

Job No. 78787
Inv. No. 0787

HYPOTHETICAL ENGINEERING CO., INC
Consulting Engineers
1000 Jackson Blvd., Chattanooga, TN 37110-1234
PH: (423) 247-2011

January 7, 2003

Project Monitor: John Doe

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

Agreement No. 9777
Work Order No. 6
PIN 123456.00: I-240-(144)14,
79006-1131-44, 79008-1127-44
PIN 123457.00: I-55-1(67)0,
79004-1121-44, 79005-1128-44

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

Progress Billing No. 6

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

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

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

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

VOID ATTACHMENT A. SEE PROFESSIONAL SERVICES SHAREPOINT SITE FOR INVOICE TEMPLATES

EXAMPLE – Cost Plus Net Fee Invoice

ATTACHMENT A, PAGE 2

Job No. 37281

Inv. No. 0183

CONSULTANT'S INHOUSE
PROJECT AND INVOICE NO.

HYPOTHETICAL ENGINEERING CO., INC.

Consulting Engineers

1000 Jackson Blvd., Chattanooga, TN 37110-1234

PH: (423) 247-2011

January 7, 2003

ONLY IF CONTRACT IS A
CONTINUING AGREEMENT

TDOT Project Monitor: John Doe

FEDERAL PROJECT NO.

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

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

Agreement No. 9099
Work Order # (If Applicable)
PIN 123456.00: I-240-1(144)14,
79006-1131-44, 79008-1127-44
PIN 123457.00: I-55-1(67)0,
79004-1121-44, 79005-1128-44

STATE PROJECT NO.

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

Progress Billing No. 2

Dec. 1, 2002 - Dec. 31, 2002

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

USUALLY SUB-CONSULTANT COSTS

NOT A PERCENTAGE OF DIRECT
LABOR AND OVERHEAD

AMOUNT DUE THIS INVOICE \$ 13,754.00

SUMMARY

Contract Ceiling: \$200,000.00

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

Less amount previously invoiced 36,246.00

AMOUNT DUE THIS INVOICE \$ 13,754.00

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

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

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

SCHEDULE NO. 1

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

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

* BREAKDOWN OF LABOR COSTS BY PROJECT:

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

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

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

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

SCHEDULE NO. 2

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

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

* BREAKDOWN OF DIRECT COSTS BY PROJECT:

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

TYPICALLY, SCHEDULE 3 IS USED FOR SUB-CONSULTANT SERVICES

SCHEDULE NO. 3

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

* BREAKDOWN OF OTHER COSTS BY PROJECT:

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

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

September 27, 2001

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

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

Dear Sir:

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

Relocations have been completed on the following tracts:

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

Submitted claim forms for business relocation on the following tracts:

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

A business relocation has been completed on the following tract:

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

Negotiations have been completed on the following tracts:

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

The following tracts have been closed:

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

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

Sincerely,

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

VOID ATTACHMENT A'S PROFESSIONAL SERVICES SHARE OINT SITE FOR INVOICE TEMPLATES

ABC APPRAISAL

September 27, 2001

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

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

Dear Sir:

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

APPRAISAL INVOICE

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

Sincerely,

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

VOID ATTACHMENT A. S PROFESSIONAL SERVICES SHARE OINT SITE FOR INVOI TEMPLATES

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

Bill To

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

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

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

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

VOID ATTACHMENT A'S PROFESSIONAL SERVICES SHARE OINT SITE FOR INVOI TEMPLATES

ATTACHMENT B



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION

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

(DATE) _____

M. _____

CONSULTANT: _____

ADDRESS: _____

SUBJECT: COMPLETION NOTICE

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

Project No: _____ PIN _____

Description: _____

County: _____

Dear M. _____:

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

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

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

If you have any questions, please contact this office.

Sincerely,

Project Manager

____/____

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

ATTACHMENT C

POLICY FOR STANDARD PROCUREMENT OF ENGINEERING AND TECHNICAL SERVICES

Vehicle Reimbursement Schedule

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

For CEI projects, the consultant shall be reimbursed at the rate of \$40.00 per day for small and midsize pick-up trucks (e.g., Chevy Colorado, Ford Maverick, Nissan Frontier) and sport utility vehicles (SUV) (e.g., Chevy Blazer, Ford Bronco, Nissan Murano) and sedans when used on a TDOT project. For full sized pick-up trucks (e.g., Chevy Silverado, Ford F150, Dodge Ram, Nissan Titan) and SUVs (e.g., Chevy Traverse, Ford Explorer, Nissan Pathfinder) the consultant shall be reimbursed at the rate of \$45.00 per day when used on the project.

Vehicles used for CEI services shall be retrofitted to include vehicle reflective conspicuity and warning lights.

