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**WEST VIRGINIA**

**DEPARTMENT OF TRANSPORTATION**

**DIVISION OF HIGHWAYS**

**CONSULTANT**

**SERVICES**

**MANUAL**

Prepared by the:

Engineering Division

Consultant Services Section

February 2011

West Virginia Department of Transportation, Division of Highways

1900 Kanawha Blvd E, Building 5, Room A-437,

Charleston, West Virginia 25305-0430

.[http://www.transportation.wv.gov/Pages/default.aspx](https://transportation.wv.gov/Pages/default.aspx)

**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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Division of Highways

Initial Design Section

Engineering Division

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1900 Kanawha Boulevard, East

Charleston, WV 25305-0430

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**The West Virginia Home Page**

[**http://www.transportation.wv.gov**](https://transportation.wv.gov/)**.**

**The West Virginia Consultant Resource Center on the Web:**

[**http://www.transportation.wv.gov**](https://transportation.wv.gov/)**/Pages/buisness.aspx**

**Publications and Manuals:**

[**http://www.transportation.wv.gov**](https://transportation.wv.gov/)**./highways/engineering/Pages/publications.aspx**

**Listing of DBE Consultants**

[**http://www.transportation.wv.gov**](https://transportation.wv.gov/)**./eeo/DBE/Pages/DBEConsultantListing.aspx**

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# INTRODUCTION

This manual has been prepared to inform consulting firms and the various Division personnel of the guidelines and methods for qualifying consultants, requesting a Letter of Qualifications, 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 Natural 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]](#footnote-1)

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

***Consultant Utilization***

***(Identified by Division Director or District Engineer)***

***Request Use of a Consultant Firm***

***(Memo to Mgmt.)***

***Request Use of a Consultant Firm***

***Receive Approval***

***(Consultant Services Receives Approval from Mgmt.)***

***Issue/Receive***

***LOI’s***

***Issue Advertisement for and Receive Letters of Qualifications (LOI’s) or Select from Statewide List***

***Conduct***

***Technical Review***

***Develop***

***Short List***

***The Consultants Qualifications Are Reviewed by the Short List Committee Who Will Make Recommendation to the Selection Authority***

***Select Consultant***

***The Selection Authority Receives the Short List Recommendations and Makes Selection***

***The Selection is Sent to the Contracting Officer who will Notify the Consultant Selected***

***Hold Scope of Work******Mtg.***

***Prepare***

***Engineering***

***Estimate***

***An Independent Engineering Estimate is Prepared by the DIVISION and Memo sent for concurrence of the IEE to the Division Director***

***Scope of Work Notes are Prepared and a Meeting Held and a Narrative Submitted by the Consultant***

***A List is Prepared of All Qualified Consultants***

***The Consultant is Contacted and Requested to Submit Their Fee Proposal***

***Consultant***

***Requested to Submit a Fee Proposal***

***CONSULTANT PROCUREMENT FLOWCHART***

***Preliminary Audit Report is Requested***

***Negotiation***

***Meeting***

***Held***

***Final Proposal is Sent to the Transportation Auditing Division***

***The Consultant’s Fee Proposal is Sent to the Transportation Auditing Division for a Pre-Audit Report if over $250,000.00. Otherwise a Desk audit is performed.***

***Contracting Officer Receives Pre-Audit Report & Prepares for Negotiation***

***Negotiations are Held with the Prime Followed***

***If Required, the Consultant Revises the Proposal and Resubmits the Final Proposal to the Contracting Officer for Further Processing***

***If the Final Proposal is Found to be In Compliance with the Negotiations, It is Then Sent for a Final Audit Report Along with a Draft of the Agreement to Auditing Division.***

***Request / Receive Fee Approval***

***Draft Consultant Agreement***

***Consultant Agreement Process Complete***

***Execute & Distribute***

***Agreement***

***A Fee Approval Memo is Sent to Mgmt. - Once Approved the Agreement can be Executed***

***Consultant Executes Agreement***

***Division***

***Executes Agreement***

***Receive Final Audit Report***

***The Final Audit Report is Received Noting Any Irregularities in the Final Proposal and Draft Agreement***

# QUALIFICATIONS TO PERFORM SERVICES

# To be qualified to perform services for the DOH the following must be completed and submitted annually to the Director of the Division for whom the work or services are to be performed, or included in their Letter of Qualifications. Please note that any firm wanting to perform services for more than one Division or Agency must file a CCQQ with each Division or Agency Director.

## CCQQ (Consultant Confidential Qualification Questionnaire)[[2]](#footnote-2)

The CCQQ ***MUST*** 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 Division’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 within the firm. The following changes shall be immediately reported to the Division:

* 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 its accounting system

# GENERAL REQUIREMENTS AND REGISTRATIONS:

## CAIS (Cost Accounting Information Statement)[[3]](#footnote-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 Division if not already filed with their Letter of Qualification 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.

## AOR (Audited Overhead Rate)[[4]](#footnote-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. This certified audited overhead must be no older than two years from the date of the scope of work meeting.

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.

## 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>

## 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 Division 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]](#footnote-5)

## 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:

Workforce West Virginia[[6]](#footnote-6)

Status Determination Unit

112 California Avenue

Charleston, West Virginia 25305

Telephone: 304 558-2677

Fax: 304 558-1324

Unemployment Compensation Commission

(304) 558-2677 (Monday-Friday 8:00 a.m. - 4:30 p.m.)

## 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 DIVISION’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 Department of Transportation

Equal Employment Opportunity Division

1900 Kanawha Boulevard, East

Building 5, Room A-948

Charleston, WV 25305

Telephone: (304) 558-3931

Fax (304)-558-4236

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) firms in U.S. DOT Programs. These final rules appear as Title 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;
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 later 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.

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# LETTERS OF QUALIFICATIONS

Classified advertisements requesting a Letter of Qualifications[[7]](#footnote-7) from consulting firms wishing to provide services to the Division 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 Department of Transportation’s state web page.[[8]](#footnote-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 Qualifications and an unpriced prospectus to the Director or individual specified in the advertisement. Unless otherwise stated in the advertisement, the consultant need only submit one (1) 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 CCQQ[[9]](#footnote-9), 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.
* 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 Evaluation[[10]](#footnote-10) form shall be included.

# SELECTION OF CONSULTANT

The Division Director or District Engineer requesting consulting services shall designate the appropriate staff to review the Letters of Qualifications and prospectus to assure that pertinent information and data have been submitted. Information and comments from this review will be provided to the Preliminary Short List Selection Committee. A similar review by that committee will take place resulting in a short listing of consultants. 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 Division’s Previous Performance Evaluations[[11]](#footnote-11)
* Completeness of the Prospectus

The consultants short-listed will be notified by telephone then by letter with a designated time for an interview by the Preliminary Selection Committee. The Selection Committee will make recommendation in a report prepared and sent to the Selection Authority for approval of this recommendation and final selection. The consultant selected will be notified by telephone and letters issued to all consultants interviewed with confirmation as to the final selection. All other consultants submitting a Letter of Qualifications will be notified by letter of the selection. The final results of the selection(s) will also be posted on the Division web site.[[12]](#footnote-12)

# AGREEMENT PREPARATION

## A. TYPES OF AGREEMENTS

### *ENGINEERING AGREEMENT*

### An Engineering Agreement is the primary contractual document between the Division 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.

### *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 Division’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 DIVISION 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 also referred to as a Maximum Amount Payable Letter.

### 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, also called or referred to as a Maximum Amount Payable Letter, 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 Letters of Authorization are processed in the same manner as other agreements with regards to the submittal of a fee proposal and negotiations prior to its execution.

### *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 Project Modification Form[[13]](#footnote-13) requesting consideration for additional compensation to the Division's project manager overseeing the project. This request shall be made as soon as practical following the change or request in the change of work. The proposal 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.

## B. AGREEMENT PROCESS

Upon selection of a firm to provide consulting services, 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 and is made a part of the agreement by reference. 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 Division 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 Division 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 Division will prepare its independent estimate for concurrence by the Estimate Review Committee. The consultant shall submit its fee proposal and related costs within three weeks from the time the proposal has been requested by the Division.

### *2. FEE PROPOSAL PREPARATION*

Unless otherwise generally specified by the Division 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 Division’s approval. The fee proposal shall include the following information and shall be presented as set forth in Appendix F:

* 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 maximum amount payable is to be clearly stated.
* The narrative shall be presented at the front of the proposal and shall indicate the length of the bridge, roadway both mainline and side roads including the detour, number of bore holes required, required maintenance of traffic, etc.
* The proposal shall contain a cover sheet indicating the project numbers, both State and Federal, the project name as referenced by the Division, the name of the contact person along with a telephone number and the date the proposal was prepared. The proposal shall contain a summary presented behind the narrative bringing all cost forward and showing the total man-hours, labor, and allowable overhead and profit. The summary shall also include the cost for all subconsultant services performed for the project and added to the Primes cost indicating the total maximum payable for all services rendered.
* The proposal shall show all tasks and/or subtasks to be performed along with the appropriate classification of those performing the work with the man-hours presented per classification per each task. The Consultant shall use the job classifications listed in this manual equating their company classifications by comparison.
* All costs related to the salaries of employees for time directly chargeable to the project are to be shown as an hourly rate. 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 subconsultant[[14]](#footnote-14) 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.[[15]](#footnote-15)
* Subcontract[[16]](#footnote-16) 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 sub consultants must be listed in the fee proposal and are subject to the approval of the Division.
* 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 Qualification.
* 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.[[17]](#footnote-17)
* 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 a breakdown of each subconsultant and/or subcontractor and the percentage earned for each as required by the scope of work notes, and this document [(*See APPENDIX I*)](#APPENDIX_I), shall be shown on each invoice. The invoice(s) shall contain the following certification indicating that all subconsultants, subcontractors and their subconsultants or subcontractors etc., have been paid. ***If payment has not been made, the Division shall withhold the processing of any future invoices until such payment has been made and verified.***

*I hereby certify that on (date) , (Prime) \_\_\_\_ received payment for Invoice #\_\_\_\_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_, in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and the following subconsultant(s) and subcontractor(s) included in the subject invoice have been paid :*

*Subconsultants:*

* + 1. *(List subs, amounts invoiced, date payment was made here :)*
    2. *(List subs, amounts invoiced, date payment was made here :)*
    3. *(List subs, amounts invoiced, date payment was made here :)*

*Subcontracts:*

1. *(List subs, amounts invoiced, date payment was made here :)*
2. *(List subs, amounts invoiced, date payment was made here :)*
3. *(List subs, amounts invoiced, date payment was made here :)*

*Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Authorized Company Officer)*

* ***In the case of disputed subcontractual performed services and withholding of payment, the Prime must inform the Division in writing of the disputed payment with reasons for withholding payment for services performed and rendered, and request the Division’s concurrence to withhold payment prior to such action being taken on the part of the Prime Consultant. This holds true for all subconsultant contracts with their subconsultants.***
* The Consultant shall incorporate Title 49, Code of Federal Regulations, Part 21 as amended and Title 23, Code of Federal Regulations (710.405{b}) in every subconsultant and/or subcontract services contract associated with this project. The Consultant also is charged to oversee that subconsultant or subcontract work contracted by their subconsultant or subcontractor also include the above referenced Title 49 and Title 23, Code of Regulations. The Prime shall incorporate Section 2.28 provisions (1) through (6) of Attachment “A” of the Standard Specification for Consultant Services in every contract, including procurements of material and leases of equipment, unless exempt by the Regulations or directive issued pursuant thereto.
* Because the proposal becomes part of the contract by reference, no portion of any of the contractual language between the prime consultant and any subconsultant(s) is to be included in the consultant’s proposal presented to the Division. In most cases, the language contained therein is contradictory to the agreement between the Division and the prime consultant.

However, in order for the Division to assure compliance with said code, the Consultant shall supply the Division with a copy of all draft agreements entered into by the Prime and the Prime’s subconsultant(s) and the Subconsultants’ subconsultant(s). The agreement shall contain the above prompt payment clause in all associated subconsultant and/or subcontractor agreements associated with this project.

* 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)[[18]](#footnote-18) 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 cannot be any greater than 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 proposal[[19]](#footnote-19) is to be submitted in accordance with the following criteria:
* The proposed overhead rate and technology rate shall not exceed the maximums as defined by the Scope of Work notes. The current maximums are 160% for Overhead and 10% for Technology[[20]](#footnote-20) or a total of 170%
* 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]](#footnote-21) The prime consultant cannot claim any profit 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 and indicate as to it being the preliminary or final negotiated proposal.
* The consultant shall be in compliance with the requirements for the submittal of a CAIS. The fee proposal will not be accepted if not in compliance and an agreement will not be issued until this requirement has been met. ([*See APPENDIX C*](#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 overhead[[22]](#footnote-22) computation summary including the Technology and Facilities Cost of Capital factors, if applicable, shall be submitted within each proposal.
* All supplemental fee proposals shall contain project modification documentation pertinent to the supplemental proposal.

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 Division’s Operating Procedures as follows:

* Maximum meal allowance will be that as set forth in the latest version of the Division’s Operating Procedures.
* Maximum mileage allowance for personal transportation type vehicles will be that as set forth in the latest version of the Division’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 rates[[23]](#footnote-23) unless prior written approval of the Division is obtained.

In general, the fee proposal[[24]](#footnote-24) 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 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 computation[[25]](#footnote-25) and applicable schedules with certification of the same by an officer of the company. The Division will accept an approved cognizant rate of another state agency or government.
* 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 Division 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 Division may, at its discretion, return the consultant’s proposal, with comments, if the consultant’s fee proposal varies from the Division’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 DIVISION 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 Division will result in the use of an alternate consultant from the selection process.

### *4. AGREEMENT*

The Division 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 Division 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 Division 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 [[26]](#footnote-26)of the DIVISION.

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 Services[[27]](#footnote-27)
* Standard Specifications for Consulting Inspection Services27

### *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[[28]](#footnote-28) must be completed and forwarded via email to the Division’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 Division is to be sent to the appropriate Contracting Officer by the Project Manager so that this documentation can be logged into the Division's data base for tracking purposes and a PDF copy sent back to the design consultant via email. 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. The form requires a statement of the Project Task, a Description of Task Modification/Addition/ Deletion and Reasons/Remarks. A copy of this form is included [*(See APPENDIX H.)*](#APPENDIX_H)

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 Division 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 DIVISION. The signature/counter signature of the West Virginia licensed resident insurance agent shall be in blue ink. Such endorsement must include:

**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) shall be mailed under the prime consultant’s letterhead to the Division’s Director. 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 Division 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 Division are in agreement that the consultant has fulfilled its contractual obligation to the Division.

The Division 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 Division generally withholds two percent (2%) of the total contract amount, less any subcontracts, from each interim payment submitted. Some agreements, subject to the desecration of the Division, for particular project types, such as shop drawing consultation and Lump Sum type agreements 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:

1. The consultant shall not submit any invoice for payment for services until an agreement has been fully executed.
2. 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.)
3. Identify project by State and Federal project number, name and county;
4. Identify invoice by number and date (not by amount);
5. Identify invoice by Federal Employer’s Identification Number (F.E.I.N.);
6. Content of invoice submissions:
7. 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").
8. Original must have original certification signature.
9. Copies may be:

Stamped – original signed by -----;

Stamped with signature stamp;

On duplicated or machine copies, the duplicate of the original signature will suffice

1. 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.[[29]](#footnote-29) BF-2 forms may be developed by the consultant in an electronic format approved by the Division
2. 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.
3. The Division will not honor any invoice for work performed prior to Notice to Proceed.[[30]](#footnote-30) 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.
4. Invoices for cost plus agreements shall have two attachments:
5. A tabulation of direct payroll cost, which includes employees name (or acceptable identifier), title, and salary.
6. A tabulation of direct non-salary cost which includes printing, transportation costs, expense accounts, etc.
7. 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).
8. All copies shall have a progress report attached (three (3) copies to be submitted) in a format acceptable to the Division.
9. 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 a breakdown of each subconsultant and/or subcontractor and the percentage earned for, each as required by the scope of work notes and this document [(*See APPENDIX I*)](#APPENDIX_I), shall be shown on each invoice. The invoice(s) shall contain the following certification indicating that all subconsultants, subcontractors and their subconsultants or subcontractors etc., have been paid. ***If payment has not been made, the Division shall withhold the processing of any future invoices until such payment has been made and verified.***

*I hereby certify that on (date) , (Prime) \_\_\_\_ received payment for Invoice #\_\_\_\_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_, in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and the following subconsultant(s) and subcontractor(s) included in the subject invoice have been paid :*

*Subconsultants:*

* + 1. *(List subs, amounts invoiced, date payment was made here :)*
    2. *(List subs, amounts invoiced, date payment was made here :)*
    3. *(List subs, amounts invoiced, date payment was made here :)*

*Subcontracts:*

1. *(List subs, amounts invoiced, date payment was made here :)*
2. *(List subs, amounts invoiced, date payment was made here :)*
3. *(List subs, amounts invoiced, date payment was made here :)*

*Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Authorized Company Officer)*

The Consultant, regardless of method of payment, shall show the segregation of all monies paid to any Disadvantaged Business Enterprise (DBE), Subconsultant, Subcontractor, including itself, from monies paid to non-DBE firms. A list of (DBE) firms so certified is available at: [*http://www.transportation.wv.gov/eeo/DBE*](https://transportation.wv.gov/crc/DBE)*/Pages/DBEConsultantListing.aspx*.

The Consultant shall incorporate Title 49, Code of Federal Regulations, Part 21 as amended and Title 23, Code of Federal Regulations (710.405{b}) in every subconsultant and/or subcontract services contract associated with this project. The Consultant also is charged to oversee that subconsultant or subcontract work contracted by their subconsultant or subcontractor also include the above referenced Title 49 and Title 23, Code of Regulations. The Prime shall incorporate Section 2.28 provisions (1) through (6) of Attachment “A” of the Standard Specification for Consultant Services in every contract, including procurements of material and leases of equipment, unless exempt by the Regulations or directive issued pursuant thereto.

In order for the Division to assure compliance with said code, the Consultant shall supply the Division with a copy of all executed agreements entered into by the Prime and the Prime’s subconsultant(s) prior to initial payment. The agreement shall contain the above prompt payment clause in all associated subconsultant and/or subcontractor agreements associated with this project. The Division shall verify that payment has been made to the subconsultant and/or subcontractor. ***If payment has not been made, the Division shall withhold the processing of any future invoices until such payment has been made and verified.***

***In the case of disputed subcontractual performed services and withholding of payment, the Prime must inform the Division in writing of the disputed payment with reasons for withholding payment for services performed and rendered, and request the Division’s concurrence to withhold payment prior to such action being taken on the part of the Prime Consultant. This holds true for all subconsultant contracts with their subconsultants.***

1. 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.
2. 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.[[31]](#footnote-31)
3. 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 Division for payment of all monies due.

VIII. APPENDICES

[APPENDIX A](#APPENDIX_A) *[Governing Legislative Rule](#APPENDIX_A)*

[APPENDIX B](#APPENDIX_B) [*Consultant Confidential Qualification Questionnaire*](#APPENDIX_B)

[APPENDIX C](#APPENDIX_C) *[Cost Accounting Information Statement](#APPENDIX_C)*

[APPENDIX D](#APPENDIX_D) [*Consultant Overhead & Accounting Guide Information*](#APPENDIX_D)

[APPENDIX E](#APPENDIX_E) [*Consultant Short List Selection Criteria*](#APPENDIX_E)

[APPENDIX F](#APPENDIX_F) [*Standard Fee Proposal Formats*](#APPENDIX_F)

[APPENDIX G](#APPENDIX_G) [*Agreement Examples*](#APPENDIX_G)

[APPENDIX H](#APPENDIX_H) [*Project Modification Form*](#APPENDIX_H)

[APPENDIX I](#APPENDIX_I) [*Invoicing examples*](#APPENDIX_I)

[APPENDIX J](#APPENDIX_J) *[Consultant Evaluation Rating Criteria & Form](#APPENDIX_J)*

[APPENDIX K](#APPENDIX_K) *Procedure for Preparing Engineer’s Cost*

[APPENDIX L](#APPENDIX_L) FHWA Participation in Procurement of Contracts

[APPENDIX M](#APPENDIX_M) *Available Publications Listing*

**APPENDIX A - *Governing Legislative Rule***

***DEPARTMENT OF TRANSPORTATION DIVISON OF HIGHWAYS SERIES I, SECTION 7***

***“Procurement Procedures for Negotiated Contracts”***

THE RULES AND REGULATIONS

OF THE

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

DIVISION OF HIGHWAYS

Series I, Section 7

September 2006

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 j) architectural

inspection k) materials inspection,

c) feasibility studies sampling, and testing

d) preliminary engineering l) archaeological

e) design engineering investigation

f) design m) historic investigation

g) engineering n) related services to any

h) surveying above

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. Competitive selection must be used for all federally funded work. Non-competitive selection may be used only on State funded work. 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.

7.3 Definitions.

7.3.1 CFR. - Code of Federal Regulations.

7.3.2 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.

7.3.3 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.

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

7.3.5 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.

7.3.6 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.

7.3.7 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.

7.3.8 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.

7.3.9 Delegated 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.

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

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

7.3.12 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, the evaluation factors and other information shown on Exhibit A and a 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)

7.3.13 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.

7.3.14 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.

7.3.15 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.

7.3.16 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. This process may be utilized only for State funded work.

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

7.3.18 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.

7.3.19 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.

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

7.3.21 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. . Per Section 7.3.8 of these rules the Price Proposal cannot be submitted until the Engineer’s Cost Estimate is completed. The Consultant shall obtain approval prior to submitting their Price Proposal.

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

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

7.3.24 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.

7.3.25 Selection Authority. - This Authority shall consist of the Commissioner of Highways. The Deputy Commissioner of Highways, the State Highway Engineer, and/or the next lower level of management beneath the State Highway Engineer under whose direction the work will be performed may be designated by the Commissioner to serve as the selection authority. The Commissioner of Highways may appoint additional members.

7.3.26 Selection List. - A list of consultants, the minimum number being two (2) more than required, in order of preference, prepared by the Preliminary Selection Committee.

7.3.27 Selection Report. – A report prepared by the Preliminary Selection Committee and sent to the Selection Authority, along with the Selection List. The report shall include a description of the interviews and evaluation conducted by the Committee upon which the Selection List is based.

7.3.28 Short List. - A list of consultants, the number being two (2) more than required, considered to be most qualified to accomplish a proposed project.

7.3.29 Short List Selection Criteria Technical Evaluation Factor Form (See Exhibit B). - A form used to aid the review of the consultant’s qualifications per the evaluation factors shown in Exhibit A.

* + 1. 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

7.4.4 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.](http://www.state.wv.uc/wvdot/wvtrans.)

