Date)

bcc: DD(), MF, DDR, CP, CZ, HD

WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
CONTRACT FOR
CONSULTING SERVICES
STATE PROJECT X320-XX-X.XX 00
FEDERAL PROJECT BR-00XX(XXX)E
KANAWHA COUNTY

(Individual Lump Sum Engineering Agreement)

THIS AGREEMENT, executed in triplicate, made and entered into this _____ day of _____, 20____, by and between the West Virginia Department of Transportation, Division of Highways, hereinafter called "Department," and [Consulting Firm, Inc.,] a corporation, hereinafter called "Consultant,"

WITNESSETH that, for the considerations hereinafter stated, the Department and the Consultant agree as follows:

I. PROJECT DESCRIPTION

The Consultant agrees to provide all labor, materials, equipment, and subprofessional and professional services necessary to study, design, and prepare construction contract plans and related documents for the replacement, at its existing location, of the Chesapeake Railroad overpass Bridge carrying US 60 over CSX railroad tracks on the Kanawha County – Putnam County line, located approximately 0.25 miles west of the intersection of Putnam County Route 60/10 and US 60. The replacement bridge will be designed using phased construction, maintaining one lane of traffic, using the existing bridge for maintenance of traffic.

The project is more fully described in the Consultant's proposal therefor, dated October 23, 2002 and the Scope of Work Notes, dated June 5, 2002, as amended by letter of July 26, 2002, all of which are hereby incorporated by reference and made parts of this agreement.

II. GENERAL PURPOSE AND REQUIREMENTS

The purpose of this agreement is to provide the Department with construction contract plans and related documents to permit entering into a construction contract for the aforesaid bridge and approaches, as more fully specified herein. One (1) construction contract is anticipated.

III. EXISTING INFORMATION

A. The Department will:

1. Furnish the Consultant with existing construction and right of way plans in the project area, if any.
2. Furnish the Consultant standard specifications and amendments, standard construction drawings, Design Directives, Structural Directives, plan preparation practices, instructions, and directions as the Department may deem proper.

B. The Consultant shall:

1. Evaluate all existing information and data.
2. Familiarize itself with the topographic, geological, and other physical characteristics of the area.
3. Familiarize itself with the location and character of industrial, commercial, military, and residential areas.
4. Confer with the utility representatives, and local public agencies, including planning authorities, with the exception of regional authorities, giving consideration to suggestions of said representatives and agencies, and coordinate as necessary, with studies, reports, and plans prepared or being prepared by other consultants and public agencies. Notes of all meetings shall be forwarded to the Department. Copies of all correspondence with utilities, local, or public agencies shall be forwarded to the Department. Any decision in regard to the utility location or relocation, or local or public agencies coordination with the highway studies shall be submitted to the Department for final review.

IV. NEW INFORMATION

A. The Department will:

1. Provide all traffic data, as requested by the Consultant, necessary for the work covered by this agreement.
2. Provide right of way and utility estimates required for work covered by this agreement.

B. The Consultant shall:

1. Utilize conventional surveys, prepare and edit the mapping, prepare and submit plans for a preliminary field review. All plans and contract documents for this project shall be prepared utilizing the English system. The geometric design shall follow the guidelines established in the current and approved issue of "A Policy on Geometric Design of Highways and Streets," published by AASHTO. Roadway plans shall be

at a scale of 1"=20' with 1' contour intervals, with details to a larger scale when necessary.

2. Following the preliminary field review, develop and submit plans for a final field review.
3. Following the final field review, develop and submit plans for a final office review.
4. Following the final office review, develop and submit complete final construction contract plans and related documents.
5. Include in the roadway plans temporary signing necessary for maintenance of traffic during construction in accordance with the West Virginia Department of Transportation, Division of Highways' signing criteria, as furnished by the Department.
6. Prepare and/or perform boring plans, specifications, contracts, receive/evaluate bids, and award boring contracts.
7. Prepare and/or perform foundation investigation and soil report, including field reconnaissance, inspection of borings and soil sampling work performed under the boring contract, soil testing, analyses, preparation of laboratory reports for soil and geological data, and structure core boring log sheets. Five (5) copies of the soils report shall be furnished the Department.
8. Provide all field surveys and related work required for the project, and upon approval of the horizontal geometry, stake the centerline and hub all centerline control points properly referenced outside of the construction limits. The staking of the centerline includes the mainline, side roads, and crossroads. Bench marks shall be established near each end of the project. Sufficient permanent survey monuments shall be established to permit identification of the centerline in the field at some subsequent date.

V. TIME SCHEDULE

The Consultant agrees to complete the work in accordance with the time estimated for its work for the total project shown on the CPM Diagram after receiving authorization to proceed. The fully stated CPM Diagram is a part of this contract by reference. The Consultant was authorized to begin work on August 26, 2002.

IV. BASIS OF PAYMENT

- A. The Consultant has elected to utilize the LUMP SUM FEE basis of payment for this agreement and any subsequent supplemental agreements, and the Department and the Consultant hereby agree that the scope of services to be provided has been adequately defined to utilize a LUMP SUM FEE method of payment.

- B. In payment of all services rendered under this agreement, except those specifically provided for herein below, the Department will pay the Consultant a lump sum fee of Four Hundred Fourteen Thousand Five Hundred Ninety-Seven Dollars (\$414,597.00).
- C. For the actual cost of borings or any other subsurface investigation made by others for which the Consultant lets to bid and which is approved by the Department, the Department will pay the actual cost of such borings estimated to be Twenty-Seven Thousand Four Hundred Eighty Dollars (\$27,480.00).
- D. For foundation investigation and soils report, including field reconnaissance, inspection of boring and soil sampling work, soil testing, analyses, and preparation of laboratory reports for soil and geological data, a unit rate of Nine Hundred Seventy-Eight Dollars (\$978.00) per hole drilled, which shall include all items of cost such as overhead, subsistence, transportation, equipment, expenses, and profit. The estimated cost of this work is Fifteen Thousand Six Hundred Forty-Eight Dollars (\$15,648.00).
- E. The total estimated cost of all work to be performed under this agreement is Four Hundred Fifty-Seven Thousand Seven Hundred Twenty-Five Dollars (\$457,725.00), which is the maximum amount payable under this agreement without a supplemental agreement.
- F. Upon receipt, review, and approval of properly documented invoices, interim payments may be made monthly based upon progress reports submitted by the Consultant. Interim payment will be made in the amount of sums earned less two percent (2%) retainage. No retainage will be required on subcontracts. Total retainage shall never become less than two percent (2%) of the amount earned for the project, less any subcontracts, until such time as the final invoice is submitted.

VII. CHANGE IN SCOPE

The Consultant shall not proceed with any work on the project which is considered beyond the scope, complexity, or character of the work originally established for the project without written approval of the Department to proceed.

If there should develop a substantial change in the scope, complexity, or character of the work which would result in an increase or decrease in the maximum amount payable, all work will be evaluated, an adjusted maximum amount payable will be negotiated as more fully covered in Attachment "A" to this agreement, and a supplemental agreement prepared and entered into by the parties hereto.

VIII. STANDARD SPECIFICATIONS FOR CONSULTING SERVICES

This agreement is made subject to the conditions and provisions attached hereto and made a part hereof, said attachment being designated Attachment "A" and entitled, "Standard Specifications for Consulting Services."

IN WITNESS WHEREOF, the parties hereto have caused their respective names to be signed by their duly authorized officers.

ATTEST:

WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION,
DIVISION OF HIGHWAYS

Title:

State Highway Engineer

ATTEST:

[CONSULTANT FIRM, INC.,]
a corporation

Title:

(To be executed in triplicate)

Title:

Distribution: Consultant
Legal Division
Engineering Division

STATE PROJECT S320-XX-XX.XX 00
FEDERAL PROJECT BR-00XX(XXX)E

CERTIFICATION OF CONSULTANT

I hereby certify that I am the _____ and
duly authorized representative of the firm of _____

_____,
whose address is _____

_____,
and that neither I nor the above firm I hereby represent has:

(a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this contract;

(b) Agreed, as an expressed or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract; or

(c) Paid, or agreed to pay, to any firm, organization, or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract;

Except as hereby expressly stated (if any):

(Date)

(Signature)

STATE PROJECT S320-XX-XX.XX 00
FEDERAL PROJECT BR-00XX(XXX)E

CERTIFICATION OF WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

I hereby certify that I am the State Highway Engineer of the West Virginia Department of Transportation, Division of Highways, and that the above consulting firm or its representatives has not been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this contract to:

(a) Employ or retain, or agree to employ or retain, any firm or person; or

(b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

Except as hereby expressly stated (if any):

(Date)

(Signature)

STATE PROJECT S320-XX-XX.XX 00
FEDERAL PROJECT BR-00XX(XXX)E

CERTIFICATION WITH REGARD TO
DEBARMENT, INDICTMENTS, CONVICTIONS, OR CIVIL JUDGMENTS

I hereby certify that I am the _____ and
duly authorized representative of the firm of _____

_____,
whose address is _____

and that this firm or any person associated therewith in the capacity of owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of Federal funds, except as noted below, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any Federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. For any exception noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

(Insert Exceptions)

Exceptions will be considered in the Department's decision to execute this agreement; however, exceptions will not necessarily prevent the execution of this agreement.

(Date)

(Signature)

WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
CONTRACT FOR
CONSULTING ENGINEERING SERVICES
STATEWIDE

(Master Statewide Agreement)

THIS AGREEMENT, executed in triplicate, made and entered into this _____ day of _____, 20____, by and between the West Virginia Department of Transportation, Division of Highways, hereinafter called "Department," and [Consultant Firm, Inc.,] a corporation, hereinafter called "Consultant,"

WITNESSETH that, for the considerations hereinafter stated, the Department and the Consultant agree as follows:

I. PROJECT DESCRIPTION

The Consultant shall provide all labor, materials, equipment, and subprofessional and professional services necessary for preparation of design studies, construction contract plans and related documents, bridge inspections, evaluations and reports, review of shop drawings, and other related work as specified by the Department.

The work to be performed under this agreement is more fully described in the Scope of Work Notes therefor, dated October 25, 2002, which are hereby incorporated by reference and made a part of this supplemental agreement.

II. PURPOSE

The purpose of this agreement is to provide the Department with any or all of the aforementioned services.

III. PROCEDURE AND AUTHORIZATION

Upon the Department advising the Consultant as to specific work to be performed on any highway project, or portion of same, and further advising the Consultant as to the scope of such work, and, if applicable, the time limit within which such work is to be performed, the Consultant shall submit to the Department a cost proposal for such work to be performed, which proposal shall, among other things, establish a maximum amount payable to the Consultant by the Department for the work to be performed. The basis of payment for the specific work shall be either lump sum or cost plus a net fee to be approved by the Department at the time the scope of work is established. Upon acceptance by the Department of the Consultant's proposal, the Department shall prepare a letter agreement between the Department and the Consultant setting forth various provisions deemed pertinent to the performance of the work and establishing the Consultant's fee and maximum amount payable

therefor. Said letter agreement shall advise the Consultant of authorization to proceed with the work, or confirm any previous authorization to proceed given to the Consultant by the Department. Upon acceptance of the provisions of such letter agreement by a duly authorized officer or agent of the Consultant, such letter agreement and the provisions therein contained shall become a part of this agreement as if fully set forth herein.

IV. TIME SCHEDULE AND TENURE

After receiving authorization to proceed, the Consultant shall complete each work assignment, hereinafter called "project," in accordance with the time estimated therefor, as shown on the schedule for the project.

The tenure of this agreement shall be one (1) year from the date of this agreement. Upon the mutual consent of the Department and the Consultant, this agreement may be extended by supplemental agreement for additional periods not exceeding one (1) year.

Any project authorized under this agreement, or any subsequent supplemental agreement, prior to the termination date, shall continue to completion under the terms of this agreement or any subsequent supplemental agreement.

V. BASIS OF PAYMENT

In payment of all services rendered under this agreement, the Department will pay the Consultant in accordance with the basis of payment established for each specific project in the letter agreement therefor as follows:

LUMP SUM FEE

- A. In payment of all services rendered, except those specifically provided for herein below, the Department will pay the Consultant the lump sum fee set forth in the letter agreement for the project. The overhead used in cost proposals shall be as given hereinafter under "Cost Plus A Net Fee," Section A.3. If overtime is anticipated by the Consultant and approved by the Department in writing, the cost proposal shall clearly outline the Consultant's methods for computing such costs.
- B. For soils investigation and core borings authorized by the Department, the actual cost thereof at rates approved by the Department.
- C. For rigging and scaffolding when required for bridge inspection, the actual costs thereof at rates approved by the Department.
- D. For all other subcontracts, the actual cost thereof at rates approved by the Department.

- E. The Consultant shall not proceed with any work on the project which is considered beyond the scope, complexity, or character of the work originally established for the project without written approval of the Department to proceed.
- F. If there should develop a substantial change in the scope, complexity, or character of the work established for the project which would result in an increase or decrease in the maximum amount payable, all work will be evaluated, an adjusted maximum amount payable will be negotiated as more fully covered in Attachment "A" of this agreement, and a supplemental agreement prepared and entered into by the parties hereto.
- G. Upon receipt, review, and approval of properly documented invoices, interim payments may be made monthly based on progress reports submitted by the Consultant. Interim payment will be made in the amount of sums earned less two percent (2%) retainage. No retainage will be required on subcontracts or shop drawing reviews. Total retainage shall never become less than two percent (2%) of the amount earned for the project, less any subcontracts, until such time as the final invoice is submitted.

COST PLUS A NET FEE

- A. In payment of all services rendered, except those specifically provided for herein below, the Department will pay the Consultant as follows:
 - 1. All allowable costs related to actual salaries of employees for time directly chargeable to the project; however, the maximum allowable salary to be charged for any employee of the Consultant is Fifty-Five Dollars (\$55.00) per hour.
 - 2. Allowable direct nonsalary costs incurred in fulfilling a specific work assignment under the terms of this agreement and the letter agreement for the project.
 - 3. The Consultant's overhead, or indirect costs, and payroll expenses, to the extent they are supported, allowable, and properly allocable to the project. For this agreement, this shall be established as one hundred sixty percent (160.00%) plus five and sixteen hundredths percent (5.16%) technology costs for a total of one hundred sixty-five and sixteen hundredths percent (165.16%).
 - 4. The net fee established for the project as set forth in the letter agreement therefor.

If overtime is anticipated by the Consultant and approved by the Department in writing, the cost proposal shall clearly outline the Consultant's methods for computing such costs.

- B. For soils investigation and core borings authorized by the Department, the actual cost thereof at rates approved by the Department.
- C. For rigging and scaffolding when required for bridge inspection, the actual costs thereof at rates approved by the Department.
- D. For all other subcontracts, the actual cost thereof at rates approved by the Department.
- E. The Consultant shall not proceed with any work on the project which is considered beyond the scope, complexity, or character of the work originally established for the project without written approval of the Department to proceed. If there should develop a substantial change in the scope, complexity, or character of the work established for the project which would result in an increase or decrease in the maximum amount payable, all work will be evaluated, an adjusted maximum amount payable will be negotiated as more fully covered in Attachment "A" of this agreement, and a supplemental agreement prepared and entered into by the parties hereto.
- F. Upon receipt, review, and approval of properly documented invoices, interim payments may be made monthly based on progress reports submitted by the Consultant. Interim payment will be made in the amount of sums earned less two percent (2%) retainage. No retainage will be required on subcontracts or shop drawing reviews. Total retainage shall never become less than two percent (2%) of the amount earned for the project, less any subcontracts, until such time as the final invoice is submitted.
- G. It is understood that the final payment for any specific project under this agreement is subject to, and will be based on, an audit of the Consultant's records pertaining to the project. However, items contained in the overhead rate set forth in this Article V, Section A.3 above, are not subject to this final audit.
Following a final audit of project costs by the Department, if the Consultant's actual costs plus the net fee for a project exceed the maximum amount payable as set forth in the letter agreement therefor, and the Department determines that the overrun is due to the Department's and the Consultant's underestimation of the

difficulty, complexity, or extent of the effort necessary to complete the work established for the project, the parties hereto may enter into a supplemental letter agreement covering these additional costs but with no increase in net fee.

VI. MAXIMUM COMPENSATION

For each work assignment (project), the total cost for any letter agreement and supplement(s) thereto shall not exceed Two Hundred Fifty Thousand Dollars (\$250,000.00) for State-funded projects or One Hundred Thousand Dollars (\$100,000.00) for Federal-aid projects, for each twelve (12) month period this agreement is in effect, without a supplemental agreement. The total cost for all letter agreements and supplements thereto shall not exceed Seven Hundred Fifty Thousand Dollars (\$750,000.00) for each twelve (12) month period.

VII. STANDARD SPECIFICATIONS FOR CONSULTING SERVICES

This agreement is made subject to the conditions and provisions attached hereto and made a part hereof, said attachment being designated Attachment "A" and entitled, "Standard Specifications for Consulting Services."

IN WITNESS WHEREOF, the parties hereto have caused their respective names to be signed by their duly authorized officers.

ATTEST:

WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION,
DIVISION OF HIGHWAYS

Title:

State Highway Engineer

ATTEST:

[CONSULTANT FIRM, INC.,]
a corporation

Title:
(To be executed in triplicate)

Title:

Distribution: Consultant
Legal Division
Engineering Division

STATEWIDE
CERTIFICATION OF CONSULTANT

I hereby certify that I am the _____ and duly
authorized representative of the firm of _____
_____,
whose address is _____

and that neither I nor the above firm I hereby represent has:

- (a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this contract;
- (b) Agreed, as an expressed or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract; or
- (c) Paid, or agreed to pay, to any firm, organization, or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract;

Except as hereby expressly stated (if any):

(Date) (Signature)

STATEWIDE

CERTIFICATION OF WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

I hereby certify that I am the State Highway Engineer of the West Virginia Department of Transportation, Division of Highways, and that the above consulting firm or its representatives has not been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this contract to:

(a) Employ or retain, or agree to employ or retain, any firm or person; or

(b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

Except as hereby expressly stated (if any):

(Date)

(Signature)

STATEWIDE

CERTIFICATION WITH REGARD TO
DEBARMENT, INDICTMENTS, CONVICTIONS, OR CIVIL JUDGMENTS

I hereby certify that I am the _____ and
duly authorized representative of the firm of _____

_____,
whose address is _____

and that this firm or any person associated therewith in the capacity of owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of Federal funds, except as noted below, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any Federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. For any exception noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

(Insert Exceptions)

Exceptions will be considered in the Department's decision to execute this agreement; however, exceptions will not necessarily prevent the execution of this agreement.

(Date)

(Signature)

WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
CONTRACT FOR
CONSULTING SERVICES
STATEWIDE

(Specific Rate of Pay Master Agreement)

THIS AGREEMENT, executed in triplicate, made and entered into this _____ day of _____, 20____, by and between the West Virginia Department of Transportation, Division of Highways, hereinafter called "Department," and [Consultant Firm, Inc.,] hereinafter called "Consultant,"

WITNESSETH that, for the considerations hereinafter stated, the Department and the Consultant agree as follows:

I. SCOPE OF WORK

The Consultant agrees to provide all labor, materials, equipment, and subprofessional and professional services necessary to perform and provide the Department with the following:

A. Aerial photography suitable for photogrammetric mapping for highway projects statewide, when such work is specifically requested by the Department. Said work will be more fully described and shown on flight maps to be provided by the Department at the time of individual project requests.

B. Placement of aerial targets and performance of photogrammetric control surveys and related work utilizing conventional surveys and Global Positioning System (GPS) Surveys including Airborne Global Positioning System Survey and LIDAR, when such work is specifically requested by the Department.

C. Reproduction services, such as enlargement, mosaic, orthophoto and related services, as required for specific assignments.

II. PROCEDURE AND AUTHORIZATION

Upon the Department advising the Consultant as to specific work to be done by it on any project, or portion of same, and further advising Consultant as to the scope of such work, and, if applicable, the time limit within which such work is to be performed, the Consultant shall submit to the Department its proposal for such work to be performed, which proposal shall, among other things, establish a maximum amount payable to it by the Department for the work to be so performed. Upon acceptance by it of the Consultant's proposal, the Department shall advise the Consultant by letter of its authorization for Consultant to perform such work which said letter shall set forth various provisions deemed pertinent to the performance of such work. Upon the acceptance of the provisions of such letter by a duly

authorized officer or agent of the Consultant, such letter and the provisions therein contained, which shall be designated as a letter agreement, shall become a part of this agreement as if fully set forth herein. The Consultant was verbally authorized to begin work on March 1, 2001.

III. BASIS OF PAYMENT

A. In payment of all services rendered under this agreement, the Department will pay the Consultant the actual cost thereof on the basis of the unit costs hereinafter stated.

[CONSULTANT FIRM, Inc.]

<u>ITEM</u>	<u>COST</u>	<u>UNIT</u>
(a) Principal	\$78.65	Per Hour
(b) Manager	\$71.50	Per Hour
(c) Estimator	\$67.93	Per Hour
(d) Flight Planner	\$37.18	Per Hour
(e) Pilot	\$65.69	Per Hour
(f) Photo Lab Technician	\$37.90	Per Hour
(g) Aerial Photographer	\$51.48	Per Hour
(h) Flight Time (2 hour minimum)		
1. Twin Engine (Pilot & Aerial Photographer)	\$700.00	Per Hour
i. Aerial Film (Film and Processing per Frame) (Includes Editing and Negative Tilting)		
1. Black and White	\$6.00	Per Frame
2. Minimum	\$600.00	Minimum
3. Color	\$20.00	Per Frame
4. Minimum	\$800.00	Minimum
j. Contract Prints		
1. Black and White (1st Print)	\$5.50	Each
2. Black and White (Each Additional)	\$3.65	Each
3. Minimum for Black and White	\$35.00	Minimum
4. Color (1st Print)	\$136.00	Each
5. Minimum (Each Additional)	\$6.25	Each
k. Enlargements		
1. Black and White Paper	\$18.25	Per Sq. Ft.
2. Minimum	\$50.00	Minimum
3. Color Paper	\$55.00	Per Sq. Ft.

