

## APPLICATION FOR PAYMENT ESTIMATE OF FEE FOR CONSULTANT SERVICES COST PLUS

CONSULTANT NAME: **We're the Greatest**  
 PROJECT NAME: **Concord**  
 PROJECT DESCRIPTION: **Part A - Project from X to Y**  
 NTP DATE: **Dec. 28, 2019**  
 EXPIRATION DATE: **Dec. 26, 2022**

VENDOR NO.: **405364**  
 REMIT PAY TO: **1 Main St., Concord, NH 03301**  
 CONTACT PERSON: **Frank Scribble**  
 PHONE NO.: **(800)-555-1212**  
 PROJECT NO.: **12345**  
 FEDERAL NO.: **A-X001(001)**  
 DATES OF SERVICE: FROM: **Jan. 1, 2020** TO: **Jan. 30, 2020**

INVOICE NO.: **1**

**ON-CALL ONLY**

TASK ORDER NO.: \_\_\_\_\_  
 PROJECT NAME: \_\_\_\_\_  
 PROJECT NO.: \_\_\_\_\_  
 CONTRACT NO.: \_\_\_\_\_

DIVISION OF WORK		AMOUNT INVOICED							
		A	B	C	D	E	F	G	H
		DIRECT LABOR	OVERHEAD 155.00% (A * OH%)	TOTAL THIS INVOICE (A + B)	THROUGH PREVIOUS INVOICE	INVOICE TO DATE (C + D)	APPROVED AMOUNT FROM CONTRACT	REMAINING (F - E)	% INVOICED (E / F)
1.0	DATA COLLECTION	\$ 3,168.99	\$ 4,911.93	\$ 8,080.92	\$ -	\$ 8,080.92	\$ 76,500.00	\$ 68,419.08	10.56%
2.0	ALTERNATIVES ANALYSIS	\$ 1,248.39	\$ 1,935.00	\$ 3,183.39	\$ -	\$ 3,183.39	\$ 191,250.00	\$ 188,066.61	1.66%
3.0	SELECT PREFERRED ALT.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153,000.00	\$ 153,000.00	0.00%
4.0	ENVIRONMENTAL PERMITTING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,050.00	\$ 130,050.00	0.00%
5.0	SLOPE AND DRAIN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,250.00	\$ 38,250.00	0.00%
6.0	PRELIM. PS&E DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,250.00	\$ 38,250.00	0.00%
7.0	CONTRACT DOCUMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,250.00	\$ 38,250.00	0.00%
8.0	PROJECT MANAGEMENT	\$ 5,185.62	\$ 8,037.71	\$ 13,223.33	\$ -	\$ 13,223.33	\$ 76,500.00	\$ 63,276.67	17.29%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL:		\$ 9,603.00	\$ 14,884.65	\$ 24,487.65	\$ -	\$ 24,487.65	\$ 742,050.00	\$ 717,562.35	3.30%
		FIXED FEE: 10.00%		\$ 4,081.28	\$ -	\$ 4,081.28	\$ 74,205.00	\$ 70,123.73	5.50%
This value must match total project percent complete									
11.0	DIRECT EXPENSES			\$ 1,522.00	\$ -	\$ 1,522.00	\$ 22,650.00	\$ 21,128.00	6.72%
PROJECT TOTAL:				\$ 30,090.93	\$ -	\$ 30,090.93	\$ 838,905.00	\$ 808,814.08	3.59%

I hereby certify, under the pains and penalties of perjury, that all costs and all work for which payment is hereby requested have been performed in accordance with the contract terms.

<b>Frank Scribble, PE</b>	<b>Senior VP</b>		<b>2/4/2020</b>
CONSULTANT'S NAME	TITLE	SIGNATURE	DATE
APPROVED FOR: \$ <b>30,090.93</b>	<b>APPROVED</b>	<i>FOR INTERNAL DOT USE ONLY</i>	
	<b>FOR PAYMENT</b>	DOT CONTRACT MANAGER: _____	DATE: _____
		DOT REVIEWER: _____	DATE: _____
CHARGE INVOICE TO - PROJECT	<b>Concord</b>	NUMBER: <b>12345</b>	W.C.C.: <b>138</b>
		ORG. CODE: <b>3054</b>	IMPROVE TYPE: _____

## PROGRESS REPORT COST PLUS

CONSULTANT NAME: We're the Greatest  
 PROJECT NAME: Concord  
 PROJECT DESCRIPTION: Part A - Project from X to Y

INVOICE NO.: 1  
 PROJECT NO.: 12345  
 FEDERAL NO.: A-X001(001)