1. 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)
2. 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.
3. The Division responsible for the direct conduct of the contract will provide a completed copy of the “Short List Selection Criteria Technical Evaluation Factor Form (Exhibit B)” for each proposal which will be furnished to the Preliminary Selection Committee. This evaluation will be filed in the Division’s records...
4. The Preliminary Selection Committee will evaluate the firms, in accordance with the evaluation factors in Exhibit A and will develop a short list of consultants who are, in their opinion, best qualified to perform the desired service. The minimum number of firms on the short list shall be two (2) more than required.
5. All Disadvantaged Business Enterprises on the list of consultants who submitted proposals will be identified on the qualifications and technical evaluation.
6. 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.
7. 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.
8. The Preliminary Selection Committee will 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.
9. After scheduled interviews with the short-listed consul**t**ants, the Preliminary Selection Committee shall prepare a Selection List (see Section 7.3.26) and a Selection Report (see Section 7.3.27) for review and approval by the Selection Authority.
10. The award of negotiated contracts financed with Federal funds will take into consideration the annual DBE award goals.
11. 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. The notification shall inform the successful and unsuccessful firms that debriefings are available at their request.
    1. 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.
12. The Division Director or Responsible Charge District Engineer/Manager requesting the service shall obtain approval from the Commissioner to use this small purchase procedure.
13. The Division Director or Responsible Charge District Engineer/Manager shall follow all the requirements of Section 7.4 and shall serve as the Preliminary Selection Committee
14. The Division Director or Responsible Charge District Engineer/Manager requesting the service shall submit a Selection List to the State Highways Engineer, who shall serve as the Selection Authority (ref. Section 7.4.10), for review and approval.
15. For project specific assignments to be performed under a master agreement, the following steps shall be utilized.
16. The Division Director or Responsible Charge District Engineer/Manager requesting the service of a consulting firm, who has a master agreement in place, is not required to obtain pre-approval from the Commissioner to use this process. Pre-approval shall be assumed due to the Commissioner having approved the master agreement process and selection.
17. The Division Director or Responsible Charge District Engineer/Manager requesting the service shall conduct discussions with three or more professional firms previously selected and having a master agreement currently in place.
18. The Division Director or Responsible Charge District Engineer/Manager requesting the service shall submit a selection list to “C” level for review and approval.
19. 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.

* 1. Noncompetitive Selection
  2. Approval from the Commissioner must be received prior to using this process.
  3. Circumstances under which a contract may be awarded under this procedure are limited to the following:

1. The item is available only from a single source; or
2. 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
3. After solicitation of a number of sources, competition is determined inadequate; or
4. When it is determined appropriate to use available services of a public agency or educational institution.
5. The name of the consultant who is considered qualified to perform the service will be submitted to the Selection Authority with an explanation of the circumstance in Paragraph (2), Section 7.6.

7.7. Negotiation of Fee

1. The most preferred consultant, on the selection list approved by the Selection Authority will be requested to attend a detailed scope of work meeting, after which time the consultant is to submit a priced proposal. The price proposal shall not be submitted without approval by the Division. 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. The price proposal shall address the evaluation factors shown in Exhibit A and shall include a complete listing of all anticipated sub-consultants.
2. The Division Director or Responsible Charge District Engineer/Manager 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 preferred consultant, except for services obtained on a per unit cost.
3. Price proposals will be subjected to prenegotiation audits in accordance with 23 CFR 172.7.
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, or designee, for approval and execution. All proposed contracts for Non-Delegated and Concurrence projects shall be subject to approval by FHWA prior to execution. When approved by the Commissioner, the consultant may be given a notice to proceed on federally funded work; this notice to proceed shall be subject to authorization of Federal funds.
6. In the event that the fee cannot be agreed on, the Division Director or Responsible Charge District Engineer/Manager 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 Selection Authority and so on, if necessary. The Division Director or Responsible Charge District Engineer/Manager shall obtain a written final proposal from the firm, and notify the firm that negotiations have been terminated.
7. Should it be impossible to reach an agreement with any of the consultants selected, the Commissioner will be so advised in writing.
8. The Commissioner will then request the Preliminary 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.
9. A negotiation memorandum shall be maintained for a three-year period after final payment.
10. On July 1st of each year, in accordance with W. Va. Code 17-2A-22, the Commissioner will issue guidance regarding allowable overhead ceilings, 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 significantly change the conditions under which the work is required to be performed. All contract modifications for Non-Delegated and Concurrence projects shall be subject to prior approval by FHWA.
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 with adequate justifying documentation. On Concurrence and Non-Delegated projects at least verbal prior approval by FHWA must be obtained.
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 or Responsible Charge 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. Any contract modification that causes a small purchase contract or master agreement contract to exceed the $100,000 federal threshold will be ineligible for Federal – aid.
   1. 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 (either on paper or electronically) 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 viewed 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.
   2. Evaluation of Work - Upon completion or performance termination of the consultant's work, the Project Manager or Project Supervisor of 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. The performance report shall be reviewed by a reviewing official, which shall be the Division Director or Responsible Charge District Engineer/Manager of the responsible Division. 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. The Division or District shall retain the report for at least six years after the date of the report.
   3. 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.
   4. Audit Follow-Up - Primary responsibility for action and follow-up on audit findings and recommendations rest with the Division or District supervising the work. Timely action by these officials is an integral part of the audit system.
   5. 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 (10) 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 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.

* 1. 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-Delegated 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 172.9.(a)(6)] When a modification to a construction contract is required because of an error or deficiency in the services provided by the consultant, the Division or District responsible for oversight of the consultant’s contracted work shall follow the procedure in Section 7.15. The Division or District shall be responsible to enforce the liability and collect the amount due as determined by the Commissioner.
  2. 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.

* 1. Redesign for Errors and Deficiencies – The consultant shall be required to make necessary corrections at no cost to the Division of Highways when the contract documents furnished under their contract contain errors, deficiencies, or inadequacies.
  2. 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. Suggested Notice for Consulting Services.**

**B. Short List Evaluation Factor Form**

**EXHIBIT A**

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

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Firms interested in being considered for this project must submit a letter of Qualifications 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 Qualifications 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.

**EXHIBIT B**

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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|  | **State Projects:** | | | PROFESSIONAL QUALIFICATIONS | SPECIALIZED EXPERIENCE TECHNICAL COMPETENCE | CAPACITY | | PAST PERFORMANCE | LOCATION AND KNOWLEDGE OF LOCALITY | TOTAL SCORE |
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|  | Rating By: Date: | | |  |  |  | |  |  |  |
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| \* Disqualified - No CCQQ on file | | | | | | | | | | | |
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| ***EVALUATION FACTOR*** | | **RANGE** | | | | | | | | |
| 1-3 | 4 -7 | | | | 8 -10 | | | |
| Professional Qualifications | | Meets Minimum requirements | Exceed requirements in certain areas | | | | Exceeds in most required areas | | | |
| Specialized Experience Technical Competence | | Meets minimum requirements | Above required in certain areas | | | | Exceeds in most required areas | | | |
|
| Capacity | | Available manpower below requirements | Satisfactory meeting project needs | | | | Available manpower exceeds schedule requirements | | | |
| Past Performance | | At or below expectations | Office location or locality knowledge unique to project | | | | Excellent with complete deliverable exceeding requirements | | | |
| Location and Knowledge of Locality | | Office location and locality knowledge adequate |  | | | | Office location and locality knowledge unique to project | | | |

**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  ADMINISTRATIVE  ARCHITECTS  CADD OPERATORS  CHEMICAL ENGINEERS  CIVIL ENGINEERS  CONSTRUCTION INSPECTORS  DESIGNERS, HIGHWAY  DRAFTSMEN | | * ECOLOGISTS   ECONOMISTS   * ELECTRICAL ENGINEERS * ENVIRONMENTALISTS * ESTIMATORS * GEOLOGISTS * HISTORIANS * HYDROLOGISTS | | | | * LANDSCAPE ARCHITECTS * MECHANICAL ENGINEERS * MINING ENGINEERS * PHOTOGRAMMETRISTS * PLANNERS: URBAN/REGIONAL * SANITARY ENGINEERS * SOILS ENGINEERS * SPECIFICATION WRITERS | | | | * STRUCTURAL ENGINEERS * SURVEYORS * TRAFFIC ENGINEERS * TRANSPORTATION ENGINEERS * OTHER * 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?  YES  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 | | | | | | 1. 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 | | | |
| B. Are you experience in Soil Analysis?  YES Describe:    NO | | | | | |
| C. Do you produce your own Aerial Photography and Develop Contour Mapping?  YES Describe:    NO | | | | | |
| D. Do you perform your own bridge and/or structural design?  YES Describe:    NO | | | | | |

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| 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 |
| 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 |
| EDUCATION (Degree, Year, Specialization) | | | |
| MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS | | REGISTRATION (Type, Year, State) | |

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| 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:  $ | |

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| 16. PRESENT ACTIVITIES ON WHICH YOU ARE ASSOCIATED WITH OTHERS | | | | | |
| PROJECT NAME, TYPE AND LOCATION | NATURE OF FIRMS RESPONSIBILITY | NAME AND ADDRESS OF OWNER | ESTIMATED COMPLETION DATE | ESTIMATED CONSTRUCTION COST | |
| ENTIRE PROJECT | YOUR FIRMS RESPONSIBILITY |
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| 17. COMPLETED WORK WITHIN LAST 10 YEARS ON WHICH YOU WERE THE DESIGNATED ENGINEER OF RECORD | | | | |
| PROJECT NAME, TYPE  AND LOCATION | NAME AND ADDRESS  OF OWNER | ESTIMATED CONSTRUCTION COST | YEAR | CONSTRUCTED  (YES OR NO) |
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| 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 |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
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| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name: | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**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.

G/L Acct

( ) 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.

* 1. Copy or reproduction charges, all types and sizes.
  2. Computer usage and programming
  3. 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.*

* *Companywide 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 DIVISION.*
* *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 DIVISION 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. Facilities Cost of Capital when combined with the overhead rate shall not exceed the overhead limit.*
* *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 DIVISION’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 DIVISION’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.*
* *Contract cost proposals to provide engineering and design-related services on specific State or Federal-aid projects shall include a certification issued by their CPA that of the allowability of all costs are in accordance with FAR cost principles prior to finalizing the contract. This certification shall be submitted as a part of the required overhead rate submitted to the Division prior to execution of any engineering or architectural agreement. (See* [*APPENDIX D*](#APPENDIX_D)*)*

***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, 2010 Edition. An electronic version of this guide may be found at the AASHTO home page:* [*http://www.transportation.org*](http://www.transportation.org/)

***Consultants’ Indirect Cost Rate Certification***

*The Consultant is required to have an audit performed in compliance with the cost principles contained in the Federal Acquisition Regulations of part 31 of the Title 48, Code of Federal Regulations by a CPA firm or by a cognizant Federal or State government agency. The Department will accept a certified audit that is no older than two (2) years, and more preferably one (1) year, from the date of the scope of work meeting for any selected assignment. The submitted certified audit overhead (Indirect Cost Rate) report shall include the certification, as shown below, certifying that the allowability of costs used to establish the final indirect cost rate are in accordance with the FAR cost principles, or a verification indicating this certification was previously submitted and accepted by the cognizant agency.*

*I, the undersigned, do hereby certify that I have reviewed all of the records to establish a final indirect cost rate for the fiscal period\_(mm/dd/yyyy)\_and to the best of my knowledge and belief that:*

* + 1. *All cost included in these principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part31.*
    2. *That this report does not include any costs which are expressly unallowable under the cost principle of the FAR of 48 CFR 31*

*That all known material transactions or events that have occurred affecting the firm’s ownership, organization and indirect cost rates have been disclosed.*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Title*

*Name of Certifying Official (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date of Certification (mm/dd/yyyy)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*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 DIVISION. 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**

**:**

**APPENDIX F - *Standard Fee Proposal Formats***

***STANDARD ENGINEERING PROPOSAL FORMAT***

*The Division 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 DIVISION’s CPM schedule and the requirements stipulated in the DIVISION’s Design Directives and various manuals. The format relates well to most services requested by the DIVISION; 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 DIVISION’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 DIVISION’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.)***

*[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*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  | ***SUMMARY OF LABOR HOURS*** | | | | | | | |  |  |  |  |  |  | *Corridor H*  *Prime* | | | | |  |  |  |  |  | | |  | |  |  |  |  |  |  |  |  |  |  |  | | |  | | State Project: | X312-X-XX.XX 00 | | | | |  |  |  |  |  |  | Grant County  Consultant Firm*: [Consulting Firm's Name]* | | | | | |  | | Federal Project: | APD-0484(XXX) | | | | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | ***Project Manager*** | ***Administrative Assistant*** | ***Photo-grammetrist*** | ***Stereocompiler Supervisor*** | ***Stereocompiler*** | ***Triangulation Technician*** | ***Lab Technician*** | ***GPS Technician*** | ***Editor*** | ***Field Technician*** | ***GPS Technician*** | ***Chief Surveyor*** | ***Party Chief*** | ***Instrument Person*** | ***Chainperson*** | ***Rodperson*** | ***Clerical*** | ***Total Labor Hours*** | | ***Mapping*** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |  |  |  | 0 | 0 | 0 | 0 | 0 | ***0*** | |  | ***Project Manager*** | ***Administrative Assistant*** | ***Senior Engineer Civil*** | ***Sr. Engineer Structural*** | ***Design Engineer Civil*** | ***Design Engineer Structural*** | ***Designer Civil*** | ***Designer Structural*** | ***Technician*** | ***Field Technician*** | ***GPS Technician*** | ***Chief Surveyor*** | ***Party Chief*** | ***Instrument Person*** | ***Chainperson*** | ***Rodperson*** | ***Clerical*** |  | | ***Surveying*** | 0 | 0 | 0 |  | 0 |  | 0 |  | 0 |  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | ***0*** | | ***Preliminary Field Review*** | 0 | 0 | 0 |  | 0 |  | 0 |  | 0 |  |  |  |  |  |  |  | 0 | ***0*** | | ***Right of Way Plans*** | 0 | 0 | 0 |  | 0 |  | 0 |  | 0 | 0 |  |  |  |  |  |  | 0 | ***0*** | | ***Final Field Review*** | 0 | 0 | 0 |  | 0 |  | 0 |  | 0 |  |  |  |  |  |  |  | 0 | ***0*** | | ***Final Office Review*** | 0 | 0 | 0 |  | 0 |  | 0 |  | 0 |  |  |  |  |  |  |  | 0 | ***0*** | | ***PS&E Admin.*** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |  |  |  |  |  |  |  | 0 | ***0*** | | ***Structural ( Bridge 00000)*** | 0 | 0 |  | 0 |  | 0 |  | 0 | 0 |  |  |  |  |  |  |  | 0 | ***0*** | | ***Misc. Structures*** | 0 | 0 |  | 0 |  | 0 |  | 0 | 0 |  |  |  |  |  |  |  | 0 | ***0*** | |  | ***Project Manager*** | ***Administrative Assistant*** | ***Sr. Geotechnical Engineer*** |  | ***Geotechnical Engineer*** |  | ***Geologist*** |  | ***Technician*** | ***Field Technician*** |  |  |  |  |  |  | ***Clerical*** |  | | ***Geotechnical Investigation*** | 0 | 0 | 0 |  | 0 |  | 0 |  | 0 | 0 |  |  |  |  |  |  | 0 | ***0*** | | ***Boring Contract Admin*** | 0 | 0 | 0 |  | 0 |  | 0 |  | 0 | 0 |  |  |  |  |  |  | 0 | ***0*** | | ***Concrete Coring & Testing*** | 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** | |

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|  |  |  |  |  | ***SUMMARY OF LABOR HOURS*** | | | | | | |
|  |  |  |  |  |  | *Corridor H*  *Subconsultants* | | | | |  |  |  |  |  | | |  |
|  |  |  |  |  |  |  |  |  |  |  | | |  |
| State Project: | X312-X-XX.XX 00 | | | | |  |  |  |  |  |  | Grant County  Consultant Firm*: [Consulting Firm's Name]* | | | | | |  |
| Federal Project: | APD-0484(XXX) | | | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ***Project Manager*** | ***Administrative Assistant*** | ***Photo-grammetrist*** | ***Stereocompiler Supervisor*** | ***Stereocompiler*** | ***Triangulation Technician*** | ***Lab Technician*** | ***GPS Technician*** | ***Editor*** | ***Field Technician*** | ***GPS Technician*** | ***Chief Surveyor*** | ***Party Chief*** | ***Instrument Person*** | ***Chainperson*** | ***Rodperson*** | ***Clerical*** | ***Total Labor Hours*** |
| ***Mapping*** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |  |  |  | 0 | 0 | 0 | 0 | 0 | ***0*** |
|  | ***Project Manager*** | ***Administrative Assistant*** | ***Senior Engineer Civil*** | ***Sr. Engineer Structural*** | ***Design Engineer Civil*** | ***Design Engineer Structural*** | ***Designer Civil*** | ***Designer Structural*** | ***Technician*** | ***Field Technician*** | ***GPS Technician*** | ***Chief Surveyor*** | ***Party Chief*** | ***Instrument Person*** | ***Chainperson*** | ***Rodperson*** | ***Clerical*** |  |
| ***Surveying*** | 0 | 0 | 0 |  | 0 |  | 0 |  | 0 |  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | ***0*** |
| ***Preliminary Field Review*** | 0 | 0 | 0 |  | 0 |  | 0 |  | 0 |  |  |  |  |  |  |  | 0 | ***0*** |
| ***Right of Way Plans*** | 0 | 0 | 0 |  | 0 |  | 0 |  | 0 | 0 |  |  |  |  |  |  | 0 | ***0*** |
| ***Final Field Review*** | 0 | 0 | 0 |  | 0 |  | 0 |  | 0 |  |  |  |  |  |  |  | 0 | ***0*** |
| ***Final Office Review*** | 0 | 0 | 0 |  | 0 |  | 0 |  | 0 |  |  |  |  |  |  |  | 0 | ***0*** |
| ***PS&E Admin.*** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |  |  |  |  |  |  |  | 0 | ***0*** |
| ***Structural ( Bridge 00000)*** | 0 | 0 |  | 0 |  | 0 |  | 0 | 0 |  |  |  |  |  |  |  | 0 | ***0*** |
| ***Misc. Structures*** | 0 | 0 |  | 0 |  | 0 |  | 0 | 0 |  |  |  |  |  |  |  | 0 | ***0*** |
|  | ***Project Manager*** | ***Administrative Assistant*** | ***Sr. Geotechnical Engineer*** |  | ***Geotechnical Engineer*** |  | ***Geologist*** |  | ***Technician*** | ***Field Technician*** |  |  |  |  |  |  | ***Clerical*** |  |
| ***Geotechnical Investigation*** | 0 | 0 | 0 |  | 0 |  | 0 |  | 0 | 0 |  |  |  |  |  |  | 0 | ***0*** |
| ***Boring Contract Admin*** | 0 | 0 | 0 |  | 0 |  | 0 |  | 0 | 0 |  |  |  |  |  |  | 0 | ***0*** |
| ***Concrete Coring & Testing*** | 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** |

**TOTAL COST SUMMARY**

*Corridor H*

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm: *[Consulting Firm's Name]*

Aerial Mapping: *[Consulting Firm's Name]*

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

Concrete Coring.: *[Consulting Firm's Name]* Geotechnical *[Consulting Firm's Name]*

Structural: *[Consulting Firm's Name]*

***Classification Labor-hrs OT % \*\*Rate Direct Cost***

***Project Manager***  *0*   *$ 50.42 $ -*

***Administrative Assistant*** *0*   *$ 45.38 $ -*

***Sr. Design Engineer- Civil*** *0*   *$ 37.24 $ -*

***Sr. Design Engineer- Structural*** *0*   *$ 29.85 $ -*

***Design Engineer-Civil*** *0*   *$ 19.36 $ -*

***Design Engineer- Structural*** *0*   *$ 27.25 $ -*

***Designer-Civil***  *0*   *$ 14.15 $ -*

***Designer- Structural***  *0*   *$ 22.51 $ -*

\* ***Technician***  *0 0% $ 16.98 $ -*

***Sr. Geotechnical Engineer*** *0 $ 37.24 $ -*

***Geotechnical Engineer*** *0 $ 26.85 $ -*

\* ***Geologist***  *0 0% $ 19.36 $ -*

\* ***Field Technician***  *0 0% $ 16.73 $ -*

\* ***Chief Surveyor***  *0 0% $ 30.30 $ -*

\* ***Party Chief***  *0 0% $ 18.96 $ -*

\* ***Instrument Person***  *0 0% $ 18.00 $ -*

\* ***Chainperson***  *0 0% $ 9.85 $ -*

\* ***Rodperson***  *0 0% $ 8.25 $ -*

\* ***Clerical***    *0 0% $ 13.93 $ -*

*Total* ***0***   *$ -*

*Overhead Factor 160.00% $ -*

*Technology Factor 8.00% $ -*

*\* Overtime*  *0% $ -*

*Subtotal*   *$ -*

*Direct Non-Salary Expense $ -*

*Profit*   *10% $ -*

***$ -***

*\*\*\* FCC Factor 0.000% $ -*

*Total PFR*  ***$ -***

*Mapping Subconsultant*   *$ -*

*Surveying Subconsultant*   *$ -*

*Geotechnical Subconsultant*   *$ -*

*Boring Admin. Subconsultant*   *$ -*

*Structural Subconsultant*   *$ -*

*Boring Cost*   *$ -*

*Concrete Coring & Testing*    *$ -*

*Maximum Amount Payable*  ***$ -***

*\* 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 then 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 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm*:[Consulting Firm's Name]*

**PRIME**

**EXPENSE FACTOR**

Labor 1.000 Current Rate

Overhead 1.600 **160.00%**  \* FCC Factor **3.25%**

Technology   0.080 **8.00%**

2.680 Escalation factor : **1.040**

10% Profit   0.268

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%, therefore the escalation factor would calculate as follows:*

*(( 1.0 \* 20 % ))+ (1.05\* 60 % )+(1.05^2\* 20 % )) = 1.0405*

Avg. Hourly Escalation O.H. Technology Profit \*FCC Loaded

Rate Factor Factor Factor Rate w/Prof.