	4.	Minimum	\$136.00	Minimum
	5.	Black and White Film Positive	\$21.50	Per Sq. Ft.
	6.	Minimum	\$85.00	Minimum
1.	Diapositives			
	1.	Black and White Diapositives - .007"	\$7.75	Each
	2.	Minimum	\$50.00	Minimum
	3.	Color Film Diapositives (1st Diap.)	\$15.00	Each
	4.	Minimum	\$70.00	Minimum
	5.	Color Film Diapositives (Each Add.)	\$14.75	Each
m.	Photo Index (Includes 1 each paper & mylar print per sheet)			
	1.	Laydown, Copy Negative, Annotate	\$6.20	Per Frame
	2.	Minimum (per sheet)	\$350.00	Minimum
n.	Mileage, meals, and lodging will be reimbursed in accordance with the State Travel Regulations in effect at the time the work is performed.			
o.	Other - Actual Cost at Rates Approved by the Department.			
	<u>[Subconsultant Firm, Inc.,] (Subconsultant)</u>			
	1.	Product Coordinator	\$80.37	Per Hour
	2.	Survey Party Chief	\$75.79	Per Hour
	3.	Survey Technician	\$42.90	Per Hour
	4.	Office Computations	\$75.79	Per Hour

B. Upon receipt, review, and approval of properly documented invoices, interim payments may be made monthly based upon progress reports submitted by the Consultant. Interim payment will be made in the amount of sums earned less two percent (2%) retainage. No retainage will be required on subcontracts. Total retainage shall never become less than two percent (2%) of the amount earned for the project, less any subcontracts, until such time as the final invoice is submitted.

IV. TENURE OF THE AGREEMENT

The tenure of the agreement shall be for one (1) year beginning March 1, 2001. Upon the mutual consent of the Department and Consultant, this agreement may be extended for additional periods not exceeding one (1) year, by supplemental agreement.

V. PERFORMANCE

All work by the Consultant shall be performed in a manner satisfactory to the Department and in accordance with the established practices and procedures of the Department.

VI. MAXIMUM AMOUNT PAYABLE

It is agreed that the total cost of this agreement to the Department shall not exceed the amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00) in any twelve (12) month period beginning March 1, 2001, without the written approval of the Department in the form of a supplemental agreement hereto, which supplemental agreement may be in the form of a letter agreement addressed by Department to Consultant which will become binding upon the execution and acceptance by Consultant.

VII. STANDARD SPECIFICATIONS FOR CONSULTING SERVICES

This agreement is made subject to the conditions and provisions attached hereto and made a part hereof, said attachment being designated Attachment "A" and entitled, "Standard Specifications for Consulting Services."

IN WITNESS WHEREOF, the parties hereto have caused their respective names to be signed by their duly authorized officers.

ATTEST:

WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION,
DIVISION OF HIGHWAYS

Title:

State Highway Engineer

ATTEST:

[CONSULTANT FIRM, INC.,]
a corporation

Title:

(To be executed in triplicate)

Title:

Distribution: Consultant
Legal Division
Engineering Division

STATEWIDE
CERTIFICATION OF CONSULTANT

I hereby certify that I am the _____ and duly authorized representative of the firm of _____, whose address is _____

and that neither I nor the above firm I here represent has:

- (a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this contract;
- (b) Agreed, as an expressed or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract; or
- (c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract;

Except as hereby expressly stated (if any):

(Date)

(Signature)

STATEWIDE
CERTIFICATION OF WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

I hereby certify that I am the State Highway Engineer the West Virginia Department of Transportation, Division of Highways, and that the above consulting firm or its representatives has not been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this contract to:

(a) Employ or retain, or agree to employ or retain, any firm or person; or

(b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

Except as hereby expressly stated (if any):

(Date)

(Signature)

STATEWIDE
CERTIFICATION WITH REGARD TO
DEBARMENT, INDICTMENTS, CONVICTIONS, OR CIVIL JUDGMENTS

I hereby certify that I am the _____
and duly authorized representative of the firm of _____,
whose address is _____

and that this firm or any person associated therewith in the capacity of owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of Federal funds, except as noted below, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any Federal agency within the past 3 years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years. For any exception noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

(Insert Exceptions)

Exceptions will be considered in the Department's decision to execute this agreement; however, exceptions will not necessarily prevent the execution of this agreement.

(Date)

(Signature)

APPENDIX H - *Project Modification Form*

PROJECT MODIFICATION DOCUMENTATION

State Project No.: _____

Consultant Name: _____

Project Name: _____

Project Manager: _____

County: _____

DOH Project Manager: _____

Date: _____

DOH Contact(s): _____

Consultant Contact(s): _____

Project Task:

Description of Task Modification/Addition/Deletion:

Reasons / Remarks:

This form to be faxed or emailed to: _____

DOH Consultant Review Project Manager: _____

DOH Consultant Services Section Head: _____

APPENDIX I - *Invoicing Examples*

Invoicing

The DOH realizes the importance of timely processing and payment for services rendered. In order for this to take place, the DOH must process the invoices as expeditiously as possible, but in order to do so, the consultant must make every effort to present their invoices accurately and in the proper format.

This section provides and outlines the format that is to be followed when submitting invoices for payment. Several examples have been provided that shows how the DOH needs the invoices presented relative to the different type of agreements (e.g. Lump Sum, Cost Plus Fixed Fee, Specific Rate of Pay, etc.). The work flow to process an invoice is not complex but passes through several reviews.

Generally, the invoice is logged for processing and then sent to the Project Manager for review. The Project Manager will review the percentage of funds that the consultant is requesting relative to the progress of the work completed to date. The Engineering Division's Administration Section, which is responsible for most invoices, tracks the invoices so that they are not out of their office more than seven days. Once approved by the Project Manager, it is then returned to the Administration Section for further processing which generally takes two days. The Administration Section will review the invoice for accuracy and other required elements necessary for processing the invoice payment generally taking two days. Once the invoice clears this review, it is then sent to the Finance Division for processing and submission to the State Auditors office for payment. Payment generally is received within seven to ten working days. Payment is made in the form of a check or through direct-deposit. It is recommended that if payment has not been received within thirty days from the date submitted the consultant should contact the Administration Section for an update on its status. This is strongly recommended when final invoices have been submitted and final payment is being requested. However, it should be understood that a final invoice will take much longer to process; generally a few months lump sum contracts and several months for other contract types.

The following section shows examples with information needed in the submission of each invoice that is being presented for payment. The invoice information required for processing is dependant on the type of payment stated in the consultant's agreement

Example Invoice Format

Notes:

- 1) *Add or delete specific invoice line items as appropriate to your agreement.*
- 2) *Elements in [Brackets or Italics] represent general information to be provide or modified by the Consultant,(e.g. **Consultant**, should be replaced with the name of its firm or **Subconsultant firm where applicable**)*
- 3) *All original signatures must be in [blue ink](#).*
- 4) *Subconsultant invoices are submitted to the prime consultant for payment and submitted to the WVDOH only as backup when applicable. The costs are subtotaed and included as shown in the prime consultant's invoice to the WVDOH.*
- 5) *Backup Documentation where applicable and when require should include:*
 - a. *Summary of Billable time*
 - b. *Summary of Expenses*
 - i. *Vehicle charges*
 - ii. *Lodging receipts*
 - iii. *Meal expenses*
 - iv. *Telephone bills*
 - v. *Etc.*

For Cost Plus and Fixed Rate (Specific Rate of Pay) type invoices , the actual receipts are not to be sent but must be keep on file for final audits.

- 6) *Subconsultant Invoice and Documentation (repeat above information for each sub)
Subconsultant invoices should follow prescribed format.*

CONSULTANT VOUCHER

FORM BF-2

Revised: 3/2000

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Progress Report of Work Performed For Engineering Services By

Name D & B Engineering
 Address P.O. Box 1234
Summerset Ave, Suite 550
Charleston, WV 25305-1234

During period from May 1, 2004 to May 31, 2004

Project No. S3XX-XX-XX.XX 0X

WVDOT FINANCE USE ONLY

Org. No. _____
 Account No. _____
 Auth. No. _____
 Act. Code 115
 Obj. Code 273
 Sequence No. _____

SERVICES PERFORMED AS PER ATTACHED INVOICE

FEIN No. 55-XXXXXXXX
 Vendor's Inv. / Job No DB-77625-12
 Date of Invoice June 2, 2004
 Notice to Proceed Date August 1, 2002
 Dates of Agreement and Supplements : **(COST PLUS)**
 Original Agreement – July 1, 2002

MAXIMUM AMOUNT PAYABLE
 Original Agreement \$ **525,384.50**

TOTAL \$ 525,384.50

DESCRIPTION OF WORK AND CHARGES

For the preparation of contract plans and related documents for improvements to US 60 from Charleston to Montgomery including 6 bridges

% Expended Rev'd by _____ PERCENT OF FUNDS EXPENDED 72.5%

	Amount		
	Previous Total	Amount Current	Total to Date
Invoice Amount.....	\$ 351,229.24	\$ 29,678.99	\$ 380,908.23
Less Retainage Withheld.....	\$ (5,468.49)	\$ (488.58)	\$ (5,957.07)
Plus Retainage Paid.....	\$ -	\$ -	\$ -
Balance Due.....	\$ 345,760.75	\$ 29,190.41	\$ 374,951.16
Approved for Payment	LESS PREVIOUS INVOICES		\$ (345,760.75)
	AMOUNT DUE CONSULTANT		
	THIS PAYMENT		\$ 29,190.41

[Consultant's name as it appears on the contract document]

[Address]
[City], [State] [Zip]

Invoice Number [12]
Invoice Date [6/2/2004]
Job Number [DB-77625-12]
Project Number [S3XX-XX-X.XX 0X]

Name of Current Director]

Director, Engineering Division
West Virginia Department of Transportation
Division of Highways
Capitol Complex Building 5, Room 317
1900 Kanawha Boulevard East
Charleston, WV 25305-0430

RE: **State Project:**

Federal Project:

[Project Name - as it appears of the state tracking sheet]

County:

Period Covered: [May 1, 2004 thru May 31, 2004]

ITEM EA1 - CONTRACT PLANS (Original Agreement)

[Refer to executed contracts i.e.]

Engineering services in connection with the above project in accordance with the terms of our Cost Plus Agreement dated July 1, 2002

Total (Original Agreement)	ITEM EA1-A - Roadway & Bridge Prime	\$	297,930.00
	ITEM EA1-B - Surveying & Mapping Subconsultant	\$	27,524.00
	ITEM EA1-C - Geotechnical Subconsultant	\$	89,680.50
	ITEM EA1-D - Drilling Contract Subcontract	\$	110,250.00
	Max. Am'nt Payable (Orig. Agm'nt)	\$	525,384.50

Summary

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned (Prime)			\$ 193,654.50
(Subconsultants)			\$ 79,174.74
(Subcontracts)			\$ 78,400.00
Previously Retainage (Prime)		\$ 3,873.09	\$ (3,873.09)
(Subconsultants)		\$ 1,595.40	\$ (1,595.40)
(Subcontracts)		N/A	\$ -
Previously Invoiced			\$ 345,760.75

CURRENT AMOUNT EARNED

Earned this Period (Attachments 1A thru 1C)

ITEM EA1-A (Prime)	\$ 14,626.87	\$ 14,626.87
ITEM EA1-B (Subconsultant)-Survey & Mapping	\$ 4,508.89	\$ 4,508.89
ITEM EA1-C (Subconsultant) - Geotechnical	\$ 5,293.23	\$ 5,293.23
Subtotal	\$ 24,428.99	

Current Retainage (2%)	\$ (488.58)	\$ 488.58	\$ (488.58)
Retainage to Date		\$ 5,957.07	

CURRENT AMOUNT SUBCONTRACTS

ITEM EA1-D - Drilling (Direct Cost Billing)	\$ 5,250.00	N/A	\$ 5,250.00
---	-------------	-----	-------------

Earned this Period \$ 374,951.16

CURRENT AMOUNT DUE

Total Earned and Payable to Date (Total Amount Earned Less Retainage)		\$ 374,951.16
Total Previously Invoiced		\$ 345,760.75
AMOUNT NOW DUE ITEM EA1 (Orig. Agm'nt)	\$ 29,190.41	\$ 29,190.41

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

ITEM EA1-A - CONTRACT PLANS (Original Agreement) - Roadway & Bridge

[Provide description of type and scope of work for this item i.e.]

For the study, design and preparation of construction contract plans and related documents, in accordance with the terms of the agreement dated July 1, 2002

ITEM EA1-A (Orig. Agm't.)	\$ 297,930.00
Total Previously Invoiced	\$ 189,781.41

ITEM EA1-A

PREVIOUS AMOUNT INVOICED

	Current	Retainage	To-Date
Previously Earned			\$ 193,654.50
Previously Retained		\$ 3,873.09	\$ (3,873.09)

CURRENT AMOUNT EARNED

Direct Labor (Tabulation Attached)	\$ 3,761.16		\$ 3,761.16
Overhead 170% (160% Cap +10% Technology)	\$ 6,393.97		\$ 6,393.97
Direct Cost (Tabulation Attached)	\$ 2,983.58		\$ 2,983.58
Fixed Fee: \$ 29,793.00			
% Completed to Date: 70.00%			
% Previously Invoiced: <u>65.00%</u>			
% Completed this Period: 5.00%	\$ 1,488.16		\$ 1,488.16
Earned this Period (Attachments A1 thru A 2)	\$ 14,626.87		

Current Retainage (2%)	\$ (292.54)	<u>\$ 292.54</u>	\$ (292.54)
Retainage to Date		\$ 4,165.63	
Earned this Period			<u>\$ 204,115.74</u>

CURRENT AMOUNT DUE

Amount Payable to Date (Amount Earned Less Retainage)		\$ 204,115.74
Total Previously Invoiced		<u>\$ 189,781.41</u>
AMOUNT NOW DUE ITEM EA1-A	<u>\$ 14,334.33</u>	\$ 14,334.33

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

ITEM EA1-A - CONTRACT PLANS (Original Agreement) - Roadway & Bridge

ATTACHMENT NO.EA1-A1
TABULATION OF DIRECT PAYROLL COSTS

Classification	Emp. ID No.	Hours	Week of	Hourly Rate	Payroll Costs
Project Manager	6500	0.5	3-May	\$ 55.00	\$ 27.50
Project Manager	6502	0		\$ 55.00	\$ 0.00
Sr Str Engineer	4552	8.5	3-May	\$ 21.50	\$ 182.75
Sr Str Engineer	4523	20.5	10-May	\$ 13.50	\$ 276.75
Sr Civil Engineer	5451	7	10-May	\$ 37.70	\$ 263.90
Sr Civil Engineer	5101	3	10-May	\$ 27.85	\$ 83.55
Engineer	3323	38	10-May	\$ 17.35	\$ 659.30
Engineer	3005	13	17-May	\$ 18.76	\$ 243.88
Designer	3891	0		\$ 28.74	\$ 0.00
Designer	3884	1.5	17-May	\$ 31.60	\$ 47.40
Designer	3652	11	17-May	\$ 31.50	\$ 346.50
Technician	4645	0		\$ 36.66	\$ 0.00
Sr Civil Engineer	5500	0		\$ 44.97	\$ 0.00
Designer	3486	8	24-May	\$ 24.56	\$ 196.48
Designer	3444	1	24-May	\$ 17.00	\$ 17.00
Designer	3421	54	24-May	\$ 23.25	\$ 1,255.50
Project Manager	6326	0		\$ 55.00	\$ 0.00
Sr Str Engineer	5525	0		\$ 45.54	\$ 0.00
Designer	3291	7	24-May	\$ 22.95	\$ 160.65
		173			\$ 3,761.16

ITEM EA1 PROGRESS REPORT

Net Fee Calculation

TASKS	LAST REPORT	THIS REPORT	% TOTAL COMPLETE	WT. VALUE * (% TOTAL)	WT. % COMPLETE
Surveying & Mapping	60%	5.00%	65.00%	6.00%	3.90%
Preliminary Field Review	100%	0.00%	100.00%	12.00%	12.00%
RW 1 Plans	100%	0.00%	100.00%	3.00%	3.00%
RW 2 Plans	95%	2.00%	97.00%	3.50%	3.40%
Geological Soils Report	55%	10.00%	65.00%	2.00%	1.30%
Final Field Review Plans	80%	5.00%	85.00%	16.00%	13.60%
Final Office Review Plans	65%	1.00%	66.00%	16.00%	10.56%
Span Arrangement	100%	0.00%	100.00%	3.00%	3.00%
Type, Size and Location	79%	0.00%	79.00%	8.00%	6.32%
Final Bridge Design	67%	0.00%	67.00%	16.00%	10.72%
RW 3 Plans	55%	0.00%	55.00%	4.00%	2.20%
RW 4 Plans	0%	0.00%	0.00%	4.00%	0.00%
Plans, Spec's and Estimate	0%	0.00%	0.00%	6.00%	0.00%
				100.00%	70.00%

Percent Completed & Previously Report 65.00%

Percent of Progress 5.00%

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

ITEM EA1-A - CONTRACT PLANS (Original Agreement) - Roadway & Bridge

ATTACHMENT NO. EA 1-A2
TABULATION OF DIRECT COSTS

REPRODUCTION	Vendor	Date	Amount
Xerox Copies -	In-House	5/10/2004	\$ 15.25
Xerox Copies -	In-House	5/12/2004	\$ 22.50
Bluelines	Charleston Blueprint	5/12/2004	\$ 100.00
Bluelines	Charleston Blueprint	5/18/2004	\$ 150.00
Bluelines	Charleston Blueprint	5/20/2004	\$ 250.00
Mylar	In-House	5/20/2004	\$ 300.00
			\$ 837.75

TRAVEL	Employee	Mileage	Date	Amount
Vehicle Usage	John Doe	325	5/7/2004	\$ 121.88
Air Fare	John Doe		5/7/2004	\$ 608.94
Vehicle Usage	Jean E Doe	225	5/10/2004	\$ 84.38
Air Fare	Jean E Doe		5/12/2004	\$ 550.00
Vehicle Usage	John Doe	282	5/15/2004	\$ 105.75
				\$ 1,470.94

EXPENSE ACC'TS	Employee	No. Nights	Date	Amount
Meals/Lodging	John Doe	2	5/7 -5/8	\$ 170.00
Meals/Lodging	Jean E Doe	2	5/10-5/11	\$ 170.00
Meals/Lodging	Jean E Doe	1	5/12	\$ 85.00
Meals/Lodging	John Doe	1	5/15	\$ 85.00
				\$ 510.00

MICS. EXP.	Vendor	Quantity	Date	Amount
Deed Copies	County Clerk	20	5/2	\$ 20.00
Tax Maps	Tax & Revenue	2	5/6	\$ 10.00
Railroad Val Maps	CSX	1	5/8	\$ 5.00
Fed Ex		1	5/16	\$ 10.52
Fed Ex		2	5/20	\$ 25.45
First Class Postage		10	5/12	\$ 3.70
First Class Postage		10	5/15	\$ 3.70
Telephone/Fax		-	5/10 -5/28	\$ 86.52
				\$ 164.89

Total of Direct Costs \$ 2,983.58

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

[Subconsultant Firm, Inc]

ITEM EA1-B - CONTRACT PLANS (Original Agreement) - Surveying & Mapping

ITEM EA1-B (Orig. Agm't) - Surveying/ Mapping	\$ 27,524.00
<u>Total Previously Invoiced</u>	<u>\$ 17,532.79</u>

ITEM EA1-B

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned			\$ 17,890.60
Previously Retained		\$ 357.81	\$ (357.81)
CURRENT AMOUNT EARNED			
Direct Labor (Tabulation Attached)	\$ 1,400.00		\$ 1,400.00
Overhead 160% (160% Cap +10% Technology)	\$ 2,240.00		\$ 2,240.00
Direct Cost	\$ 417.50		\$ 417.50
Fixed Fee: \$ 2,752.40			
% Completed to Date: 81.40%			
% Previously Invoiced: 65.00%			
% Completed this Period: 16.40%	<u>\$ 451.39</u>		\$ 451.39
Earned this Period (Attachments B1 thru B2)	\$ 4,508.89		
Current Retainage (2%)	\$ (90.18)	<u>\$ 90.18</u>	\$ (90.18)
Retainage to Date		\$ 447.99	
Earned this Period			<u>\$ 21,951.50</u>
CURRENT AMOUNT DUE			
Amount Payable to Date (Amount Earned Less Retainage)			\$ 21,951.50
Total Previously Invoiced			<u>\$ 17,532.79</u>
AMOUNT NOW DUE ITEM EA1-B	<u>\$ 4,418.71</u>		<u>\$ 4,418.71</u>

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

[Subconsultant Firm, Inc]

ITEM EA1-B - CONTRACT PLANS (Original Agreement) - Surveying & Mapping

ATTACHMENT NO. EA1- B1
TABULATION OF DIRECT PAYROLL COSTS

Classification	Emp. ID No.	Hours	Week of	Hourly Rate	Payroll Costs
Chief Surveyor	650	10	10-May	\$ 32.00	\$ 320.00
Party Chief	650	10	10-May	\$ 28.50	\$ 285.00
Inst. Person	455	10	10-May	\$ 21.50	\$ 215.00
Inst. Person	452	10	10-May	\$ 18.00	\$ 180.00
Chainperson	545	10	10-May	\$ 12.00	\$ 120.00
Chainperson	510	10	10-May	\$ 12.00	\$ 120.00
Rodperson	332	10	10-May	\$ 8.00	\$ 80.00
Rodperson	300	10	10-May	\$ 8.00	\$ 80.00
		80			\$ 1,400.00