DATES OF SERVICE: FROM: Jan. 1, 2020 TO: Jan. 30, 2020

DIVISION OF WORK	HOURS INVOICED				PROJECT PERCENT COMPLETE					
	APPROVED HOURS FROM CONTRACT	HRS. BILLED THROUGH PREVIOUS INVOICE	HOURS BILLED TO DATE	% HOURS BILLED	THROUGH PREVIOUS INVOICE % COMPLETE	THROUGH THIS INVOICE % COMPLETE	X	CONTRACT WEIGHT	=	PERCENT COMPLETE
			1/31/2017		12/28/2016	1/31/2017				
1.0	580	0	95	16.38%	0.00%	25.00%	X	10.00%	=	2.50%
2.0	1450	0	96	6.62%	0.00%	10.00%	X	25.00%	=	2.50%
3.0	1160	0		0.00%	0.00%		X	20.00%	=	0.00%
4.0	986	0		0.00%	0.00%		X	17.00%	=	0.00%
5.0	290	0		0.00%	0.00%		X	5.00%	=	0.00%
6.0	290	0		0.00%	0.00%		X	5.00%	=	0.00%
7.0	290	0		0.00%	0.00%		X	5.00%	=	0.00%
8.0	580	0	21	3.62%	0.00%	5.00%	X	10.00%	=	0.50%
							X		=	
							X		=	
							X		=	
							X		=	

TOTAL: 5626      0      212      97.00%

TOTAL HOURS PERCENT COMPLETE: 3.77%      TOTAL PROJECT PERCENT COMPLETE: 5.50%

PERCENT INVOICED (FROM APPLICATION FOR PAYMENT): 3.30%

DIFFERENCE: -1.73%      DIFFERENCE: 0.47%      DIFFERENCE: 2.20%

HRS. COMPL. VS. PROJ. COMPL.      HRS COMPL. VS INVOICED      PROJ. COMPL. VS. INVOICED

Based on the current project scope and recognizing known issue/conditions, the current design fee and the performance period including any awarded time extensions appear to be adequate to complete the assignment including all processed amendments.

Yes:       No:       Explanation: \_\_\_\_\_

## CERTIFIED PAYROLL REPORT

**CONSULTANT NAME:** We're the Greatest  
**PROJECT NAME:** Concord  
**PROJECT DESCRIPTION:** Part A - Project from X to Y  
**DATES OF SERVICE:** **FROM:** Jan. 1, 2020 **TO:** Jan. 30, 2020  
**DESCRIPTION:** Part A - Project from X to Y

**INVOICE NO.:** 1  
**PROJECT NO.:** 12345  
**FEDERAL NO.:** A-X001(001)

EMPLOYEE NAME TITLE	JANUARY																															TOT. HRS	RATE	COST		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Joe Smith Associate					2	2																												4	\$60.00	\$ 240.00
Jane Doe Senior Associate																																		0		\$ -
Sam Jones Project Manager					2	2																						2						6	\$59.00	\$ 354.00
Karen W. Senior Engineer																																		0		\$ -
Bob D. Senior Engineer																																		0		\$ -
Bill K Senior Engineer					6	6				6	8	8	8								2													48	\$53.50	\$ 2,568.00
Jenn L. Senior Engineer																																		0		\$ -
Jackie P Engineer																																		0		\$ -
Tommy H. Engineer																																		0		\$ -
Linda G. Engineer																																		0		\$ -
Kevin N. Junior Engineer									2	2	2	2	2				8	8	8	8					8	8	8	8	8				82	\$46.50	\$ 3,813.00	
Teddy J. Junior Engineer																																		0		\$ -
Pete G Engineer Technican																	8	8	8	8					8	8	8	8	8				72	\$36.50	\$ 2,628.00	
Larry R Engineer Technican																																		0		\$ -
<b>TOTAL:</b>																															<b>212</b>		<b>\$ 9,603.00</b>			



### CERTIFIED NARRATIVE

CONSULTANT NAME: We're the Greatest  
 PROJECT NAME: Concord  
 PROJECT DESCRIPTION: Part A - Project from X to Y  
 NPT DATE: Dec. 28, 2019  
 EXPIRATION DATE: Dec. 26, 2022  
 DATES OF SERVICE: FROM: Jan. 1, 2020

INVOICE NO.: 1  
 PROJECT NO.: 12345  
 FEDERAL NO.: A-X001(001)

TO: Jan. 30, 2020

**GENERAL**

**Major Issues or Concerns** No issues to date we're on track.

**Explanation of Delay Impacts**

**DIVISION OF WORK - SECTION 2.0 - ALTERNATIVE ANALYSIS**

**Deliverable Status**

Deliverable Name	Percent Complete	Actual/Scheduled Submittal Date
<span style="color: red;">Plans of Various Alternatives</span>	<span style="color: red;">25%</span>	<span style="color: red;">4/30/2020</span>
<span style="color: red;">Draft Engineering Report</span>	<span style="color: red;">15%</span>	<span style="color: red;">6/1/2020</span>

**Work Performed during Dates of Service**

Work Description

Incorporated various field review changes

Developed Alternative Options

Created Microsimulation of various alternatives

Developed alternative analysis matrix of Pros vs. Cons

**Significant Meetings / Events**

Meeting / Event Description	Meeting / Event Date
<span style="color: red;">Site Visit</span>	<span style="color: red;">1/25/2020</span>

Has a copy of the latest Design Schedule been provided with this invoice?