Vehicle Reflective Conspicuity shall include at a minimum the placement of fluorescent yellow-green reflective sheeting printed with black ink to create a chevron pattern on the rear tailgate, rear door, or trunk/bumper. Either a single 12" strip, or 2-6" strips can be used.



Warning Lights shall include, as a minimum, a 16-inch or longer, roof mounted amber and white lightbar, four (4) rear facing amber and white alternating LED lights, and two (2) front facing amber LED lights.



RATIONALE:

To establish the new vehicle rates, TDOT reviewed the ownership costs of several mid-size and full-size pickup trucks for a 5-year period using the Edmunds Inc., True Cost to Own (TCO)®, Cost of Car Ownership calculator. The costs included the total cost of the vehicle, insurance, maintenance, repairs, fuel, taxes/fees, and depreciation. The Department also considered the annual costs utilizing the established state travel regulation rates and average miles traveled. The CEI fleet is assumed to be a mixture of newer and slightly older vehicles, with various equipment packages and features.

The one-time costs to retrofit the vehicles with the reflective sheeting and safety lights was also considered in the new daily rates.

Assuming a standard 4-week month, 5 workday week, the new monthly reimbursement is now approximately \$800 and \$900 for small/midsize vehicles and large vehicles respectively.

ATTACHMENT D



Tennessee Department of Transportation
Fixed Fee Worksheet
 (8% base plus)

Project Description:

Route: _____
 Termini: _____
 County: _____
 Consultant: _____
 Other: _____

Size of Contract	The smaller the phase(s) of work negotiated in a project specific type contract or the smaller the work order negotiated in an on-call type contract, the higher the additional fixed fee percentage.
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<u>% Additional Fee</u>	<u>Qualifier</u>
<input type="checkbox"/> 0.00	More than \$2,000,000
<input type="checkbox"/> 0.50	Less than \$2,000,000
<input checked="" type="checkbox"/> 1.00	Less than \$500,000
<input type="checkbox"/> 2.00	Less than \$50,000

1.00

Complexity	The higher the complexity, the higher the additional fixed fee percentage.
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<u>% Additional Fee</u>	<u>Qualifier</u>
<input type="checkbox"/> 0.00	Resurfacing, No Plans Contracts, CEI On-Call Work Orders
<input type="checkbox"/> 0.50	Rural widening project, Freeway widening, New alignment, NEPA, Natural Stream Design, Tech. Studies, CEI Project Specific Contracts, TPR, Bridge Approach Project, Signal Project, Intersection Widening, Standard Geotechnical Investigations and Designs, Railroad Projects
<input checked="" type="checkbox"/> 1.00	Interchange, Urban widening, ITS, Bridge Design, Retaining wall design or evaluations involving soldier piles or soldier piles with anchor walls, seismic evaluations, and rockfall/landslide designs

1.00

Contract Duration	The longer the duration for the phase(s) negotiated in a project specific type contract or for the work order duration in an on-call type contract, the higher the additional fixed fee percentage.
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<u>% Additional Fee</u>	<u>Qualifier</u>
<input type="checkbox"/> 0.00	less than two years
<input checked="" type="checkbox"/> 0.50	from two to four years
<input type="checkbox"/> 1.00	four years or more

0.50

Subcontracting	The less work subcontracted, the higher the additional fixed fee percentage
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<u>% Additional Fee</u>	<u>Qualifier</u>
<input type="checkbox"/> 0.00	More than 40% of job
<input type="checkbox"/> 0.50	Less than 40% of job
<input checked="" type="checkbox"/> 1.00	Less than 20% of job

1.00

Overhead	The lower the overhead the higher the additional fixed fee percentage
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<u>% Additional Fee</u>	<u>Qualifier</u>
<input type="checkbox"/> 0.00	Office Overhead > 200% or Field (CEI) Overhead > 150%
<input type="checkbox"/> 0.50	Office Overhead > 180% and ≤ 200% or Field (CEI) Overhead > 130% and ≤ 150%
<input type="checkbox"/> 1.00	Office Overhead > 160% and ≤ 180% or Field (CEI) Overhead > 120% and ≤ 130%
<input checked="" type="checkbox"/> 2.00	Office Overhead > 140% and ≤ 160% or Field (CEI) Overhead > 110% and ≤ 120%
<input type="checkbox"/> 3.00	Office Overhead > 120% and ≤ 140% or Field (CEI) Overhead > 90% and ≤ 110%
<input type="checkbox"/> 4.00	Office Overhead ≤ 120% or Field (CEI) Overhead ≤ 90%

2.00

Total Fixed Fee = 13.50%

Completed By	Firm	Date