PROGRESS REPORT ITEM EA1-B
 Net Fee Calculation

TASKS	LAST REPORT	THIS % REPORT	TOTAL COMPLETE	WT. VALUE (% TOTAL)	* WT. % COMPLETE
Horiz. Vertical Control	100%	0%	100%	3.00%	3.00%
Topographical Survey	100%	0%	100%	30.00%	30.00%
Survey Utilities	75%	10%	85%	5.00%	4.25%
Hydraulic X- Sections	100%	0%	100%	16.00%	16.00%
Property Survey Ties	100%	0%	100%	4.00%	4.00%
X-Section Major Drainage	100%	0%	100%	10.00%	10.00%
Field Check - X -Section	0%	0%	0%	0.00%	0.00%
Structural Survey (Ext.)	100%	0%	100%	2.00%	2.00%
Prelim. C.L. Stakeout (100' int.)	100%	0%	100%	5.00%	5.00%
Cemetery Plot Location(s)	0%	0%	0%	0.00%	0.00%
Railroad Profile	100%	0%	100%	2.00%	2.00%
F'ld Loc. CL,	0%	5%	5%	16.00%	0.80%
F'ld Loc. Ref. Pt's	0%	5%	5%	5.00%	0.25%
F'ld. Loc. BM's	0%	5%	5%	2.00%	0.10%
Stakeout of Borings	100%	0%	100%	4.00%	4.00%
				100.00%	81.40%

Percent Completed & Previously Report 65%

Percent of Progress 16.40%

(* Use weighted % completed to calculate fixed fee)

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: [May 1,2004 thru May 31, 2004]

[Subconsultant Firm, Inc]

ITEM EA1-B - CONTRACT PLANS (Original Agreement) - Surveying & Mapping

ATTACHMENT NO. EA1-B2
TABULATION OF DIRECT COSTS

REPRODUCTION	Vendor	Date	Amount
Xerox Copies -	In-House	5/12/2004	\$ 5.00
			\$ 5.00

TRAVEL	Employee	Mileage	Date	Amount
Vehicle Usage	Jim Doe	550	5/10-5/13	\$ 206.25
Vehicle Usage	Harry Doe	550	5/10-5/13	\$ 206.25
				\$ 412.50

EXPENSE ACC'TS	Employee	No. Nights	Date	Amount
Meals/Lodging	Jim Doe	0	5/10-5/13	\$ -
Meals/Lodging	Harry Doe	0	5/10-5/13	\$ -
Meals/Lodging	Gene E Doe	0	5/10-5/13	\$ -
Meals/Lodging	Chris B Doe	0	5/10-5/13	\$ -
Meals/Lodging	Tony Doe	0	5/10-5/13	\$ -
Meals/Lodging	Pat Doe	0	5/10-5/13	\$ -
				\$ -

MICS. EXP. ACC'TS	Vendor	Quantity	Date	Amount
Deed Copies	County Clerk	0		\$ -
Tax Maps	Tax & Revenue	0		\$ -
Railroad Val Maps	CSX	0		\$ -
Fed Ex				\$ -
Fed Ex				\$ -
First Class Postage				\$ -
First Class Postage				\$ -
Telephone/Fax				\$ -
				\$ -

Total of Direct Costs \$ 417.50

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

[Subconsultant Firm, Inc]

ITEM EA1- C - CONTRACT PLANS (Original Agreement) - Geotechnical Investigation
Geotechnical Investigation , Boring Contract Administration & Drilling

ITEM EA1-C (Orig. Agm't) - Geotechnical \$ 89,680.50
Total Previously Invoiced \$ 60,641.95

ITEM EA1-C

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned			\$ 61,879.54
Previously Retained		\$ 1,237.59	\$ (1,237.59)

CURRENT AMOUNT EARNED

Direct Labor (Tabulation Attached)			
Boring Contract Administration	\$ 339.00		\$ 339.00
Geotechnical Investigation / Engineering	\$ 1,326.00		\$ 1,326.00
Overhead 152.45%	\$ 2,538.29		\$ 2,538.29
Direct Cost	\$ 372.50		\$ 372.50
Fixed Fee: \$ 8,968.05			
% Completed to Date: 76.80%			
% Previously Invoiced: <u>68.80%</u>			
% Completed this Period: 8.00%			
	\$ <u>717.44</u>		\$ 717.44
Earned this Period (Attachments C-1 thru C-2)	\$ 5,293.23		

Current Retainage (2%)	\$ (105.86)	\$ <u>105.86</u>	\$ (105.86)
Retainage to Date		\$ 1,343.45	
Earned this Period			\$ 65,829.32

CURRENT AMOUNT DUE

Amount Payable to Date (Amount Earned Less Retainage)			\$ 65,829.32
Total Previously Invoiced			\$ <u>60,641.95</u>
AMOUNT NOW DUE ITEM EA1-C	\$ <u>5,187.37</u>		\$ 5,187.37

ITEM EA1-D (Orig. Agm't: - Boring Contract) \$ 110,250.00
Total Previously Invoiced \$ 78,400.00

ITEM EA1-D - (Show Direct Cost Billing)

CURRENT AMOUNT SUBCONTRACTS	Current	Retainage	To-Date
ITEM EA1-D - (Drilling)			
Previously Earned ITEM EA1-D		N/A	\$ 78,400.00
Current Direct Cost (See Attached Invoice)			
(5 - 135.71 Ln. Ft. @ \$35 per ft.)	\$ 4,750.00	N/A	\$ 4,750.00
Shelby Tubes -2 @ \$200 ea.	\$ 400.00	N/A	\$ 400.00
Bag Samples - 1 @ \$100 ea.	\$ 100.00	N/A	\$ <u>100.00</u>
Earned To Date			\$ 83,450.00
Total Previously Invoiced		N/A	\$ <u>78,400.00</u>
AMOUNT NOW DUE ITEM EA1-D	\$ <u>5,250.00</u>		\$ 5,250.00

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

[Subconsultant Firm, Inc]

ITEM EA1-C - CONTRACT PLANS (Original Agreement) - Geotechnical Investigation

ITEM EA1-C PROGRESS REPORT

Net Fee Calculation

TASKS	LAST REPORT	THIS REPORT	% TOTAL COMPLETE	WT. VALUE * (% TOTAL)	WT. % COMPLETE
Boring Contract Admin.	80.0%	8.00%	88.00%	10.00%	8.80%
Geotechnical Investigation	70.0%	5.55%	75.55%	90.00%	68.00%
				100%	76.80%
				Percent Completed & Previously Report	68.80%
				Percent of Progress	8.00%

(* Use weighted % completed to calculate fixed fee)

ITEM EA1-C DRILLING REPORT

[List Core borings, depth drilled, and samples taken as per contract items]

Hole No.	Depth	Cum. Ft	Shelby Tubes	Bag Samples
R64	29	29	1	1
R65	28	57		
R66	25.5	82.5		
R67	28.21	110.71		
R68	25	135.71	1	
TOTALS	5	135.71	2	1

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1,2004 thru May 31, 2004]

[Subconsultant Firm, Inc]

ITEM EA1-C - CONTRACT PLANS (Original Agreement) - Geotechnical Investigation

**ATTACHMENT NO.EA1-C1
TABULATION OF DIRECT PAYROLL COSTS**

Boring Contract Administration

Classification	Emp. ID No. [or Date]	Hours	Week of	Hourly Rate	Payroll Costs
Principal	2650	1	10-May	\$ 55.00	\$ 55.00
Project Manager	2650	2	10-May	\$ 28.50	\$ 57.00
Sr Geotech Eng	2455	2	10-May	\$ 21.50	\$ 43.00
Geotech Eng	2452	4	10-May	\$ 18.00	\$ 72.00
Geologist	2545	4	10-May	\$ 16.00	\$ 64.00
Lab Technician	2510	2	10-May	\$ 12.00	\$ 24.00
Clerical	2332	2	10-May	\$ 8.00	\$ 16.00
Clerical	2300	1	10-May	\$ 8.00	\$ 8.00
		18			\$ 339.00

Geotechnical Investigation

Classification	Emp. ID No. [or Date]	Hours	Week of	Hourly Rate	Payroll Costs
Principal	2650	1	10-May	\$ 55.00	\$ 55.00
Project Manager	2655	2	10-May	\$ 28.50	\$ 57.00
Sr Geotech Eng	2455	4	10-May	\$ 21.50	\$ 86.00
Geotech Eng	2452	8	10-May	\$ 18.00	\$ 144.00
Geologist	2545	32	10-May	\$ 12.00	\$ 384.00
Lab Technician	2510	48	10-May	\$ 12.00	\$ 576.00
Lab Technician	2332	2	10-May	\$ 8.00	\$ 16.00
Clerical	2300	1	10-May	\$ 8.00	\$ 8.00
		98			\$ 1,326.00

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

[Subconsultant Firm, Inc]

ITEM EA1-C - CONTRACT PLANS (Original Agreement) - Geotechnical Investigation

ATTACHMENT NO. EA1-C2
TABULATION OF DIRECT COSTS

REPRODUCTION	Vendor	Date	Amount
Xerox Copies -	In-House	5/12/2004	\$ 5.00
			\$ 5.00

TRAVEL	Employee	Mileage	Date	Amount
Vehicle Usage	Jim Doe	150	5/10-5/13	\$ 56.25
Vehicle Usage	Harry Doe	150	5/10-5/13	\$ 56.25
				\$ 112.50

EXPENSE ACC'TS	Employee	No. Nights	Date	Amount
Meals/Lodging	Jim Doe	3	5/10-5/13	\$ 255.00
Meals/Lodging	Harry Doe	0	5/10-5/13	\$ -
				\$ 255.00

MICS. EXP. ACC'TS	Vendor	Quantity	Date	Amount
Fed Ex				\$ -
Fed Ex				\$ -
First Class Postage				\$ -
First Class Postage				\$ -
Telephone/Fax				\$ -
				\$ -

Total of Direct Costs \$ 372.50

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

[Name of Current Director]

Director, Engineering Division
 West Virginia Department of Transportation
 Division of Highways
 Capitol Complex Building 5, Room 317
 1900 Kanawha Boulevard East
 Charleston, WV 25305-0430

RE: **State Project:**

Federal Project:

[Project Name - as it appears of the state tracking sheet]

County:

Total (Original Agreement # 1)	ITEM EA1-A - Roadway & Bridge Prime	\$	297,930.00
	ITEM EA1-B - Surveying & Mapping Subconsultant	\$	27,524.00
	ITEM EA1-C - Geotechnical Subconsultant	\$	89,680.50
	ITEM EA1-D - Drilling Contract Subcontract	\$	110,250.00
	Max. Am't Payable (Orig. Agm't)	\$	525,384.50

Project Summary

[Refer to executed contracts i.e.]

Engineering services in connection with the above project in accordance with the terms of our Cost Plus Agreement dated July 1, 2002

Period Covered: *[May 1, 2004 thru May 31, 2004]*

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned (Prime)			\$ 193,654.50
(Subconsultants)			\$ 79,174.74
(Subcontracts)			\$ 78,400.00
Previously Retainage (Prime)		\$ 3,873.09	\$ (3,873.09)
(Subconsultants)		\$ 1,595.40	\$ (1,595.40)
(Subcontracts)		N/A	\$ -
Previously Invoiced			\$ 345,760.75

CURRENT AMOUNT EARNED

Earned this Period (Attachments A thru C)			
ITEM EA1-A (Prime)	\$ 14,626.87		\$ 14,626.87
ITEM EA1-B (Subconsultant) - Survey & Mapping	\$ 4,508.89		\$ 4,508.89
ITEM EA1-C (Subconsultant) - Geotechnical	\$ 5,293.23		\$ 5,293.23
Subtotal	\$ 24,428.99		

Current Retainage (2%)	\$ (488.58)	\$ 488.58	\$ (488.58)
Retainage to Date		\$ 5,957.07	

CURRENT AMOUNT SUBCONTRACTS

ITEM EA1-D - Drilling (<i>Direct Cost Billing</i>)	\$ 5,250.00	N/A	\$ 5,250.00
--	-------------	-----	-------------

Earned this Period			\$ 374,951.16
--------------------	--	--	---------------

CURRENT AMOUNT DUE

Total Earned and Payable to Date (Total Amount Earned Less Retainage)			\$ 374,951.16
Total Previously Invoiced			\$ 345,760.75
AMOUNT NOW DUE ITEM EA1	\$ 29,190.41		\$ 29,190.41

[Consultant's name as it appears on the contract document]

[Address]

[City]

, *[State]*

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: *[May 1, 2004 thru May 31, 2004]*

I hereby certify that on _____ **(date)** , _____ **(Prime)** _____ received payment for Invoice # _____, dated _____, in the amount of \$ _____,

and the following subconsultants and subcontractors included

in the subject invoice have been paid:

(List subs and amounts paid here)

[Survey Subconsultant's Name]

\$ 4,652.62

[Geotechnical Subconsultant's Name]

\$ 8,426.52

Signed _____

(Authorized Company Officer)

[Consultant's name as it appears on the contract document]

[Address]

[City]

, *[State]*

[Zip]

Invoice Number *[12]*

Invoice Date *[6/2/2004]*

Job Number *[DB-77625-12]*

Project Number *[S3XX-XX-X.XX 0X]*

[Name of Current Director]

Director, Engineering Division
West Virginia Department of Transportation
Division of Highways
Capitol Complex Building 5, Room 317
1900 Kanawha Boulevard East
Charleston, WV 25305-0430

RE: **State Project:** *[S3XX-XX-X.XX 0X]*

Federal Project: *[BR-00XX(XXX)E]*

[Project Name - as it appears of the state tracking sheet]

County: *[County]*

Period Covered: *[May 1, 2004 thru May 31, 2004]*

CERTIFICATION

I, the undersigned do hereby certify that: (1) the above invoice reflects a true and accurate accounting of the records of ***[Consulting Firm's Name]***, and the amount has not been paid or previously invoiced; (2) insurance coverage as specified in the agreement furnished by ***[Insurance Company Name]*** is still in effect and current.

Name of Official

Title

Signature

CONSULTANT VOUCHER

FORM BF-2

Revised: 3/2000

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Progress Report of Work Performed For Engineering Services By

Name D & B Engineering
 Address P.O. Box 1234
Summerset Ave, Suite 550
Charleston, WV 25305-1234

During period from May 1, 2004 to May 31, 2004

Project No. S3XX-XX-XX.XX 0X

WVDOT FINANCE USE ONLY

Org. No. _____
 Account No. _____
 Auth. No. _____
 Act. Code 115
 Obj. Code 273
 Sequence No. _____

SERVICES PERFORMED AS PER ATTACHED INVOICE

FEIN No. 55-XXXXXXXX
 Vendor's Inv. / Job No DB-77625-12
 Date of Invoice June 2, 2004
 Notice to Proceed Date August 1, 2002
 Dates of Agreement and Supplements : **(COST PLUS)**
 Original Agreement - July 1, 2002
 Supplemental # 1 - Feb 10, 2004

MAXIMUM AMOUNT PAYABLE	
Original Agreement	\$ 525,384.50
Supplemental # 1	\$ 116,339.50
TOTAL	\$ 641,724.00

DESCRIPTION OF WORK AND CHARGES

For the preparation of contract plans and related documents for improvements to US 60 from Charleston to Montgomery including 6 bridges with the addition of the relocation of County Route 60/18 by supplemental request.

% Expended Rev'd by _____ PERCENT OF FUNDS EXPENDED 65.4%

	Amount		
	Previous Total	Amount Current	Total to Date
Invoice Amount.....	\$ 380,908.23	\$ 38,639.56	\$ 419,547.79
Less Retainage Withheld.....	\$ (5,957.07)	\$ (629.79)	\$ (6,586.86)
Plus Retainage Paid.....	\$ -	\$ -	\$ -
Balance Due.....	\$ 374,951.16	\$ 38,009.77	\$ 412,960.93
Approved for Payment	LESS PREVIOUS INVOICES		\$ (374,951.16)
	AMOUNT DUE CONSULTANT		
	THIS PAYMENT		\$ 38,009.77

[Consultant's name as it appears on the contract document]

[Address]

[City] , [State] [Zip]

Invoice Number [12]
 Invoice Date [6/2/2004]
 Job Number [DB-77625-12]
 Project Number [S3XX-XX-X.XX 0X]

[Name of Current Director]

Director, Engineering Division
 West Virginia Department of Transportation
 Division of Highways
 Capitol Complex Building 5, Room 317
 1900 Kanawha Boulevard East
 Charleston, WV 25305-0430

RE: **State Project:**

Federal Project:

[Project Name - as it appears of the state tracking sheet]

[County]

Period Covered: [May 1,2004 thru May 31, 2004]

ITEM SA1 - CONTRACT PLANS (Supplemental Agreement # 1) - Roadway

[Provide description of type and scope of work for this item i.e.]

For the study, design and preparation of construction contract plans and related documents, in accordance with the terms of the cost plus Supplemental Agreement dated Feb. 10th, 2003

Total (Suppl. Agreement # 1)	ITEM SA1-A - Roadway & Bridge (Prime)	\$	85,625.00
	ITEM SA1-B - Surveying & Mapping (Subconsultant)	\$	8,500.00
	ITEM SA1-C - Geotechnical (Subconsultant)	\$	9,964.50
	ITEM SA1-D - Drilling Contract (Subcontract)	\$	12,250.00
	Max. Am'nt Payable (SA 1)	\$	116,339.50

SUMMARY

ITEM SA1

	Current	Retainage	To-Date
PREVIOUS AMOUNT INVOICED			
Previously Earned (Prime)			\$ -
(Subconsultants)			\$ -
(Subcontracts)			\$ -
Previously Retainage (Prime)		\$ -	\$ -
(Subconsultants)		\$ -	\$ -
(Subcontracts)		N/A	
Previously Invoiced			\$ -
CURRENT AMOUNT EARNED			
Earned this Period (Attachments A thru C)			
ITEM SA1-A Prime	\$ 20,668.14		\$ 20,668.14
ITEM SA1-B Subconsultant (Survey & Mapping)	\$ 5,097.55		\$ 5,097.55
ITEM SA1-C Subconsultant (Geotechnical)	\$ 5,723.87		\$ 5,723.87
Subtotal	\$ 31,489.56		
Current Retainage (2%)	\$ (629.79)	\$ 629.79	\$ (629.79)
Retainage to Date		\$ 629.79	
CURRENT AMOUNT SUBCONTRACTS			
ITEM SA1-D - Drilling (Direct Cost Billing)	\$ 7,150.00	N/A	\$ 7,150.00
Earned this Period			\$ 38,009.77
CURRENT AMOUNT DUE			
Total Earned and Payable to Date (Total Amount Earned Less Retainage)			\$ 38,009.77
Total Previously Invoiced			\$ 0.00
AMOUNT NOW DUE SA1(Suppl. Agm'nt)	\$ 38,009.77		\$ 38,009.77

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

ITEM SA1-A - CONTRACT PLANS (Supplemental Agreement 1) - Roadway

[Provide description of type and scope of work for this item i.e.]