Yes: X No: \_\_\_\_\_ Explanation: \_\_\_\_\_

**CERTIFIED NARRATIVE**

CONSULTANT NAME: We're the Greatest  
 PROJECT NAME: Concord  
 PROJECT DESCRIPTION: Part A - Project from X to Y  
 NPT DATE: Dec. 28, 2019  
 EXPIRATION DATE: Dec. 26, 2022  
 DATES OF SERVICE: FROM: Jan. 1, 2020 TO: Jan. 30, 2020

INVOICE NO.: 1  
 PROJECT NO.: 12345  
 FEDERAL NO.: A-X001(001)

**GENERAL**

**Major Issues or Concerns** No issues to date we're on track.

**Explanation of Delay Impacts**

**DIVISION OF WORK - SECTION 8.0 - PROJECT MANAGEMENT****Deliverable Status**

<u>Deliverable Name</u>	<u>Percent Complete</u>	<u>Actual/Scheduled Submittal Date</u>
<span style="color: red;">Invoice #1</span>	<span style="color: red;">100%</span>	<span style="color: red;">2/4/2020</span>
<span style="color: red;">Design Schedule</span>	<span style="color: red;">100%</span>	<span style="color: red;">1/15/2020</span>

**Work Performed during Dates of Service**

Work Description

Developed Design Schedule

Developed Invoicing Template

Invoice # 1 Completion

**Significant Meetings / Events**

<u>Meeting / Event Description</u>	<u>Meeting / Event Date</u>
<span style="color: red;">Met with DOT Project Manager to review Design Schedule</span>	<span style="color: red;">1/24/2020</span>

Has a copy of the latest Design Schedule been provided with this invoice?

Yes: X No: \_\_\_\_\_ Explanation: \_\_\_\_\_



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Concord
12345

Bureau of Highway Design
Room 200
Tel: (603) 271-2171
Fax: (603) 271-7025

December 28, 2019

Mr. Project Manager, PE
We're the Greatest, Inc.
1 Main Street
Concord, NH 03301

Re: Notice to Proceed - Concord 12345

Dear Mr. Manager:

On December 26, 2019 the Department received Governor and Executive Council approval of our agreement with We're the Greatest, Inc. for Concord 12345 agreement. This agreement expires on December 26, 2022. The maximum amount allowed to be billed against this agreement is \$838,905.00.

This agreement will be administered as cost plus fixed fee agreement. Invoices and Progress Reports shall be submitted monthly. The agreement will be administered through NHDOT Contract Manager Susie Smith - Susie.Smith@dot.nh.gov, 603-271-1212. Please submit all questions and invoices through Ms. Smith. For invoicing purposes, the approved hours from the contract total 5,626 and the following is the breakdown of the maximum limiting fee for this contract:

Table with 2 columns: Category and Amount. Rows include Direct labor (\$291,000.00), Overhead (\$451,050.00), Fixed Fee (\$ 74,205.00), Direct Expense (\$ 2,650.00), and Sub-Consultants (\$ 20,000.00).

This letter serves as the Notice to Proceed for the Concord 12345 project. For invoicing proposes the Project Name: Concord, Number: 12345, WCC: 138, and Org Code: 3054 should be shown on the invoice.

We look forward to working with you on this effort.

Sincerely,

James A. Marshall, PE
Administrator, Bureau of Highway Design

cc: S. Smith, Contract Manager
Finance - Accounts Payable Section
Internal Audit Office
Project File

## DIRECT EXPENSE SUMMARY

**CONSULTANT NAME:** We're the Greatest  
**PROJECT NAME:** Concord  
**PROJECT DESCRIPTION:** Part A - Project from X to Y

**INVOICE NO.:** 1  
**PROJECT NO.:** 12345  
**FEDERAL NO.:** A-X001(001)

**DATES OF SERVICE:**           **FROM:** Jan. 1, 2020                           **TO:** Jan. 30, 2020

CATEGORY AND DETAIL	AMOUNT INVOICED				
	A	B	C	D	E
	AMOUNT THIS INVOICE	THROUGH PREVIOUS INVOICE	INVOICE TO DATE (A + B)	APPROVED AMOUNT FROM CONTRACT	REMAINING (D - C)
<b>ASSIGNMENT NO.</b>					
CATEGORY					
Printing	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
SUBTOTAL:	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
CATEGORY					
Mileage	\$ 22.00	\$ -	\$ 22.00	\$ 650.00	\$ 628.00
SUBTOTAL:	\$ 22.00	\$ -	\$ 22.00	\$ 650.00	\$ 628.00
CATEGORY					
Sub-Consultants	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 20,000.00	\$ 18,500.00
SUBTOTAL:	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 20,000.00	\$ 18,500.00
CATEGORY					
SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -
CATEGORY					
SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -
CATEGORY					
SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL FOR ASSIGNMENT:</b>	<b>\$ 1,522.00</b>	<b>\$ -</b>	<b>\$ 1,522.00</b>	<b>\$ 22,650.00</b>	<b>\$ 21,128.00</b>

\* INSERT DIRECT EXPENSE BACK UP INFORMATION HERE