**PERSONNEL**  1.040 1.6000 0.08 0.1 0.00000

***Project Manager***   **$ 48.48** $ 1.94 $ 80.68 $ 4.04 $ 13.52 $ 0.00 $ 148.66

***Administrative Assistant*  $ 45.38** $ 1.82 $ 75.52 $ 3.78 $ 12.65 $ 0.00 $ 139.15

***Sr. Design Engineer- Civil*  $ 37.24** $ 1.49 $ 61.97 $ 3.10 $ 10.38 $ 0.00 $ 114.18

***Sr. Design Engineer- Structural*  $ 29.85** $ 1.20 $ 49.68 $ 2.49 $ 8.33 $ 0.00 $ 91.55

***Design Engineer-Civil*  $ 19.36** $ 0.78 $ 32.23 $ 1.62 $ 5.40 $ 0.00 $ 59.39

***Design Engineer- Structural*  $ 27.25** $ 1.09 $ 45.35 $ 2.27 $ 7.60 $ 0.00 $ 83.56

***Designer-Civil***   **$ 14.15** $ 0.57 $ 23.56 $ 1.18 $ 3.95 $ 0.00 $ 43.41

***Designer- Structural***   **$ 22.51** $ 0.91 $ 37.48 $ 1.88 $ 6.28 $ 0.00 $ 69.06

***Technician***   **$ 16.98** $ 0.68 $ 28.26 $ 1.42 $ 4.74 $ 0.00 $ 52.08

***Sr. Geotechnical Engineer*  $ 37.24** $ 1.49 $ 61.97 $ 3.10 $ 10.38 $ 0.00 $ 114.18

***Geotechnical Engineer*  $ 26.85** $ 1.08 $ 44.69 $ 2.24 $ 7.49 $ 0.00 $ 82.35

***Geologist***   **$ 19.36** $ 0.78 $ 32.23 $ 1.62 $ 5.40 $ 0.00 $ 59.39

***Field Technician***   **$ 16.73** $ 0.67 $ 27.84 $ 1.40 $ 4.67 $ 0.00 $ 51.31

***Chief Surveyor***   **$ 30.30** $ 1.22 $ 50.44 $ 2.53 $ 8.45 $ 0.00 $ 92.94

***Party Chief***   **$ 18.96** $ 0.76 $ 31.56 $ 1.58 $ 5.29 $ 0.00 $ 58.15

***Instrument Person***   **$ 18.00** $ 0.73 $ 29.97 $ 1.50 $ 5.02 $ 0.00 $ 55.22

***Chainperson***   **$ 9.85** $ 0.40 $ 16.40 $ 0.82 $ 2.75 $ 0.00 $ 30.22

***Rodperson***   **$ 8.25** $ 0.33 $ 13.73 $ 0.69 $ 2.30 $ 0.00 $ 25.30

***Clerical***   **$ 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 then 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 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm*:[Consulting Firm's Name]*

***Project Manager***  *Average*  ***Administrative Assistant***  *Average*

*Employee No.*  *Rate Rate Employee No.* *Rate Rate*

Vice -President 9969 10% $ - $ - Administrative Assistant 8845 50% $ - $ -

Vice -President 9968 40% $ - $ - Administrative Assistant 8854 50% $ - $ -

Branch Manager 9965 10% $ - $ - 100%  **$ -**

Branch Manager 9960 40% $ - $ -

100%  **$ -**

***Sr. Design Engineer- Civil***  *Average*  ***Sr. Design Engineer- Structural***  *Average*

*Employee*  *Rate Rate* *Employee Rate Rate*

Sr. Civil Engineer 8845 40% $ - $ - Sr. Structural Engineer 7945 10% $ - $ -

Sr. Civil Engineer 8852 40% $ - $ - Sr. Structural Engineer 7852 55% $ - $ -

Sr. Civil Engineer 8850 10% $ - $ - Sr. Structural Engineer 7752 15% $ - $ -

Sr. Civil Engineer 8820 10% $ - $ - Sr. Structural Engineer 7620 20% $ - $ -

100%  **$ - $ -**  100%  **$ - $ -**

***Design Engineer-Civil***  *Average*  ***Design Engineer- Structural***  *Average*

*Employee*  *Rate Rate*  *Employee*  *Rate Rate*

Civil Engineer 6744 45% $ - $ - Structural Engineer 6945 10% $ - $ -

Civil Engineer 6754 25% $ - $ - Structural Engineer 6852 55% $ - $ -

Civil Engineer 6752 10% $ - $ - Structural Engineer 6752 35% $ - $ -

Civil Engineer 6750 10% $ - $ - Structural Engineer 6625 0% $ - $ -

Civil Engineer 6720 10% $ - $ - Structural Engineer 6620 0% $ - $ -

100%  **$ - $ -**  100%  **$ - $ -**

***Designer-Civil***  *Average*  ***Designer- Structural***  *Average*

*Employee*  *Rate Rate*  *Employee*  *Rate Rate*

EIT 5945 40% $ - $ - EIT 5945 25% $ - $ -

EIT II 5852 0% $ - $ - EIT II 5852 25% $ - $ -

EIT II 5752 20% $ - $ - EIT II 5752 20% $ - $

Sr. Eng. Technician I 5625 20% $ - $ - Sr. Eng. Technician I 5625 20% $ - $ -

Sr. Eng. Technician II 5620 20% $ - $ - Sr. Eng. Technician II 5620 10% $ - $ -

100%  **$ - $ -**  100%  **$ - $ -**

***Technician***  *Average*  ***Field Technician***  *Average*

*Employee*  *Rate Rate*  *Employee*  *Rate Rate*

Engineer Technician 4945 10% $ - $ - Instrument person 4945 10% $ - $ -

Engineer Technician 4852 30% $ - $ - Rod person 4852 30% $ - $ -

Transportation Tech. 4752 20% $ - $ - Chair person 4752 10% $ - $ -

Transportation Tech. 4625 20% $ - $ - Right of Way Tech I 4625 25% $ - $ -

Transportation Tech. 4620 20% $ - $ - Right of Way Tech II 4620 25% $ - $ -

100%  **$ - $ -**  100%  **$ - $ -**

***Clerical***  *Average*

*Employee*  *Rate Rate*

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 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*

**CERTIFICATION OF LABOR RATES**

*Surveying & Geotechnical*

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm: *[Consulting Firm's Name]*

***Project Manager***  *Average*  ***Administrative Assistant*** *Average*

*Employee No. Rate Rate Employee No.* *Rate Rate*

Vice -President 9971 50% $ - $ - Administrative Assistant 8947 50% $ - $ -

Vice -President 9970 50% $ - $ - Administrative Assistant 8956 50% $ - $ -

Branch Manager 9967 0% $ - $ - 100%  **$ - $ -**

Branch Manager 9962 0% $ - $ -

100%  **$ - $ -**

***Sr. Geotechnical Engineer***  *Average*  ***Geotechnical Engineer***  *Average*

*Employee Rate Rate*  *Employee*  *Rate Rate*

Sr. Geotechnical Eng 8947 40% $ - $ - Geotechnical Engineer 8047 10% $ - $ -

Sr. Geotechnical Eng 8954 40% $ - $ - Geotechnical Engineer 7954 55% $ - $ -

Sr. Geotechnical Eng 8952 10% $ - $ - Geotechnical Engineer 7854 15% $ - $ -

Sr. Geotechnical Eng 8922 10% $ - $ - Geotechnical Engineer 7722 20% $ - $ -

100%  **$ - $ -**  100% **$ -**

***Geologist***  *Average*  ***Technician***  *Average*

*Employee*  *Rate Rate*  *Employee*  *Rate Rate*

Geologist 6846 45% $ - $ - Engineer Technician 7047 10% $ - $ -

Geologist 6856 25% $ - $ - Engineer Technician 6954 55% $ - $ -

Sr. Eng. Technician 6854 10% $ - $ - Transportation Tech. 6854 35% $ - $ -

Sr. Eng. Technician 6852 10% $ - $ - Transportation Tech. 6727 0% $ - $ -

Sr. Eng. Technician 6822 10% $ - $ - Transportation Tech. 6722 0% $ - $ -

100%  **$ - $ -**  100%  **$ -**

***Lab Technician***  *Average*  ***Clerical***  *Average*

*Employee*  *Rate Rate*  *Employee*  *Rate Rate*

Lab Technician 5047 20% $ - $ - Secretary I 5047 25% $ - $ -

Lab Technician 4954 20% $ - $ - Secretary I 4954 25% $ - $ -

Lab Technician 4854 20% $ - $ - Secretary II 4854 20% $ - $ -

Lab Technician 4727 20% $ - $ - Clerical I 4727 20% $ - $ -

Lab Technician 4722 20% $ - $ - Clerical II 4722 10% $ - $ -

100%  **$ - $ -**  100%  **$ -**

***GPS Technician***  *Average*  ***Field Technician***  *Average*

*Employee*  *Rate Rate*  *Employee*  *Rate Rate*

GPS Technician 4725 10% $ - $ - Instrument person 4725 50% $ - $ -

GPS Technician 4728 55% $ - $ - Instrument person 4728 50% $ - $ -

GPS Technician 4731 15% $ - $ - 100%  **$ -**

GPS Technician 4734 0% $ - $ - Rod person 4731 50% $ - $ -

GPS Technician 4737 20% $ - $ - Rod person 4734 50% $ - $ -

100%  **$ - $ -**  Rod person 4737 0% $ - $ -

***Chief Surveyor***  *Average*  100%  **$ -**

*Employee*  *Rate Rate*  Chainperson 4740 50% $ - $ -

Professional Surveyor 4623 45% $ - $ - Chainperson 4743 50% $ - $ -

Professional Surveyor 4626 55% $ - $ - 100%  **$ -**

100%  **$ - $ -**

***Party Chief***  *Average*

*Employee*  *Rate Rate*

Surveyor-In-Training 4737 45% $ - $ -

Surveyor-In-Training 4740 35% $ - $ -

Surveyor-In-Training 4743 20% $ - $ -

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**

*Corridor H*

State Project: X312-X-XX.XX 00 County*: Grant*

Federal Project: APD-0484(XXX) Consultant Firm: *[Consulting Firm's Name]*

Sub-consultant Firm*: [Subconsulting Firm's Name]*

***Classification Labor-hrs OT % \*\*Rate Direct Labor Cost***

*Project manager 0*   *$ 53.44 $ -*

*Assistant Project Manager 0*   *$ 47.20 $ -*

*Photogrammetrist 0*   *$ 37.74 $ -*

*Stereo Compiler Supervisor 0*   *$ 37.74 $ -*

*Stereo Compiler*  *0*   *$ 28.19 $ -*

\* *Triangulation Technician 0 $ 28.19 $ -*

\* *Lab Technician*  *0 $ 21.55 $ -*

\* *GPS Technician*  *0 $ 18.65 $ -*

\* *Editor 0 0% $ 20.45 $ -*

\* *Party Chief 0 0% $ 14.93 $ -*

\* *Instrumentperson 0 0% $ 19.64 $ -*

\* *Rodperson*  *0 0% $ 10.25 $ -*

\* *Chainperson*  *0 0% $ 8.58 $ -*

\* *Clerical / Admin. 0 0% $ 13.80 $ -*

***0***   ***$ -***

*Overhead Factor 158.50% $ -*

*Technology Factor 10.00% $ -*

\* *Overtime*   *0.00% $ -*

*Subtotal*   *$ -*

*Direct Expense*   *$ -*

*Profit*  *10% $ -*

***$ -***

\*\*\* *FCC Factor 1.25% $ -*

*Total* ***$ -***

**PROPOSED DIRECT LABOR RATES**

**PRIME *or* SUBCONSULTANT**

**AERIAL PHOTO / MAPPING**

*Corridor H*

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm*: [Consulting Firm's Name]*  Sub-Consultant Firm*: [Subconsulting Firm's Name]*

**PRIME or SUBCONSULTANT**

**EXPENSE FACTOR**

Labor 1.000 Current Rate \* FCC Factor **1.25%**

Overhead 1.585 **158.50%**

Technology   0.100 **12.00%**  Escalation factor : **1.040**

2.685

10% Profit   0.269

Expense Factor 2.950

Avg. Escalation O.H. Technology Loaded

**PERSONNEL**  Rate Factor Factor Factor Profit \*FCC Rate w/Prof.

1.040 1.5850 0.100 0.1 0.01250

***Project manager*  $ 51.38** $ 2.06 $ 84.71 $ 5.35 $ 14.35 $ 0.65 $ 158.50

***Assistant Project Manager*  $ 45.38** $ 1.82 $ 74.82 $ 4.72 $ 12.68 $ 0.57 $ 139.99

***Photogrammetrist*  $ 36.28** $ 1.46 $ 59.82 $ 3.78 $ 10.14 $ 0.46 $ 111.48

***Stereo Compiler Supervisor*  $ 36.28** $ 1.46 $ 59.82 $ 3.78 $ 10.14 $ 0.46 $ 111.48

***Stereo Compiler*  $ 27.10** $ 1.09 $ 44.69 $ 2.82 $ 7.57 $ 0.34 $ 83.27

***Triangulation Technician*  $ 27.10** $ 1.09 $ 44.69 $ 2.82 $ 7.57 $ 0.34 $ 83.27

***Lab Technician*  $ 20.72** $ 0.83 $ 34.16 $ 2.16 $ 5.79 $ 0.26 $ 63.66

***GPS Technician*  $ 17.93** $ 0.72 $ 29.57 $ 1.87 $ 5.01 $ 0.23 $ 55.10

***Editor*  $ 19.66** $ 0.79 $ 32.42 $ 2.05 $ 5.50 $ 0.25 $ 60.42

***Party Chief*  $ 14.35** $ 0.58 $ 23.67 $ 1.50 $ 4.01 $ 0.18 $ 44.11

***Instrumentperson* $ 18.88** $ 0.76 $ 31.13 $ 1.97 $ 5.28 $ 0.24 $ 58.02

***Rodperson*  $ 9.85** $ 0.40 $ 16.25 $ 1.03 $ 2.76 $ 0.13 $ 30.29

***Chainperson*  $ 8.25** $ 0.33 $ 13.60 $ 0.86 $ 2.31 $ 0.11 $ 25.35

***Clerical / Admin.* $ 13.26** $ 0.54 $ 21.88 $ 1.38 $ 3.71 $ 0.17 $ 40.77

**CERTIFICATION OF LABOR RATES**

*Mapping*

***Project Manager***  *Average*  ***Administrative Assistant***  *Average*

*Employee No. Rate Rate*  *Employee*  *No.* *Rate Rate*

Vice -President 2023 50% $ - $ - Administrative Assistant 2095 50% $ - $ -

Vice -President 2026 0% $ - $ - Administrative Assistant 2098 50% $ - $ -

Branch Manager 2029 50% $ - $ - 100%  **$ - $ -**

Branch Manager 2032 0% $ - $ -

100%  **$ - $ -**

***Photogrammetrist***  *Average*  ***Stereo Compiler Supervisor*** *Average*

*Employee No. Rate Rate*  *Employee No. Rate Rate*

Photogrammetrist 2035 10% $ - $ - Stereo Compiler Supervisor 2101 10% $ - $ -

Photogrammetrist 2038 55% $ - $ - Stereo Compiler Supervisor 2104 55% $ - $ -

Photogrammetrist 2041 15% $ - $ - Stereo Compiler Supervisor 2107 15% $ - $ -

Photogrammetrist 2044 20% $ - $ - Stereo Compiler Supervisor 2110 20% $ - $ -

100%  **$ - $ -**  100%  **$ - $ -**

***Stereo Compiler***  *Average*  ***Triangulation Technician***  *Average*

*Employee No.* *Rate Rate*  *Employee*  *No.* *Rate Rate*

Stereo Compiler 2047 10% $ - $ - Triangulation Technician 2113 10% $ - $ -

Stereo Compiler 2050 55% $ - $ - Triangulation Technician 2116 55% $ - $ -

Stereo Compiler 2053 15% $ - $ - Triangulation Technician 2119 15% $ - $ -

Stereo Compiler 2056 20% $ - $ - Triangulation Technician 2122 20% $ - $ -

100%  **$ - $ -**  100%  **$ - $ -**

***Lab Technician***  *Average*  ***Map Editor/ CADD Tech***  *Average*

*Employee No.* *Rate Rate*  *Employee*  *No.* *Rate Rate*

Lab Technician 2059 10% $ - $ - Map Editor/ CADD Tech 2128 10% $ - $ -

Lab Technician 2062 55% $ - $ - Map Editor/ CADD Tech 2131 10% $ - $ -

Lab Technician 2065 15% $ - $ - Map Editor/ CADD Tech 2134 25% $ - $ -

Lab Technician 2068 0% $ - $ - Map Editor/ CADD Tech 2137 30% $ - $ -

Lab Technician 2071 20% $ - $ - Map Editor/ CADD Tech 2140 25% $ - $ -

100%  **$ - $ -**  100%  **$ - $ -**

***GPS Technician***  *Average*  ***Field Technician***  *Average*

*Employee No.* *Rate Rate*  *Employee*  *No.* *Rate Rate*

GPS Technician 2071 10% $ - $ - Instrument person 2143 50% $ - $ -

GPS Technician 2074 55% $ - $ - Instrument person 2146 50% $ - $ -

GPS Technician 2077 15% $ - $ - 100%  **$ - $ -**

GPS Technician 2080 0% $ - $ - Rod person 2149 35% $ - $ -

GPS Technician 2083 20% $ - $ - Rod person 2152 35% $ - $ -

100%  **$ - $ -**  Rod person 2155 30% $ - $ -

***Party Chief***  *Average*  100%  **$ - $ -**

*Employee No.* *Rate Rate*  Chainperson 2158 50% $ - $ -

Professional Surveyor 2083 10% $ - $ - Chainperson 2161 50% $ - $ -

Professional Surveyor 2086 55% $ - $ - 100%  **$ - $ -**

Surveyor-In-Training 2089 15% $ - $ - ***Clerical***  *Average*

Surveyor-In-Training 2092 0% $ - $ - *Employee*  *Rate Rate*

Surveyor-In-Training 2095 20% $ - $ - Secretary II 2161 50% $ - $ -

100%  **$ - $ -**  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 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm:  *[Consulting Firm's Name]*

Sub-consultant Firm: *[Subconsulting Firm's Name]*

**A. Aerial Photogrammetry Project Asst. Proj Photogram GPS Party Inst.. Rod- Chain- Clerical / Total**

*1) Aerial Photography*  **Manager Manager metrist Tech Chief Pers. Pers. Pers. Admin. Hr's**

*a. Ground Control Coordination* 0 0 0 0 0 0 0 0 0 0

*b. Mobil. & Set Target Panels* 0 0 0 0 0 0 0 0 0 0

***0***

*2) Ground Control & Survey*

*a. Mobil. & Coordinate Survey* 0 0 0 0 0 0 0 0 0 0

*b. Run H & V Survey. Control*

*Two Man Party*  0 0 0 0 0 0 0 0 0 0

*Three Man Party*  0 0 0 0 0 0 0 0 0 0

*Four Man Party (GPS)* 0 0 0 0 0 0 0 0 0 0

                  ***0***

0% 0% 0% 0% 0% 0% 0% 0% 0%

*Subtotal* 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0

*3) Stereocompilation,* **Project Asst. Proj Stereo Stereo Analy. Lab Editor Clerical Total**

*Triangulation & Mapping* **Manager Manager Supervisor Comp. Tech Tech Admin. Hr's**

*a. Analytical Triangulation* 0 0 0 0 0 0 0 0 0

*b. Model Compilation* 0 0 0 0 0 0 0 0 0

*c. Map Editing*  0 0 0 0 0 0 0 0 0

                  ***0***

0% 0% 0% 0% 0% 0% 0% 0%

*Subtotal* 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* 0.0**

**DIRECT NONSALARY COST \***

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

(A) Transportation:

*i) Site Visit:* Trips x Per's x Rate / Mi. x RT Mi.

*Air Travel/Charleston* 0 0 $ 850 = $ -

*Travel to Site* 1 2 $ 0.36 0 = $ -

*Travel to Ctrl Office* 0   $ 35.00 0 = $ -

*ii) Set Panels*

*2 Man Crew* 0 2 $ 0.40 0 = $ -

*3 Man Crew* 0 3 $ 0.40 0 = $ -

*iii) Set & Run Control*

*2 Man Survey. Party* 0 2 $ 0.40 0 = $ -

*3 Man Survey. Party* 0 3 $ 0.40 0 = $ -

*4 Man Survey. Party* 0 4 $ 0.40 0 = $ - \_\_\_\_\_\_\_\_\_\_\_

*Subtotal*  **$ -**

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

*i) Site Visit:* 1 2 x 0 = 0

*ii) Set Panels* 0 0 x 0 = 0

*iii) Set & Run Control*

*2 Man Survey. Party* 0 2 x 0 = 0

*3 Man Survey. Party* 0 3 x 0 = 0

*4 Man Survey. Party* 0 4 x 0 = 0

*i) Meals:*  $ 30.00 X 0 = $ -

*i) Lodging:*     $ 55.00 X 0 = $ - \_\_\_\_\_\_\_\_\_\_\_

*Subtotal*  **$ -**

2. Flight Time Expense (Subconsultant) Cost / Hr Flight-Time

\* (A) Single Engine $0.00 X 0 Hr. = $ -

\* (B) Twin Engine     $0.00 X 0 Hr. = $ - \_\_\_\_\_\_\_\_\_\_\_

*Subtotal*  **$ -**

**MAPPING COST SUMMARY**

**DIRECT NONSALARY COST \***

*Corridor H*

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

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) 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) Black & White*  $0.00 X 0 $ -

*ii) Color*    $0.00 X 0 $ -  **$ -**

(B) Contact Print    

*i) Bl'k & White* $0.00 X 0 $ -

*ii) Color*   $0.00 X 0 $ -  **$ -**

*\* Includes Pilot and Cameraperson*

(C) Diapostivites      

*Film Diapostives* $0.00 X 0 $ -

*Color Diapos.* $0.00 X 0 $ -  **$ -**

(D) Blueprints Sh'ts/Set No. Sets No. Sh'ts.

*i) WVDOT Review*

*Contour Manuscripts*   0 2 0

Bluelines Prints @   $ 0.80 Per/Sht x 0 Sheets = $ -  **$ -**

(F) Mylar Sh'ts/Set No. Sets No. Sh'ts.

*i) Consultants Rec'd Set*   0 2 0

Mylars / Sepia @ $ 10.00 Per / Sit x 0 Sheets = $ -  **$ -**

(G) Xerox Copies: No. Sets No. Sht's Tot. No. Sh'ts

*i) Reports*  0 2 0

*ii) Transmittal Letters* 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

(A) Misc. Expenses No. Req. Units Cost / Unit

*USGS Quad. Maps* 0 Ea. $0.00 = $ -

*Survey Monuments*

*a) Semi-Perm.(P/C)* 0 Ea. $0.00 = $ -

*b) Perm. (Conc.)* 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 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm*:[Consulting Firm's Name]*

Sub-consultant Firm: *If Applicable*

***Classification Labor-hrs OT % \*\*Rate Direct Labor Cost***

*Project Manager 0*   *$ 52.85 $ -*

*Assist. Project Manager 0 $ 45.38 $ -*

*Senior Design Engineer 0 $ 37.24 $ -*

*Design Engineer-Civil 0 $ 36.28 $ -*

*Designer*  *0 $ 26.85 $ -*

\* *Technician*  *0 0% $ 18.23 $ -*

\* *GPS Technician*  *0 0% $ 17.93 $ -*

\* *Chief Surveyor 0 0% $ 30.30 $ -*

\* *Party Chief 0 0% $ 18.96 $ -*

\* *Instrumentperson 0 0% $ 18.88 $ -*

\* *Rodperson 0 0% $ 9.85 $ -*

\* *Chainperson*  *0 0% $ 8.25 $ -*

\* *Clerical / Admin.*  *0 0% $ 13.26 $ -*

*Total* ***0***   *$ -*

*Overhead Factor 156.25% $ -*

*Technology Factor 0.00% $ -*

\**Overtime*   *0.00% $ -*

*Subtotal $ -*

*Direct Expense $ -*

*Profit*  *10% $ -*   ***$***  *-*  \*\*\* *FCC Factor 0.00% $ -*

*Total*  ***$ -***

**PROPOSED DIRECT LABOR RATES**

**PRIME *or* SUBCONSULTANT**

**SURVEYING**

*Corridor H*

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) 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%**

Technology   0.000 **0.00%**  Escalation factor : **1.000**

2.563

10% Profit   0.256

Expense Factor 2.820

Avg. Escalation O.H. Technology Profit \*FCC Loaded

Rate Factor Factor Factor Rate w/Prof.