Relocation of County Route 60/18

ITEM SA1-A (Supplemental Agreement No. 1)	\$ 85,625.00
Total Previously Invoiced	\$ -

ITEM SA1 -A

PREVIOUS AMOUNT INVOICED

	Current	Retainage	To-Date
Previously Earned			\$ -
Previously Retained		\$ -	\$ -

CURRENT AMOUNT EARNED

Direct Labor (Tabulation Attached)	\$ 5,731.02		\$ 5,731.02
Overhead 170% (160% Cap +10% Technology)	\$ 9,742.73		\$ 9,742.73
Direct Cost (Tabulation Attached)	\$ 2,248.89		\$ 2,248.89
Fixed Fee: \$ 8,562.50			
% Completed to Date: 34.40%			
% Previously Invoiced: <u>0.00%</u>			
% Completed this Period: 34.40%	<u>\$ 2,945.50</u>		\$ 2,945.50
Earned this Period (Attachments A-1 thru A-2)	\$ 20,668.14		

Current Retainage (2%)	\$ (413.36)	<u>\$ 413.36</u>	\$ (413.36)
Retainage to Date		\$ 413.36	
Earned this Period			<u>\$ 20,254.78</u>

CURRENT AMOUNT DUE

Amount Payable to Date (Amount Earned Less Retainage)		\$ 20,254.78
Total Previously Invoiced		<u>\$ 0.00</u>
AMOUNT NOW DUE ITEM SA1-A	<u>\$ 20,254.78</u>	\$ 20,254.78

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

ITEM SA1-A - CONTRACT PLANS (Supplemental Agreement #1) - Roadway

ITEM SA1-A PROGRESS REPORT

Net Fee Calculation

TASKS	LAST REPORT	THIS REPORT	% TOTAL COMPLETE	VALUE (% TOTAL)	* WT. % COMPLETE
Surveying & Mapping	0%	80.00%	80.00%	5.00%	4.00%
Preliminary Field Review	0%	95.00%	95.00%	10.00%	9.50%
RW 1 Plans	0%	25.00%	25.00%	4.00%	1.00%
RW 2 Plans	0%	25.00%	25.00%	8.00%	2.00%
Geological Soils Report	0%	85.00%	85.00%	20.00%	17.00%
Final Field Review Plans	0%	2.00%	2.00%	30.00%	0.60%
Final Office Review Plans	0%	2.00%	2.00%	15.00%	0.30%
Span Arrangement	0%	0.00%	0.00%	0.00%	0.00%
Type, Size and Location	0%	0.00%	0.00%	0.00%	0.00%
Final Bridge Design	0%	0.00%	0.00%	0.00%	0.00%
RW 3 Plans	0%	0.00%	0.00%	4.00%	0.00%
RW 4 Plans	0%	0.00%	0.00%	2.00%	0.00%
Plans, Spec's and Est.	0%	0.00%	0.00%	2.00%	0.00%
				100%	34.40%

Percent Completed & Previously Report 0%

Percent of Progress 34.40%

(* Use weighted % completed to calculate fixed fee)

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: [May 1,2004 thru May 31, 2004]

ITEM SA1-A - CONTRACT PLANS (Supplemental Agreement #1) - Roadway

ATTACHMENT NO.SA1- A1
TABULATION OF DIRECT PAYROLL COSTS

<u>Classification</u>	<u>Emp. ID No.</u>	<u>Hours</u>	<u>Week of</u>	<u>Hourly Rate</u>	<u>Payroll Costs</u>
Project Manager	6500	0.5	3-May	\$ 55.00	\$ 27.50
Project Manager	6502	0		\$ 55.00	\$ -
Sr Str Engineer	4552	6	3-May	\$ 21.50	\$ 129.00
Sr Str Engineer	4523	24	10-May	\$ 13.50	\$ 324.00
Sr Civil Engineer	5451	16	10-May	\$ 37.70	\$ 603.20
Sr Civil Engineer	5101	4	10-May	\$ 27.85	\$ 111.40
Engineer	3323	48	10-May	\$ 17.35	\$ 832.80
Engineer	3005	24	17-May	\$ 18.76	\$ 450.24
Designer	3891	0		\$ 28.74	\$ 0.00
Designer	3884	46	17-May	\$ 31.60	\$ 1,453.60
Designer	3652	12	17-May	\$ 31.50	\$ 378.00
Technician	4645	0		\$ 36.66	\$ 0.00
Sr Civil Engineer	5500	0		\$ 44.97	\$ 0.00
Designer	3486	8	24-May	\$ 24.56	\$ 196.48
Designer	3444	1	24-May	\$ 17.00	\$ 17.00
Designer	3421	48	24-May	\$ 23.25	\$ 1,116.00
Project Manager	6326	0		\$ 55.00	\$ 0.00
Sr Str Engineer	5525	0		\$ 45.54	\$ 0.00
Designer	3291	4	24-May	\$ 22.95	\$ 91.80
		241.5			\$ 5,731.02

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

ITEM SA1-A - CONTRACT PLANS (Supplemental Agreement #1) - Roadway

**ATTACHMENT NO.SA1- A2
TABULATION OF DIRECT COSTS**

REPRODUCTION	Vendor	Date	Amount
Xerox Copies -	In-House	5/10/2004	\$ 15.25
Xerox Copies -	In-House	5/12/2004	\$ 22.50
Bluelines	Charleston Blueprint	5/12/2004	\$ 60.00
Bluelines	Charleston Blueprint	5/18/2004	\$ 80.00
Bluelines	Charleston Blueprint	5/20/2004	\$ 40.00
Mylar	In-House	5/20/2004	\$ 50.00
			\$ 267.75

TRAVEL	Employee	Mileage	Date	Amount
Vehicle Usage	John Doe	325	5/7/2004	\$ 121.88
Air Fare	John Doe		5/7/2004	\$ 550.00
Vehicle Usage	Jean E Doe	225	5/10/2004	\$ 84.38
Air Fare	Jean E Doe		5/12/2004	\$ 550.00
Vehicle Usage		0		\$ 0.00
				\$ 1,306.25

EXPENSE ACC'TS	Employee	No. Nights	Date	Amount
Meals/Lodging	John Doe	1	5/7 -5/8	\$ 170.00
Meals/Lodging	Jean E Doe	1	5/10-5/11	\$ 170.00
Meals/Lodging	Jean E Doe	0	5/12	\$ 85.00
Meals/Lodging	John Doe	0	5/15	\$ 85.00
			\$ -	\$ 510.00

MICS. EXP. ACC'TS	Vendor	Quantity	Date	Amount
Deed Copies	County Clerk	20	5/2	\$ 20.00
Tax Maps	Tax & Revenue	2	5/6	\$ 10.00
Railroad Val Maps	CSX	1	5/8	\$ 5.00
				\$ 35.00

MISCELLANEOUS	Vendor	Quantity	Date	Amount
Fed Ex		1	5/16	\$ 10.52
Fed Ex		2	5/20	\$ 25.45
First Class Postage		10	5/12	\$ 3.70
First Class Postage		10	5/15	\$ 3.70
Telephone/Fax		-	5/10 -5/28	\$ 86.52
				\$ 129.89

Total of Direct Costs \$ 2,248.89

[Consultant's name as it appears on the contract document]

[Address]

[City] , [State] [Zip]

Invoice Number [12]
 Invoice Date [6/2/2004]
 Job Number [DB-77625-12]
 Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1,2004 thru May 31, 2004]

[Subconsultant Firm, Inc]

ITEM SA1-B - CONTRACT PLANS (Supplemental Agreement 1) - Surveying & Mapping

ITEM SA1-B(Surveying & Mapping) \$ 8,500.00
 Total Previously Invoiced \$ -

ITEM SA1-B

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned			\$ -
Previously Retained		\$ -	\$ -
CURRENT AMOUNT EARNED			
Direct Labor (Tabulation Attached)	\$ 1,398.13		\$ 1,398.13
Overhead 160% (160% Cap +10% Technology)	\$ 2,237.00		\$ 2,237.00
Direct Cost	\$ 1,013.75		\$ 1,013.75
Fixed Fee: \$ 850.00			
% Completed to Date: 52.79%			
% Previously Invoiced: 0.00%			
% Completed this Period: 52.79%	<u>\$ 448.67</u>		\$ 448.67
Earned this Period (Attm'nts B-1 thru B-2)	\$ 5,097.55		
Current Retainage (2%)	\$ (101.95)	<u>\$ 101.95</u>	\$ (101.95)
Retainage to Date		\$ 101.95	
Earned this Period			<u>\$ 4,995.60</u>
CURRENT AMOUNT DUE			
Amount Payable to Date (Amount Earned Less Retainage)			\$ 4,995.60
Total Previously Invoiced			<u>\$ 0.00</u>
AMOUNT NOW DUE ITEM SA1-B	<u>\$ 4,995.60</u>		\$ 4,995.60

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

[Subconsultant Firm, Inc]

ITEM SA1-B - CONTRACT PLANS (Supplemental Agreement 1) - Surveying & Mapping

ITEM SA1-B PROGRESS REPORT

Net Fee Calculation

TASKS	LAST REPORT	THIS REPORT	% TOTAL COMPLETE	VALUE (% TOTAL)	* WT. % COMPLETE
Horiz. Vertical Control	0%	95%	95%	4.00%	3.80%
Topographical Survey	0%	100%	100%	13.00%	13.00%
Survey Utilities	0%	96%	96%	6.00%	5.76%
Hydraulic X- Sections	0%	90%	90%	25.00%	22.50%
Property Survey Ties	0%	25%	25%	8.00%	2.00%
X-Section Major Drainage	0%	25%	25%	6.50%	1.63%
Field Check - X -Section	0%	0%	0%	0.00%	0.00%
Structural Survey (Ext.)	0%	0%	0%	0.00%	0.00%
Prelim. C.L. Stakeout (100' int.)	0%	0%	0%	8.00%	0.00%
Cemetery Plot Location(s)	0%	0%	0%	0.00%	0.00%
Railroad Profile	0%	0%	0%	0.00%	0.00%
F'ld Loc. CL,	0%	0%	0%	20.00%	0.00%
F'ld. Loc. Ref. Pt's	0%	0%	0%	2.00%	0.00%
F'ld. Loc. BM's	0%	5%	5%	2.00%	0.10%
Stakeout of Borings	0%	80%	80%	5.00%	4.00%
				100%	52.79%

Percent Completed & Previously Report 0%

Percent of Progress 52.79%

(* Use weighted % completed to calculate fixed fee)

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

[Subconsultant Firm, Inc]

ITEM SA1- B1 - CONTRACT PLANS (Supplemental Agreement # 1) - Surveying & Mapping

**ATTACHMENT NO. SA1-B1
TABULATION OF DIRECT PAYROLL COSTS**

Classification	Emp. ID No.	Hours	Week of	Hourly Rate	Payroll Costs
Chief Surveyor	650	1	10-May	\$ 32.00	\$ 32.00
Party Chief	650	2.25	10-May	\$ 28.50	\$ 64.13
Inst. Person	455	4	12-May	\$ 21.50	\$ 86.00
Inst. Person	452	32	14-May	\$ 18.00	\$ 576.00
Chainperson	545	32	14-May	\$ 12.00	\$ 384.00
Chainperson	510	32	14-May	\$ 8.00	\$ 256.00
		103.25			\$ 1,398.13

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

[Subconsultant Firm, Inc]

ITEM SA1-B - CONTRACT PLANS (Supplemental Agreement # 1) - Surveying & Mapping

**ATTACHMENT NO. SA1-B2
TABULATION OF DIRECT COSTS**

<u>REPRODUCTION</u>	<u>Vendor</u>	<u>Date</u>	<u>Amount</u>
Xerox Copies -	In-House	5/12/2004	\$ 5.00
			\$ 5.00

<u>TRAVEL</u>	<u>Employee</u>	<u>Mileage</u>	<u>Date</u>	<u>Amount</u>
Vehicle Usage	Jim Doe	550	5/10-5/15	\$ 206.25
Vehicle Usage	Harry Doe	0	5/10-5/15	\$ 0.00
				\$ 206.25

<u>EXPENSE ACC'TS</u>	<u>Employee</u>	<u>No. Nights</u>	<u>Date</u>	<u>Amount</u>
Meals/Lodging	Jim Doe	3	5/10-5/15	\$ 255.00
Meals/Lodging	Harry Doe	3	5/10-5/15	\$ 255.00
Meals/Lodging	Gene E Doe	3	5/10-5/15	\$ 255.00
Meals/Lodging	Chris B Doe	0	5/10-5/15	\$ 0.00
Meals/Lodging	Tony Doe	0	5/10-5/15	\$ 0.00
Meals/Lodging	Pat Doe	0	5/10-5/15	\$ 0.00
				\$ 765.00

<u>MICS. EXP. ACC'TS</u>	<u>Vendor</u>	<u>Quantity</u>	<u>Date</u>	<u>Amount</u>
Deed Copies	County Clerk	0		\$ -
Tax Maps	Tax & Revenue	0		\$ -
Fed Ex		0		\$ -
Fed Ex		0		\$ -
First Class Postage		0		\$ -
First Class Postage		0		\$ -
Telephone/Fax		0		\$ 37.50
				\$ 37.50

Total of Direct Costs \$ 1,013.75

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1,2004 thru May 31, 2004]

[Subconsultant Firm, Inc]

ITEM SA1- C CONTRACT PLANS (Supplemental Agreement 1) - Geotechnical Investigation
Geotechnical Investigation ,Boring Contract Administration & Drilling

ITEM SA1-C (Geotechnical Investigation) \$ 9,964.50
Total Previously Invoiced \$ -

ITEM SA1-C

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned			\$ -
Previously Retained		\$ -	\$ -
CURRENT AMOUNT EARNED			
Direct Labor (Tabulation Attached)			
Boring Contract Administration	\$ 323.00		\$ 323.00
Geotechnical Investigation / Engineering	\$ 1,541.00		\$ 1,541.00
Overhead 152.45%	\$ 2,841.67		\$ 2,841.67
Direct Cost	\$ 372.50		\$ 372.50
Fixed Fee: \$ 996.45			
% Completed to Date: 64.80%			
% Previously Invoiced: 0.00%			
% Completed this Period: 64.80%	\$ 645.70		\$ 645.70
Earned this Period (Attachments C-1 thru C-2)	\$ 5,723.87		
Current Retainage (2%)	\$ (114.48)	\$ 114.48	\$ (114.48)
Retainage to Date		\$ 114.48	
Earned this Period			\$ 5,609.39
CURRENT AMOUNT DUE			
Amount Payable to Date (Amount Earned Less Retainage)			\$ 5,609.39
Total Previously Invoiced			\$ 0.00
AMOUNT NOW DUE ITEM SA1-C	\$ 5,609.39		\$ 5,609.39

ITEM SA1-D(Boring Contract) \$ 8,125.00
Total Previously Invoiced \$ 0.00

ITEM SA1-D - (Show Direct Cost Billing)

CURRENT AMOUNT SUBCONTRACTS	Current	Retainage	To-Date
ITEM SA1-D - (Drilling)			
Previously Earned ITEM SA1-D		N/A	\$ -
Current Direct Cost (See Attached Invoice)			
(6 - 190 Ln. Ft. @ \$35 per ft.)	\$ 6,650.00	N/A	\$ 6,650.00
Shelby Tubes -2 @ \$200 ea.	\$ 400.00	N/A	\$ 400.00
Bag Samples - 1 @ \$100 ea.	\$ 100.00	N/A	\$ 100.00
Earned To Date	\$ 7,150.00		
Total Previously Invoiced		N/A	\$ 0.00
AMOUNT NOW DUE ITEM SA1-D	\$ 7,150.00		\$ 7,150.00

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number *[12]*

Invoice Date *[6/2/2004]*

Job Number *[DB-77625-12]*

Project Number *[S3XX-XX-X.XX 0X]*

Period Covered: *[May 1,2004 thru May 31, 2004]*

[Subconsultant Firm, Inc]

ITEM SA1-D - CONTRACT PLANS (*Supplemental Agreement # 1*) - Geotechnical Investigation

ITEM SA1-D DRILLING REPORT

[List Core borings, depth drilled, and samples taken as per contract items]

Hole No.	Depth	Cum. Ft	Shelby Tubes	Bag Samples
R91	35	35	1	1
R92	32	67		
R93	31	98		
R94	28	126		
R95	30	156		
R96	34	160	1	
TOTALS	7	190	2	1

ITEM SA1-C&D PROGRESS REPORT

Net Fee Calculation

TASKS	LAST REPORT	THIS REPORT	% TOTAL COMPLETE	VALUE (% TOTAL)	% ACTUAL COMPLETE
Boring Contract Admin.	0.0%	100.00%	100.00%	12.00%	12.00%
Geotechnical Investigation	0.0%	60.00%	60.00%	88.00%	52.80%
				100%	64.80%

Percent Completed & Previously Report 0.00%

Percent of Progress 64.80%

(* Use weighted % completed to calculate fixed fee)

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

[Subconsultant Firm, Inc]

ITEM SA1-C - CONTRACT PLANS (Supplemental Agreement # 1) - Geotechnical Investigation

**ATTACHMENT NO. SA1-C1
TABULATION OF DIRECT PAYROLL COSTS**

Boring Contract Administration (Recall)

Classification	Emp. ID No.	Hours	Week of	Hourly Rate	Payroll Costs
Principal	2650	1	11-May	\$ 55.00	\$ 55.00
Project Manager	2650	2	11-May	\$ 28.50	\$ 57.00
Sr Geotech Eng	2455	2	12-May	\$ 21.50	\$ 43.00
Geotech Eng	2452	4	12-May	\$ 18.00	\$ 72.00
Geologist	2545	4	12-May	\$ 12.00	\$ 48.00
Lab Technician	2510	2	13-May	\$ 12.00	\$ 24.00
Clerical	2332	2	13-May	\$ 8.00	\$ 16.00
Clerical	2300	1	13-May	\$ 8.00	\$ 8.00
		18			\$ 323.00

Geotechnical Investigation

Classification	Emp. ID No.	Hours	Week of	Hourly Rate	Payroll Costs
Principal	2650	1	10-May	\$ 55.00	\$ 55.00
Project Manager	2655	4	10-May	\$ 28.50	\$ 114.00
Sr Geotech Eng	2455	8	10-May	\$ 21.50	\$ 172.00
Geotech Eng	2452	16	10-May	\$ 18.00	\$ 288.00
Geologist	2545	48	10-May	\$ 12.00	\$ 576.00
Lab Technician	2510	24	10-May	\$ 12.00	\$ 288.00
Lab Technician	2332	4	10-May	\$ 8.00	\$ 32.00
Clerical	2300	2	10-May	\$ 8.00	\$ 16.00
		107			\$ 1,541.00

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2004 thru May 31, 2004]

[Subconsultant Firm, Inc]

ITEM SA1-C - CONTRACT PLANS (Supplemental Agreement # 1) - Geotechnical Investigation

**ATTACHMENT NO. SA1- C2
TABULATION OF DIRECT COSTS**

REPRODUCTION	Vendor		Date	Amount	
Xerox Copies -	In-House		5/12/2004	\$ 5.00	
					\$ 5.00
TRAVEL	Employee	Mileage	Date	Amount	
Vehicle Usage	Jim Doe	150	5/10-5/13	\$ 56.25	
Vehicle Usage	Harry Doe	150	5/10-5/13	\$ 56.25	
					\$ 112.50
EXPENSE ACC'TS	Employee	No. Nights	Date	Amount	
Meals/Lodging	Jim Doe	3	5/10-5/13	\$ 255.00	
Meals/Lodging	Harry Doe	0	5/10-5/13	\$ -	
					\$ 255.00
MICS. EXP. ACCOUNTS	Vendor	Quantity	Date	Amount	
Fed Ex				\$ 0.00	
Fed Ex				\$ 0.00	
First Class Postage				\$ 0.00	
First Class Postage				\$ 0.00	
Telephone/Fax				\$ 0.00	
					\$ 0.00
Total of Direct Costs					\$ 372.50

[Consultant's name as it appears on the contract document]

[Address]

[City] , [State] [Zip]

Invoice Number [12]
 Invoice Date [6/2/2004]
 Job Number [DB-77625-12]
 Project Number [S3XX-XX-X.XX 0X]

[Name of Current Director]

Director, Engineering Division
 West Virginia Department of Transportation
 Division of Highways
 Capitol Complex Building 5, Room 317
 1900 Kanawha Boulevard East
 Charleston, WV 25305-0430

RE:

State Project:

Federal Project:

[Project Name - as it appears of the state tracking sheet]

County:

Period Covered: *[May 1, 2004 thru May 31, 2004]*

Item 1 Original Agreement:	\$	525,384.50
Item 2 Supplemental 1	\$	116,339.50
Max. Amt Payable	\$	641,724.00

Project Summary

[Reface to executed contracts i.e.]

Engineering services in connection with the above project in accordance with the terms of our Cost Plus Agreement dated July 1, 2002 and supplemental dated February 10th, 2003. Notice to proceed given on August 1, 2002

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned (Prime)			\$ 208,281.37
(Subconsultants)			\$ 88,976.86
(Subcontracts)			\$ 83,650.00
Previously Retainage (Prime)		\$ 4,165.63	\$ (4,165.63)
(Subconsultants)		\$ 1,791.44	\$ (1,791.44)
(Subcontracts)		N/A	\$ 0.00
Previously Invoiced			\$ 374,951.16
CURRENT AMOUNT EARNED			
Earned this Period (Item2)			
Prime	\$ 20,668.14		\$ 20,668.14
Subconsultant (Survey & Mapping)	\$ 5,097.55		\$ 5,097.55
Subconsultant (Geotechnical)	\$ 5,723.87		\$ 5,723.87
Subtotal	\$ 31,489.56		
Current Retainage (2%)	\$ (629.79)	\$ 629.79	\$ (629.79)
Retainage to Date		\$ 6,586.86	
CURRENT AMOUNT SUBCONTRACTS			
Drilling (Direct Cost Billing)	\$ 7,150.00	N/A	\$ 7,150.00
			\$ 412,960.93
CURRENT AMOUNT NOW DUE			
Total Earned and Payable to Date (Total Amount Earned Less Retainage)			\$ 412,960.93
Total Previously Invoiced to Date			\$ 374,951.16
AMOUNT NOW DUE	\$ 38,009.77		\$ 38,009.77

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

I hereby certify that on _____ **(date)** , _____ **(Prime)** _____ received payment for Invoice # _____, dated _____, in the amount of \$ _____, and the following subconsultants and subcontractors included in the subject invoice have been paid:

(List subs and amounts paid here)

[Survey Subconsultant's Name]

\$ 4,652.62

[Geotechnical Subconsultant's Name]

\$ 8,426.52

Signed _____
(Authorized Company Officer)

[Consultant's name as it appears on the contract document]

[Address]

[City] , *[State]* *[Zip]*

Invoice Number *[12]*
Invoice Date *[6/2/2004]*
Job Number *[DB-77625-12]*
Project Number *[S3XX-XX-X.XX 0X]*

Period Covered: *[May 1, 2002 thru May 31, 2002]*

Name of Current Director]

Director, Engineering Division
West Virginia Department of Transportation
Division of Highways
Capitol Complex Building 5, Room 317
1900 Kanawha Boulevard East
Charleston, WV 25305-0430

RE: **State Project:** *[S3XX-XX-X.XX 0X]*
Federal Project: *[BR-00XX(XXX)E]*
[Project Name - as it appears of the state tracking sheet]
[County]

Period Covered: *[May 1, 2002 thru May 31, 2002]*

CERTIFICATION

I, the undersigned do hereby certify that: (1) the above invoice reflects a true and accurate accounting of the records of *[Consulting Firm's Name]* , and the amount has not been paid or previously invoiced; (2) insurance coverage as specified in the agreement furnished by *[Insurance Company Name]* is still in effect and current.

