

# EXAMPLE – Lump Sum Invoice

ATTACHMENT A, PAGE 1

Job No. 78787

Inv. No. 0787

## HYPOTHETICAL ENGINEERING CO., INC.

Consulting Engineers

1000 Jackson Blvd., Chattanooga, TN 37110-1234

PH: (423) 247-2011

January 7, 2003

Project Monitor: John Doe

Tennessee Dept. of Transportation

Mr. Jeff Jones

Civil Engineering Director

Design Division, Suite 1300

James K. Polk Building

Nashville, TN 37243-0348

Agreement No. 9777

Work Order No. 6

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

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

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

### Progress Billing No. 6

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

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

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

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

# EXAMPLE – Cost Plus Net Fee Invoice

ATTACHMENT A, PAGE 2

Job No. 37281

Inv. No. 0183

CONSULTANT'S INHOUSE  
PROJECT AND INVOICE NO.

## HYPOTHETICAL ENGINEERING CO., INC.

Consulting Engineers

1000 Jackson Blvd., Chattanooga, TN 37110-1234

PH: (423) 247-2011

January 7, 2003

ONLY IF CONTRACT IS A  
CONTINUING AGREEMENT

TDOT Project Monitor: John Doe

FEDERAL PROJECT NO.

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

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

Agreement No. 9099

Work Order # (If Applicable)

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

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

STATE PROJECT NO.

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

Progress Billing No. 2

Dec. 1, 2002 - Dec. 31, 2002

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

USUALLY SUB-CONSULTANT COSTS

NOT A PERCENTAGE OF DIRECT  
LABOR AND OVERHEAD

AMOUNT DUE THIS INVOICE \$ 13,754.00

### SUMMARY

Contract Ceiling: \$200,000.00

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

Less amount previously invoiced 36,246.00

AMOUNT DUE THIS INVOICE \$ 13,754.00

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

By \_\_\_\_\_ (Principal's Signature)  
(Principal's typed name and title)

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

**SCHEDULE NO. 1**

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

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

\* BREAKDOWN OF LABOR COSTS BY PROJECT:

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

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

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

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

**SCHEDULE NO. 2**

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

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

\* BREAKDOWN OF DIRECT COSTS BY PROJECT:

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

TYPICALLY, SCHEDULE 3 IS USED FOR SUB-  
CONSULTANT SERVICES

**SCHEDULE NO. 3**

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

\* BREAKDOWN OF OTHER COSTS BY PROJECT:

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

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

September 27, 2001

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

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

Dear Sir:

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

Relocations have been completed on the following tracts:

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

Submitted claim forms for business relocation on the following tracts:

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

A business relocation has been completed on the following tract:

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

Negotiations have been completed on the following tracts:

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

The following tracts have been closed:

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

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

Sincerely,

By \_\_\_\_\_ (Principal's Signature)  
(Principal's typed name and title)

**ABC APPRAISAL**

September 27, 2001

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

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

Dear Sir:

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

**APPRAISAL INVOICE**

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

Sincerely,

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

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

**Bill To**

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

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

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

By \_\_\_\_\_ (Principal's Signature)  
(Principal's typed name and title)

**ATTACHMENT B**



STATE OF TENNESSEE  
**DEPARTMENT OF TRANSPORTATION**

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

(DATE) \_\_\_\_\_

M\_. \_\_\_\_\_

CONSULTANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SUBJECT: COMPLETION NOTICE

Agreement No. \_\_\_\_\_ Work Order # \_\_\_\_\_ (if applicable)

Project No: \_\_\_\_\_ PIN \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

County: \_\_\_\_\_

Dear M\_. \_\_\_\_\_:

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

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

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

If you have any questions, please contact this office.

Sincerely,

\_\_\_\_\_  
Project Manager

\_\_\_\_/\_\_\_\_

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

## Policy 301-01

### ATTACHMENT C

## POLICY FOR STANDARD PROCUREMENT OF ENGINEERING AND TECHNICAL SERVICES

### Vehicle Reimbursement Schedule

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

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

Rate changes are approved:

Paul D. Agnew  
TDOT Chief Engineer

11/13/13  
Date



## ATTACHMENT D



## Tennessee Department of Transportation

## Fixed Fee Worksheet

( 8% base plus)

Project Description:

Route: \_\_\_\_\_

Termini: \_\_\_\_\_

County: \_\_\_\_\_

Consultant: \_\_\_\_\_

Other: \_\_\_\_\_

<b>Size of Contract</b>	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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<b>% Additional Fee</b>	<b>Qualifier</b>
<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

<b>Complexity</b>	The higher the complexity, the higher the additional fixed fee percentage.
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<b>% Additional Fee</b>	<b>Qualifier</b>
<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

<b>Contract Duration</b>	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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<b>% Additional Fee</b>	<b>Qualifier</b>
<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

<b>Subcontracting</b>	The less work subcontracted, the higher the additional fixed fee percentage
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<b>% Additional Fee</b>	<b>Qualifier</b>
<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

<b>Overhead</b>	The lower the overhead the higher the additional fixed fee percentage
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<b>% Additional Fee</b>	<b>Qualifier</b>
<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