**PERSONNEL**  1.000 1.5625 0.000 0.1 0.00000

***Project Manager***  **$ 52.85** $ 0.00 $ 82.58 $ 0.00 $ 13.55 $ 0.00 $ 148.98

***Assist. Project Manager*  $ 45.38** $ 0.00 $ 70.91 $ 0.00 $ 11.63 $ 0.00 $ 127.92

***Senior Design Engineer*  $ 37.24** $ 0.00 $ 58.19 $ 0.00 $ 9.55 $ 0.00 $ 104.98

***Design Engineer-Civil*  $ 36.28** $ 0.00 $ 56.69 $ 0.00 $ 9.30 $ 0.00 $ 102.27

***Designer***   **$ 26.85** $ 0.00 $ 41.96 $ 0.00 $ 6.89 $ 0.00 $ 75.70

***Technician***   **$ 18.23** $ 0.00 $ 28.49 $ 0.00 $ 4.68 $ 0.00 $ 51.40

***GPS Technician***   **$ 17.93** $ 0.00 $ 28.02 $ 0.00 $ 4.60 $ 0.00 $ 50.55

***Chief Surveyor***   **$ 30.30** $ 0.00 $ 47.35 $ 0.00 $ 7.77 $ 0.00 $ 85.42

***Party Chief***   **$ 18.96** $ 0.00 $ 29.63 $ 0.00 $ 4.86 $ 0.00 $ 53.45

***Instrumentperson***  **$ 18.88** $ 0.00 $ 29.50 $ 0.00 $ 4.84 $ 0.00 $ 53.22

***Rodmen***  **$ 9.85** $ 0.00 $ 15.40 $ 0.00 $ 2.53 $ 0.00 $ 27.78

***Chainperson***  **$ 8.25** $ 0.00 $ 12.90 $ 0.00 $ 2.12 $ 0.00 $ 23.27

***Clerical / Admin.***   **$ 13.26** $ 0.00 $ 20.72 $ 0.00 $ 3.40 $ 0.00 $ 37.38

**CERTIFICATION OF LABOR RATES**

*Surveying*

***Project Manager***  *Average*  ***Administrative Assistant***  *Average*

*Employee No. Rate Rate*  *Employee No.* *Rate Rate*

Vice -President 8000 50% $ - $ - Administrative Assistant 0 50% $ - $ -

Vice -President 8002 50% $ - $ - Administrative Assistant 2 50% $ - $ -

Branch Manager 8004 0% $ - $ - 100%  **$ - $ -**

Branch Manager 8006 0% $ - $ -

100%  **$ - $ -**

***Sr. Design Engineer- Civil***  *Average*  ***Designer***  *Average*

*Employee No.*  *Rate Rate*  *Employee No.* *Rate Rate*

Sr. Civil Engineer 8008 40% $ - $ - Sr. Engineer Tech 4 10% $ - $ -

Sr. Civil Engineer 8010 40% $ - $ - Sr. Engineer Tech 6 55% $ - $ -

Sr. Civil Engineer 8012 10% $ - $ - Sr. Engineer Tech 8 15% $ - $ -

Sr. Civil Engineer 8014 10% $ - $ - Sr. Engineer Tech 10 20% $ - $ -

100%  **$ - $ -**  100%  **$ - $ -**

***Design Engineer-Civil***  *Average*  ***Technician***  *Average*

*Employee*  *Rate Rate*  *Employee No.* *Rate Rate*

Civil Engineer 8016 45% $ - $ - Engineer Technician 12 10% $ - $ -

Civil Engineer 8018 15% $ - $ - Engineer Technician 14 55% $ - $ -

Civil Engineer 8020 10% $ - $ - Transportation Tech. 16 35% $ - $ -

Civil Engineer 8022 10% $ - $ - Transportation Tech. 18 0% $ - $ -

Civil Engineer 8024 10% $ - $ - Transportation Tech. 20 0% $ - $ -

90%  **$ - $ -**  100%  **$ - $ -**

***GPS Technician***  *Average*  ***Field Technician***  *Average*

*Employee*  *Rate Rate*  *Employee No.* *Rate Rate*

GPS Technician 8026 10% $ - $ - Instrument person 23 50% $ - $ -

GPS Technician 8028 55% $ - $ - Instrument person 26 50% $ - $ -

GPS Technician 8030 15% $ - $ - 100%  **$ - $ -**

GPS Technician 8032 0% $ - $ - Rod person 29 35% $ - $ -

GPS Technician 8034 20% $ - $ - Rod person 32 35% $ - $ -

100%  **$ - $ -**  Rod person 35 30% $ - $ -

***Chief Surveyor***  *Average*  100%  **$ - $ -**

*Employee*  *Rate Rate*  Chainperson 38 50% $ - $ -

Professional Surveyor 3 45% $ - $ - Chainperson 41 50% $ - $ -

Professional Surveyor 6 55% $ - $ - 100%  **$ - $ -**

100%  **$ - $ -**  ***Clerical***  *Average*

***Party Chief***  *Average*  *Employee No.* *Rate Rate*

*Employee No.* *Rate Rate*  Secretary II 41 50% $ - $ -

Surveyor-In-Training 8035 45% $ - $ - Clerical II 44 50% $ - $ -

Surveyor-In-Training 8038 35% $ - $ - 100%  **$ - $ -**

Surveyor-In-Training 8041 20% $ - $ -

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*

**SURVEYING COST SUMMARY**

**DIRECT LABOR TIME IN HOURS**

State Project: X312-X-XX.XX 00 *Corridor H*  County: Grant

Federal Project: APD-0484(XXX) Consultant Firm: *[Consulting Firm's Name]*

Sub-consultant Firm: *If Applicable*

**A. Conventional Surveying Project Sr. Des. GPS Chief Party Instr. Rod- Chain- Total**

*1) Horiz. & Vertical Control* **Manager Engineer Tech Surveyor Chief Person Person Person Hr's**

*a. Mobil. & Coordinate Survey* 0 0 0 0 0 0 0 0 0.00

*b. Set & Run Horiz. Control* 0 0 0 0 0 0 0 0 0.00

*c. Set & Run Vertical Control* 0 0 0 0 0 0 0 0 0.00

*d. Traffic Control*  0 0 0 0 0 0 0 0 0.00

***0.00***

*2) GPS Horiz. & Vertical Control*

*a. Mobil. & Coordinate Survey* 0 0 0 0 0 0 0 0 0.00

*b. Set & Run Horiz. Control* 0 0 0 0 0 0 0 0 0.00

*c. Set & Run Vertical Control* 0 0 0 0 0 0 0 0 0.00

*d. Traffic Control*  0 0 0 0 0 0 0 0 0.00

***0.00***

*3) Topography Survey*

*a. Mobil. & Coordinate Survey* 0 0 0 0 0 0 0 0 0.00

*b. Topographical Survey* 0 0 0 0 0 0 0 0 0.00

*b. Survey Utilities*  0 0 0 0 0 0 0 0 0.00

*c. Hydraulic X- Sections* 0 0 0 0 0 0 0 0 0.00

*d. Property Survey Ties* 0 0 0 0 0 0 0 0 0.00

*e. X-Section Major Drainage* 0 0 0 0 0 0 0 0 0.00

*f. Field Check - X -Section* 0 0 0 0 0 0 0 0 0.00

*g. Structural Survey (Ext.)* 0 0 0 0 0 0 0 0 0.00

*h. Field Note Editing*  0 0 0 0 0 0 0 0 0.00

*i. Prelim. C.L. Stakeout (100' int.)* 0 0 0 0 0 0 0 0 0.00

*j. Cemetery Plot Location(s)* 0 0 0 0 0 0 0 0 0.00

*k. Railroad Profile*  0 0 0 0 0 0 0 0 0.00

*l. Traffic Control*  0 0 0 0 0 0 0 0 0.00

**0**

*4) Centerline Survey*

*a. Mobil. & Coordinate Survey* 0 0 0 0 0 0 0 0 0.00

*b. F'ld Loc. CL,*  0 0 0 0 0 0 0 0 0.00

*c. F'ld Loc. Ref.Pt's*  0 0 0 0 0 0 0 0 0.00

*d. F'ld Loc. BM's*  0 0 0 0 0 0 0 0 0.00

*e. Stakeout of Borings* 0 0 0 0 0 0 0 0 0.00

*f. Traffic Control*  0 0 0 0 0 0 0 0 0.00

***0***

**B. Conventional Mapping Project Asst. Proj. Sr. Des. Design Designer Tech. Clerical /**

*1) DTM Surface Generation* **Manager Manager Engineer Engineer Admin.**

*a. Field Survey. Reduction* 0 0 0 0 0 0 0 0 0.00

*b. DTM Editing*  0 0 0 0 0 0 0 0 0.00

*c. Surface Generation (O.G.)* 0 0 0 0 0 0 0 0 0.00

*d. Annotate & Prep. Base Map* 0 0 0 0 0 0 0 0 0.00

***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 NON-SALARY SURVEYING COST \***

*Corridor H*

1. Travel:

(A) Transportation: Trips x Per's x Rate / Mi. x RT Mi.

*i) Site Visit:*

*Air Travel/Charleston* 0 0 $ 850.00 = $ -

*Travel to Site* 0 0 $ 0.36 0 = $ -

*Car Rental* 0   $ 35.00 = $ -

*ii) Set Panels*

*2 Man Crew* 0 2 $ 0.400 0 = $ -

*3 Man Crew* 0 3 $ 0.400 0 = $ -

*iii) Set & Run H&V Control (Conventionally)*

*2 Man Survey. Party* 0 2 $ 0.400 0 = $ -

*3 Man Survey. Party* 0 3 $ 0.400 0 = $ -

*4 Man Survey. Party* 0 4 $ 0.400 0 = $ -

*iv) Set & Run GPS H&V Control*

*2 Man Survey. Party* 0 2 $ 0.400 0 = $ -

*3 Man Survey. Party* 0 3 $ 0.400 0 = $ -

*4 Man Survey. Party* 0 4 $ 0.400 0 = $ -

*v) Topo Data Collection*

*2 Man Survey. Party* 0 2 $ 0.400 0 = $ -

*3 Man Survey. Party* 0 3 $ 0.400 0 = $ -

*vi) F'ld Stakeout CL & Borings*

*2 Man Survey. Party* 0 2 $ 0.400 0 = $ -

*3 Man Survey. Party* 0 3 $ 0.400 0 = $ -

$ -

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

*i) Site Visit:* 0 0 x 0 = 0

*ii) Set Panels* 0 0 x 0 = 0

*iii) Set & Run H&V Control (Conventionally)*

*2 Man Survey. Party* 0 2 x 0 = 0

*3 Man Survey. Party* 0 3 x 0 = 0

*4 Man Survey. Party* 0 4 x 0 = 0

*iv) Set & Run GPS H&V Control*

*2 Man Survey. Party* 0 2 x 0 = 0

*3 Man Survey. Party* 0 3 x 0 = 0

*4 Man Survey. Party* 0 4 x 0 = 0

*v) Topo Data Collection*

*2 Man Survey. Party* 0 2 x 0 = 0

*3 Man Survey. Party* 0 3 x 0 = 0

*vi) F'ld Stakeout CL & Borings*

*2 Man Survey. Party* 0 2 x 0 = 0

*3 Man Survey. Party* 0 3 x 0 = 0

*i) Meals:*  $ 30.00 x 0 = $ -

*i) Lodging:*   $ 55.00 x 0 = $ -

**$ -**

2. Communications: Max. Reim. No. of Calls

(A) Long Distance Calls: $ 3.00 x 0 = $ -

**$ -**

3. Reproductions:

(I) Xerox Copies: No. Sets No. Sht's Tot. No. Sh'ts

*i) Survey Notes* 0 0 0

*ii) Transmittal Letters* 0 0 0

Xerox Copies @   $ 0.10 Per / Sht x 0 Sheets = $ -

**$ -**

4. Postage: No. Req. Units Cost / Unit

(A) First Class Mail 0 Ea. $ 0.37 = $ -

(B) Express Postage: 0 Ea. $ 25.00 =   $ -

**$ -**

5. Other

(A) Misc. Expenses No. Req. Units Cost / Unit

*USGS Quad. Maps* 0 Ea. $ 5.00 = $ -

*Survey Monuments*

*a) Semi-Perm.(P/C)* 0 Ea. $ 2.50 = $ -

*b) Perm. (Conc.)* 0 Ea. $ 25.00 = $ -

*Panel Materials* 0 Roll $ 20.00 = $ -

*Survey Materials* 0 Ea $ 100.00 =   $ -

**$ -**

**TOTAL DIRECT NONSALARY SURVEYING**   **$ -**

**PRELIMINARY FIELD REVIEW PLANS**

**COST SUMMARY**

*Corridor H*

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm: *[Consulting Firm's Name]*

***Classification Labor-hrs OT % \*\*Rate Direct Labor Cost***

*Project Manager 0.00*   *$ 50.42 $ -*

*Administrative Assistant 0.00*   *$ 47.20 $ -*

*Senior Design Engineer 0.00*   *$ 38.73 $ -*

*Design Engineer 0.00 $ 20.13 $ -*

\* *Designer*  *0.00 0% $ 14.72 $ -*

\* *Technician* *0.00 0% $ 17.66 $ -*

\* *Clerical*  *0.00 0% $ 14.49 $ -*

***0***   ***$ -***

*Overhead Factor 160.00% $ -*

*Technology Factor 8.00% $ -*

\* *Overtime*   *0.00% $ -*

*Subtotal*   *$ -*

*Profit*  *10% $ -*

\*\*\* *FCC Factor 0.00% $ -*

*Total* ***$ -***

**PRELIMINARY FIELD REVIEW PLANS**

**DIRECT LABOR TIME IN HOURS**

*Corridor H*

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm*: [Consulting Firm's Name]*

**Project Admin. Sr. Des. Design Designer Technician Clerical / Total**

**Manager Asst. Eng. Eng. Hr's**

**A. Design Criteria**

*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*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

**0.00**

**B. DTM Models**

*1) Generate Design Surfaces*

*a. Type Section*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b. Template Creation* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*c. Design Surface Modeling* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

**0.00**

**C. Traffic Plans**

*1) M. O. T. (Conceptual Scheme)* 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) Traffic Study & Analyses* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

              **0.00**

**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

**0.00**

**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

**0.00**

**F. X-Sect's @ 200' Intervals**

*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

**0.00**

**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

**0.00**

**H. E & S Prelim. 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

**0.00**

0% 0% 0% 0% 0% 0% 0%

Subtotal 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

**PRELIMINARY FIELD REVIEW PLANS**

**DIRECT LABOR TIME IN HOURS**

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm:  *[Consulting Firm's Name]*

**Project Admin. Sr. Des. Design Designer Technician Clerical Total**

**Manager Asst. Eng. Eng. Hr's**

**I. Major Drainage**

*1) Pipes Culverts > 36"*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*2) Box Culverts*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*3) Channel Relocation's*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*4) Prelim. Report of Major Drainage* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

***0.00***

**J. Flood Plan Encroachment Study**

*1) Flood Study - HEC 2 analysis* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*2) CLOMAR* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*3) LOMAR* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*5) Risk Analysis*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

***0.00* Total**

**K. Plan Sht. Development & Prep.**                 **Sheet**

*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) Quantity Tables*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*4) Mass Diagram*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*5) General Notes*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*6) Geometric Layout*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*7) Reference Points*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*8) Superevelvation (Diagrams ONLY)* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*9) M O T Conceptual Plans ONLY* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*10) Property Map(Insert from R/W Plans)* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*11)Ownership Index(Insert from R/W Plans)* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*9) Traffic Sketch Map*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*10) Special Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*11) Signing Plans (Current Inventory)* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*12) Lighting Plans*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*13) Plans*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*14) Profiles*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*15) Pipe Profiles*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*16) Cross Sections*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

***0.00* 0**

**L. Utility Verification**

*1) Prepare and Submit Plans* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

              ***0.00***

**M. Preliminary Cost Estimate**

*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***

**N. Preliminary F/R**

*1) Preliminary Field Review/ Site Visit* 0.00 0.00 0.00 0.00       0.00

*2) Preliminary Field Review Report* 0.00 0.00 0.00 0.00     0.00 0.00

*3) Progress Meetings*    0.00 0.00         0.00

*4) VE Review Mtg./ Report* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*4) Plan Submittal Prep.*  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 0.00 0.00 0.00 0.00 0.00 0.00 0.00 ***0.00***

0% 0% 0% 0% 0% 0% 0%

***Total 0.0 0.0 0.00 0.00 0.00 0.00 0.00 0.00***

**RIGHT OF WAY PLANS**

**COST SUMMARY**

*Corridor H*

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm*: [Consulting Firm's Name]*

***Classification Labor-hrs OT % \*\*Rate Direct Labor Cost***

*Project Manager 0.00*   *$ 50.42 $ -*

*Administrative Assistant 0.00*   *$ 47.20 $ -*

*Senior Design Engineer-Civil 0.00*   *$ 38.73 $ -*

*Design Engineer-Civil 0.00*   *$ 20.13 $ -*

\* *Designer- Civil*  *0.00 0% $ 14.72 $ -*

\* *Technician*  *0.00 0% $ 17.66 $ -*

\* *Field Technician*  *0.00 0% $ 17.40 $ -*

\* *Clerical / Admin.*  *0.00 0% $ 14.49 $ -*

***0.00***  *$ -*

***No. of Hrs per Parcel-***  ***0***

***No. of Hrs per Tract-***  ***0***

*Overhead Factor 160.00% $ -*

*Technology Factor 8.00% $ -*

\* *Overtime*   *0.00% $ -*

*Subtotal*   *$ -*

*Profit*  *10% $ -*

\*\*\* *FCC Factor 0.00% $ -*

*Total $*  ***-***

**RIGHT OF WAY PLANS**

**DIRECT LABOR TIME IN HOURS**

*Corridor H*

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm*: [Consulting Firm's Name]*

**RIGHT OF WAY 1 & 2 ' S**

**Project Asst. Sr. Des. Design Designer Tech Field Clerical / Total Total**

**Manager Mngr. Eng. Eng. Tech Admin. Hr's Deeds**

0

**A. Deed Research Information**

*1) Court House Research*

*a. Property Ownership Research* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 **Total**

*b. Existing Right of Way* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 **Parcels**

*c. Railroad Valuations Map* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

***0.00* Total**

***2) Right of Way Questionnaires***                   **Tracts**

*a. Complete Questionnaires* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*b. Right of Entry*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

***0.00* Total**

**B. Plan Development Prep.**                   **Sheet**

*1) Title Sheet*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*2) Ownership Index*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*3) Utility Index*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*4) Property Map*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*5) Typical Section Sheet(s)* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*6) Plan & Profile Sheet(s)* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*7) Preliminary ROW Takes* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*8) Exist. Cemetery Plat* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*9) Re-interment Index* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*10) Plan Submittal*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 ***0***

***0.00***

**Project Asst. Sr. Des. Design Designer Tech Field Clerical / Total Total**

**A. Deed Research Information Manager Mngr. Eng. Eng. Tech Admin. Hr's Deeds**

*1) Court House Research*                 0

*a. Property Ownership Research* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 **Total**

***0.00* Parcels**

***2) Right of Way Questionnaires***                   0

*a. Complete Questionnaires* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 **Total**

***0.00* Tracts**

                  0

**C. Plan Preparation & Submittal**                  

*1) Title Sheet*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*2) Ownership Index Sheet* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*3) Utility Index Sheet*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*4) Property Map*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*5) Typical Section Sheet* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*6) Plan & Profile Sheet* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*7) Cross Section*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*10) Exist. Cemetery Plat* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*11) Re-interment Index* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*12) Plan Submittal Prep.* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 ***0***

*13) Final ROW Take Calculations* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*14) Metes & Bounds Description* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

                ***0.00***

***Total******0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0***

**FINAL FIELD REVIEW PLANS**

**COST SUMMARY**

*Corridor H*

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm*: [Consulting Firm's Name]*

***Classification Labor-hrs OT % \*\*Rate Direct Labor Cost***

*Project Manager 0.00*   *$ 50.42 $ -*

*Administrative Assistant 0.00*   *$ 47.20 $ -*

*Senior Design Engineer 0.00*   *$ 38.73 $ -*

*Design Engineer 0.00*   *$ 20.13 $ -*

\* *Designer*  *0.00 0% $ 14.72 $ -*

\* *Technician*  *0.00 0% $ 17.66 $ -*

\* *Clerical / Admin.*  *0.00 0% $ 14.49 $ -*

***0.00***   ***$ -***

*Overhead Factor 160.00% $ -*

*Technology Factor 8.00% $ -*

\* *Overtime*   *0.00% $ -*

*Subtotal*   *$ -*

*Profit*  *10% $ -*

\*\*\* *FCC Factor 0.00% $ -*

*Total*  ***$ -***

**FINAL FIELD REVIEW PLANS**

**COST SUMMARY**

*Corridor H*

State Project: X312-X-XX.XX 00  County: Grant

Federal Project: APD-0484(XXX)  Consultant Firm: *[Consulting Firm's Name]*

**Project Admin. Sr. Des. Design Designer Tech Clerical / Total**

**Manager Asst. Eng. Eng. Admin. 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 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm*: [Consulting Firm's Name]*

**Project Admin. Sr. Des. Design Designer Tech Clerical / Total**

**Manager Asst. Eng. Eng. Admin. 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 FIELD REVIEW PLANS**

**DIRECT LABOR TIME IN MAN HOURS**

*Corridor H*

State Project: X312-X-XX.XX 00  County: Grant

Federal Project: APD-0484(XXX)  Consultant Firm*: [Consulting Firm's Name]*

**VI. FINAL FIELD REVIEW PLANS**

**Project Admin. Sr. Des. Design Designer Tech Clerical / Total Total**

**Manager Asst. Eng. Eng. Admin. Hr's Sh'ts**

**O. Plan Preparation**

*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) Super 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(Base Sht's Only)* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

*16) Signal Plans(Base Sht's Only)* 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

***0 0***

**P. Final Field Rev.**

*1) Final Field Review* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*2) Preliminary Field Review Report* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*3) Progress Meetings* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*4) Prelim. Rev. Comments/ Rev.* 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***

0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%

Subtotal 0.00 0.00 0.00 0.00 0.00 0.00 0.00 ***0***

0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%

**Total** ***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 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm*:[Consulting Firm's Name]*

***Classification Labor-hrs OT % \*\*Rate Direct Labor Cost***

*Project Manager 0.00*   *$ 50.42 $ -*

*Administrative Assistant 0.00*   *$ 47.20 $ -*

*Senior Design Engineer 0.00*   *$ 38.73 $ -*

*Design Engineer 0.00*   *$ 20.13 $ -*

\* *Designer*  *0.00 0% $ 14.72 $ -*

\* *Technician*  *0.00 0% $ 17.66 $ -*

\* *Clerical / Admin.*  *0.00 0% $ 14.49 $ -*

***0.00***   ***$ -***

*Overhead Factor 160.00% $ -*

*Technology Factor 8.00% $ -*

\* *Overtime*   *0.00% $ -*

*Subtotal*   *$ -*

*Profit*  *10% $ -*

\*\*\**FCC Factor 0.00% $ -*

*Total $*  ***-***

**FINAL OFFICE REVIEW**

**DIRECT LABOR TIME IN HOURS**

*Corridor H*

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm: *[Consulting Firm's Name]*