Name of Official

Title

Signature

CONSULTANT VOUCHER		Project No. <i>S3XX-XX-XX.XX 0X</i>	
FORM BF-2		WVDOT FINANCE USE ONLY	
Revised: 3/2000		Org. No.	_____
WEST VIRGINIA DEPARTMENT OF TRANSPORTATION		Account No.	_____
Progress Report of Work Performed For Engineering Services By		Auth. No.	_____
Name	<i>D & B Engineering</i>	Act. Code	<i>115</i>
Address	<i>P.O. Box 1234</i>	Obj. Code	<i>273</i>
	<i>Summerset Ave, Suite 550</i>	Sequence No.	_____
	<i>Charleston, WV 25305-1234</i>		
During period from	<i>May 1, 2004 To May 31, 2004</i>		

SERVICES PERFORMED AS PER ATTACHED INVOICE

FEIN No.	<i>55-XXXXXXXX</i>	MAXIMUM AMOUNT PAYABLE	
Vendor's Inv. / Job No	<i>DB-77625-12</i>	Original Agreement	\$ 525,384.50
Date of Invoice	<i>June 2, 2004</i>		
Notice to Proceed Date	<i>August 1, 2002</i>		
Dates of Agreement and Supplements : (LUMP SUM)			
Original Agreement - <i>July 1, 2002</i>			
		TOTAL	\$ 525,384.50

DESCRIPTION OF WORK AND CHARGES

For the preparation of contract plans and related documents for improvements to US 60 from Charleston to Montgomery including 6 bridges

% Expended Rev'd by _____ PERCENT OF FUNDS EXPENDED *72.9%*

	Amount		
	Previous Total	Amount Current	Total to Date
Invoice Amount.....	\$ 353,148.50	\$ 29,747.08	\$ 382,895.58
Less Retainage Withheld.....	\$ (5,494.97)	\$ (489.94)	\$ (5,984.91)
Plus Retainage Paid.....	\$ -	\$ -	\$ -
Balance Due.....	\$ 347,653.53	\$ 29,257.14	\$ 376,910.67
Approved for Payment	LESS PREVIOUS INVOICES		\$ (347,653.53)
	AMOUNT DUE CONSULTANT		
	THIS PAYMENT		\$ 29,257.14

[Consultant's name as it appears on the contract document]

[Address]

[City] , [State] [Zip]

Invoice Number [12]
 Invoice Date [6/2/2004]
 Job Number [DB-77625-12]
 Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

ITEM EA1 - CONTRACT PLANS (Original Agreement)

[Refer to executed contracts i.e.]

Engineering services in connection with the above project in accordance with the terms of our Cost Plus Agreement dated July 1, 2002

Total (Original Agreement)	ITEM SA1-A - Roadway & Bridge Prime	\$	297,930.00
	ITEM SA1-B - Surveying & Mapping Subconsultant	\$	27,524.00
	ITEM SA1-C - Geotechnical Subconsultant	\$	89,680.50
	<u>ITEM SA1-D - Drilling Contract Subcontract</u>	\$	<u>110,250.00</u>
	Max. Am'nt Payable (Orig. Agm't)	\$	525,384.50

SUMMARY

ITEM EA1

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned (Prime)			\$ 193,654.50
(Subconsultants)			\$ 81,094.00
(Subcontracts)			\$ 78,400.00
Previously Retainage (Prime)		\$ 3,873.09	\$ (3,873.09)
(Subconsultants)		\$ 1,621.88	\$ (1,621.88)
(Subcontracts)		N/A	\$ -
Previously Invoiced			\$ 347,653.53

CURRENT AMOUNT EARNED

Earned this Period (Attachments A thru C)

ITEM EA1-A (Prime)	\$ 14,896.50	\$ 14,896.50
ITEM EA1-B(Subconsultant) - Survey & Mapping	\$ 4,513.94	\$ 4,513.94
ITEM EA1-C (Subconsultant) - Geotechnical	\$ <u>5,086.64</u>	\$ 5,086.64
Subtotal	\$ 24,497.08	

Current Retainage (2%)	\$ (489.94)	\$ <u>489.94</u>	\$ (489.94)
Retainage to Date		\$ 5,984.91	

CURRENT AMOUNT SUBCONTRACTS

ITEM 1D - Drilling (<i>Direct Cost Billing</i>)	\$ 5,250.00	N/A	\$ 5,250.00
---	-------------	-----	-------------

Earned this Period \$ 376,910.67

CURRENT AMOUNT DUE

Total Earned and Payable to Date (<i>Total Amount Earned Less Retainage</i>)		\$ 376,910.67
Total Previously Invoiced		\$ <u>347,653.53</u>
AMOUNT NOW DUE ITEM EA1 (Orig. Agm't)	\$ 29,257.14	\$ 29,257.14

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

ITEM EA1-A - CONTRACT PLANS (Original Agreement) - Roadway & Bridge

[Provide description of type and scope of work for this item i.e.]

For the study, design and preparation of construction contract plans and related documents, in accordance with the terms of the agreement dated July 1, 2002

ITEM EA1-A (Orig. Agm't.)	\$ 297,930.00
Total Previously Invoiced	\$ 189,781.41

ITEM EA1-A

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned			\$ 193,654.50
Previously Retained		\$ 3,873.09	\$ (3,873.09)

CURRENT AMOUNT EARNED

Lump Sum Fee Computation
 % Completed to Date: 70.00%
 % Previously Invoiced: 65.00%
 % Completed this Period: 5.00%

Earned this Period			
% Comp this Period X Lump Sum Fee Item EA1-A	\$ 14,896.50		\$ 14,896.50
Current Retainage (2%)	\$ (297.93)	<u>\$ 297.93</u>	\$ (297.93)
Retainage to Date		<u>\$ 4,170.72</u>	

Earned this Period		<u>\$ 204,379.98</u>
--------------------	--	----------------------

CURRENT AMOUNT DUE

Amount Payable to Date (Amount Earned Less Retainage)		\$ 204,379.98
Total Previously Invoiced		<u>\$ 189,781.41</u>
AMOUNT NOW DUE ITEM 1A (Orig. Agm't)	<u>\$ 14,598.57</u>	\$ 14,598.57

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

ITEM EA1-A - CONTRACT PLANS (*Original Agreement*) - Roadway & Bridge

ITEM EA1-A PROGRESS REPORT

Net Fee Calculation

<u>TASKS</u>	<u>LAST REPORT</u>	<u>THIS REPORT</u>	<u>% TOTAL COMPLETE</u>	<u>WT. VALUE * (% TOTAL)</u>	<u>WT. % COMPLETE</u>
Surveying & Mapping	60%	5.00%	65.00%	6.00%	3.90%
Preliminary Field Review	100%	0.00%	100.00%	12.00%	12.00%
RW 1 Plans	100%	0.00%	100.00%	3.00%	3.00%
RW 2 Plans	95%	2.00%	97.00%	3.50%	3.40%
Geological Soils Report	55%	10.00%	65.00%	2.00%	1.30%
Final Field Review Plans	80%	5.00%	85.00%	16.00%	13.60%
Final Office Review Plans	65%	1.00%	66.00%	16.00%	10.56%
Span Arrangement	100%	0.00%	100.00%	3.00%	3.00%
Type, Size and Location	79%	0.00%	79.00%	8.00%	6.32%
Final Bridge Design	67%	0.00%	67.00%	16.00%	10.72%
RW 3 Plans	55%	0.00%	55.00%	4.00%	2.20%
RW 4 Plans	0%	0.00%	0.00%	4.00%	0.00%
Plans, Spec's and Estimate	0%	0.00%	0.00%	6.00%	0.00%
				100.00%	70.00%

Percent Completed & Previously Report 65.00%

Percent of Progress 5.00%

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

[Subconsultant Firm, Inc]

ITEM EA1-B - CONTRACT PLANS (Original Agreement) - Surveying & Mapping

ITEM 1 B - (Orig. Agm't) - Surveying/ Mapping	\$ 27,524.00
Total Previously Invoiced	\$ 17,532.79

ITEM 1B

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned			\$ 17,890.60
Previously Retained		\$ 357.81	\$ (357.81)

CURRENT AMOUNT EARNED

Lump Sum Fee Computation
% Completed to Date: 81.40%
% Previously Invoiced: 65.00%
% Completed this Period: 16.40%

Earned this Period			
% Comp this Period X Lump Sum Fee Item 1B	\$ 4,513.94		\$ 4,513.94
Current Retainage (2%)	\$ (90.28)	\$ 90.28	\$ (90.28)
Retainage to Date		\$ 1,879.34	

Earned this Period \$ 21,956.45

CURRENT AMOUNT DUE

Amount Payable to Date (Amount Earned Less Retainage)		\$ 21,956.45
Total Previously Invoiced		\$ 17,532.79
AMOUNT NOW DUE ITEM LS-B	\$ 4,423.66	\$ 4,423.66

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

[Subconsultant Firm, Inc]

ITEM EA1-B - CONTRACT PLANS (Original Agreement) - Surveying & Mapping

ITEM EA1-B PROGRESS REPORT
Net Fee Calculation

TASKS	LAST REPORT	THIS % REPORT	TOTAL COMPLETE	WT. VALUE (% TOTAL)	* WT. % COMPLETE
Horiz. Vertical Control	100%	0%	100%	3.00%	3.00%
Topographical Survey	100%	0%	100%	30.00%	30.00%
Survey Utilities	75%	10%	85%	5.00%	4.25%
Hydraulic X- Sections	100%	0%	100%	16.00%	16.00%
Property Survey Ties	100%	0%	100%	4.00%	4.00%
X-Section Major Drainage	100%	0%	100%	10.00%	10.00%
Field Check - X -Section	0%	0%	0%	0.00%	0.00%
Structural Survey (Ext.)	100%	0%	100%	2.00%	2.00%
Prelim. C.L. Stakeout (100' int.)	100%	0%	100%	5.00%	5.00%
Cemetery Plot Location(s)	0%	0%	0%	0.00%	0.00%
Railroad Profile	100%	0%	100%	2.00%	2.00%
F'ld. Loc. CL,	0%	5%	5%	16.00%	0.80%
F'ld. Loc. Ref. Pt's	0%	5%	5%	5.00%	0.25%
F'ld. Loc. BM's	0%	5%	5%	2.00%	0.10%
Stakeout of Borings	100%	0%	100%	4.00%	4.00%
				100%	81.40%

Percent Completed & Previously Report 65%

Percent of Progress 16.40%

(* Use weighted % completed to calculate fixed fee)

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

[Subconsultant Firm, Inc]

ITEM EA1-C - CONTRACT PLANS (Original Agreement) - Geotechnical Investigation
Geotechnical Investigation , Boring Contract Administration & Drilling

ITEM EA1-C	
(Orig. Agm'nt) - Boring Contract Admin.	\$ 4,270.50
(Orig. Amn't) - Geotechnical Investigation	\$ 85,410.00
Total (Original Agreement: - Geotechnical)	\$ 89,680.50
Total Previously Invoiced	\$ 61,939.33

ITEM EA1-C

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Boring Contract Admin. (Lump Sum Fee Computation)			
Previously Earned		\$	3,416.40
Previously Retained		\$ 68.33	\$ (68.33)
Geotechnical Investigation & Analysis			
Previously Earned			\$ 59,787.00
Previously Retained	\$ 1,195.74		\$ (1,195.74)

CURRENT AMOUNT EARNED

Boring Contract Admin. (Lump Sum Fee Computation)			
% Completed to Date:	88.00%		
% Previously Invoiced:	<u>80.00%</u>		
% Completed this Period:	8.00%		
Earned this Period			
% Comp this Period X Lump Sum Fee	\$ 341.64		\$ 341.64

CURRENT AMOUNT EARNED

Geotechnical Investigation & Analysis			
No. Holes Completed to Date	63		
No. Holes Completed This Period	<u>5</u>		
Total Completed to Date	68		
Earned this Period			
5 holes @ 949.00 /Hole	\$ 4,745.00		\$ 4,745.00
Subtotal Amount Earned (Item EA1-C)	\$ 5,086.64		
Current Retainage (2%)	\$ (101.73)	\$ <u>101.63</u>	\$ (101.73)
Retainage to Date		\$ 1,297.47	
Earned this Period			\$ <u>66,924.24</u>

CURRENT AMOUNT DUE

Amount Payable to Date (Amount Earned Less Retainage)		\$ 66,924.24
Total Previously Invoiced		\$ <u>61,939.33</u>
AMOUNT NOW DUE ITEM EA1-C	\$ 4,984.91	\$ 4,984.91

Total (Orig. Agm'nt: - Boring Contract)	\$ <u>110,250.00</u>
Total Previously Invoiced	\$ 78,400.00

ITEM EA1-D - (Show Direct Cost Billing)

CURRENT AMOUNT SUBCONTRACTS	Current	Retainage	To-Date
ITEM EA1-D - (Drilling)			
Previously Earned ITEM EA1-D		N/A	\$ 78,400.00
Current Direct Cost (See Attachments)			
(5 - 135.71 Ln. Ft. @ \$35 per ft.)	\$ 4,750.00	N/A	\$ 4,750.00
Shelby Tubes -2 @ \$200 ea.	\$ 400.00	N/A	\$ 400.00
Bag Samples - 1 @ \$100 ea.	\$ 100.00	N/A	\$ <u>100.00</u>
Earned To Date			\$ 83,650.00
Total Previously Invoiced		N/A	\$ <u>78,400.00</u>
AMOUNT NOW DUE ITEM EA1-D	\$5,250.00		\$ 5,250.00

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number

[12]

Invoice Date

[6/2/2004]

Job Number

[DB-77625-12]

Project Number

[S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

[Subconsultant Firm, Inc]

ITEM EA1-C - CONTRACT PLANS (Original Agreement) - Geotechnical Investigation

ITEM EA1-C PROGRESS REPORT

Net Fee Calculation

<u>TASKS</u>	<u>LAST REPORT</u>	<u>THIS REPORT</u>	<u>% TOTAL COMPLETE</u>
Boring Contract Admin.	80.0%	8.00%	88.00%

<u>TASKS</u>	<u>LAST REPORT</u>	<u>THIS REPORT</u>	<u>TOTAL COMPLETE</u>	<u>TOTAL PROPOSED</u>	<u>% TOTAL COMPLETE</u>
Geotechnical Investigation Holes Completed to Date	63	5	68	90	75.56%

ITEM EA1-C DRILLING REPORT

[List Core borings, depth drilled, and samples taken as per contract items]

<u>Hole No.</u>	<u>Depth</u>	<u>Cum. Ft</u>	<u>Shelby Tubes</u>	<u>Bag Samples</u>
R64	29	29	1	1
R65	28	57		
R66	25.5	82.5		
R67	28.21	110.71		
R68	25	135.71	1	
TOTALS	5	135.71	2	1

[Consultant's name as it appears on the contract document]

[Address]

[City] , [State] [Zip]

Invoice Number [12]
 Invoice Date [6/2/2004]
 Job Number [DB-77625-12]
 Project Number [S3XX-XX-X.XX 0X]

[Name of Current Director]

Director, Engineering Division
 West Virginia Department of Transportation
 Division of Highways
 Capitol Complex Building 5, Room 317
 1900 Kanawha Boulevard East
 Charleston, WV 25305-0430

RE:

State Project:

Federal Project:

[Project Name - as it appears of the state tracking sheet]

County:

Period Covered: [May 1, 2004 thru May 31, 2004]

Item 1 Original Agreement:	\$	525,384.50
Item 2 Supplemental 1	\$	0.00
Max. Amt Payable	\$	525,384.50

Project Summary

[Reface to executed contracts i.e.]

Engineering services in connection with the above project in accordance with the terms of our Cost Plus Agreement dated July 1, 2002 and supplemental dated February 10th, 2003. Notice to proceed given on August 1, 2002

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned (Prime)			\$ 193,654.50
(Subconsultants)			\$ 81,094.00
(Subcontracts)			\$ 78,400.00
Previously Retainage (Prime)		\$ 3,873.09	\$ (3,873.09)
(Subconsultants)		\$ 1,621.88	\$ (1,621.88)
(Subcontracts)		N/A	\$ -
Previously Invoiced			\$ 347,653.53
CURRENT AMOUNT EARNED			
Earned this Period (Attachments A thru C)			
ITEM EA1-A (Prime)	\$ 14,896.50		\$ 14,896.50
ITEM EA1-B (Subconsultant) - Survey & Mapping	\$ 4,513.94		\$ 4,513.94
ITEM EA1-C (Subconsultant) - Geotechnical	\$ 5,086.64		\$ 5,086.64
Subtotal	\$ 24,497.08		
Current Retainage (2%)	\$ (489.94)	\$ 489.94	\$ (489.94)
Retainage to Date		\$ 5,984.91	
CURRENT AMOUNT SUBCONTRACTS			
ITEM EA1-D - Drilling (Direct Cost Billing)	\$ 5,250.00	N/A	\$ 5,250.00
Earned this Period			\$ 376,910.67
CURRENT AMOUNT DUE			
Total Earned and Payable to Date (Total Amount Earned Less Retainage)			\$ 376,910.67
Total Previously Invoiced			\$ 347,653.53
AMOUNT NOW DUE ITEM EA1	\$ 29,257.14		\$ 29,257.14

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

I hereby certify that on (date) , (Prime) received payment for Invoice # , dated , in the amount of \$, and the following subconsultants and subcontractors included in the subject invoice have been paid:

(List subs and amounts paid here)

[Survey Subconsultant's Name]

\$ 4,652.62

[Geotechnical Subconsultant's Name]

\$ 8,426.52

Signed _____
(Authorized Company Officer)

[Consultant's name as it appears on the contract document]

[Address]

[City] , *[State]* *[Zip]*

Invoice Number *[12]*
Invoice Date *[6/2/2004]*
Job Number *[DB-77625-12]*
Project Number *[S3XX-XX-X.XX 0X]*

[Name of Current Director]

Director, Engineering Division
West Virginia Department of Transportation
Division of Highways
Capitol Complex Building 5, Room 317
1900 Kanawha Boulevard East
Charleston, WV 25305-0430

RE: **State Project:** *[S3XX-XX-X.XX 0X]*
Federal Project: *[BR-00XX(XXX)E]*
[Project Name - as it appears of the state tracking sheet]
[County]

Period Covered: *[May 1, 2002 thru May 31, 2002]*

CERTIFICATION

I, the undersigned do hereby certify that: (1) the above invoice reflects a true and accurate accounting of the records of ***[Consulting Firm's Name]*** , and the amount has not been paid or previously invoiced; (2) insurance coverage as specified in the agreement furnished by ***[Insurance Company Name]*** is still in effect and current.

Name of Official

Title

Signature

CONSULTANT VOUCHER

FORM BF-2

Revised: 3/2000

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Progress Report of Work Performed For Engineering Services By

Name D & B Engineering
 Address P.O. Box 1234
Summerset Ave, Suite 550
Charleston, WV 25305-1234

During period from May 1, 2004 to May 31, 2004

Project No. S3XX-XX-XX.XX 0X

WVDOT FINANCE USE ONLY

Org. No. _____
 Account No. _____
 Auth. No. _____
 Act. Code 115
 Obj. Code 273
 Sequence No. _____

SERVICES PERFORMED AS PER ATTACHED INVOICE

FEIN No.	<u>55-XXXXXXXX</u>		
Vendor's Inv. / Job No.	<u>DB-77625-12</u>	MAXIMUM AMOUNT PAYABLE	
Date of Invoice	<u>June 2, 2004</u>	Original Agreement	\$ 525,384.50
Notice to Proceed Date	<u>August 1, 2002</u>	Supplemental # 1	\$ 116,339.50
Dates of Agreement and Supplements : (LUMP SUM)			
Original Agreement - <u>July 1, 2002</u>			
Supplemental # 1 - <u>Feb 10, 2004</u>			
		TOTAL	\$ 641,724.00

DESCRIPTION OF WORK AND CHARGES

For the preparation of contract plans and related documents for improvements to US 60 from Charleston to Montgomery including 6 bridges

% Expended Rev'd by _____ PERCENT OF FUNDS EXPENDED 66.2%

	Amount		
	Previous Total	Amount Current	Total to Date
Invoice Amount.....	\$ 377,645.58	\$ 47,160.23	\$ 424,805.81
Less Retainage Withheld.....	\$ (5,984.51)	\$ (802.20)	\$ (6,786.71)
Plus Retainage Paid.....	\$ -	\$ -	\$ -
Balance Due.....	\$ 371,661.07	\$ 46,358.03	\$ 418,019.10
Approved for Payment	LESS PREVIOUS INVOICES		\$ (371,661.07)
	AMOUNT DUE CONSULTANT		
	THIS PAYMENT		\$ 46,358.03

[Consultant's name as it appears on the contract document]

[Address]

[City] , [State] [Zip]

Invoice Number [12]
 Invoice Date [6/2/2004]
 Job Number [DB-77625-12]
 Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

ITEM SA1 - CONTRACT PLANS (Supplemental Agreement # 1) - Roadway

[Provide description of type and scope of work for this item i.e.]

For the study, design and preparation of construction contract plans and related documents, in accordance with the terms of the cost plus Supplemental Agreement dated Feb. 10th, 2003

Total (Suppl. Agreement # 1)	ITEM SA1-A - Roadway & Bridge (Prime)	\$	85,625.00
	ITEM SA1-B - Surveying & Mapping (Subconsultant)	\$	8,500.00
	ITEM SA1-C - Geotechnical (Subconsultant)	\$	9,964.50
	ITEM SA1-D - Drilling Contract (Subcontract)	\$	<u>12,250.00</u>
	Max. Am'nt Payable (SA 1)	\$	116,339.50

SUMMARY

ITEM SA1

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned (Prime)			\$ -
(Subconsultants)			\$ -
(Subcontracts)			\$ -
Previously Retainage (Prime)		\$ -	\$ -
(Subconsultants)		\$ -	\$ -
(Subcontracts)		N/A	\$ -
Previously Invoiced			\$ -

CURRENT AMOUNT EARNED

Earned this Period (Attachments A thru C)			
ITEM SA1-A (Prime)	\$ 29,455.00		\$ 29,455.00
ITEM SA1-B (Subconsultant) - Survey & Mapping	\$ 4,486.73		\$ 4,486.73
ITEM SA1-C (Subconsultant) - Geotechnical	\$ <u>6,168.50</u>		\$ 6,168.54
Subtotal	\$ 40,110.23		
Current Retainage (2%)	\$ (802.20)	\$ <u>802.20</u>	\$ (802.20)
Retainage to Date		\$ 802.20	

CURRENT AMOUNT SUBCONTRACTS

ITEM 1D - Drilling (Direct Cost Billing)	\$ 7,050.00	N/A	\$ 7,050.00
Earned this Period			\$ <u>46,358.03</u>

CURRENT AMOUNT DUE

Total Earned and Payable to Date (Total Amount Earned Less Retainage)		\$ 46,358.03
Total Previously Invoiced		\$ <u>0.00</u>
AMOUNT NOW DUE ITEM SA1 (Orig. Agm'nt)	\$ 46,358.03	\$ 46,358.03

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

ITEM SA1-A - CONTRACT PLANS (Original Agreement) - Roadway & Bridge

[Provide description of type and scope of work for this item i.e.]

For the study, design and preparation of construction contract plans and related documents, in accordance with the terms of the agreement dated July 1, 2002

ITEM SA1-A (Orig. Agm't.)	\$	85,625.00
Total Previously Invoiced	\$	-

ITEM SA1-A

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned			\$ -
Previously Retained		\$ -	\$ -
CURRENT AMOUNT EARNED			
Lump Sum Fee Computation			
% Completed to Date:	34.40%		
% Previously Invoiced:	<u>0.00%</u>		
% Completed this Period:	34.40%		
Earned this Period			
% Comp this Period X Lump Sum Fee Item SA1-A	\$ 29,455.00		\$ 29,455.00
Current Retainage (2%)	\$ (589.10)	\$ <u>589.10</u>	\$ (589.10)
Retainage to Date		\$ 589.10	
Earned this Period			\$ <u>28,865.90</u>
CURRENT AMOUNT DUE			
Amount Payable to Date (Amount Earned Less Retainage)			\$ 28,865.90
Total Previously Invoiced			\$ <u>0.00</u>
AMOUNT NOW DUE ITEM 1A (Orig. Agm't)	\$ 28,865.90		\$ 28,865.90

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

ITEM SA1-A - CONTRACT PLANS (*Original Agreement*) - Roadway & Bridge

ITEM SA1-A PROGRESS REPORT

Net Fee Calculation

<u>TASKS</u>	<u>LAST REPORT</u>	<u>THIS REPORT</u>	<u>% TOTAL COMPLETE</u>	<u>WT. VALUE * (% TOTAL)</u>	<u>WT. % COMPLETE</u>
Surveying & Mapping	0%	80.00%	80.00%	5.00%	4.00%
Preliminary Field Review	0%	95.00%	95.00%	10.00%	9.50%
RW 1 Plans	0%	25.00%	25.00%	4.00%	1.00%
RW 2 Plans	0%	25.00%	25.00%	8.00%	2.00%
Geological Soils Report	0%	85.00%	85.00%	20.00%	17.00%
Final Field Review Plans	0%	2.00%	2.00%	30.00%	0.60%
Final Office Review Plans	0%	2.00%	2.00%	15.00%	0.30%
Span Arrangement	0%	0.00%	0.00%	0.00%	0.00%
Type, Size and Location	0%	0.00%	0.00%	0.00%	0.00%
Final Bridge Design	0%	0.00%	0.00%	0.00%	0.00%
RW 3 Plans	0%	0.00%	0.00%	4.00%	0.00%
RW 4 Plans	0%	0.00%	0.00%	2.00%	0.00%
Plans, Spec's and Est.	0%	0.00%	0.00%	2.00%	0.00%
				100.00%	34.40%

Percent Completed & Previously Report 0%

Percent of Progress 34.40%

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

[Subconsultant Firm, Inc]

ITEM SA1-B - CONTRACT PLANS (Original Agreement) - Surveying & Mapping

ITEM 1 B - (Orig. Agm't) - Surveying/ Mapping \$ 8,500.00
Total Previously Invoiced \$ -

ITEM 1B

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned			\$ -
Previously Retained		\$ -	\$ -
CURRENT AMOUNT EARNED			
Lump Sum Fee Computation			
% Completed to Date:	0.00%		
% Previously Invoiced:	<u>52.79%</u>		
% Completed this Period:	52.79%		
Earned this Period			
% Comp this Period X Lump Sum Fee Item SA1-B	\$ 4,487.15		\$ 4,487.15
Current Retainage (2%)	\$ (89.74)	\$ <u>89.74</u>	\$ (89.74)
Retainage to Date		\$ 89.74	
Earned this Period			\$ <u>4,397.41</u>
CURRENT AMOUNT DUE			
Amount Payable to Date (Amount Earned Less Retainage)			\$ 4,397.41
Total Previously Invoiced			\$ -
AMOUNT NOW DUE ITEM LS-B	<u>\$ 4,397.41</u>		\$ 4,397.41

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

[Subconsultant Firm, Inc]

ITEM SA1-B - CONTRACT PLANS (Original Agreement) - Surveying & Mapping

ITEM SA1-B PROGRESS REPORT
Net Fee Calculation

<u>TASKS</u>	<u>LAST REPORT</u>	<u>THIS % REPORT</u>	<u>TOTAL COMPLETE</u>	<u>WT. VALUE (% TOTAL)</u>	<u>* WT. % COMPLETE</u>
Horiz. Vertical Control	0%	95%	95%	4.00%	3.80%
Topographical Survey	0%	100%	100%	13.00%	13.00%
Survey Utilities	0%	96%	96%	6.00%	5.76%
Hydraulic X- Sections	0%	90%	90%	25.00%	22.50%
Property Survey Ties	0%	25%	25%	8.00%	2.00%
X-Section Major Drainage	0%	25%	25%	6.50%	1.63%
Field Check - X -Section	0%	0%	0%	0.00%	0.00%
Structural Survey (Ext.)	0%	0%	0%	0.00%	0.00%
Prelim. C.L. Stakeout (100' int.)	0%	0%	0%	8.00%	0.00%
Cemetery Plot Location(s)	0%	0%	0%	0.00%	0.00%
Railroad Profile	0%	0%	0%	0.00%	0.00%
F'ld. Loc. CL,	0%	0%	0%	20.00%	0.00%
F'ld. Loc. Ref. Pt's	0%	0%	0%	2.00%	0.00%
F'ld. Loc. BM's	0%	5%	5%	2.00%	0.10%
Stakeout of Borings	0%	80%	80%	5.00%	4.00%
				100%	52.79%

Percent Completed & Previously Report 0%

Percent of Progress 52.79%

(* Use weighted % completed to calculate fixed fee)

[Consultant's name as it appears on the contract document]

[Address]

[City] , [State] [Zip]

Invoice Number [12]
 Invoice Date [6/2/2004]
 Job Number [DB-77625-12]
 Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

[Subconsultant Firm, Inc]

ITEM SA1-C - CONTRACT PLANS (Original Agreement) - Geotechnical Investigation
 Geotechnical Investigation , Boring Contract Administration & Drilling

ITEM SA1-C
 (Orig. Agm'nt) - Boring Contract Admin. \$ 474.50
 (Orig. Amn't) - Geotechnical Investigation \$ 9,490.00
 Total (Original Agreement: - Geotechnical) \$ -
 Total Previously Invoiced \$ -

ITEM SA1-C

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Boring Contract Admin. (Lump Sum Fee Computation)			
Previously Earned			\$ -
Previously Retained		\$ -	
Geotechnical Investigation & Analysis			
Previously Earned			\$ -
Previously Retained		\$ -	\$ -

CURRENT AMOUNT EARNED

Boring Contract Admin. (Lump Sum Fee Computation)			
% Completed to Date:	100.00%		
% Previously Invoiced:	<u>0.00%</u>		
% Completed this Period:	100.00%		
Earned this Period			
% Comp this Period X Lump Sum Fee	\$ 474.50		\$ 474.50

CURRENT AMOUNT EARNED

Geotechnical Investigation & Analysis			
No. Holes Completed to Date	0		
No. Holes Completed This Period	<u>6</u>		
Total Completed to Date	6		
Earned this Period			
6 holes @ 949.00 /Hole	\$ 5,694.00		\$ 5,694.00
Subtotal Amount Earned (Item SA1-C)	\$ 6,168.50		
Current Retainage (2%)	\$ (113.88)	\$ 113.88	\$ (113.88)
Retainage to Date		\$ 113.88	
Earned this Period			\$ 6,045.13

CURRENT AMOUNT DUE

Amount Payable to Date (Amount Earned Less Retainage)		\$ 6,045.13
Total Previously Invoiced		\$ -
AMOUNT NOW DUE ITEM SA1-C	\$ 6,045.13	\$ 6,045.13

ITEM SA1-D(Boring Contract) \$ 12,250.00
 Total Previously Invoiced \$ -

ITEM SA1-D - (Show Direct Cost Billing)

CURRENT AMOUNT SUBCONTRACTS	Current	Retainage	To-Date
ITEM SA1-D - (Drilling)			
Previously Earned ITEM SA1-D		N/A	\$ -
Current Direct Cost (See Attachments)			
(6 - 190.00 Ln. Ft. @ \$35 per ft.)	\$ 6,650.00	N/A	\$ 6,650.00
Shelby Tubes -1 @ \$200 ea.	\$ 200.00	N/A	\$ 200.00
Bag Samples - 2 @ \$100 ea.	\$ 200.00	N/A	\$ 200.00
Earned To Date			\$ 7,050.00
Total Previously Invoiced		N/A	\$ 0.00
AMOUNT NOW DUE ITEM SA1-D	\$7,050.00		\$ 7,050.00

[Consultant's name as it appears on the contract document]

[Address]

[City] , [State] [Zip]

Invoice Number [12]
Invoice Date [6/2/2004]
Job Number [DB-77625-12]
Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

[Subconsultant Firm, Inc]

ITEM SA1-C - CONTRACT PLANS (Original Agreement) - Geotechnical Investigation

ITEM SA1-C PROGRESS REPORT
Net Fee Calculation

<u>TASKS</u>	<u>LAST REPORT</u>	<u>THIS REPORT</u>	<u>% TOTAL COMPLETE</u>
Boring Contract Admin.	0.0%	100.00%	100.00%

<u>TASKS</u>	<u>LAST REPORT</u>	<u>THIS REPORT</u>	<u>TOTAL COMPLETE</u>	<u>TOTAL PROPOSED</u>	<u>% TOTAL COMPLETE</u>
Geotechnical Investigation					
Holes Completed to Date	0	6	6	10	60.00%

ITEM SA1-C DRILLING REPORT

[List Core borings, depth drilled, and samples taken as per contract items]

	<u>Hole No.</u>	<u>Depth</u>	<u>Cum. Ft</u>	<u>Shelby Tubes</u>	<u>Bag Samples</u>
	R91	35	35	1	1
	R92	32	67		
	R93	31	98		
	R94	28	126		
	R95	30	156		
	R96	30	190		1
TOTALS	6	190.		1	2

[Consultant's name as it appears on the contract document]

[Address]

[City] , [State] [Zip]

Invoice Number [12]
 Invoice Date [6/2/2004]
 Job Number [DB-77625-12]
 Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

[Name of Current Director]

Director, Engineering Division
 West Virginia Department of Transportation
 Division of Highways
 Capitol Complex Building 5, Room 317
 1900 Kanawha Boulevard East
 Charleston, WV 25305-0430

RE:

State Project:

Federal Project:

[Project Name - as it appears of the state tracking sheet]

County:

Item 1 Original Agreement: \$ 525,384.50
 Item 2 Supplemental 1 \$ 116,339.50
 Max. Amt Payable \$ 641,724.00

Period Covered: May 1,2004 thru May 31, 2004

Project Summary

[Reface to executed contracts i.e.]

Engineering services in connection with the above project in accordance with the terms of our Cost Plus Agreement dated July 1, 2002 and supplemental dated February 10th, 2003. Notice to proceed given on August 1, 2002

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned (Prime)			\$ 208,551.00
(Subconsultants)			\$ 85,607.94
(Subcontracts)			\$ 83,486.64
Previously Retainage (Prime)		\$ 4,170.72	\$ (4,170.72)
(Subconsultants)		\$ 1,813.79	\$ (1,813.79)
(Subcontracts)		N/A	\$ -
Previously Invoiced			<u>\$ 371,661.07</u>
CURRENT AMOUNT EARNED			
Earned this Period (Attachments A thru C)			
ITEM SA1-A (Prime)	\$ 29,455.00		\$ 29,455.00
ITEM SA1-B(Subconsultant) - Survey & Mapping	\$ 4,486.73		\$ 4,486.73
ITEM SA1-C (Subconsultant) - Geotechnical	<u>\$ 6,168.50</u>		\$ 6,168.50
Subtotal	\$ 40,110.23		
Current Retainage (2%)	\$ (802.20)	<u>\$ 802.20</u>	\$ (802.20)
Retainage to Date		<u>\$ 802.20</u>	
CURRENT AMOUNT SUBCONTRACTS			
ITEM SA1-D - Drilling (<i>Direct Cost Billing</i>)	\$ 7,050.00	N/A	\$ 7,050.00
Earned this Period			<u>\$ 418,019.10</u>
CURRENT AMOUNT DUE			
Total Earned and Payable to Date (<i>Total Amount Earned Less Retainage</i>)			\$ 418,079.10
Total Previously Invoiced			<u>\$ 371,661.07</u>
AMOUNT NOW DUE ITEM SA1	<u>\$ 46,358.03</u>		\$ 46,358.03

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

I hereby certify that on _____ ***(date)*** , _____ ***(Prime)*** received
payment for Invoice [#] , dated _____, in the amount of
\$ _____, and the following sub consultants and subcontractors included
in the subject invoice have been paid:

(List subs and amounts paid here)

[Survey Subconsultant's Name] \$ 4,652.62

[Geotechnical Subconsultant's Name] \$ 8,426.52

Signed _____
(Authorized Company Officer)

[Consultant's name as it appears on the contract document]

[Address]

[City] , *[State]* *[Zip]*

Invoice Number *[12]*
Invoice Date *[6/2/2004]*
Job Number *[DB-77625-12]*
Project Number *[S3XX-XX-X.XX 0X]*

Period Covered: *[May 1, 2002 thru May 31, 2002]*

[Name of Current Director]

Director, Engineering Division
West Virginia Department of Transportation
Division of Highways
Capitol Complex Building 5, Room 317
1900 Kanawha Boulevard East
Charleston, WV 25305-0430

RE: **State Project:** *[S3XX-XX-X.XX 0X]*
Federal Project: *[BR-00XX(XXX)E]*
[Project Name - as it appears of the state tracking sheet]
[County]

CERTIFICATION

I, the undersigned do hereby certify that: (1) the above invoice reflects a true and accurate accounting of the records of ***[Consulting Firm's Name]*** , and the amount has not been paid or previously invoiced; (2) insurance coverage as specified in the agreement furnished by ***[Insurance Company Name]*** is still in effect and current.

Name of Official

Title

Signature

CONSULTANT VOUCHER		Project No. <i>S3XX-XX-XX.XX 0X</i>	
FORM BF-2		WVDOT FINANCE USE ONLY	
Revised: 3/2000		Org. No. _____	
WEST VIRGINIA DEPARTMENT OF TRANSPORTATION		Account No. _____	
Progress Report of Work Performed For Engineering Services By		Auth. No. _____	
Name <i>D & B Engineering</i>		Act. Code <i>115</i>	
Address <i>P.O. Box 1234</i>		Obj. Code <i>273</i>	
<i>Summerset Ave, Suite 550</i>		Sequence No. _____	
<i>Charleston, WV 25305-1234</i>			
During period from <i>May 1, 2004</i> to <i>May 31, 2004</i>			

SERVICES PERFORMED AS PER ATTACHED INVOICE

FEIN No. <i>55-XXXXXXXX</i>	MAXIMUM AMOUNT PAYABLE Max Amt. per L.A. \$ 100,000.00 Original Agreement \$ 36,613.49 TOTAL \$ 36,613.49
Vendor's Inv. / Job No. <i>DB-77625-12</i>	
Date of Invoice <i>June 2, 2004</i>	
Notice to Proceed Date <i>August 1, 2002</i>	
Dates of Agreement and Supplements : (FIXED RATE)	
Original Agreement – <i>July 1, 2002</i>	

DESCRIPTION OF WORK AND CHARGES

Statewide Aerial Photography
Letter Agreement #1 - Photo coverage for State Project S320-60-12.54 Kanawha County

% Expended Rev'd by _____ PERCENT OF FUNDS EXPENDED **99.98%**

	Amount		
	Previous Total	Amount Current	Total to Date
Invoice Amount.....	\$ 17,815.66	\$ 18,629.88	\$ 36,445.54
Less Retainage Withheld.....	\$ (356.31)	\$ (372.60)	\$ (728.91)
Plus Retainage Paid.....	\$ -	\$ -	\$ -
Balance Due.....	\$ 17,459.35	\$ 18,257.28	\$ 35,716.63
Approved for Payment	LESS PREVIOUS INVOICES		\$ (17,459.35)
	AMOUNT DUE CONSULTANT		
	THIS PAYMENT		\$ 18,257.28

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]
 Invoice Date [6/2/2004]
 Job Number [DB-77625-12]
 Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

[Name of Current Director]

Director, Engineering Division
 West Virginia Department of Transportation
 Division of Highways
 Capitol Complex Building 5, Room 317
 1900 Kanawha Boulevard East
 Charleston, WV 25305-0430

Master Agreement - January 1, 2002
 Max. Amt. Payable under this Letter Agm'nt: \$ 100,000.00

RE:

State Project: S320-60-12.54

Federal Project: BR-0060(123)E

[Project Name - as it appears of the state tracking sheet]

ITEM LA1 Aerial Photography (Letter Agreement No. 1)

[Provide description of type and scope of work for this item i.e.]

Statewide Aerial Photography, in accordance our Master Agreement dated January 1, 2002 and with the terms of the Letter Agreement # 1, dated May 1, 2002

ITEM LA1-A - Aerial Photography (Prime)	\$	27,656.84
Max. Am'nt Payable (LA # 1)	\$	27,656.84

SUMMARY

ITEM LA1 - A

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned (Prime)			\$ 12,154.25
(Subconsultants)			\$ 5,661.41
Previously Retainage (Prime)		\$ 243.09	\$ (243.09)
(Subconsultants)		\$ 113.23	\$ (113.23)
Previously Invoiced			\$ 17,459.35

CURRENT AMOUNT EARNED

Earned this Period (Attachments 1A -1, 2)			
ITEM LA1-A1 (Prime Labor Cost)	\$ 9,946.92		\$ 9,946.92
ITEM LA1-A2 Direct Cost	\$ 3,021.55		\$ 3,021.55
ITEM LA1- B1 (Subconsultant Labor Cost)	\$ 4,736.16		\$ 4,736.16
ITEM LA1-B2 Direct Cost	\$ 925.25		\$ 925.25
Current Retainage (2%)	\$ (372.60)	\$ 372.60	\$ (372.60)
Retainage to Date		\$ 728.91	
Earned this Period	\$ 18,257.28		\$ 35,716.62

CURRENT AMOUNT DUE

Total Earned and Payable to Date (Total Amount Earned Less Retainage)		\$ 35,716.62
Total Previously Invoiced		\$ 17,459.35
AMOUNT NOW DUE ITEM LA1	\$ 18,257.28	\$ 18,257.28

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

ITEM LA1 - Aerial Photography (Letter Agreement No. 1)

**ATTACHMENT NO. LA1- A1
TABULATION OF DIRECT PAYROLL COSTS**

<u>Contract Title</u>				<u>* Hourly</u>	
<u>Classification</u>	<u>Emp. ID No.</u>	<u>Hours</u>	<u>Week of</u>	<u>Rate</u>	<u>Costs</u>
Principal	6500	1	3-May	\$ 78.65	\$ 78.65
Manager	6502	7	3-May	\$ 71.50	\$ 500.50
Estimator	4552	2	3-May	\$ 67.93	\$ 135.86
Flight Planner	4523	2	10-May	\$ 37.18	\$ 74.36
Pilot	5451	3	10-May	\$ 65.69	\$ 197.07
Photo Lab Technician	5101	2.75	10-May	\$ 37.90	\$ 104.23
Aerial Photographer	3323	7	10-May	\$ 51.48	\$ 360.36
Party Chief	2562	96.5	10-May	\$ 38.55	\$ 3,720.08
Inst. Person	2555	96.5	10-May	\$ 24.56	\$ 2,370.04
Rodperson	2556	96.5	10-May	\$ 18.50	\$ 1,785.25
Engineer Aide	2532	15	10-May	\$ 40.38	\$ 605.70
Admin Assistant	2452	0.5	10-May	\$ 29.65	\$ 14.83
Totals		329.75			\$ 9,946.92

* Rate as per Agreement (includes overhead & profit)

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]
 Invoice Date [6/2/2004]
 Job Number [DB-77625-12]
 Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

ITEM LA1 Aerial Photography (Letter Agreement No. 1)

**ATTACHMENT NO. LA1-A 2
 TABULATION OF DIRECT COSTS**

<u>Items (per agreement)</u>	<u>Quantity</u>	<u>Rate</u>	<u>Unit</u>	<u>Amount</u>
Flight Time (2 hour minimum (Pilot & Aerial Photographer)	1.50	\$ 700.00	Hours	\$ 1,050.00
Aerial Film (Film and Processing per Frame) (Includes Editing and Negative Tilting)				
Black and White	25.00	\$ 6.00	Per Frame	\$ 150.00
Minimum		\$ 600.00	Minimum	\$ -
Color		\$ 20.00	Per Frame	\$ -
Minimum		\$ 800.00	Minimum	\$ -
Contract Prints				
Black and White (1st Print)	75.00	\$ 5.50	Each	\$ 412.50
Black and White (Each Additional)		\$ 3.65	Each	\$ -
Minimum for Black and White		\$ 35.00	Minimum	\$ -
Color (1st Print)		\$ 136.00	Each	\$ -
Minimum (Each Additional)		\$ 6.25	Each	\$ -
Enlargements				
Black and White Paper		\$ 18.25	Per Sq. Ft.	\$ -
Minimum		\$ 50.00	Minimum	\$ -
Color Paper		\$ 55.00	Per Sq. Ft.	\$ -
Minimum		\$ 136.00	Minimum	\$ -
Black and White Film Positive		\$ 21.50	Per Sq. Ft.	\$ -
Minimum		\$ 85.00	Minimum	\$ -
Diapositives				
Black and White Film Diapositives - .007"	25.00	\$ 7.75	Each	\$ 193.75
Minimum		\$ 50.00	Minimum	\$ -
Color Film Diapositives (1st Diapositive)	7.00	\$ 15.00	Each	\$ 105.00
Minimum		\$ 70.00	Minimum	\$ -
Color Film Diapositives (Each Additional)		\$ 14.75	Each	\$ -
Photo Index (Includes 1 each paper & mylar print per sheet)				
Lay down, Copy Negative, Annotate	75.00	\$ 6.20	Per Frame	\$ 465.00
Minimum (per sheet)		\$ 350.00	Minimum	\$ -
Survey targets	180	\$ 0.16	Per Sq. Ft.	\$ 28.80
Survey Pin & Caps	9	\$ 1.25	Each	\$ 11.25
Sub total Miscellaneous				\$ 2,416.30

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

ITEM LA1 Aerial Photography (Letter Agreement No. 1)

ATTACHMENT NO. LA1-A 2 (Cont.)