**VI. FINAL OFFICE REVIEW Project Admin. Sr. Des. Design Designer Tech Clerical / Total Total**

**Manager Asst. Eng. Eng. Admin. Hrs 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)w/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 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm: *[Consulting Firm's Name]*

***Classification Labor-hrs OT % \*\*Rate Direct Labor Cost***

*Project Manager 0.00*   *$ 50.42 $ -*

*Administrative Assistant 0.00*   *$ 47.20 $ -*

*Sr. Design Engineer- Civil 0.00*   *$ 38.73 $ -*

*Sr. Design Engineer- Structural 0.00*   *$ 31.04 $ -*

*Design Engineer-Civil 0.00*   *$ 20.13 $ -*

*Design Engineer- Structural 0.00*   *$ 28.34 $ -*

*Designer-Civil*  *0.00 $ 14.72 $ -*

*Designer- Structural 0.00 $ 23.41 $ -*

\* *Technician 0.00 0% $ 17.66 $ -*

\* *Clerical / Admin.*  *0.00 0% $ 14.49 $ -*

***0***   ***$ -***

*Overhead Factor 160.00% $ -*

*Technology Factor 8.00% $ -*

\* *Overtime*   *0.00% $ -*

*Subtotal*   *$ -*

*Profit*  *10% $ -*

*\*\*\* FCC Factor 0.00% $ -*

*Total* ***$ -***

**CONTRACT PLANS SUBMISSION**

**CONTRACT PLANS *(Final Tracings)***

**DIRECT LABOR TIME IN HOURS**

*Corridor H*

State Project: X312-X-XX.XX 00  County: Grant

Federal Project: APD-0484(XXX) Consultant Firm:  *[Consulting Firm's Name]*

**Project Asst. Proj. Sr. Des. Des. Designer Tech Clerical / Total**

**Manager Manager Engineer Eng. Admin. 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 Sr. Des Asst. Proj. Clerical / Total**

**Manager Engineer Manager Admin. 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 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm: *[Consulting Firm's Name]*

Sub-consultant Firm: *If Applicable*

***Structure # 1 @ Sta. 26+14***

***Classification Labor-hrs OT % \*\*Rate Direct Labor Cost***

*Project Manager 0.00*   *$ 50.42 $ -*

*Administrative Assistant 0.00*   *$ 47.20 $ -*

*Sr. Struc. Design Engineer 0.00*   *$ 31.04 $ -*

*Struc. Design Engineer 0.00*   *$ 28.34 $ -*

\* *Struc. Designer 0.00 0% $ 23.41 $ -*

\* *Technician 0.00 0% $ 17.66 $ -*

\* *Clerical / Admin. 0.00 0% $ 14.49 $ -*

***0.00***   ***$ -***

*Overhead Factor 160.00% $ -*

*Technology Factor 8.00% $ -*

\* *Overtime*   *0.00% $ -*

*Subtotal*   *$ -*

*Profit*  *10% $ -*

\*\*\* *FCC Factor 0.00% $ -*

*Total* ***$ -***

**[Bridge Name]**

**DIRECT LABOR TIME IN HOURS**

*Corridor H*

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm: *[Consulting Firm's Name]*

***Structure # 1 @ Sta. 26+14***

**Project Admin. Sr. Des. Design Designer Tech Clerical / Total**

**Manager Asst. Eng. Eng. Admin. Hr's**

**A. Hydrology Study**

*1) Define Drainage Areas*

*For Each Alternative* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

***0.00***

**B. Preliminary Hydraulic Study**

*1) HEC 2 / HECRAS Studies*

*a. Concrete Alt.* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b. Steel Alt.* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*2) Scour Assessment*               ***0.00***

*a. Concrete Alt.* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b. Steel Alt.* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

***0.00***

**C. Finalized Hydraulic Study**

*1) HEC 2 / HECRAS Studies*

*a. Concrete Alt.* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b. Steel Alt.* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*2) Scour Analysis*               ***0.00***

*a. Concrete Alt.* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b. Steel Alt.* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

              ***0.00***

**E. 404 COE Permit** *(Bridge Only)*

*1) 404 COE Permit (Bridge Only)*

*a) Plan View(s)w/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

***0.00***

**F. Cost Guard Permit *(Bridge)***

*1) Cost Guard Permit (Bridge)*

*a) Coast Guard Sketches* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b) Misc. Permit Documents* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*c) 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%

***Total 0.0 0.0 0.0 0.0 0.0 0.0 0.0*** ***0***

**[Bridge Name]**

**DIRECT LABOR TIME IN HOURS**

*Corridor H*

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm: *[Consulting Firm's Name]*

***Structure # 1 @ Sta. 26+14***

**Project Admin. Sr. Des. Design Designer Tech Clerical / Total**

**A. Span Arrangement Study Manager Asst. Eng. Eng. Admin. Hr's**

*1) PreSpan Arrangement Site Visit* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

***0.00***

*2) Span Arrangement*

*Alternatives for*

*a. Concrete Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b. Steel Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

***0.00***

*3) Plan View*               

*a. Concrete Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b. Steel Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

***0.00***

*4) Elevation View*               

*a. Concrete Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b. Steel Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

***0.00***

**B. Superstructure Analysis**

*a. Concrete Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b. Steel Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

***0.00***

**C. Substructure Investigation.**

*1)Foundation Types*

*a. Concrete Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b. Steel Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

              ***0.00***

**D. Preliminary Cost Estimate**

*a. Concrete Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b. Steel Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

              ***0.00***

**E. Report Preparation**

*a. Profile of Existing Struc..* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b. Span Arrangement Report* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

***0.00***

**G. Span Agmt Field Review**

*1) Span Arrangement 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%

***Total 0.0 0.0 0.0 0.0 0.0 0.0 0.0*** ***0***

**[Bridge Name]**

**DIRECT LABOR TIME IN HOURS**

*Corridor H*

State Project: X312-X-XX.XX 00 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm: *[Consulting Firm's Name]*

***Structure # 1 @ Sta. 26+14***

**Project Admin. Sr. Des. Design Designer Tech Clerical / Total**

**Manager Asst. Eng. Eng. Admin. Hr's**

**A. Superstructure TS&L *(Bridge)***

*1) Superstructure Analysis*

*a) Concrete Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b) Steel Alt*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*2) Superstructure. Design*             

*a) Concrete Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b) Steel Alt*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

***0.00***

**B. Substructure TS&L *(Bridge)***

*1) Substructure Analysis*

*a) Concrete Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b) Steel Alt*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*2) Substructure Design*

*a) Concrete Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b) Steel Alt*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*3) Substructure Dwgs*

*a) Concrete Alt.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*b) Steel Alt*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

***0.00***

**C. Report Prep. & Submittal**

*1) Situation Plans*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*2) Superstructure Typical* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*3) Temporary Detour Plans* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*4) Boring Lithology Plots* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*5) Geotechnical Report*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*6) Framing Plan*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*7) Substructure Layout*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*8) Report Preparation*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*9) Special Provision*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*10) Expansion Joint*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*11) Deck Drains*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*12) Bearing*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*13) Quantity Estimate*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*14) Cost Estimate*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

*15) Plan Submittal Prep.* 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

***0.00***

**D. TS&L Review Mtg.**

*1) TS&L Review Mtg.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

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%

***Total 0.0 0.0 0.0 0.0 0.0 0.0 0.0*** ***0***

**[Bridge Name]**

**DIRECT LABOR TIME IN HOURS**

*Corridor H*

State Project: X312-X-XX.XX 00  County: Grant

Federal Project: APD-0484(XXX)  Consultant Firm: *[Consulting Firm's Name]*

***Structure # 1 @***  ***Sta. 26+14***

**Project Admin. Sr. Des. Design Designer Tech Clerical / Total Total**

**Manager Asst. Eng. Eng. Admin. Hrs Sheet**

**A. Final Detail Bridge Plans**

*1) Final Detail Plans*

*a. General Layout*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*b. General Notes*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*c. Quantities*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*d. Piling Layout*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*e. Abutments*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*f. Wingwalls*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*g. Piers*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*h. Shaft Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*i. Framing Plans*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*j. Girder Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*k. Structure Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*l. Camber Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*m. Bearing Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*n. Exp. Dam Details.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*o. Deck Drainage Details.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*p. Insp. Walkway Details.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*q. Truss Stress Sht.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*r. Truss Framing Plan*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*s. Truss X-Section*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*t. Truss Joint Detail*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*u. Truss Bracing Details.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*v. Floor Beam Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*w. Stringer Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*x. Erection Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*y. Post Tensioning Details.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*z. Deck Plan*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*aa. Deck Cross Section*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*bb. Deck Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*cc Deck Elevation Details.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*dd. Rein. Steel Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*ee. Approach Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*ff. Situation Plan*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*gg. Load Rating Plan Sheet*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*hh. Jacking Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*ii. Lighting /Sign Support Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*jj. SIP Form Details*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

*kk Special Provision*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 0

***0* 0**

**B. Final Office Review**

*1) Final Office Review*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0

*2) Plan Submittal Prep.*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0

***0.0***

**C. Final Cost Estimates**

*1) Structures*  0.00 0.00 0.00 0.00 0.00 0.00 0.00 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***

**GEOTECHNICAL INVESTIGATIONS**

**COST SUMMARY**

*Corridor H*

State Project: X312-X-XX.XX 00  County: Grant

Federal Project: APD-0484(XXX) Consultant Firm: *[Consulting Firm's Name]*

Sub-consultant Firm: *If Applicable*

***PRIME or SUBCONSULTANT Labor-hrs OT % \*\*Rate Direct Labor Cost \_\_\_***

**A. Boring & Contracting Admin.**

*Project Manager 0.00*   *$ 50.42 $ -*

*Administrative Assistant 0.00*   *$ 47.20 $ -*

*Sr. Geotechnical Engineer 0.00*   *$ 38.73 $ -*

*Geotechnical Engineer 0.00*   *$ 27.92 $ -*

*Geologist*  *0.00*   *$ 20.13 $ -*

\* *Technician/CADD Operator*  *0.00 0% $ 17.66 $ -*

\* *Field Technician*  *0.00 0% $ 17.40 $ -*

\* *Clerical*  *0.00 0% $ 14.49 $ -*

***0***  ***$ -***

*Overhead Factor 160.00% $ -*

*Technology Factor 8.00% $ -*

\* *Overtime*   *0% $ -*

*Subtotal*   *$ -*

*Direct Expense*   *$ -*

*Profit*  *10% $ -*

\*\*\* *FCC Factor 0.00% $ -*

*Total Boring Admin*  ***$ -***

***PRIME or SUBCONSULTANT***

**B. Geotechnical Investigation**

*Project Manager 0.00*   *$ 52.50 $ -*

*Administrative Assistant 0.00*   *$ 23.50 $ -*

*Sr. Geotechnical Engineer*  *0.00*   *$ 37.24 $ -*

*Geotechnical Engineer 0.00*   *$ 26.85 $ -*

*Geologist*  *0.00*   *$ 21.39 $ -*

\* *Technician/CADD Operator*  *0.00 0% $ 18.23 $ -*

\* *Field Technician*  *0.00 0% $ 19.34 $ -*

\* *Clerical*  *0.00 0% $ 15.57 $ -*

***0***  ***$ -***

*Overhead Factor 160.00% $ -*

*Technology Factor 10.00% $ -*

\* *Overtime*   *0% $ -*

*Subtotal*   *$ -*

*Direct Expense*   *$ -*

*Profit*  *10% $ -*

\*\*\* *FCC Factor 0.00% $ -*

*Total Geotechnical Investigation*  ***$ -***

*Cost per Boring*  ***$ -***

*Boring Cost*    ***$ -***

***PRIME or SUBCONSULTANT***

**C. Structure Boring, Exam. & Testing**

*Project Manager 0.00*   *$ 52.50 $ -*

*Administrative Assistant 0.00*   *$ 23.50 $ -*

*Sr. Geotechnical Engineer 0.00*   *$ 37.24 $ -*

\* *Drill Crew (2-Field Technician) 0.00 0% $ 38.68 $ -*

\* *Technician/CADD Operator*  *0.00 0% $ 36.45 $ -*

\* *Clerical / Admin.*  *0.00 0% $ 15.57 $ -*

***0***   ***$ -***

*Overhead Factor 160.00% $ -*

*Technology Factor 10.00% $ -*

\* *Overtime*   *0% $ -*

*Subtotal*   *$ -*

*Direct Expense*   *$ -*

*Profit*  *10% $ -*

\*\*\* *FCC Factor 0.00% $ -*

*Total Structure Boring Exam. & Testing*  ***$ -***

**PROPOSED DIRECT LABOR RATES**

***PRIME or SUBCONSULTANT***

*Corridor H*

State Project: X312-X-XX.XX 00  County: Grant

Federal Project: APD-0484(XXX) 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 Escalation O.H. Technology Profit \*FCC Loaded**

**Rate Factor Factor Factor Rate w/Prof.**

**PERSONNEL** 1.05050 1.6000 0.1 0.1 0.00000

***Project Manager***  **$ 52.50** $ 2.50 $ 88.00 $ 5.50 $ 14.85 $ 0.00 $ 163.35

***Administrative Assistant*  $ 23.50** $ 1.19 $ 39.50 $ 3.95 $ 6.66 $ 0.00 $ 73.32

***Sr. Geotechnical Engineer* $ 37.24** $ 1.88 $ 41.47 $ 4.14 $ 10.56 $ 0.00 $ 116.19

***Geotechnical Engineer*  $ 26.85** $ 1.36 $ 45.13 $ 4.51 $ 7.62 $ 0.00 $ 83.77

***Geologist***   **$ 21.39** $ 1.08 $ 35.95 $ 3.59 $ 6.07 $ 0.00 $ 66.74

***Technician/CADD Operator*** **$ 18.23** $ 0.92 $ 30.64 $ 3.64 $ 5.17 $ 0.00 $ 56.88

***Field Technician***   **$ 19.34** $ 0.97 $ 32.51 $ 3.25 $ 5.48 $ 0.00 $ 60.34

***Clerical***  **$ 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***  *Average*  ***Administrative Assistant***  *Average*

*Employee No. Rate Rate Employee No.*  *Rate Rate*

Vice -President 2000 20% $ 58.00 $ 11.60 Administrative Assistant 1500 50% $ 24.50 $ 12.25

Vice -President 2002 20% $ 55.00 $ 11.00 Administrative Assistant 1502 50% $ 22.50 $ 11.25

Branch Manager 2004 60% $ 56.00 $ 33.60 100%  **$ 23.50 $ 23.50**

Branch Manager 2006 0% $ 52.00 $ -

100%  **$ 55.25 $ 55.00**

***Sr. Geotechnical Engineer*** *Average*  ***Design Engineer***  *Average*

*Employee No. Rate Rate*  *Employee No.*  *Rate Rate*

Sr. Geotechnical Eng. 2008 40% $ 38.65 $ 15.46 Geotechnical Engineer 2011 10% $ 28.50 $ 2.85

Sr. Geotechnical Eng. 2010 40% $ 37.25 $ 14.90 Geotechnical Engineer 2014 55% $ 27.65 $ 15.21

Sr. Geotechnical Eng. 2012 10% $ 36.50 $ 3.65 Geotechnical Engineer 2017 15% $ 26.25 $ 3.94

Sr. Geotechnical Eng. 2014 10% $ 32.25 $ 3.23 Geotechnical Engineer 2020 20% $ 24.25 $ 4.85

100%  **$ 36.16 $ 37.24**  100%  **$ 26.66 $ 26.85**

***Geologist***  *Average*  ***Technician***  *Average*

*Employee*  *Rate Rate Employee No.*  *Rate Rate*

Geologist 2016 45% $ 23.00 $ 10.35 Engineer Technician 2023 10% $ 19.25 $ 1.93

Geologist 2018 15% $ 21.24 $ 3.19 Engineer Technician 2026 55% $ 18.50 $ 10.18

Sr. Eng. Technician 2020 20% $ 20.25 $ 4.05 Transportation Tech. 2029 35% $ 17.50 $ 6.13

Sr. Eng. Technician 2022 10% $ 18.50 $ 1.85 Transportation Tech. 2032 0% $ 16.00 $ -

Sr. Eng. Technician 2024 10% $ 19.52 $ 1.95 Transportation Tech. 2035 0% $ 14.00 $ -

100%  **$ 20.50 $ 21.39**  100%  **$ 17.05 $ 18.23**

***Field Technician***  *Average*  ***Clerical***  A*verage*

*Employee*  *Rate Rate Employee No.*  *Rate Rate*

Instrument person 2026 25% $ 19.25 $ 4.81 Secretary I 2037 25% $ 15.50 $ 3.88

Instrument person 2028 25% $ 18.50 $ 4.63 Secretary I 2039 25% $ 14.75 $ 3.69

Rod person 2030 20% $ 17.50 $ 3.50 Secretary II 2041 20% $ 13.56 $ 2.71

Rod person 2032 20% $ 16.00 $ 3.20 Clerical I 2043 20% $ 13.25 $ 2.65

Chair person 2034 10% $ 14.00 $ 3.20 Clerical II 2045 10% $ 12.95 $ 2.65

100%  **$ 17.05 $ 19.34**  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  County: Grant

Federal Project: APD-0484(XXX) Consultant Firm*: [Consulting Firm's Name]*

Sub-consultant Firm: *If Applicable*

**Project Admin. Sr. Geo. Geotech Geologist Field Tech./ Clerical / Total**

**Manager Asst. Eng. Eng. Tech. CADD 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 Admin. Sr. Geo. Geotech Geologist Field Tech./ Clerical / Total**

**Manager Asst. Eng. Eng. Tech. CADD 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 Admin. Sr. Geo. Drill Tech./ Clerical / Total**

**Manager Asst. Eng. Crew CADD 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  County: Grant

Federal Project: APD-0484(XXX) 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) Site Visit:*

*Air Travel/Charleston* 0 0 $ 850.00 = $ -

*Travel to Site* 0 0 $ 0.36 0 = $ -

*Car Rental* 0   $ 35.00 = $ -

*ii) Slope Review Visit:*

*Air Travel/Charleston* 0 0 $ 850.00 = $ -

*Travel to Site* 0 0 $ 0.36 0 = $ -

*Car Rental* 0   $ 35.00   = $ -

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

*i) Site Visit:* 0 0 x 0 = 0

*Meals:*  $ 30.00 x 0 = $ -

*Lodging: Prem. Visit*  $ 55.00 x 0 = $ -

*ii) Slope Review Visit:* 0 0 x 0 = 0

*Meals:*  $ 30.00 x 0 = $ -

*Lodging: Slope Review Visit*  $ 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) WVDOT Review No. Sets Sh'ts/Set No. Sh'ts.

a) Boring Layout Plan & Pro 0 0 0

b) Boring X-Sect   0 0 0 Bluelines Prints @ $ 0.80 Per/Sht x **0** Sheets = $ -

(B) Xerox Copies:

*i) Boring Contract Doc.* 0 0 0

*ii) Boring Plan & Layout* 0 0 0

*iii) Transmittal Letters* 0 0 0

Xerox Copies $ 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  County: Grant

Federal Project: APD-0484(XXX) 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) Site Visit:*

*Air Travel/Project* 0 0 $ 850.00 = $ -

*Travel to Site* 0 0 $ 0.36 0 = $ -

*Car Rental* 0   $ 35.00 = $ -

*Inspection Supervision* 0 0 $ 0.40 0 = $ -

(B) Subsistence: Trips x Per's / Trip Nights Lodging

*i) Site Visit:* 0 0 0 = 0

*Meals:*  $ 30.00 x 0 = $ -

*Lodging: Prem. Visit*  $ 55.00 x 0 = $ -

*ii) Inspection Supervision* 1 x 1 = 0

*Meals:*  $ 30.00 x 0 = $ -

*Lodging:*  $ 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) Third Class Mail 0 Ea. $ 0.37 = $ -

(B) Express Postage: 0 Ea. $ 25.00 =   $ -

4) Reproductions:

(A) Blueprints No. Sets Sh'ts/Set No. Sh'ts.

i) WVDOT Review

a) Boring Layout 0 0 0

b) Boring Pro. & X-Sect   0 0 0

Bluelines Prints @ $ 0.80 Per/Sht x **0** Sheets = $ -

(B) Bond / Vellums: No. Sets Sh'ts/Set No. Sh'ts.

*i) For Mod. & Re-use* 0 0 0

Bond / Vellums @ $ 1.00 Per / Sht x **0** Sheets = $ -

(C) Xerox Copies: No. Sht's No. Sets Tot. No. Sh'ts

*i) Reports*

*a) Geotechnical* 0 0 0

*b) Structure* 0 0 0

*ii) Boring logs* 0 0 0

*iii) Transmittal Letters* 0 0 0

Xerox Copies $ 0.10 Per / Sht x **0** Sheets = $ -

5) Other Miscellaneous Cost

(A) Drilling Advertisement $ 500.00 Per / Ea. **0** Each = $ -

6) Soil Test & Analysis No. Req. Cost / Ea.

(A) Atterburg Limits 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  County: Grant

Federal Project: APD-0484(XXX) Consultant Firm*: [Consulting Firm's Name]*

Sub-consultant Firm: *If Applicable*

1) Boring (Subcontractor) No. Req. Avg. Depth Est. Cost/ Ft

(A) Borings

*i) Roadway*  0 35 $0.00 = $ -

*ii) Structures* 0 0 $0.00 = $ -

***0*** *Weeks-Use* ***0*** *Rigs*  $ -

(B) Mobilization / Demobil. $ -

(C) Recall         $ -

(D) Samples No. Req.   Cost / Ea.

*i) Bag Samples (3/mi)* 0 x $0.00 = $ -

*ii) Shelby Tube* 0 x $0.00 = $ -

**TOTAL DIRECT NONSALARY BORING COST $ -**

2) Concrete Coring, Exam. & Testing No. Req. Est. Cost/ Ea.

(A) Borings

*i) Core Barrel Charge* 0 $0.00 = $ -

*ii) Mileage*  0 $ 0.400 = $ -

*iii) Meals*  0 $ 30.00 = $ -

*iv) Lodging*  0 $ 55.00 = $ -

(B) Testing

*i) Comp. Strength Testing* 0 $0.00 = $ -

*ii) Petrographic Analysis* 0 $0.00 = $ -

*iii) Chloride Testing* 0 $0.00 = $ -

*iv) Non-Destructive Tests* 1 $0.00 = $ -

(C) Miscellaneous

*i) MOT*  1 $0.00 = $ -

*ii) Electric Generartor* 1 $0.00 = $ -

*iii)Reproduction Cost* 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 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm*: [Consulting Firm's Name]*

1. Travel:

(A) Transportation:

*i) Preliminary Field Review:(PFR)*

*Travel* Trips x Per's x Rate / Mi. x RT Mi.