TABULATION OF DIRECT COSTS

<u>Items (per agreement)</u>	<u>Quantity</u>	<u>Rate</u>	<u>Unit</u>	<u>Amount</u>
Lodging	2.00	\$ 65.00	Night	\$ 130.00
Meals	2.00	\$ 30.00	Day	\$ 60.00
Vehicle Rental	2.00	\$ 65.00	Day	\$ 130.00
Vehicle Fuel	40.00	\$ 1.85	Gal	\$ 74.00
Copies	50.00	\$ 0.10	Each	\$ 5.00
<u>Mileage</u>	<u>550.00</u>	<u>\$ 0.38</u>	<u>Mi</u>	<u>\$ 206.25</u>
Subtotal Travel				\$ 605.25
Total Direct Expenses				\$ 3,021.55

Mileage, meals, and lodging will be reimbursed in accordance with the State Travel Regulations in effect at the time the work is performed. Other actual Cost at Rates Approved by the Department.

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

[Subconsultant Firm, Inc]

ITEM LA1-B - Surveying - Flight Control (Letter Agreement # 1)

ATTACHMENT NO. LA1-B1
TABULATION OF DIRECT PAYROLL COSTS

Contract Title Classification	Emp. ID No.	Hours	Week of	* Hourly Rate	Costs
Chief Surveyor	650	4	10-May	\$ 91.52	\$ 366.08
Party Chief	650	10	10-May	\$ 81.51	\$ 815.10
Inst. Person	455	10	10-May	\$ 61.49	\$ 614.90
Chainperson	545	10	10-May	\$ 34.32	\$ 343.20
Rodperson	332	10	10-May	\$ 22.88	\$ 228.80
Chief Surveyor	650	4	17-May	\$ 91.52	\$ 366.08
Party Chief	650	10	17-May	\$ 81.51	\$ 815.10
Inst. Person	452	10	17-May	\$ 61.49	\$ 614.90
Chainperson	510	10	17-May	\$ 34.32	\$ 343.20
Rodperson	300	10	17-May	\$ 22.88	\$ 228.80
		88			\$ 4,736.16

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

[Subconsultant Firm, Inc]

ITEM LA1-B - Surveying - Flight Control (Letter Agreement # 1)

**ATTACHMENT NO. LA1-B 2
TABULATION OF DIRECT COSTS**

<u>Items (per agreement)</u>	<u>Quantity</u>	<u>Rate</u>	<u>Unit</u>	<u>Amount</u>
Surveying Equipment Rental	2.00	\$ 65.00	Night	\$ 130.00
Survey Materials	2.00	\$ 30.00	Day	\$ 60.00
Survey Pins & Caps	2.00	\$ 65.00	Day	\$ 130.00
Subtotal Direct Expense				\$ 320.00

<u>Items (Per Travel Regulations)</u>	<u>Quantity</u>	<u>Rate</u>	<u>Unit</u>	<u>Amount</u>
Lodging	2.00	\$ 65.00	Night	\$ 130.00
Meals	2.00	\$ 30.00	Day	\$ 60.00
Vehicle Rental	2.00	\$ 65.00	Day	\$ 130.00
Vehicle Fuel	40.00	\$ 1.85	Gal	\$ 74.00
Copies	50.00	\$ 0.10	Each	\$ 5.00
Mileage	550.00	\$ 0.38	Mi	\$ 206.25
Subtotal Travel				\$ 605.25

Total Direct Expenses \$ 925.25

[Consultant's name as it appears on the contract document]

[Address]

[City] , [State] [Zip]

Invoice Number [12]
 Invoice Date [6/2/2004]
 Job Number [DB-77625-12]
 Project Number [S3XX-XX-X.XX 0X]

[Name of Current Director]

Director, Engineering Division
 West Virginia Department of Transportation
 Division of Highways
 Capitol Complex Building 5, Room 317
 1900 Kanawha Boulevard East
 Charleston, WV 25305-0430

Master Agreement - January 1, 2002
 Max. Amt. Payable under this Letter Agm'nt: \$ 100,000.00

RE:

State Project: S320-60-12.54

Federal Project: BR-0060(123)E

[Project Name - as it appears of the state tracking sheet]

Item 1 Letter Agreement # 1 \$ 36,613.49
 Max. Amt. Payable to Date \$ 36,613.49

Project Summary

Engineering services in connection with the above project in accordance our Statewide Master Agreement and with the terms of our Letter Agreement # 1 dated May 1, 2002 and Supplemental Agreement # 1, dated June 15, 2002 Notice to proceed given on May 1, 2002

Period Covered: May 1, 2002 thru May 31, 2002

	Current	Retainage	To-Date
PREVIOUS AMOUNT INVOICED			
Previously Earned (Prime)			\$ 12,154.25
(Subconsultants)			\$ 5,661.41
Previously Retainage (Prime)		\$ 243.09	\$ (243.09)
(Subconsultants)		\$ 113.23	\$ (113.23)
Previously Invoiced			\$ 17,459.35
CURRENT AMOUNT EARNED			
Earned this Period (Attachments ITEMS 1 & 2)			
(Prime)			\$ 18,629.88
Subtotal			\$ 18,629.88
Current Retainage (2%)	\$ (372.60)	\$ 372.60	\$ (372.60)
Retainage to Date		\$ 728.91	\$ 35,716.63
CURRENT AMOUNT NOW DUE			
Total Earned and Payable to Date (Total Amount Earned Less Retainage)			\$ 35,716.63
Total Previously Invoiced to Date			\$ 17,459.35
Amount Now Due			\$ 18,257.28

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX 0X]

I hereby certify that on _____ **(date)** _____, _____ **(Prime)** _____ received payment for Invoice # _____, dated _____, in the amount of \$ _____, and the following subconsultants and subcontractors included in the subject invoice have been paid:

(List subs and amounts paid here)

[Survey Subconsultant's Name]

\$ 5,548.18

Signed _____
(Authorized Company Officer)

[Consultant's name as it appears on the contract document]

[Address]

[City]

, *[State]*

[Zip]

Invoice Number *[12]*

Invoice Date *[6/2/2004]*

Job Number *[DB-77625-12]*

Project Number *[S3XX-XX-X.XX 0X]*

[Name of Current Director]

Director, Engineering Division

West Virginia Department of Transportation

Division of Highways

Capitol Complex Building 5, Room 317

1900 Kanawha Boulevard East

Charleston, WV 25305-0430

RE: **State Project:** *[S3XX-XX-X.XX 0X]*

Federal Project: *[BR-00XX(XXX)E]*

[Project Name - as it appears of the state tracking sheet]

[County]

CERTIFICATION

I, the undersigned do hereby certify that: (1) the above invoice reflects a true and accurate accounting of the records of ***[Consulting Firm's Name]*** , and the amount has not been paid or previously invoiced; (2) insurance coverage as specified in the agreement furnished by ***[Insurance Company Name]*** is still in effect and current.

Name of Official

Title

Signature

CONSULTANT VOUCHER FORM BF-2 Revised: 3/2000 WEST VIRGINIA DEPARTMENT OF TRANSPORTATION Progress Report of Work Performed For Engineering Services By Name <i>D & B Engineering</i> Address <i>P.O. Box 1234</i> <i>Summerset Ave, Suite 550</i> <i>Charleston, WV 25305-1234</i> During period from <i>May 1, 2004</i> to <i>May 31, 2004</i>		Project No. <i>S3XX-XX-XX.XX 0X</i> <hr/> WVDOT FINANCE USE ONLY <hr/> Org. No. _____ Account No. _____ Auth. No. _____ Act. Code <i>115</i> Obj. Code <i>273</i> <hr/> Sequence No. _____ <hr/>
SERVICES PERFORMED AS PER ATTACHED INVOICE		
FEIN No. <i>55-XXXXXXXX</i>	(Max Amt. per L.A \$100,000.)	
Vendor's Inv. / Job No. <i>DB-77625-12</i>	MAXIMUM AMOUNT PAYABLE	
Date of Invoice <i>June 2, 2004</i>	Original Agreement \$ 36,613.49	
Notice to Proceed Date <i>August 1, 2002</i>	Supplemental # 1 \$ 10,578.69	
Dates of Agreement and Supplements : (FIXED RATE)		
Original Agreement - <i>July 1, 2002</i>		
Supplemental # 1 - <i>Feb 10, 2004</i>		
	TOTAL \$ 47,192.18	
DESCRIPTION OF WORK AND CHARGES		
<i>[Statewide Aerial Photography Supplemental Agreement # 1 to Letter Agreement #1 State Project S320-60-12.54 Kanawha County]</i>		
% Expended Rev'd by _____	PERCENT OF FUNDS EXPENDED 99.98%	
	Amount	
	Previous Total Amount Current Total to Date	
Invoice Amount.....	\$ 17,815.66 \$ 29,365.12 \$ 47,180.78	
Less Retainage Withheld.....	\$ (356.31) \$ (587.30) \$ (943.62)	
Plus Retainage Paid.....	\$ - \$ - \$ -	
Balance Due.....	\$ 17,459.35 \$ 28,777.82 \$ 46,237.16	
Approved for Payment	LESS PREVIOUS INVOICES \$ (17,459.35)	
_____	AMOUNT DUE CONSULTANT	
	THIS PAYMENT \$ 28,777.82	

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [2]

Invoice Date [7/2/2002]

Job Number [AP-050277-1]

Project Number [XXX-XX-XX.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

ITEM SLA1 Aerial Photography (Supplemental 1 to Letter Agreement No. 1)

[Provide description of type and scope of work for this item i.e.]

Statewide Aerial Photography, in accordance our Master Agreement dated January 1, 2002 and with the terms of the Letter Agreement # 1, dated May 1, 2002 and Supplemental Agreement # 1 , dated June 15, 2002

Total (SA # 1 to LA # 1) ITEM 2A - Aerial Photography (Prime)	\$	5,590.66
ITEM 2B - Surveying (Subconsultant)	\$	4,988.03
Max. Am'nt Payable (SA #1 to LA # 1)	\$	10,578.69

SUMMARY

ITEM SLA1-A

	Current	Retainage	To-Date
PREVIOUS AMOUNT INVOICED			
Previously Earned (Prime)			\$ -
(Subconsultants)			\$ -
Previously Retainage (Prime)		\$ -	\$ -
(Subconsultants)		\$ -	\$ -
Previously Invoiced			\$ -

CURRENT AMOUNT EARNED

Earned this Period (Attachments 1A -1, 2)			
ITEM SLA1-A1 (Prime Labor Cost)	\$ 4,547.82		\$ 4,547.82
ITEM SLA1-A2 Direct Cost	\$ 1,199.40		\$ 1,199.40
ITEM SLA1-B1 (Subconsultant Labor Cost)	\$ 3,569.28		\$ 3,569.28
ITEM SLA1-B2 Direct Cost	\$ 1,418.75		\$ 1,418.75
Subtotal	\$ 10,250.25		
Current Retainage (2%)	\$ (214.70)	\$ 214.70	\$ (214.70)
Retainage to Date		\$ 214.70	
Earned this Period			\$ 10,520.54

CURRENT AMOUNT DUE

Total Earned and Payable to Date (Total Amount Earned Less Retainage)		\$ 10,520.54
Total Previously Invoiced		\$ 0.00
AMOUNT NOW DUE ITEM SLA1	\$ 10,520.54	\$ 10,520.54

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [2]

Invoice Date [7/2/2002]

Job Number [AP-050277-1]

Project Number [XXX-XX-XX.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

ITEM SLA1-A - Aerial Photography (Letter Agreement No. 1)

**ATTACHMENT NO. SLA1-A1
TABULATION OF DIRECT PAYROLL COSTS**

Contract Title Classification	Emp. ID No.	Hours	Week of	* Hourly Rate	Costs
Principal	6500	1	3-May	\$ 78.65	\$ 78.65
Manager	6502	2	3-May	\$ 71.50	\$ 143.00
Estimator	4552	1	3-May	\$ 67.93	\$ 67.93
Flight Planner	4523	1	10-May	\$ 37.18	\$ 37.18
Pilot	5451	3	10-May	\$ 65.69	\$ 197.07
Photo Lab Technician	5101	4	10-May	\$ 37.90	\$ 151.60
Aerial Photographer	3323	48	10-May	\$ 51.48	\$ 2,471.04
Party Chief	2562	16	10-May	\$ 38.55	\$ 616.80
Inst. Person	2555	16	10-May	\$ 24.56	\$ 392.96
Rodperson	2556	16	10-May	\$ 18.50	\$ 296.00
Engineer Aide	2532	2	10-May	\$ 40.38	\$ 80.76
Admin Assistant	2452	0.5	10-May	\$ 29.65	\$ 14.83
		110.5			\$ 4,547.82

* Rate as per Agreement (includes overhead & profit)

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [2]

Invoice Date [7/2/2002]

Job Number [AP-050277-1]

Project Number [XXX-XX-XX.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

ITEM SLA1-A2 - Aerial Photography (SA1 to LA1)

**ATTACHMENT NO. SLA1-A2
TABULATION OF DIRECT COSTS**

<u>Items (per agreement)</u>	<u>Quantity</u>	<u>Rate</u>	<u>Unit</u>	<u>Amount</u>
Flight Time (2 hour minimum (Pilot & Aerial Photographer)	1.50	\$ 700.00	Hours	\$ 1,050.00
Aerial Film (Film and Processing per Frame) (Includes Editing and Negative Tilting)				
Black and White	4.00	\$ 6.00	Per Frame	\$ 24.00
Minimum		\$ 600.00	Minimum	\$ 0.00
Color		\$ 20.00	Per Frame	\$ 0.00
Minimum		\$ 800.00	Minimum	\$ 0.00
Contract Prints				
Black and White (1st Print)	4.00	\$ 5.50	Each	\$ 22.00
Black and White (Each Additional)		\$ 3.65	Each	\$ 0.00
Minimum for Black and White		\$ 35.00	Minimum	\$ 0.00
Color (1st Print)		\$ 136.00	Each	\$ 0.00
Minimum (Each Additional)		\$ 6.25	Each	\$ 0.00
Enlargements				
Black and White Paper		\$ 18.25	Per Sq. Ft.	\$ 0.00
Minimum		\$ 50.00	Minimum	\$ 0.00
Color Paper		\$ 55.00	Per Sq. Ft.	\$ 0.00
Minimum		\$ 136.00	Minimum	\$ 0.00
Black and White Film Positive		\$ 21.50	Per Sq. Ft.	\$ 0.00
Minimum		\$ 85.00	Minimum	\$ 0.00
Diapositives				
Black and White Film Diapositives - .007"	4.00	\$ 7.75	Each	\$ 31.00
Minimum		\$ 50.00	Minimum	\$ 0.00
Color Film Diapositives (1st Diapositive)	4.00	\$ 15.00	Each	\$ 60.00
Minimum		\$ 70.00	Minimum	\$ 0.00
Color Film Diapositives (Each Additional)		\$ 14.75	Each	\$ 0.00
Photo Index (Includes 1 each paper & mylar print per sheet)				
Lay down, Copy Negative, Annotate	2.00	\$ 6.20	Per Frame	\$ 12.40
Minimum (per sheet)		\$ 350.00	Minimum	\$ 0.00
Survey targets	0	\$ 0.16	Per Sq. Ft.	\$ 0.00
Survey Pin & Caps	0	\$ 1.25	Each	\$ 0.00
<u>Items (Per Travel Regulations)</u>	<u>Quantity</u>	<u>Rate</u>	<u>Unit</u>	<u>Amount</u>
Lodging	0	\$ 65.00	Night	\$ 0.00
Meals	0	\$ 30.00	Day	\$ 0.00
Vehicle Rental	0	\$ 65.00	Day	\$ 0.00
Vehicle Fuel	0	\$ 1.85	Gal	\$ 0.00
Copies	0	\$ 0.10	Each	\$ 0.00
Mileage	0	\$ 0.38	Mi	\$ 0.00
Total Direct Expense				\$ 1,199.40

Mileage, meals, and lodging will be reimbursed in accordance with the State Travel Regulations in effect at the time the work is performed. Other actual Cost at Rates Approved by the Department.

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [2]

Invoice Date [7/2/2002]

Job Number [AP-050277-1]

Project Number [XXX-XX-XX.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

Subconsultant Firm, Inc

ITEM SLA1-B1 Surveying - Flight Control ((SA1 to LA1))

ATTACHMENT NO. SLA1-B1

TABULATION OF DIRECT PAYROLL COSTS

Contract Title Classification	Emp. ID No.	Hours	* Hourly Week of	Rate	Costs
Chief Surveyor	650	4	17-May	\$ 91.52	\$ 366.08
Party Chief	650	16	17-May	\$ 81.51	\$ 1,304.16
Inst. Person	452	16	17-May	\$ 61.49	\$ 983.84
Chainperson	510	16	17-May	\$ 34.32	\$ 549.12
Rodperson	300	16	17-May	\$ 22.88	\$ 366.08
		68			\$ 3,569.28

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State]

[Zip]

Invoice Number [2]

Invoice Date [7/2/2002]

Job Number [AP-050277-1]

Project Number [XXX-XX-XX.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

Subconsultant Firm, Incl

ITEM SLA1-B2 Surveying - Flight Control ((SA1 to LA1))

ATTACHMENT NO. SLA1-B2
TABULATION OF DIRECT COSTS

<u>Items (Per Master Agreement)</u>	<u>Quantity</u>	<u>Rate</u>	<u>Unit</u>	<u>Amount</u>
Surveying Equipment Rental	2.00	\$ 65.00	Day	\$ 130.00
Survey Materials	1.00	\$ 30.00	Each	\$ 30.00
Survey Pins & Caps	2.00	\$ 20.00	Each	\$ 40.00
Subtotal Direct Expense				\$ 200.00

<u>Items (Per Travel Regulations)</u>	<u>Quantity</u>	<u>Rate</u>	<u>Unit</u>	<u>Amount</u>
Lodging	9.00	\$ 65.00	Night	\$ 585.00
Meals	9.00	\$ 30.00	Day	\$ 270.00
Vehicle Rental	3.00	\$ 65.00	Day	\$ 195.00
Vehicle Fuel	40.00	\$ 1.85	Gal	\$ 74.00
Copies	10.00	\$ 0.10	Each	\$ 1.00
Mileage	250.00	\$ 0.38	Mi	\$ 93.75
Subtotal Travel				\$ 1,218.75

Total Direct Expenses \$ 1,418.75

[Consultant's name as it appears on the contract document]

[Address]
[City] , [State] [Zip]

Invoice Number [12]
Invoice Date [6/2/2004]
Job Number [DB-77625-12]
Project Number [S3XX-XX-X.XX]

[Name of Current Director]

Director, Engineering Division
West Virginia Department of Transportation
Division of Highways
Capitol Complex Building 5, Room 317
1900 Kanawha Boulevard East
Charleston, WV 25305-0430

Master Agreement - January 1, 2002
Max. Amt. Payable under this Letter Agm't: \$ 100,000.00

RE:

State Project: SXXX-XX-XX.XX 0X

Federal Project: BR-00XX(XXX)E

[Project Name - as it appears of the state tracking sheet]

Item 1 Letter Agreement # 1	\$	36,613.49
Item 2 S A # 1 to LA 1	\$	10,578.69
Max. Amt. Payable to Date	\$	47,192.18

Project Summary

Engineering services in connection with the above project in accordance our Statewide Master Agreement and with the terms of our Letter Agreement # 1 dated May 1, 2002 and Supplemental Agreement # 1, dated June 15, 2002 Notice to proceed given on May 1, 2002

Period Covered: *[May 1, 2002 thru May 31, 2002]*

	Current	Retainage	To-Date
PREVIOUS AMOUNT INVOICED			
Previously Earned (Prime)			\$ 12,154.25
(Subconsultants)			\$ 5,661.41
Previously Retainage (Prime)		\$ 243.09	\$ (243.09)
(Subconsultants)		\$ 113.23	\$ (113.23)
Previously Invoiced			\$ 17,459.35
CURRENT AMOUNT EARNED			
Earned this Period (Attachments ITEMS 1 & 2)			
(Prime)	\$ 18,715.68		\$ 18,715.68
(Subconsultant) - Surveying	\$ 10,649.44		\$ 10,649.44
Subtotal	\$ 29,365.12		
Current Retainage (2%)	\$ (587.30)	\$ 587.30	\$ (587.30)
Retainage to Date		\$ 943.62	\$ 46,237.16
CURRENT AMOUNT NOW DUE			
Total Earned and Payable to Date (Total Amount Earned Less Retainage)			\$ 46,237.16
Total Previously Invoiced to Date			\$ 17,459.35
Amount Now Due	\$ 28,777.82		\$ 28,777.82

[Consultant's name as it appears on the contract document]

[Address]

[City]

, [State] [Zip]

Invoice Number [12]

Invoice Date [6/2/2004]

Job Number [DB-77625-12]

Project Number [S3XX-XX-X.XX]

I hereby certify that on _____ **(date)** _____, _____ **(Prime)** _____ received payment for Invoice # _____, dated _____, in the amount of \$ _____, and the following subconsultants and subcontractors included in the subject invoice have been paid:

(List subs and amounts paid here)

[Survey Subconsultant's Name]

\$ 5,548.18

Signed _____
(Authorized Company Officer)

[Consultant's name as it appears on the contract document]

[Address]

[City] , *[State]* *[Zip]*

Invoice Number *[12]*

Invoice Date *[6/2/2004]*

Job Number *[DB-77625-12]*

Project Number *[S3XX-XX-X.XX]*

[Name of Current Director]

Director, Engineering Division
West Virginia Department of Transportation
Division of Highways
Capitol Complex Building 5, Room 317
1900 Kanawha Boulevard East
Charleston, WV 25305-0430

RE: **State Project:** *[S3XX-XX-X.XX 0X]*

Federal Project: *[BR-00XX(XXX)E]*

[Project Name - as it appears of the state tracking sheet]

[County]

Period Covered: *[May 1, 2002 thru May 31, 2002]*

CERTIFICATION

I, the undersigned do hereby certify that: (1) the above invoice reflects a true and accurate accounting of the records of ***[Consulting Firm's Name]*** , and the amount has not been paid or previously invoiced; (2) insurance coverage as specified in the agreement furnished by ***[Insurance Company Name]*** is still in effect and current.

Name of Official

Title

Signature

Construction Inspection Example Invoice Format

Notes:

- 1) *Add or delete specific invoice line items as appropriate to your agreement.*
- 2) *Elements in [Brackets or Italics] represent general information to be provide or modified by the Consultant, (e.g. **Consultant**, should be replaced with the name of its firm or **Subconsultant firm where applicable**)*
- 3) *All original signatures must be in blue ink.*
- 4) *Subconsultant invoices are submitted to the prime consultant for payment and submitted to the WVDOH only as backup when applicable. The costs are subtotaled and included as shown in the prime consultant's invoice to the WVDOH.*
- 5) *Backup Documentation where applicable and when require should include:*
 - c. *Prime Administrative Timesheets*
 - d. *WVDOH Timesheets*
 - e. *Summary of Billable time (may be necessary on multi-tasked projects)*
 - f. *Prime Monthly Expenses (including but not limited to:)*
 - i. *Vehicle charges*
 - ii. *Lodging receipts*
 - iii. *Meal expenses*
 - iv. *Telephone bills*
 - v. *Supplies*
- 6) *Subconsultant Invoice and Documentation (repeat above information for each sub)
Subconsultant invoices should follow prescribed format.*

[Date]

[Name of Construction Engineer]

District *[#]* Construction Engineer
West Virginia Department of Transportation
Division of Highways

[Address]

[City] _____, West Virginia *[Zipcode]* _____

Reference: Invoice Number *[123456-010]*

State Project: *[U3-45-67.89 00]*

Federal Project: *[IMNH—0811(059)]*

[Project Name as it appears on the plans]

Dear _____:

Enclosed is an invoice for services for the period of *[January 1, 2003]* through *[January 31, 2003]* for the above referenced contract.

Should you have any questions, please contact me at *(304)558-9xxx*.

Sincerely,

[Consultant]

[Title]

Attachment

[Consultant's name as it appears on the contract document]

[Address]
[City] , [State] [Zip]

Invoice Number **[123456-010]**
 Invoice Date [6/2/2004]
 Auth. Number [AB-12345]
 Project Number: [U1XX-XX-X.XX 0X]

Period Covered: May 1, 2002 thru May 31, 2002

[Name of District Construction Engineer]
 District [#] Construction Engineer
 West Virginia Department of Transportation
 Division of Highways
[Address]

[City] _____, West Virginia *[Zipcode]* _____

RE: State Project: [U1XX-XX-X.XX 0X]
Federal Project: [IMNH-08XX(XX)]
[Project Name as it appears on the plans]
[County]

ITEM 1 Construction Inspection Services
[Provide description of type and scope of work for this item i.e.]
 Construction Inspection Services for the above subject project in accordance with our
 Agreement dated January 1, 2002

Total (Original Agreement)	<u>ITEM 1 – Construction Inspection</u>	\$	500,000.00
	Previously Invoiced (Orig. Agm't)	\$	244,597.07

SUMMARY

PREVIOUS AMOUNT INVOICED	Current	Retainage	To-Date
Previously Earned			
(Prime)			\$ 212,154.25
(Subconsultant #1)			\$ 25,661.41
(Subconsultant #2)			\$ 6,781.41
Previously Retainage			
(Prime)		\$ 4,243.09	\$ (4,243.09)
(Subconsultant #1)		\$ 513.23	\$ (513.23)
(Subconsultant #2)		\$ 135.63	\$ (135.63)
Previously Invoiced less Retainage			<u>\$ 239,705.12</u>
CURRENT AMOUNT EARNED			
Earned this Period (Attachments ITEMS 1)			
(Prime)	\$ 37,284.10		\$ 37,284.10
(Subconsultant #1)	\$ 7,758.35		\$ 7,758.35
(Subconsultant #2)	\$ 0.00		\$ 0.00
Subtotal	<u>\$ 45,042.45</u>		
Current Retainage (2%)	\$ (900.85)	\$ 900.85	\$ (900.85)
Retainage to Date		<u>\$ 5,792.80</u>	
			<u>\$ 283,846.72</u>
CURRENT AMOUNT NOW DUE			
Total Earned and Payable to Date (Total Amount Earned Less Retainage)			\$ 283,846.72
Total Previously Invoiced to Date			<u>\$ 239,705.12</u>
Amount Now Due	<u>\$ 44,141.60</u>		<u>\$ 44,141.60</u>

[Consultant's name as it appears on the contract document]

[Address]

[City] , [State] [Zip]

Invoice Number **[123456-010]**
Invoice Date [6/2/2004]
Auth. Number [AB-12345]
Project Number: [U1XX-XX-X.XX 0X]

Period Covered: [May 1, 2002 thru May 31, 2002]

I.	<i>[PRIME]</i>		
	STRAIGHT TIME PAYROLL (See Attachment A1)	\$	30,369.00
	PREMIUM TIME COSTS (See Attachment A1)	\$	1,298.50
	DIRECT COSTS (See Attachment A2)	\$	5,616.00
II.	<i>[SUBCONSULTANT #1]</i>		
	STRAIGHT TIME PAYROLL (See Attachment B1)	\$	5,825.25
	PREMIUM TIME COSTS (See Attachment B1)	\$	254.50
	DIRECT COSTS (See Attachment B2)	\$	1,678.60
III.	<i>[SUBCONSULTANT #2]</i>		
	STRAIGHT TIME PAYROLL (See Attachment C1)	\$	0.00
	PREMIUM TIME COSTS (See Attachment C1)	\$	0.00
	DIRECT COSTS (See Attachment C2)	\$	0.00
	<i>TOTAL EARNED THIS INVOICE</i>	\$	45,042.45

[Consultant's name as it appears on the contract document]

[Address]

[City] , *[State]* *[Zip]*

Invoice Number ***[123456-010]***

Invoice Date *[6/2/2004]*

Auth. Number *[AB-12345]*

Project Number: *[U1XX-XX-X.XX 0X]*

Period Covered: *[May 1,2002 thru May 31, 2002]*

ATTACHMENT A1

[Prime Consultant's or Subconsultant's Name]

LABOR COSTS

Title	Name	ST¹ Rate	ST Hours	ST Subtotal	OT² Rate	OT Hours	OT Subtotal
Project Manager	Employee # 1	\$102.00	8.00	\$ 816.00		0.00	\$ 0.00
Project Manager	Employee # 2	\$102.00	4.00	\$ 408.00		0.00	\$ 0.00
Sr. Engineering Tech - Level IV	Employee # 3	\$ 68.00	160.00	\$ 10,880.00	\$ 79.00	13.50	\$ 1,066.50
Sr. Engineering Tech - Level IV	Employee # 4	\$ 65.00	42.00	\$ 2,730.00	\$ 79.00	0.00	\$ 0.00
Sr. Engineering Tech - Level IV	Employee # 5	\$ 65.00	42.00	\$ 2,730.00	\$ 79.00	0.00	\$ 0.00
Engineering Tech - Level III	Employee # 6	\$ 50.00	32.00	\$ 1,600.00	\$ 70.00	0.00	\$ 0.00
Assoc. Eng. Tech. Level II	Employee # 7	\$ 45.00	160.00	\$ 7,200.00	\$ 58.00	4.00	\$ 232.00
Assoc. Eng. Tech. Level II	Employee # 8	\$ 45.00	66.50	\$ 2,992.50	\$ 58.00	0.00	\$ 0.00
Assoc. Eng. Tech. Level II	Employee # 9	\$ 45.00	22.50	\$ 1,012.50	\$ 58.00	0.00	\$ 0.00
			537.00	\$ 30,369.00		17.50	\$ 1,298.50
				Straight Time			\$ 30,369.00
				Overtime			\$ 1,298.50
				Total Labor			\$ 31,667.50

[Subconsultants Time Sheets Not Shown for Convenience -

Repeat sheet for each subconsultant or refer to subconsultant invoice attached in appendices]

Notes:

1) Straight time rate per contract

2) Overtime rate per contract

[Consultant's name as it appears on the contract document]

[Address]

[City] , [State] [Zip]

Invoice Number **[123456-010]**
 Invoice Date [6/2/2004]
 Auth. Number [AB-12345]
 Project Number: [U1XX-XX-X.XX 0X]

Period Covered: [May 1,2002 thru May 31, 2002]

State Project: [U1XX-XX-X.XX 0X]

Federal Project: [IMNH-08XX(X)]

[Project Name]

[County]

ATTACHMENT A2
DIRECT COSTS

[Prime Consultant's or Subconsultant's Name]

Items (Per Agreement)	Quantity		Rate	Unit	Amount
1. Vehicles (Lease)	2	@	\$312.50	Monthly	\$ 625.00
Taxes		@	\$0.06	per \$	\$ 37.50
Maint.					\$ 0.00
Fuel	76.9	@	\$1.95	gal.	\$ 150.00
Other* (* List any other specific vehicle charge(s).				\$ 812.50	
2. Magnetic ID Signs	2	@	\$ 15.00	Pair	\$ 30.00
3. Flashing Light Minibars	2	@	\$ 75.00	each	\$ 150.00
4. Mileage	200	@	\$0.36	miles	\$ 72.00
5. Cellular Phone	2	@	\$35.00	mo.	\$ 70.00
6. Lodging (2-Inspectors)	32	@	\$55.00	days	\$ 1,760.00
7. Meals (2-Inspectors)	32	@	\$30.00	days	\$ 960.00
8. Inspectors Tools					
100' Chain	1	@	\$25.00	EA	\$ 25.00
Hard Hat	2	@	\$5.00	EA	\$ 10.00
6' Engineer's Rule	2	@	\$20.00	EA	\$ 40.00
Hand Levels	1	@	\$40.00	EA	\$ 40.00
Safety Vests	2	@	\$12.00	EA	\$ 24.00
9. Asphalt Testing					
Equip.& Supplies	1	@	\$75.00	mo.	\$ 75.00
10. Concrete Testing					
Equip. & Supplies	1	@	\$90.00	mo	\$ 90.00
11. Soils Testing					
Equipment and Supplies	1	@	\$65.00	mo.	\$ 60.00
12. Nuclear Density Gauge	1	@	\$250.00	mo.	\$ 25.00
Nuclear Density Gauge Storage	1	@	\$50.00	mo.	\$ 50.00
13. Other*					
			Subtotal		\$ 5,106.00
			Profit (10%)		\$ 510.60
			Total Direct Costs		\$ 5,616.60

** Name other direct cost items as per contract. All items are to be presented in the same unit cost format as other direct cost items.*

Direct costs for subconsultants shall be provided in the same format as above and included in subconsultant invoice(s) attached in back-up documentation.

[Consultant's name as it appears on the contract document]

[Address]

[City] , *[State]* *[Zip]*

Invoice Number ***[123456-010]***
Invoice Date *[6/2/2004]*
Auth. Number *[AB-12345]*
Project Number: *[U1XX-XX-X.XX 0X]*

[Name of Current Director]

Director, Engineering Division
West Virginia Department of Transportation
Division of Highways
Capitol Complex Building 5, Room 317
1900 Kanawha Boulevard East
Charleston, WV 25305-0430

RE: State Project: ***[U1XX-XX-X.XX 0X]***
Federal Project: ***[IMNH-08XX(XX)]***
[Project Name - as it appears of the state tracking sheet]
[County]

Period Covered: *[May 1,2002 thru May 31, 2002]*

CERTIFICATION

I, the undersigned do hereby certify that: (1) the above invoice reflects a true and accurate accounting of the records of ***[Consulting Firm's Name]*** , and the amount has not been paid or previously invoiced; (2) insurance coverage as specified in the agreement furnished by ***[Insurance Company Name]*** is still in effect and current.

Name of Official

Title

Signature

APPENDIX J – *Consultant Evaluation Rating Criteria & Form*

RATING CRITERIA

1. RESOURCEFULNESS
 - a. Ability to handle difficult assignments
 - b. Ability to be innovative, if required
 - c. Ability to seek out all necessary data
 - d. Ability to make and maintain proper contacts
2. COMPETENCE OF TECHNICAL PERSONNEL
 - a. Amount and type of WVDOH guidance required
 - b. Ability to support all decisions
 - c. Understanding of the project technical requirements
 - d. Ability to be flexible to changing project requirements
 - e. Firm is not top heavy with management personnel assigned to project
 - f. Proper mixture of technical personnel assigned
3. PUBLIC RELATIONS AND MEETINGS
 - a. Personnel are knowledgeable
 - b. Clarity and quality of presentation(s) and display material(s)
 - c. Responsiveness to questions
 - d. Overall effectiveness
 - e. Represents WVDOH's best interest to the public
 - f. Response to community/citizen concern
4. QUALITY, ACCURACY, AND COMPLETENESS OF WORK
 - a. Number of changes or additions required
 - b. Are final plans acceptable for PS&E?
 - c. Is it apparent that plans, specs, and/or design computations were checked prior to submission to WVDOH?
 - d. Neatness
 - e. Comprehensiveness
 - f. Minimal PS&E revisions
 - g. Number and frequency of errors and omissions
 - h. Properly and expeditiously corrects errors and omissions
 - i. Proper follow-up of the effects of errors and omissions on the entire project
5. SUPERVISION OF SUBCONSULTANTS
 - a. Manages and reviews the work of sub-consultant to assure compliance with WVDOH procedures
 - b. Ensures subs are knowledgeable of project and ensures that the subs are responsible and attentive to time frames
 - c. Solicits prior WVDOH authorization of proposed subs
6. ADHERENCE TO WVDOH STANDARDS, SPECIFICATIONS AND POLICIES
 - a. Ability to follow specs, Design Directives, directions by WVDOH without excessive guidance
 - b. Were specs, etc. followed blindly without consideration given to actual field conditions and practices?
 - c. Adherence to safe practices
7. TIMELINESS
 - a. Ability to meet schedules when ample time is given
 - b. Ability to meet rush schedules (short time frame)
 - c. Ability to meet schedule changes mandated by WVDOH
 - d. Does the Consultant promptly return your communications?
8. CONTINUITY OF PROJECT PERSONNEL
 - a. Do you deal with the same individual(s) all the time?
 - b. Is there a breakdown in communication or quality of work because of personnel changes, etc?
 - c. If project personnel changes, are replacement personnel equally or more competent?
9. SUPPLEMENTAL WORK
 - a. Prior alert for potential supplemental work
 - b. Proper justification for supplemental work
 - c. Submits reasonable time and cost estimates
 - d. Responsive to negotiation sessions
10. COOPERATION
 - a. Willingness to compromise and seek resolution
 - b. Working relationship with outside agencies affected by project

EVALUATION SCALE

1. NEEDS IMPROVEMENT - Work does not meet minimum WVDOH expectations and requires multiple revisions and extraordinary effort by review personnel to achieve minimum project requirements.
2. MARGINAL - Work is frequently below WVDOH expectations. Errors and omissions are excessive requiring close supervision to achieve minimum project requirements.
3. ACCEPTABLE - Performs all aspects of the project in an acceptable manner by meeting WVDOH expectations with regard to level of accuracy and attention to detail. Errors and omissions are average in number and corrected in an acceptable time period. Schedules are generally met with only minor delays encountered.
4. ABOVE AVERAGE - Work regularly meets and at times exceeds WVDOH expectations with regard to accuracy and attention to detail. Minimal errors and/or additional direction/supervision are needed to meet project requirements. Consistently meets schedules.
5. EXCELLENT - All aspects of the project are met with particular attention to detail. Errors are few in number, minor in nature and corrected expeditiously. Requires little or no additional direction or supervision relative to project goals and schedules.

Average rating should be rounded to one-tenth of a full point, i.e. 3.1, 3.2, 3.3

West Virginia Department of Transportation
Division of Highways
CONSULTANT EVALUATION FORM

Consultant: _____
 Office Location: _____
 Project: _____
 Description: _____

See Back of Page for Details		AVERAGE (Rounded to 0.1 Point)	Resourcefulness	Competence of Technical Personnel	Public Relations & Meetings	Quality, Accuracy & Completeness	Supervision of Subconsultants	Adherence to Standards, Spec. & Policies	Timeliness	Continuity of Project Personnel	Supplemental Work	Cooperation	AVERAGE (Rounded to 0.1 Point)
X	1.	Mapping											
	2.	R/W Questionnaires											
	3.	R/W 1 and 2											
	4.	Prelim. Plans Roadway											
	5.	Prelim. Plans Span Arrangement											
	6.	PRELIM. FIELD EVALUATION	#										
	7.	Subsurface Analysis (Geotech)											
	8.	R/W 3											
	9.	Final Field Plans											
	10.	TS&L (Bridge)											
	11.	FINAL FIELD EVALUATION	#										
	12.	Final Roadway Plans										#	
	13.	Final Bridge Plans											
	14.	Permits & Utility Relocation Plans											
	15.	R/W 4											
	16.	Maintenance of Traffic											
	17.	Signing & Marking											
	18.	Signals/Lighting/etc.											
	19.	FINAL OFFICE EVALUATION	#										
	20.	PS&E/Final Tracings										#	
	21.	Overall Project Performance											
	22.	FINAL DESIGN EVALUATION	#										
	23.	Purpose and Need											
	24.	Alternatives Carried Forward Report											
	25.	Cultural Resources Technical Report											
	26.	Natural Resources Technical Report											
	27.	Socio-Economic Technical Report											
	28.	Draft Environmental Doc. (DEIS EA, CE)											
	29.	Final Environmental Doc. (FEIS/FONSI)											
	30.	Record of Decision										#	
	31.											#	
	32.	FINAL ENVIRONMENTAL EVALUATION	#									#	

Type of Evaluation: Interim Final

Place an "X" in the appropriate Division identification box

Design

Construction

Environmental

Right of Way

Comments (enter Line No. from above):

REVIEWER: _____

Date: _____

DIVISION DIRECTOR: _____

Date: _____

CONSULTANT: _____

Accepted
 Request Debriefing

Date: _____

APPENDIX K - *Available Publications Listing*

**West Virginia Department of Transportation
Division of Highways
List of Publications**

<i>Contract Administration Division (304) 558-2774</i>	<i>Price</i>
Average unit Bid Prices	No Charge
Standard Specifications Roads and Bridges	\$15.00
Supplemental Specifications	No Charge
<i>Engineering Division (304) 558-0601</i>	
Accommodation of Utilities on Highway Right of Way	No Charge
Adjustment and Relocation of Utility Facilities on Highway Right of Way	No Charge
Contact and Mailing List for Utilities	No Charge
Design Directives,	\$10.00
Drainage Manual	\$20.00
Erosion & Sediment Control Manual	No Charge
Plan Metrication Guide	No Charge
Standard Details Book, Volume III Bridges & Misc. Structures	\$10.00
Standard Details Book, Volume I, Drainage, Guardrail, Pavement, Fence & Markers	\$10.00
Standard Details Book, Volume II Signals, Signs, Lighting & Marking	\$10.00
Standard Specifications Roads and Bridges	\$15.00
“ “ Supplemental	No Charge
Structural Directives (Bridge Design Manual)	\$10.00
Typical Section and Related Details	No Charge
<i>Traffic Engineering Division (304) 558-3063</i>	
Rules and regulations for Constructing Driveways on State Highway R/W	\$10.00
Standard Details Book, Volume II	\$10.00
Traffic Control for Street and Highway	\$10.00
West Virginia Sign Fabrication Details	\$10.00
West Virginia Design Guide for Signing	\$10.00
Driveway Entrance Manual – OM (Operations)	
<i>Internet Links:</i>	