*Air Travel/Charleston* 0 x 0 $ 850.00 = $ -

*Travel to Site* 0 x 0 $ 0.36 x 0 = $ -

*Car Rental* 0 $ 35.00 = $ -

*Parking Fee* 0 $ 5.00 = $ -

*Subsistence:*   Trips x Per's / Trip x Nights Lodging = Tot. Pers. / Trip

*Meals:*  0 x 0 $ 42.00 x 0 = $ -

*Lodging: FFR Visit*  0 x 0 $ 55.00 x 0 = $ -

*Lodging: Prog. Mtg.* 0 x 0 $ 78.00 x 0 = $ -

*ii) Progress Meetings*

*Travel* Trips x Per's x Rate / Mi. x RT Mi.

*Air Travel/Charleston* 0 x 0 $ 850.00 = $ -

*Travel to Site* 0 x 0 $ 0.36 x 0 = $ -

*Car Rental* 0 $ 35.00 = $ -

*Parking Fee* 0 $ 5.00 = $ -

*Subsistence:*   Trips x Per's / Trip x Nights Lodging = Tot. Pers. / Trip

*Meals:*  0 x 0 $ 42.00 x 0 = $ -

*Lodging: FFR Visit*  0 x 0 $ 55.00 x 0 = $ -

*Lodging: Prog. Mtg.* 0 x 0 $ 78.00 x 0 = $ -

*iii) Final Field Review (FFR)*

*Travel* Trips x Per's x Rate / Mi. x RT Mi.

*Air Travel/Charleston* 0 x 0 $ 850.00 = $ -

*Travel to Site* 0 x 0 $ 0.36 x 0 = $ -

*Car Rental* 0 $ 35.00 = $ -

*Parking Fee* 0 $ 5.00 = $ -

*Subsistence:*   Trips x Per's / Trip x Nights Lodging = Tot. Pers. / Trip

*Meals:*  0 x 0 $ 42.00 x 0 = $ -

*Lodging: FFR Visit*  0 x 0 $ 55.00 x 0 = $ -

*Lodging: Prog. Mtg.* 0 x 0 $ 78.00 x 0 = $ -

*iv) Final Office Review (FOR)*

*Travel* Trips x Per's x Rate / Mi. x RT Mi.

*Air Travel/Charleston* 0 x 0 $ 850.00 = $ -

*Travel to Site* 0 x 0 $ 0.36 x 0 = $ -

*Car Rental* 0 $ 35.00 = $ -

*Parking Fee* 0 $ 5.00 = $ -

*Subsistence:*   Trips x Per's / Trip x Nights Lodging = Tot. Pers. / Trip

*Meals:*  0 x 0 $ 42.00 x 0 = $ -

*Lodging: FFR Visit*  0 x 0 $ 55.00 x 0 = $ -

*Lodging: Prog. Mtg.* 0 x 0 $ 78.00 x 0 = $ -

*v) Additional Field Visits & Meetings*

*Travel* Trips x Per's x Rate / Mi. x RT Mi.

*Air Travel/Charleston* 0 x 0 $ 850.00 = $ -

*Travel to Site* 0 x 0 $ 0.36 x 0 = $ -

*Car Rental* 0 $ 35.00 = $ -

*Parking Fee* 0 $ 5.00 = $ -

*Subsistence:*   Trips x Per's / Trip x Nights Lodging = Tot. Pers. / Trip

*Meals:*  0 x 0 $ 42.00 x 0 = $ -

*Lodging: FFR Visit*  0 x 0 $ 55.00 x 0 = $ -

*Lodging: Prog. Mtg.* 0 x 0 $ 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 County: Grant

Federal Project: APD-0484(XXX) 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:

(A) *PFR*   No. Sets Sht's/Set No. Sht's.

a) Construction Plans 0 0 0

b) Cross Sections 0 0 0

c) Utility Verifications 0 0 0

(B) *R/W*

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) *FFR*

*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) *FOR*

*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) *PSE*

*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) Mylar   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) Bond/Vellums:   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) Xerox Copies:

i) PFR Reports No. Req No. Sht's Tot. No. Sht's

*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) R/W Reports*  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 County: Grant

Federal Project: APD-0484(XXX) Consultant Firm: *[Consulting Firm's Name]*

4. Reproductions:

*iii) FFR Reports* No. Req. No. Sht's Tot. No. Sht's

*a) Drainage Calc.*  0 0 0

*b) Geometric Calc.* 0 0 0

*c) Quantity Calc.*  0 0 0

*e) Final Geotechnical* 0 0 0

*f) Final Detail Estimate* 0 0 0

*g) Comment Response* 0 0 0

*h) Special Provisions* 0 0 0

*i) Prelim 404 Permit Sub.* 0 0 0

j*) Transmittal Letters* 0 0 0

*iii) FOR Reports* No. Req. No. Sht's Tot. No. Sht's

*Roadway*

*a) Roadway Quantities. Calc* 0 0 0

*b)H & V GeometryCalc.* 0 0 0

*c)Final Drainage Rpt* 0 0 0

*d)Final Geotech Rpt.* 0 0 0

*e)Special Pro. Rdwy* 0 0 0

*f) Final Cost Estimate* 0 0 0

*g)Transmittal Letters* 0 0 0

*Structures*

*a)Structure Design Calc.* 0 0 0

*b)Final Hydraulic Rpt* 0 0 0

*c)Special Pro. Struc.* 0 0 0

*d)Final Cost Estimate* 0 0 0

*e)Structure. Quantity Cal.* 0 0 0

*f) Final 404 Permit Package* 0 0 0

*g) Transmittal Letters* 0 0 0

*iv) PSE Reports* No. Req. No. Sht's Tot. No. Sht's

*a) Roadway Quantity. Calc.* 0 0 0

*b) H & V GeometryCalc.* 0 0 0

*c) Final Drainage Rpt* 0 0 0

*d) Final Geotech Rpt.* 0 0 0

*e) Special Pro. Rdwy* 0 0 0

*f) Final Cost Estimate* 0 0 0

*g) Transmittal Letters* 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 County: Grant

Federal Project: APD-0484(XXX) 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 DIVISION expects the needed information to be shown and allow for more rapid review by the DIVISION 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.*

***CONSTRUCTION INSPECTION***

***FEE PROPOSAL***

*for*

*[Name of the Project ]*

**Corridor H**

***State Project: [ U1XX-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 D****ate]***

*[* ***Rev. date]***

***FEIN:***

***INDEX***

***PROJECT NAME***

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

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

***Page***

*PROJECT COST SUMMARY 3*

*WAGE RATES 4*

*RATE SCHEDULE 5*

*HOUR DISTRIBUTION / LABOR COSTS 6*

*DIRECT COSTS 7*

*APPENDICES (as necessary)*

*A A1*

*B A2*

*C A3*

*D A4*

***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***

***Position Employee Number\* Current Rate Average Rate***

*Project Manager Id # $ - $ -*

*Id # $ -*

*Level IV Id # $ - $ -*

*Id # $ -*

*Id # $ -*

*Level III Id # $ - $ -*

*Id # $ -*

*Id # $ -*

*Id # $ -*

*Level II Id # $ - $ -*

*Id # $ -*

*Id # $ -*

*Level I Id # $ - $ -*

*Id # $ -*

*Id # $ -*

*Id # $ -*

*Admin Ass't Id # $ - $ -*

*Id # $ -*

*Other\*\* Id # $ - $ -*

*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(XX) ]***

***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%

**Cost of Regular Premium Shift**

**Wage Audited Technology) Profit Money Billing Premium Profit Billing Shift Differential**

**Classification Rate OH Rate** **Cost (if appl** **Subtotal** **10%** **(if appl)** **Rate** **Rate 10%** **Rate 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% **Cost of Regular Premium Shift**

**Wage Audited Technology) Profit Money Billing Premium Profit Billing Shift Differential**

**Classification Rate OH Rate** **Cost (if appl** **Subtotal** **10%** **(if appl)** **Rate** **Rate 10%** **Rate 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% **Cost of Regular Premium Shift**

**Wage Audited Technology) Profit Money Billing Premium Profit Billing Shift Differential**

**Classification Rate OH Rate** **Cost (if appl** **Subtotal** **10%** **(if appl)** **Rate** **Rate 10%** **Rate 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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Prime Consultant*** |  |  |  |  |  |  | **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 | $ - | $ - |
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| ***Subconsultant # 1 (if appl)*** |  |  |  |  |  |  | **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 | $ - | $ - |
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| ***Subconsultant # 2 (if appl)*** |  |  |  |  |  |  | **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**

***Prime]***

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 DIVISION 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)*

*Engineering Agreement (Consulting Services)*

*Statewide Engineering Agreement (Consulting Services)*

**Attachment “A”**

**STANDARD SPECIFICATIONS FOR CONSULTING INSPECTION SERVICES**

**SECTION I: DEFINITIONS**

When used in these Specifications for Consulting Inspection 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, organization, or public agency qualified to perform a service required by the Department.

**1.06 SUBCONSULTANT/SUBCONTRACTOR**

A subconsultant is any firm, person, organization, or public agency 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, organization, or public agency 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 DISADVANTAGED BUSINESS ENTERPRISES (DBE)**

A small business concern owned and controlled by one or more socially or economically disadvantaged individuals, which has been certified by the West Virginia Department of Transportation Unified Certification Committee.

**1.08 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.

**1.09 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.

**1.10 WORK**

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

**1.11 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.

**1.12 CONTRACT MODIFICATION**

Any modification in the terms of the original contract that changes the cost of the contract or that significantly changes the character, scope, complexity, or duration of the work.

**1.13 EXTRA WORK**

Service or actions required of the Consultant beyond the scope and obligations of the original or modified contract.

**1.14 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.

**1.15 SUPPLEMENTAL AGREEMENT**

An Agreement between the Consultant and the Department for the performance of services and work, and payment therefore, for any contract modifications of the terms of the original Agreement, or for significant changes in the conditions under which the work is required to be performed.

**1.16 ADDITION**

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

**1.17 DELETION**

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

**1.18 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.

**1.19 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.

**1.20 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.

**1.21 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.

**1.22 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.

**1.23 CRITICAL PATH METHOD DIAGRAM (CPM DIAGRAM)**

A diagramed 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.

**1.24 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.

**1.25 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 signed or countersigned by an Agent licensed to do business in 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 2.16, 2.17, and 2.18 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 the Department, including without limitation designs, plans, notes, and shop drawings, are waived as to the Department, its consultants, contractors, agents, and employees, it being understood, that the Department may use or reuse these documents, with or without modification in other locations or applications, with no additional compensation to the Consultant. The 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 a minimum of fifty percent (50%) of the work as measured by the 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 deficiencies 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 2.14 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 therefor, 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 Consultants 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 and business expenses not allocable to overhead, 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).

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

**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 ERRORS AND DEFICIENCIES**

The consultant shall be required to make necessary corrections at no cost to the Division of Highways when the contract documents furnished under their contract contain errors, deficiencies, or inadequacies.

**2.14 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.

**2.15 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 statused 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 statused 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.

**2.16 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.

**2.17 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.

**2.18 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.

**2.19 DESIGN STANDARDS AND DIRECTIVES**

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

**2.20 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 the Department and Federal Highway Administration representatives to review and discuss its work as it progresses.

**2.21 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.

**2.22 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.

**2.23 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.

**2.24 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.

**2.25 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.

**2.26 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.

**2.27 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.

**2.28 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.

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.

3. 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.

4. 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.

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.

5. 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.

6. 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.

**2.29 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.

**2.30** **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.

**2.31 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 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:

* 1. 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

## The Department will:

### Furnish the Consultant with existing construction and right of way plans in the project area, if any.

### 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:

### Evaluate all existing information and data.

### Familiarize itself with the topographic, geological, and other physical characteristics of the area.

### Familiarize itself with the location and character of industrial, commercial, military, and residential areas.

### 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

* 1. 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.
  2. 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 statused CPM Diagram is a part of this contract by reference. The Consultant was authorized to begin work on August 26, 2002.

1. BASIS OF PAYMENT
   1. 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.
   2. 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).
   3. 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).
   4. 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).
   5. 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.
   6. 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: Title:

(To be executed in triplicate)

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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

* 1. 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.
  2. For soils investigation and core borings authorized by the Department, the actual cost thereof at rates approved by the Department.
  3. For rigging and scaffolding when required for bridge inspection, the actual costs thereof at rates approved by the Department.
  4. For all other subcontracts, the actual cost thereof at rates approved by the Department.
  5. 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.
  6. 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.
  7. 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

## 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.

* 1. For soils investigation and core borings authorized by the Department, the actual cost thereof at rates approved by the Department.
  2. For rigging and scaffolding when required for bridge inspection, the actual costs thereof at rates approved by the Department.
  3. For all other subcontracts, the actual cost thereof at rates approved by the Department.
  4. 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.
  5. 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.
  6. 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: Title:

(To be executed in triplicate)

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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.,]

ITEM COST UNIT

Principal $78.65 Per Hour

Manager $71.50 Per Hour

Estimator $67.93 Per Hour

Flight Planner $37.18 Per Hour

Pilot $65.69 Per Hour

Photo Lab Technician $37.90 Per Hour

Aerial Photographer $51.48 Per Hour

Flight Time (2 hour minimum)

1. Twin Engine

(Pilot & Aerial Photographer) $700.00 Per Hour

1. 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

l. 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.

[Subconsultant Firm, Inc.,] (Subconsultant)

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: Title:

(To be executed in triplicate)

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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)

**APPENDIX H - *Project Modification Form***

PROJECT MODIFICATION DOCUMENTATION PMD Log No.

Date PMD Prepared: PMD Seq # Suppl. No.

State Project Number: Cons. Name:

Federal Project Number: Cons. Proj. No:

Project Name: Cons. Proj. Mgr:

Project Location: Estimated Man-Hours:

County: Dist. # Original Agmt. Date:

Verbal NTP: DOH Proj. Mgr:

NTP Letter Date: Cons. Principal Contact:

Project Task:

Projected Schedule:

Estimated Start Date: Estimated End Date:

|  |
| --- |
| Description of Task Modification/Addition: |

|  |
| --- |
| Reasons/Remarks: |

This form to be faxed or emailed to:

Proj Mgr/Dist Design Eng/Construction Eng: Date:

Approved as to Form:

Proj Mgr Unit Ldr/Dist Dsgn Eng/Brdg Eng: Date:

Section Head/Assistant District Engineer: Date:

Director/Assistant Director/District Engineer: Date:

**INSTRUCTIONS ON COMPLETING THE**

**PROJECT MODIFICATION DOCUMENTATION FORM**

1. PMD Log No. **(Dept. use only)**: This is a standard log number entered by the Division which represents the month, day and year followed by a sequence number of each PMD entered into the system that day by the respective division / section. The entry shall be a two-digit month, two-digit day, two-digit year plus a two-digit sequence number followed by an alpha character representing the division / section submitting the PMD. (E.g. 012910-02T)

R – Consultant Review Section T – Traffic Division

E – Environmental Section M – Maintenance Division

2. Consultant Name: The name of the Consultant firm as it appears on their CCQQ form that identifies the business name. This must appear exactly as presented by the company utilizing lower case and upper case, as well as identifiers as to how the business is operating (i.e. LLC, PLLC, Inc., etc.) Example: (ms consultants, inc.; Fox Engineering, PLLC; L. A. Gates Company) It is also important that the name is entered exactly the same way each time it is entered with the exact spacing and punctuation.

3. State Project Number:

S 3 50 - 119/22 - 123.25 01

Initiation Project Route Beginning Section

Category Type Number Mile Post Number

County

The project must be the same as it appears on the State’s Project Tracking System.

4. Federal Project Number:

BR - NBIS (136) D

Funding Project Agreement Type

Type Number Number Oversight

The project must be the same as it appears on the State’s Project Tracking System.

5. Project Name: The project name should be the same as it appears on the State’s Project Tracking System (e.g. N. Martinsburg to Falling Waters)

6. Consultant Project Manager: This is the person in reasonable charge of the project and who can be contacted on matters related to the PMD.

7. District Number: The alpha numeric designation of the DOH District where the project exists (e.g. D1, D2, D3, etc.).

8. County: The County where the project resides.

9. Date PMD Prepared: Format (mm/dd/yyyy) Two-digit month, two-digit day, and four-digit year.

10. DOH PM: The Division’s Project Manager’s name.

11. Date Approved by PM/Dist Dsgn Eng/Const Eng.: Format (mm/dd/yyyy) Two-digit month, two-digit day, and four-digit year.

12. Date Approved by Unit Leader/Dist Dsgn Eng/Brdg Eng.: Format (mm/dd/yyyy) Two-digit month, two-digit day, and four-digit year.

13. Date Approved by Section Head/Assistant District Engineer :Format (mm/dd/yyyy) Two-digit month, two-digit day, and four-digit year.

14. Date Approved by Asst. Director/Director/District Engineer : Format (mm/dd/yyyy) Two-digit month, two-digit day, and four-digit year.

15. Date of the Original Agreement: Format (mm/dd/yyyy) Two-digit month, two-digit day, and four-digit year.

16. NTP Effective Date: Verbal NTP given by the PM and approved by the Division Director for projects executed prior to August 2006 only. Format (mm/dd/yyyy) Two-digit month, two-digit day, and four-digit year.

17. NTP Letter Date: The date of the NTP letter confirming the verbal NTP issued as per item #17.

18. Comments: This should be a paraphrased version of the reason for the work to be performed or requested by the Division; taken from the Reasons/Remarks section on the PMD form.

19. Project Task Summary: This should be a paraphrased version of the task or additional work to be performed by the Consultant; taken from the Description of Task Modification/Addition section on the PMD form.

20. Estimated Man-Hours: This should be in the form of the estimated number of staff involved - times the number of days – times the average daily hours required to complete the additional work.

21. PMD Sequence Number: This is a two-digit sequential number reflecting the number of PMD’s associated with this project. (e.g. 01, 02, 10, 11)

22. Supplemental Number: This is the supplemental number to which this PMD applies. This should be designated as an alpha-numeric sequence. (e.g. SA1, SA2, or [SA1 to LA1]);

SA=Supplemental Agreement and LA=Letter Agreement,

APPENDIX I - *Invoicing Examples*

*Invoicing*

*The DIVISION realizes the importance of timely processing and payment for services rendered. In order for this to take place, the DIVISION 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 DIVISION 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 Auditor’s 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 dependent on the type of payment stated in the consultant’s agreement.* ***In any case, the Consultant shall show and segregate the cost allocated to the subconsultants, subcontractors, their subs and itself, and indicate which ones are DBE.***

***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:*
   * 1. *Summary of Billable time*
     2. *Summary of Expenses*
        1. *Vehicle charges*
        2. *Lodging receipts*
        3. *Meal expenses*
        4. *Telephone bills*
        5. *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.*

1. *Subconsultant Invoice and Documentation (repeat above information for each sub) Subconsultant invoices should follow prescribed format.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONSULTANT VOUCHER** | | | | | | | | | | | | | | |  |  | | | | | |  | |  |
| FORM BF-2 | | |  | |  | | | | | | | | | |  |  | | | | | |  | |  |
| Revised: 3/2000 | | | | |  | | | | | | | | | |  | Project No. *S3XX-XX-XX.XX 0X* | | | | | | | | |
| **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION** | | | | | | | | | | | | | | | | **WVDOT FINANCE USE ONLY** | | | | | | | | |
|  | | |  | |  | | | | | | | | | |  | Org. No. | | | | | |  | | |
| Progress Report of Work Performed For Engineering Services By | | | | | | | | | | | | | | | | Account No. | | | | | |  | | |
|  |  | | |  | | | | | | | | | | |  | Auth. No. | | | | | |  | | |
|  | Name | | | *D & B Engineering* | | | | | | | | | | | | Act. Code | | | | | | 115 | | |
|  | Address | | | *P.O. Box 1234* | | | | | | | | | | | | Obj. Code | | | | | | 273 | | |
|  |  | | | *Summerset Ave, Suite 550* | | | | | | | | | | | |  | | | | | |  | |  |
|  |  | | | *Charleston, WV 25305-1234* | | | | | | | | | | | | Sequence No. | | | | | |  | | |
| During period from | | | | *May 1, 2004* | | | | | to | | | | *May 31, 2004* | | |  | | | | | |  | |  |
| **SERVICES PERFORMED AS PER ATTACHED INVOICE** | | | | | | | | | | | | | | | | | | | | | | | | |
| FEIN No. | | *55-XXXXXXXX* | | | | | | | | | | | | | |  | | | | | | | | |
| Vendor's Inv. / Job No | | *DB-77625-12* | | | | | | | | | | | | | | **MAXIMUM AMOUNT PAYABLE** | | | | | | | | |
| Date of Invoice | | *June 2, 2004* | | | | | | | | | | | | | | Original Agreement | | | | | ***$ 525,384.50*** | | | |
| Notice to Proceed Date \_\_*August 1, 2002*\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | |  | | | | |  | | | |
| Dates of Agreement and Supplements : ***(COST PLUS)*** | | | | | | | | | | | | | | | |  | | | | |  | | | |
| Original Agreement – *July 1, 2002* | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | | **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** | | | | | | | ***$ 29,190.41*** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  | | |  | | | | **THIS PAYMENT** | | | | | | |
|  | | | | | | | | | | | | | |  | | |  | |  |  | | | | |

***[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'nt.) $ 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% $ 6,393.97 $ 6,393.97

(160% Cap +10% Technology)

Direct Cost (Tabulation Attached) $ 2,983.58 $ 2,983.58

Fixed Fee: $ 29,793.00

% Completed to Date: 70.00%

% Previously Invoiced: 65.00%

% 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) $ 292.54 $ (292.54)

Retainage to Date $ 4,165.63

Earned this Period $ 204,115.74

CURRENT AMOUNT DUE

Amount Payable to Date ( Amount Earned Less Retainage) $ 204,115.74

Total Previously Invoiced $ 189,781.41

AMOUNT NOW DUE ITEM EA1-A $ 14,334.33  **$ 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

LAST THIS % TOTAL WT. VALUE \* WT. %

TASKS REPORT REPORT COMPLETE   (% TOTAL) 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'nt) - Surveying/ Mapping $ 27,524.00

Total Previously Invoiced $ 17,532.79

**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% $ 2,240.00 $ 2,240.00

(160% Cap +10% Technology)

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% $ 451.39 $ 451.39

Earned this Period (Attachments B1 thru B2) $ 4,508.89

Current Retainage (2%) $ (90.18) $ 90.18 $ (90.18)

Retainage to Date $ 447.99 \_\_\_\_\_\_\_\_\_\_\_

Earned this Period $ 21,951.50

CURRENT AMOUNT DUE

Amount Payable to Date *( Amount Earned Less Retainage)* $ 21,951.50

Total Previously Invoiced \_\_\_\_\_\_\_\_\_\_ $ 17,532.79

AMOUNT NOW DUE ITEM EA1-B $ 4,418.71  **$ 4,418.71**

***[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

LAST THIS % TOTAL   WT. VALUE \* WT. %

TASKS REPORT REPORT COMPLETE   (% TOTAL) 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’nt) - 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: 68.80%

% Completed this Period: 8.00% $ 717.44 $ 717.44

Earned this Period (Attachments C-1 thru C-2) $ 5,293.23

Current Retainage (2%) $ (105.86) $ 105.86 $ (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 \_\_\_\_\_\_\_\_\_ $ 60,641.95

AMOUNT NOW DUE ITEM EA1-C $ 5,187.37  **$ 5,187.37**

ITEM EA1-D (Orig. Agm'nt: - 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 $ 100.00

Earned To Date $ 83,450.00

Total Previously Invoiced \_\_\_\_\_\_\_\_\_\_ N/A $ 78,400.00

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 1,2004 thru May 31, 2004]*

***[Subconsultant Firm, Inc]***

ITEM EA1-C - CONTRACT PLANS *(Original Agreement) -* Geotechnical Investigation

ITEM EA1-C PROGRESS REPORT

Net Fee Calculation

LAST THIS % TOTAL   WT. VALUE \* WT. %

TASKS REPORT REPORT COMPLETE   (% TOTAL) 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 DRILL ING REPORT

*[List Core borings, depth drilled, and samples taken as per contract items]*

Shelby Bag

Hole No. Depth Cum. Ft Tubes 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. Hours Week of Hourly Rate Payroll Costs

***[ or Date]***

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. Hours Week of Hourly Rate Payroll Costs

***[ or Date]***

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'nt Payable (Orig. Agm'nt) $ 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  *(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 $ 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 | | | | |  | | | | | | | | | |  | Project No. *S3XX-XX-XX.XX 0X* | | | | | | | | |
| **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION** | | | | | | | | | | | | | | | | **WVDOT FINANCE USE ONLY** | | | | | | | | |
|  | | |  | |  | | | | | | | | | |  | Org. No. | | | | | |  | | |
| Progress Report of Work Performed For Engineering Services By | | | | | | | | | | | | | | | | Account No. | | | | | |  | | |
|  |  | | |  | | | | | | | | | | |  | Auth. No. | | | | | |  | | |
|  | Name | | | *D & B Engineering* | | | | | | | | | | | | Act. Code | | | | | | 115 | | |
|  | Address | | | *P.O. Box 1234* | | | | | | | | | | | | Obj. Code | | | | | | 273 | | |
|  |  | | | *Summerset Ave, Suite 550* | | | | | | | | | | | |  | | | | | |  | |  |
|  |  | | | *Charleston, WV 25305-1234* | | | | | | | | | | | | Sequence No. | | | | | |  | | |
| During period from | | | | *May 1, 2004* | | | | | to | | | | *May 31, 2004* | | |  | | | | | |  | |  |
| **SERVICES PERFORMED AS PER ATTACHED INVOICE** | | | | | | | | | | | | | | | | | | | | | | | | |
| FEIN No. | | *55-XXXXXXXX* | | | | | | | | | | | | | |  | | | | | | | | |
| Vendor's Inv. / Job No | | *DB-77625-12* | | | | | | | | | | | | | | **MAXIMUM AMOUNT PAYABLE** | | | | | | | | |
| Date of Invoice | | *June 2, 2004* | | | | | | | | | | | | | | Original Agreement | | | | | ***$ 525,384.50*** | | | |
| Notice to Proceed Date \_\_*August 1, 2002*\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | Supplemental # 1 | | | | | ***$ 116,339.50*** | | | |
| Dates of Agreement and Supplements : ***(COST PLUS)*** | | | | | | | | | | | | | | | |  | | | | |  | | | |
| Original Agreement - *July 1, 2002* | | | | | | | | | | | | | | | |  | | | | |  | | | |
| Supplemental # 1 - *Feb 10, 2004* | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | | **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** | | | | | | | ***$ 38,009.77*** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  | | |  | | | | **THIS PAYMENT** | | | | | | |
|  | | | | | | | | | | | | | |  | | |  | |  |  | | | | |

***[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**

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 $ 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% $ 9,742.73 $ 9,742.73

(160% Cap +10% Technology)

Direct Cost (Tabulation Attached) $ 2,248.89 $ 2,248.89

Fixed Fee: $ 8,562.50

% Completed to Date: 34.40%

% Previously Invoiced: 0.00%

% Completed this Period: 34.40% $ 2,945.50 $ 2,945.50

Earned this Period (Attachments A-1 thru A-2) $ 20,668.14

Current Retainage (2%) $ (413.36) $ 413.36 $ (413.36)

Retainage to Date $ 413.36 \_\_\_\_\_\_\_\_\_\_\_\_\_

Earned this Period $ 20,254.78

CURRENT AMOUNT DUE

Amount Payable to Date *( Amount Earned Less Retainage)* $ 20,254.78

Total Previously Invoiced \_\_\_\_\_\_\_\_\_\_ $ 0.00

AMOUNT NOW DUE ITEM SA1-A $ 20,254.78  **$ 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

LAST THIS % TOTAL   VALUE \* WT. %

TASKS REPORT REPORT COMPLETE (% TOTAL) 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

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 $ -

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% $ 2,237.00 $ 2,237.00

(160% Cap +10% Technology)

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% $ 448.67 $ 448.67

Earned this Period (Attm’nts B-1 thru B-2) $ 5,097.55

Current Retainage (2%) $ (101.95) $ 101.95 $ (101.95)

Retainage to Date $ 101.95

\_\_\_\_\_\_\_\_\_\_\_

Earned this Period $ 4,995.60

CURRENT AMOUNT DUE

Amount Payable to Date *( Amount Earned Less Retainage)* $ 4,995.60

Total Previously Invoiced \_\_\_\_\_\_\_\_\_ $ 0.00

AMOUNT NOW DUE ITEM SA1-B $ 4,995.60  **$ 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

LAST THIS % TOTAL  VALUE \* WT. %

TASKS REPORT REPORT COMPLETE  (% TOTAL) 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

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 5/10-5/15 $ 206.25

Vehicle Usage Harry Doe 0 5/10-5/15 $ 0.00

$ 206.25

EXPENSE ACC’TS Employee No. Nights Date Amount

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

MICS. EXP. ACC’TS Vendor Quantity Date Amount

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]*

Shelby Bag

Hole No. Depth Cum. Ft Tubes 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

LAST THIS % TOTAL  VALUE % ACTUAL

TASKS REPORT REPORT COMPLETE  (% TOTAL) 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:** Item 1Original Agreement: $ 525,384.50

Item 2 Supplemental 1 $ 116,339.50

Period Covered: *[May 1,2004 thru May 31, 2004]* 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** | | | | | | | | | | | | | | | |  |  | | | | | |  | |  |
| FORM BF-2 | | | |  | |  | | | | | | | | | |  |  | | | | | |  | |  |
| Revised: 3/2000 | | | | | |  | | | | | | | | | |  | Project No. *S3XX-XX-XX.XX 0X* | | | | | | | | |
| **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION** | | | | | | | | | | | | | | | | | **WVDOT FINANCE USE ONLY** | | | | | | | | |
|  | | | |  | |  | | | | | | | | | |  | Org. No. | | | | | |  | | |
| Progress Report of Work Performed For Engineering Services By | | | | | | | | | | | | | | | | | Account No. | | | | | |  | | |
|  |  | | | |  | | | | | | | | | | |  | Auth. No. | | | | | |  | | |
|  | Name | | | | *D & B Engineering* | | | | | | | | | | | | Act. Code | | | | | | 115 | | |
|  | Address | | | | *P.O. Box 1234* | | | | | | | | | | | | Obj. Code | | | | | | 273 | | |
|  |  | | | | *Summerset Ave, Suite 550* | | | | | | | | | | | |  | | | | | |  | |  |
|  |  | | | | *Charleston, WV 25305-1234* | | | | | | | | | | | | Sequence No. | | | | | |  | | |
| During period from | | | | | *May 1, 2004* | | | | | To | | | | *May 31, 2004* | | |  | | | | | |  | |  |
| **SERVICES PERFORMED AS PER ATTACHED INVOICE** | | | | | | | | | | | | | | | | | | | | | | | | | |
| FEIN No. | | | *55-XXXXXXXX* | | | | | | | | | | | | | |  | | | | | | | | |
| Vendor's Inv. / Job No | | | *DB-77625-12* | | | | | | | | | | | | | | **MAXIMUM AMOUNT PAYABLE** | | | | | | | | |
| Date of Invoice | | *June 2, 2004* | | | | | | | | | | | | | | | Original Agreement | | | | | ***$ 525,384.50*** | | | |
| Notice to Proceed Date \_\_*August 1, 2002*\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |  | | | | |  | | | |
| Dates of Agreement and Supplements : ***(LUMP SUM)*** | | | | | | | | | | | | | | | | |  | | | | |  | | | |
| Original Agreement - *July 1, 2002* | | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | **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** | | | | | | | ***$ 29,257.14*** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | | |  | | | | **THIS PAYMENT** | | | | | | |
|  | | | | | | | | | | | | | | |  | | |  | |  |  | | | | |

***[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

ITEM SA1-D - Drilling Contract Subcontract  $ 110,250.00

Max. Am'nt Payable (Orig. Agm'nt) $ 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 $ 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 1D - 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 (Orig. Agm'nt) $ 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'nt.) $ 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) $ 297.93 $ (297.93)

Retainage to Date $ 4,170.72

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Earned this Period $ 204,379.98

CURRENT AMOUNT DUE

Amount Payable to Date *( Amount Earned Less Retainage)* $ 204,379.98

Total Previously Invoiced \_\_\_\_\_\_\_\_\_\_ $ 189,781.41

AMOUNT NOW DUE ITEM 1A (Orig. Agm'nt) $ 14,598.57  **$ 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

LAST THIS % TOTAL WT. VALUE \* WT. %

TASKS REPORT REPORT COMPLETE   (% TOTAL) 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, 2002 thru May 31, 2002]*

***[Subconsultant Firm, Inc]***

ITEM EA1-B - CONTRACT PLANS *(Original Agreement) -* Surveying & Mapping

ITEM 1 B - (Orig. Agm'nt) - 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

LAST THIS % TOTAL   WT. VALUE \* WT. %

TASKS REPORT REPORT COMPLETE   (% TOTAL) 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’nt) – 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: 80.00%

% 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 5

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) $ 101.63 $ (101.73)

Retainage to Date $ 1,297.47

Earned this Period \_\_\_\_\_\_\_\_\_\_\_

$ 66,924.24

CURRENT AMOUNT DUE

Amount Payable to Date *( Amount Earned Less Retainage)* $ 66,924.24

Total Previously Invoiced \_\_\_\_\_\_\_\_\_ $ 61,939.33

AMOUNT NOW DUE ITEM EA1-C $ 4,984.91  **$ 4,984.91**

Total (Orig. Agm'nt: - 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 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 $ 100.00

Earned To Date $ 83,650.00

Total Previously Invoiced \_\_\_\_\_\_\_\_\_ N/A $ 78,400.00

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

LAST THIS % TOTAL

TASKS REPORT REPORT COMPLETE

Boring Contract Admin. 80.0% 8.00% 88.00%

LAST THIS TOTAL TOTAL % TOTAL

TASKS REPORT REPORT COMPLETE PROPOSED COMPLETE

Geotechnical Investigation

Holes Completed to Date 63 5 68 90 75.56%

ITEM EA1-C DRILL ING REPORT

*[List Core borings, depth drilled, and samples taken as per contract items]*

Shelby Bag

Hole No. Depth Cum. Ft Tubes 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]*

***[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 $ 0.00

Period Covered: *[May 1,2004 thru May 31, 2004]* 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 | | | | |  | | | | | | | | | |  | Project No. *S3XX-XX-XX.XX 0X* | | | | | | | | |
| **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION** | | | | | | | | | | | | | | | | **WVDOT FINANCE USE ONLY** | | | | | | | | |
|  | | |  | |  | | | | | | | | | |  | Org. No. | | | | | |  | | |
| Progress Report of Work Performed For Engineering Services By | | | | | | | | | | | | | | | | Account No. | | | | | |  | | |
|  |  | | |  | | | | | | | | | | |  | Auth. No. | | | | | |  | | |
|  | Name | | | *D & B Engineering* | | | | | | | | | | | | Act. Code | | | | | | 115 | | |
|  | Address | | | *P.O. Box 1234* | | | | | | | | | | | | Obj. Code | | | | | | 273 | | |
|  |  | | | *Summerset Ave, Suite 550* | | | | | | | | | | | |  | | | | | |  | |  |
|  |  | | | *Charleston, WV 25305-1234* | | | | | | | | | | | | Sequence No. | | | | | |  | | |
| During period from | | | | *May 1, 2004* | | | | | to | | | | *May 31, 2004* | | |  | | | | | |  | |  |
| **SERVICES PERFORMED AS PER ATTACHED INVOICE** | | | | | | | | | | | | | | | | | | | | | | | | |
| FEIN No. | | *55-XXXXXXXX* | | | | | | | | | | | | | |  | | | | | | | | |
| Vendor's Inv. / Job No. | | *DB-77625-12* | | | | | | | | | | | | | | **MAXIMUM AMOUNT PAYABLE** | | | | | | | | |
| Date of Invoice | | *June 2, 2004* | | | | | | | | | | | | | | Original Agreement | | | | | ***$ 525,384.50*** | | | |
| Notice to Proceed Date *\_\_August 1, 2002\_\_*\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | Supplemental # 1 | | | | | ***$ 116,339.50*** | | | |
| Dates of Agreement and Supplements : ***(LUMP SUM)*** | | | | | | | | | | | | | | | |  | | | | |  | | | |
| Original Agreement - *July 1, 2002* | | | | | | | | | | | | | | | |  | | | | |  | | | |
| Supplemental # 1 - *Feb 10, 2004* | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | | **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** | | | | | | | ***$ 46,358.03*** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  | | |  | | | | **THIS PAYMENT** | | | | | | |
|  | | | | | | | | | | | | | |  | | |  | |  |  | | | | |

***[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)  $ 12,250.00

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 $ 6,168.50 $ 6,168.54

Subtotal $ 40,110.23

Current Retainage (2%) $ (802.20) $ 802.20 $ (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 $ 46,358.03

CURRENT AMOUNT DUE

Total Earned and Payable to Date *( Total Amount Earned Less Retainage)* $ 46,358.03

Total Previously Invoiced \_\_\_\_\_\_\_\_\_\_ $ 0.00

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'nt.) $ 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: 0.00%

% 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) $ 589.10 $ (589.10)

Retainage to Date $ 589.10

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Earned this Period $ 28,865.90

CURRENT AMOUNT DUE

Amount Payable to Date *( Amount Earned Less Retainage)* $ 28,865.90

Total Previously Invoiced \_\_\_\_\_\_\_\_\_\_ $ \_\_ 0.00

AMOUNT NOW DUE ITEM 1A (Orig. Agm'nt) $ 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

LAST THIS % TOTAL WT. VALUE \* WT. %

TASKS REPORT REPORT COMPLETE   (% TOTAL) 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%

100.00% 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'nt) - 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: 52.79%

% 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) $ 89.74 $ (89.74)

Retainage to Date $ 89.74

\_\_\_\_\_\_\_\_\_\_

Earned this Period $ 4,397.41

CURRENT AMOUNT DUE

Amount Payable to Date *( Amount Earned Less Retainage)* $ 4,397.41

Total Previously Invoiced \_\_\_\_\_\_\_\_\_\_ $ -

AMOUNT NOW DUE ITEM LS-B $ 4,397.41  **$ 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

LAST THIS % TOTAL   WT. VALUE \* WT. %

TASKS REPORT REPORT COMPLETE   (% TOTAL) 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, 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’nt) – 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: 0.00%

% 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 6

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

LAST THIS % TOTAL

TASKS REPORT REPORT COMPLETE

Boring Contract Admin. 0.0% 100.00% 100.00%

LAST THIS TOTAL TOTAL % TOTAL

TASKS REPORT REPORT COMPLETE PROPOSED COMPLETE

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]*

Shelby Bag

Hole No. Depth Cum. Ft Tubes Samples

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

Period Covered: May 1,2004 thru May 31, 2004 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) $ 208,551.00

(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 $ 371,661.07

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 $ 6,168.50 $ 6,168.50

Subtotal $ 40,110.23

Current Retainage (2%) $ (802.20) $ 802.20 $ (802.20)

Retainage to Date $ 802.20

CURRENT AMOUNT SUBCONTRACTS

ITEM SA1-D - Drilling  *(Direct Cost Billing)* $ 7,050.00 N/A $ 7,050.00

  \_\_\_\_\_\_\_\_\_\_\_\_

Earned this Period $ 418,019.10

CURRENT AMOUNT DUE

Total Earned and Payable to Date *( Total Amount Earned Less Retainage)* $ 418,079.10

Total Previously Invoiced \_\_\_\_\_\_\_\_\_\_ $ 371,661.07

AMOUNT NOW DUE ITEM SA1 $ 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]*

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** | | | | | | | | | | | | | | | |  |  | | | | | |  | |  |
| FORM BF-2 | | | |  | |  | | | | | | | | | |  |  | | | | | |  | |  |
| Revised: 3/2000 | | | | | |  | | | | | | | | | |  | Project No. *S3XX-XX-XX.XX 0X* | | | | | | | | |
| **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION** | | | | | | | | | | | | | | | | | **WVDOT FINANCE USE ONLY** | | | | | | | | |
|  | | | |  | |  | | | | | | | | | |  | Org. No. | | | | | |  | | |
| Progress Report of Work Performed For Engineering Services By | | | | | | | | | | | | | | | | | Account No. | | | | | |  | | |
|  |  | | | |  | | | | | | | | | | |  | Auth. No. | | | | | |  | | |
|  | Name | | | | *D & B Engineering* | | | | | | | | | | | | Act. Code | | | | | | 115 | | |
|  | Address | | | | *P.O. Box 1234* | | | | | | | | | | | | Obj. Code | | | | | | 273 | | |
|  |  | | | | *Summerset Ave, Suite 550* | | | | | | | | | | | |  | | | | | |  | |  |
|  |  | | | | *Charleston, WV 25305-1234* | | | | | | | | | | | | Sequence No. | | | | | |  | | |
| During period from | | | | | *May 1, 2004* | | | | | to | | | | *May 31, 2004* | | |  | | | | | |  | |  |
| **SERVICES PERFORMED AS PER ATTACHED INVOICE** | | | | | | | | | | | | | | | | | | | | | | | | | |
| FEIN No. | | | *55-XXXXXXXX* | | | | | | | | | | | | | |  | | | | | | | | |
| Vendor's Inv. / Job No. | | | *DB-77625-12* | | | | | | | | | | | | | | **MAXIMUM AMOUNT PAYABLE** | | | | | | | | |
| Date of Invoice | | *June 2, 2004* | | | | | | | | | | | | | | | Max Amt. per L.A. | | | | | ***$ 100,000.00*** | | | |
| Notice to Proceed Date \_\_*August 1, 2002\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | | | | | | | | | | | | | Original Agreement | | | | | ***$ 36,613.49*** | | | |
| Dates of Agreement and Supplements : ***(FIXED RATE)*** | | | | | | | | | | | | | | | | |  | | | | |  | | | |
| Original Agreement – *July 1, 2002* | | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | **TOTAL** | | | | | ***$ 36,613.49*** | | | |
| **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** | | | | | | | ***$ 18,257.28*** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | | |  | | | | **THIS PAYMENT** | | | | | | |
|  | | | | | | | | | | | | | | |  | | |  | |  |  | | | | |

***[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 Master Agreement - January 1, 2002

Charleston, WV 25305-0430 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]***I

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

Contract Title \* Hourly

Classification Emp. ID No. Hours Week of Rate Costs\_\_

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

Items (per agreement) Quantity Rate Unit Amount

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

Items (per agreement) Quantity Rate Unit Amount

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 $ 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 \* Hourly

Classification Emp. ID No. Hours Week of 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

Items (per agreement) Quantity Rate Unit Amount

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

Items ( Per Travel Regulations) Quantity Rate Unit Amount

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]***I

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

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 ITEMS 1 & 2)

(Prime) $ 18,629.88 $ 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 $ 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 | | | | | |  | | | | | | | | | |  | Project No. *S3XX-XX-XX.XX 0X* | | | | | | | | |
| **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION** | | | | | | | | | | | | | | | | | **WVDOT FINANCE USE ONLY** | | | | | | | | |
|  | | | |  | |  | | | | | | | | | |  | Org. No. | | | | | |  | | |
| Progress Report of Work Performed For Engineering Services By | | | | | | | | | | | | | | | | | Account No. | | | | | |  | | |
|  |  | | | |  | | | | | | | | | | |  | Auth. No. | | | | | |  | | |
|  | Name | | | | *D & B Engineering* | | | | | | | | | | | | Act. Code | | | | | | 115 | | |
|  | Address | | | | *P.O. Box 1234* | | | | | | | | | | | | Obj. Code | | | | | | 273 | | |
|  |  | | | | *Summerset Ave, Suite 550* | | | | | | | | | | | |  | | | | | |  | |  |
|  |  | | | | *Charleston, WV 25305-1234* | | | | | | | | | | | | Sequence No. | | | | | |  | | |
| During period from | | | | | *May 1, 2004* | | | | | to | | | | *May 31, 2004* | | |  | | | | | |  | |  |
| **SERVICES PERFORMED AS PER ATTACHED INVOICE** | | | | | | | | | | | | | | | | | | | | | | | | | |
| FEIN No. | | | *55-XXXXXXXX* | | | | | | | | | | | | | | (Max Amt. per L.A $100,000.) | | | | | | | | |
| Vendor's Inv. / Job No. | | | DB-77625-12 | | | | | | | | | | | | | | **MAXIMUM AMOUNT PAYABLE** | | | | | | | | |
| Date of Invoice | | *June 2, 2004* | | | | | | | | | | | | | | | Original Agreement | | | | | ***$ 36,613.49*** | | | |
| Notice to Proceed Date *\_\_August 1, 2002\_*\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | Supplemental # 1 | | | | | ***$ 10,578.69*** | | | |
| Dates of Agreement and Supplements : ***(FIXED RATE)*** | | | | | | | | | | | | | | | | |  | | | | |  | | | |
| Original Agreement - *July 1, 2002* | | | | | | | | | | | | | | | | |  | | | | |  | | | |
| Supplemental # 1 - *Feb 10, 2004* | | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | **TOTAL** | | | | | ***$ 47,192.18*** | | | |
| **DESCRIPTION OF WORK AND CHARGES** | | | | | | | | | | | | | | | | | | | | | | | | | |
| *[Statewide Aerial Photography Supplemental Agreement # 1 to Letter Agreement #1*  *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* | | | | *$ 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** | | | | | | | ***$ 28,777.82*** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | | |  | | | | **THIS PAYMENT** | | | | | | |
|  | | | | | | | | | | | | | | |  | | |  | |  |  | | | | |

***[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**

PREVIOUS AMOUNT INVOICED Current Retainage To-Date

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 \* Hourly

Classification Emp. ID No. Hours Week of 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

Items (per agreement) Quantity Rate Unit Amount

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

Items ( Per Travel Regulations) Quantity Rate Unit Amount

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 \* Hourly

Classification Emp. ID No. Hours 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, Inc]***

ITEM SLA1-B2 Surveying - Flight Control ((SA1 to LA1 ))

ATTACHMENT NO. SLA1-B2

TABULATION OF DIRECT COSTS

Items (Per Master Agreement) Quantity Rate Unit Amount

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

Items ( Per Travel Regulations) Quantity Rate Unit Amount

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]* Invoice Number *[12]*

*[City] , [State] [Zip]* 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'nt: $ 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]***I

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]*

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 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]* Invoice Number *[12]*

*[City] , [State] [Zip]* 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]* Invoice Number *[12]*

*[City] , [State] [Zip]* 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:*

*a. Prime Administrative Timesheets*

*b. WVDOH Timesheets*

*c. Summary of Billable time (may be necessary on multi-tasked projects)*

*d. Prime Monthly Expenses (including but not limited to☺*

*i. Vehicle charges*

*ii. Lodging receipts*

*iii. Meal expenses*

*iv. Telephone bills*

*v. Supplies*

1. *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 VOUCHER** | | | | | | | | | | | | | | |  |  | | | | | |  | |  |
| FORM BF-2 | | |  | |  | | | | | | | | | |  |  | | | | | |  | |  |
| Revised: 3/2000 | | | | |  | | | | | | | | | |  | Project No. *U3XX-XX-XX.XX* | | | | | | | | |
| **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION** | | | | | | | | | | | | | | | | **WVDOT FINANCE USE ONLY** | | | | | | | | |
|  | | |  | |  | | | | | | | | | |  | Org. No. | | | | | |  | | |
| Progress Report of Work Performed For Engineering Services By | | | | | | | | | | | | | | | | Account No. | | | | | |  | | |
|  |  | | |  | | | | | | | | | | |  | Auth. No. | | | | | |  | | |
|  | Name | | | *[Consultnat’s Name]* | | | | | | | | | | | | Act. Code | | | | | | 115 | | |
|  | Address | | | *[P.O. Box 1234]* | | | | | | | | | | | | Obj. Code | | | | | | 273 | | |
|  |  | | | *[Summerset Ave, Suite 550]* | | | | | | | | | | | |  | | | | | |  | |  |
|  |  | | | *[Charleston, WV 25305-1234]* | | | | | | | | | | | | Sequence No. | | | | | |  | | |
| During period from | | | | *[May 1, 2004]* | | | | | to | | | | *[May 31, 2004]* | | |  | | | | | |  | |  |
| **SERVICES PERFORMED AS PER ATTACHED INVOICE** | | | | | | | | | | | | | | | | | | | | | | | | |
| FEIN No. | | *[55-xxxxxxxx]* | | | | | | | | | | | | | |  | | | | | | | | |
| Vendor's Inv. / Job No. | | *[123456-010]* | | | | | | | | | | | | | | **MAXIMUM AMOUNT PAYABLE** | | | | | | | | |
| Date of Invoice | *July 2, 2004* | | | | | | | | | | | | | | | Original Agreement | | | | | ***$ 500,000.00*** | | | |
| Notice to Proceed Date \_\_*[June 1, 2002]\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | | | | | | | | | | | |  | | | | |  | | | |
| Dates of Agreement and Supplements : *[****(FIXED RATE)]*** | | | | | | | | | | | | | | | |  | | | | |  | | | |
| Original Agreement – *[May 12, 2000]* | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | | **TOTAL** | | | | | ***[$ 47,192.18]*** | | | |
| **DESCRIPTION OF WORK AND CHARGES** | | | | | | | | | | | | | | | | | | | | | | | | |
| *[Construction Inspection Services*  *State Project U3XX-XX-XX.XX*  *Contracts 06 & 07*  *Kanawha County]* | | | | | | | | | | | | | | | | | | | | | | | | |
| % Expended Rev'd by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | | | PERCENT OF FUNDS EXPENDED | | | | | | | | | | | | *99.98%* | |
|  | | |  | | |  | | | | | |  | | **Amount** | | | | | | | | | | |
|  | | |  | | |  | | | | | |  | | **Previous Total** | | | | **Amount Current** | | | **Total to Date** | | | |
| Invoice Amount………….…..………… | | | | | | | | | | | | | | *$ 244,597.07* | | | | *$ 45,042.45* | | | *$ 289,639.52* | | | |
| Less Retainage Withheld…………………. | | | | | | | | | | | | | | *$ (4,891.95)* | | | | *$ (900.85)* | | | *$ (5,592.80)* | | | |
| Plus Retainage Paid…..…………..….. | | | | | | | | | | | | | | *$ -* | | | | *$ -* | | | *$ -* | | | |
| Balance Due……………………..……. | | | | | | | | | | | | | | *$ 239,705.12* | | | | *$ 44,141.60* | | | *$ 283,846.72* | | | |
| Approved for Payment | | | | | | | | | | | | | | **LESS PREVIOUS INVOICES** | | | | | | | *$ (239,705.12)* | | | |
|  | | | | | | |  | | |  | | | | **AMOUNT DUE CONSULTANT** | | | | | | | ***$ 44,141.60*** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  | | |  | | | | **THIS PAYMENT** | | | | | | |
|  | | | | | | | | | | | | | |  | | |  | |  |  | | | | |

***[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]*

Period Covered: May 1, 2002 thru May 31, 2002 Project Number: *[ U1XX-XX-X.XX 0X]*

*[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) ITEM 1 – Construction Inspection  $ 500,000.00

Previously Invoiced (Orig. Agm'nt) $ 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 $ 239,705.12

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 $ 45042.45

Current Retainage (2%) $ (900.85) $ 900.85 $ (900.85)

Retainage to Date $ 5,792.80 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

$ 283,846.72

CURRENT AMOUNT NOW DUE

Total Earned and Payable to Date *( Total Amount Earned Less Retainage)* $ 283,846.72

Total Previously Invoiced to Date \_\_\_\_\_\_\_\_\_\_ $ 239,705.12

Amount Now Due $ 44,141.60 **$ 44,141.60**

***[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. *[****PRIME]***

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. ***[SUBCONSULTANT #1]***

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. ***[SUBCONSULTANT #2]***

STRAIGHT TIME PAYROLL (See Attachment C1) $ 0.00

PREMIUM TIME COSTS (See Attachment C1) $ 0.00

DIRECT COSTS (See Attachment C2) $ 0.00

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***TOTAL EARNED THIS INVOICE***  **$ 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**

**ST1 ST ST OT2 OT OT**

**Title Name Rate Hours Subtotal Rate Hours 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(XX) ]***

***[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
2. Ability to handle difficult assignments
3. Ability to be innovative, if required
4. Ability to seek out all necessary data
5. Ability to make and maintain proper contacts

2. COMPETENCE OF TECHNICAL PERSONNEL

1. Amount and type of WVDOH guidance required
2. Ability to support all decisions
3. Understanding of the project technical requirements
4. Ability to be flexible to changing project requirements
5. Firm is not top heavy with management personnel assigned

to project

1. Proper mixture of technical personnel assigned

## 3. PUBLIC RELATIONS AND MEETINGS

1. Personnel are knowledgeable
2. Clarity and quality of presentation(s) and display material(s)
3. Responsiveness to questions
4. Overall effectiveness
5. Represents WVDOH’s best interest to the public
6. Response to community/citizen concern

4. QUALITY, ACCURACY, AND COMPLETENESS OF WORK

1. Number of changes or additions required
2. Are final plans acceptable for PS&E?
3. Is it apparent that plans, specs, and/or design computations were checked prior to submission to WVDOH?
4. Neatness
5. Comprehensiveness
6. Minimal PS&E revisions
7. Number and frequency of errors and omissions
8. Properly and expeditiously corrects errors and omissions
9. Proper follow-up of the effects of errors and omissions on the entire project

5. SUPERVISION OF SUBCONSULTANTS

1. Manages and reviews the work of sub-consultant to assure compliance with WVDOH procedures
2. Ensures subs are knowledgeable of project and ensures that the subs are responsible and attentive to time frames
3. Solicits prior WVDOH authorization of proposed subs
4. ADHERENCE TO WVDOH STANDARDS, SPECIFICATIONS AND POLICIES
5. Ability to follow specs, Design Directives, directions by WVDOH without excessive guidance
6. Were specs, etc. followed blindly without consideration given to actual field conditions and practices?
7. Adherence to safe practices
8. TIMELINESS
9. Ability to meet schedules when ample time is given
10. Ability to meet rush schedules (short time frame)
11. Ability to meet schedule changes mandated by WVDOH
12. Does the Consultant promptly return your communications?

8. CONTINUITY OF PROJECT PERSONNEL

1. Do you deal with the same individual(s) all the time?
2. Is there a breakdown in communication or quality of work because of personnel changes, etc?
3. If project personnel changes, are replacement personnel equally or more competent?
4. SUPPLEMENTAL WORK
5. Prior alert for potential supplemental work
6. Proper justification for supplemental work
7. Submits reasonable time and cost estimates
8. Responsive to negotiation sessions
9. COOPERATION
10. Willingness to compromise and seek resolution
11. 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 | Supervison of Subconsultants | Adherence to Standards, Spec. & Policies | Timeliness | Continuity of Project Personnel | Supplemental Work | Cooperation | **AVERAGE** (Rounded to 0.1 Point) | Type of Evaluation: Interim X  Place an “X” in the appropriate Division identification box | Final O | | |
| x | 1. | Mapping |  |  |  |  |  |  |  |  |  |  |  |  | Purpose and Need | | 33. |  | |
| Design | 2. | R/W Questionnaires |  |  |  |  |  |  |  |  |  |  |  |  | Data Collection/Analysis | | 34. |
|  | 3. | RW 1 and 2 |  |  |  |  |  |  |  |  |  |  |  |  | Alternatives Develop/Potential Impacts | | 35. |
|  | 4. | Prelim. Plans Roadway |  |  |  |  |  |  |  |  |  |  |  |  | Traffic Analysis | | 36. |
|  | 5. | Prelim. Plans Span Arrangement |  |  |  |  |  |  |  |  |  |  |  |  | Quantities | | 37. |
|  | 6. | PRELIM. FIELD EVALUATION | # |  |  |  |  |  |  |  |  |  |  |  | Goals, Objectives & Eval. Criteria Dev't | | 38. |
|  | 7. | Subsurface Analysis (Geotech) |  |  |  |  |  |  |  |  |  |  |  |  | Ex. Conditions (Traffic, O/D, Deficiencies) | | 39. |
|  | 8. | R/W 3 |  |  |  |  |  |  |  |  |  |  |  |  | Projections and Identification of Needs | | 40. |
|  | 9. | Final Field Plans |  |  |  |  |  |  |  |  |  |  |  |  | Cost Estimates/AQ Eval./Prioritization | | 41. |
|  | 10. | TS&L (Bridge) |  |  |  |  |  |  |  |  |  |  |  |  | Final Report | | 42. |
|  | 11. | FINAL FIELD EVALUATION | # |  |  |  |  |  |  |  |  |  |  |  |  | | 43. |
|  | 12. | Final Roadway Plans |  |  |  |  |  |  |  |  |  |  |  | # | FINAL PLANNING EVALUATION | | 44. |
|  | 13. | Final Bridge Plans |  |  |  |  |  |  |  |  |  |  |  |  | Field Inspection and Testing | | 45.  Construction |  | |
|  | 14. | Permits & Utility Relocation Plans |  |  |  |  |  |  |  |  |  |  |  |  | Inspection Reports | | 46. |
|  | 15. | R/W 4 |  |  |  |  |  |  |  |  |  |  |  |  | Maintaining Project Schedule | | 47. |
|  | 16. | Maintenance of Traffic |  |  |  |  |  |  |  |  |  |  |  |  | Personnel Management | | 48. |
|  | 17. | Signing & Marking |  |  |  |  |  |  |  |  |  |  |  |  | Project Materials Documentation | | 49. |
|  | 18. | Signals/Lighting/etc. |  |  |  |  |  |  |  |  |  |  |  |  | Estimate Preparation | | 50. |
|  | 19. | FINAL OFFICE EVALUATION | # |  |  |  |  |  |  |  |  |  |  |  | Final Records | | 51. |
|  | 20. | PS&E/Final Tracings |  |  |  |  |  |  |  |  |  |  |  | # | FINAL CONSTRUCTION EVALUATION | | 52. |
|  | 21. | Overall Project Performance |  |  |  |  |  |  |  |  |  |  |  |  | Questionnaires | | 53. |  | |
|  | 22. | FINAL DESIGN EVALUATION | # |  |  |  |  |  |  |  |  |  |  |  | Title Reports | | 54.  Right of Way |
| Environmental | 23. | Purpose and Need |  |  |  |  |  |  |  |  |  |  |  |  | Appraisals | | 55. |
|  | 24. | Alternatives Carried Forward Report |  |  |  |  |  |  |  |  |  |  |  |  | Negotiations | | 56. |
|  | 25. | Cultural Resources Technical Report |  |  |  |  |  |  |  |  |  |  |  |  | Relocation/Property Management | | 57. |
|  | 26. | Natural Resources Technical Report |  |  |  |  |  |  |  |  |  |  |  |  | Closings | | 58. |
|  | 27. | Socio-Economic Technical Report |  |  |  |  |  |  |  |  |  |  |  |  | Acceptance and Public Opinion | | 59. |
|  | 28. | Draft Environmental Doc. (DEIS EA. CE) |  |  |  |  |  |  |  |  |  |  |  |  | Final Submission of Documents | | 60. |
|  | 29. | Final Environmental Doc. (FEIS/FONSI) |  |  |  |  |  |  |  |  |  |  |  |  |  | | 61. |
|  | 30. | Record of Decision |  |  |  |  |  |  |  |  |  |  |  | # | FINAL R/W EVALUATION | | 62. |
|  | 31. |  |  |  |  |  |  |  |  |  |  |  |  | # | PROJECT MGMT EVALUATION | | 63. |  | |
|  | 32. | FINAL ENVIRONMENTAL EVALUATION | # |  |  |  |  |  |  |  |  |  |  | # | PRE-AGREEMENT EVALUATION | | 64. |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Comments*** *(enter Line No. from above)****:*** | | | |
|  | | | |
|  | | | |
|  | | | |
| ***REVIEWER:*** |  | | ***Date*** |
| ***DIVISION DIRECTOR:*** |  | | ***Date:*** |
|  | O | *Accepted* |
| ***CONSULTANT:*** | O | *Request Debriefing* | ***Date:*** |
|  |  |  |  |

**APPENDIX K- *Procedure for Preparing Engineer’s Cost Estimate***

PROCEDURE

FOR

PREPARATION

OF

ENGINEER’S COST ESTIMATE

June 2011

Reference Document: “Procurement Procedures for Negotiated Contract”

For Architectural and Engineering Services

(Section 7.3.8 – Engineer’s Cost Estimate)

Procedure:

Prepare Detailed Scope of Work including an appropriate schedule of contract duration.

Prepare detailed breakdown of the necessary to complete the required Scope of Work. The task breakdown should account for any required preliminary or intermediate plan document submissions.

Determine the appropriate classification of employees required to complete the various tasks defined in step 2. The person preparing the estimate should assume that the work is being performed by WVDOH personnel and use commensurate classifications in this step.

Estimate the required manpower levels for each classification from Step3 for each task in Step 2. The manpower level should be estimated utilizing historic data, WVDOH manpower levels (if work was performed in-house), engineering judgment, etc.

Determine the unit cost for each required classification to be used in the Initial Engineer’s Cost Estimate. The WVDOH labor rates based the 80th percentile of the mean average of the market values of the classifications as determined by West Virginia Department of Personnel will be utilized in establishing the Initial Engineer’s Cost Estimate. The WVDOH will determine an appropriate Overhead Rate and an appropriate fee (profit) rate to be used in the estimate.

The overhead rate, applied in the Initial Engineer’s Cost Estimate, will normally be the average of the overhead rates currently being utilized by consultants on WVDOH projects. The average overhead rate will be calculated as an average of consultant overheads which have been subjected to the allowable maximum overhead rate of 160% with the additional 10% maximum allowable technology rate. The maximum fee (profit) rate shall be ten (10) percent of the estimated cost. This average will be based on an annual review of the most recent overhead and technology data provided to the Division by the consultants.

The Division will then apply the average overhead rate to the product of those items in Step 4, multiplied by the unit costs established in Step 5. Estimate the total direct cost needed for the project. Apply the fee (profit) rate to the total of all items in Step 7 and determine the appropriate subcontract cost(s) not subject to the fee (profit).

Submit the “Initial Engineer’s Cost Estimate’ to the WVDOH estimate review committee for review and approval. Revise the estimate, if required by committee.

Following approval of the “Initial Engineer’s Cost Estimate” and preparation to the Selection List, the “Initial Engineer’s Cost Estimate” will be revised utilizing the selected Consultant’s allowable overhead rate and labor rates. If available, regional labor rates determined from analyzed historic data based on market value may be used in lieu of the selected Consultant’s labor rates.

The revised estimate established in Step 9 shall be placed in the agreement folder prior to receiving the Consultant’s proposal, and shall be utilized as a basis of negotiating the contract.

Both estimates shall be “on file” prior to negotiations.

**APPENDIX L - Procedure for FHWA Participation in Procurement of Contracts**

PROCEDURE

FOR

FHWA PARTICIPATION

IN

PROCURMENT OF NEGOTIATION CONTRACTS

June 2011

Procedure:

The procedure is to be considered a required sub-process of the Division of Highways (DOH) “Procurement Procedures for Negotiated Contracts” for Architectural and Engineering Services.

The steps contained herein describe the Federal Highway Administration (FHWA) participation in the various steps of the Procurement Procedures described in Item 1 above.

FHWA may choose to participate in any or all of the steps of the referenced Procurement Procedures for any design services or design related services for contracts financed with Federal-aid highway funds.

FHWA approval shall be required for all negotiated contracts on Concurrence and Non-Delegated projects.

FHWA shall be considered an “Ex-Officio” member of the Preliminary Selection Committee on all negotiated contracts.

The following process shall be required on all Concurrence and Non-Delegated Federal-aid projects:

FHWA shall be copied on all documents and reports throughout the procurement process.

FHWA shall be specifically notified of any meetings and requested to participate in the Preliminary Selection Committee activities.

The final Selection List and Selection Report shall be submitted to FHWA for concurrence. A minimum of one (1) week shall be allowed by the DOH for FHWA review and comments on the Selection List and Selection Report prior to proceeding with contracting process.

The Final Proposal following negotiation, a Draft Consultant Agreement, and supporting documentation shall be submitted to FHWA for review and comment. This review shall occur prior to submission of the Final Proposal to DOH Transportation Auditing Division.

The Final Consultant Agreement shall be submitted to FHWA for approval prior to being sent to the consultant for contract execution until FHWA written approval is obtained.

A final executed copy of the Consultant Agreement shall be sent to FHWA to complete the file.

**APPENDIX M - *Available Publications Listing***

Updated: 3/2003

**West Virginia Department of Transportation**

**Division of Highways**

**List of Publications**

|  |  |
| --- | --- |
| *Contract Administration Division (304) 558-2774* | Price |
|  |  |
| Average unit Bid Prices | No Charge |
| Standard Specifications Roads and Bridges | $15.00 |
| Supplemental Specifications | No Charge |
|  |  |
| Engineering Division (304) 558-0601 |  |
|  |  |
| 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 |
|  |  |
| ***Traffic Engineering Division (304) 558-3063*** |  |
|  |  |
| 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) | |
|  | |
| ***Internet Links:*** | |
|  | |
|  | |

1. A copy may be found in Appendix A of this manual. [↑](#footnote-ref-1)
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.transportation.wv.gov/](https://transportation.wv.gov/highways/engineering/Pages/FormsandDocuments.aspx) [↑](#footnote-ref-2)
3. Items Discussed in Paragraph A thru E are only required by firms actually selected to perform work for the Division and are not required for consideration to perform work or to submit a Letter of Qualifications. A copy of the CAIS document can be found in Appendix C or it can be downloaded from our web site [http://www.transportation.wv.gov](https://transportation.wv.gov/highways/engineering/Pages/FormsandDocuments.aspx) [↑](#footnote-ref-3)
4. A copy of the Audit Guide can be downloaded from our web site [http://www.transportation.wv.gov](https://transportation.wv.gov/highways/engineering/Pages/FormsandDocuments.aspx) [↑](#footnote-ref-4)
5. The registration form can be downloaded from the following web site <http://www.state.wv.us/admin/purchase/VRC/wv1.pdf> [↑](#footnote-ref-5)
6. Information can be obtained from the following web site <http://www.workerscompensation.com> [↑](#footnote-ref-6)
7. No Letters of Qualifications will be accepted beyond the prescribed due date and time set forth in the advertisement. [↑](#footnote-ref-7)
8. Advertisements for consulting services may also be found on the WVDOT web site at

   [http://www.transportation.wv.gov/highways/Pages/UpcomingContracts.aspx#Consultant](https://transportation.wv.gov/highways/Pages/UpcomingContracts.aspx#Consultant) [↑](#footnote-ref-8)
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.transportation.wv.gov/highways/engineering/Pages/FormsandDocuments.aspx](https://transportation.wv.gov/highways/engineering/Pages/FormsandDocuments.aspx)

   [↑](#footnote-ref-9)
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.transportation.wv.gov/highways/engineering/Pages/FormsandDocuments.aspx](https://transportation.wv.gov/highways/engineering/Pages/FormsandDocuments.aspx) [↑](#footnote-ref-10)
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. [↑](#footnote-ref-11)
12. The results of the selection can be found at the DOH web site at [http://www.transportation.wv.gov/highways/Pages/UpcomingContracts.aspx#Consultant](https://transportation.wv.gov/highways/Pages/UpcomingContracts.aspx#Consultant) [↑](#footnote-ref-12)
13. See Project Modification Document and instruction in Appendix H [↑](#footnote-ref-13)
14. 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. [↑](#footnote-ref-14)
15. See Appendix D for overhead information. [↑](#footnote-ref-15)
16. 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. [↑](#footnote-ref-16)
17. 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 [↑](#footnote-ref-17)
18. Refer to Appendix D for a complete definition of the FCC. [↑](#footnote-ref-18)
19. An outline of the preferred proposal format and narrative checklist can be found in Appendix F. [↑](#footnote-ref-19)
20. Only those projects selected on or after June 1, 1999, are eligible to include technology cost. [↑](#footnote-ref-20)
21. The subconsultant’s fee proposal shall be in the same format as the prime consultant’s. [↑](#footnote-ref-21)
22. See Appendix D for Consultant Overhead Guidelines. [↑](#footnote-ref-22)
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/category/100120> [↑](#footnote-ref-23)
24. See Appendix F for the preferred proposal format. [↑](#footnote-ref-24)
25. See Section II Qualification & Requirements. [↑](#footnote-ref-25)
26. Approval may be verbal, followed by written approval and confirmation from the Division . [↑](#footnote-ref-26)
27. The Standard Specifications for Consulting and /or Inspection Services is included with the Executed Agreement as Attachment “A.” See Appendix G. [↑](#footnote-ref-27)
28. See Project Modification Document Instructions Appendix H [↑](#footnote-ref-28)
29. Standard Invoicing forms and the BF-2 form may be found in Appendix I. [↑](#footnote-ref-29)
30. Notice to Proceed may be verbal, followed by written confirmation. [↑](#footnote-ref-30)
31. For more information on Direct Deposits visit https://www.wvsao.gov [↑](#footnote-ref-31)