

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. 28, 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: **Feb. 1, 2020** TO: **Feb. 28, 2020**

INVOICE NO.: **2**

ON-CALL ONLY

TASK ORDER NO.: _____
 PROJECT NAME: _____
 PROJECT NO.: _____
 CONTRACT NO.: _____

DIVISION OF WORK		AMOUNT INVOICED							
		A DIRECT LABOR	B OVERHEAD 155.00% (A * OH%)	C TOTAL THIS INVOICE (A + B)	D THROUGH PREVIOUS INVOICE	E INVOICE TO DATE (C + D)	F APPROVED AMOUNT FROM CONTRACT	G REMAINING (F - E)	H % INVOICED (E / F)
1.0	DATA COLLECTION	\$ 8,452.45	\$ 13,101.30	\$ 21,553.75	\$ 8,080.92	\$ 29,634.67	\$ 76,500.00	\$ 46,865.33	38.74%
2.0	ALTERNATIVES ANALYSIS	\$ 9,245.55	\$ 14,330.60	\$ 23,576.15	\$ 3,183.39	\$ 26,759.54	\$ 191,250.00	\$ 164,490.46	13.99%
3.0	SELECT PREFERRED ALT.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153,000.00	\$ 153,000.00	0.00%
4.0	ENVIRONMENTAL PERMITTING	\$ 2,125.65	\$ 3,294.76	\$ 5,420.41	\$ -	\$ 5,420.41	\$ 130,050.00	\$ 124,629.59	4.17%
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	\$ 779.65	\$ 1,208.46	\$ 1,988.11	\$ 13,223.33	\$ 15,211.44	\$ 76,500.00	\$ 61,288.56	19.88%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL:		\$ 20,603.30	\$ 31,935.12	\$ 52,538.42	\$ 24,487.64	\$ 77,026.06	\$ 742,050.00	\$ 665,023.95	10.38%
		FIXED FEE: 10.00%		\$ 3,205.65	\$ 4,081.28	\$ 7,286.93	\$ 74,205.00	\$ 66,918.07	9.82%
This value must match total project percent complete									
11.0	DIRECT EXPENSES			\$ 3,275.00	\$ 1,522.00	\$ 4,797.00	\$ 22,650.00	\$ 17,853.00	21.18%
PROJECT TOTAL:				\$ 59,019.07	\$ 30,090.92	\$ 89,109.99	\$ 838,905.00	\$ 749,795.01	10.62%

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.

Frank Scribble, PE	Senior VP		2/4/2020
CONSULTANT'S NAME	TITLE	SIGNATURE	DATE
APPROVED FOR: \$ 59,019.07	APPROVED	<i>FOR INTERNAL DOT USE ONLY</i>	
	FOR PAYMENT	DOT CONTRACT MANAGER: _____	DATE: _____
		DOT REVIEWER: _____	DATE: _____
CHARGE INVOICE TO - PROJECT Concord	NUMBER: 12345	W.C.C.: 138	ORG. CODE: 3054 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.: 2
 PROJECT NO.: 12345
 FEDERAL NO.: A-X001(001)

DATES OF SERVICE: FROM: Feb. 1, 2020 TO: Feb. 28, 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
		1/30/2020	2/28/2020		1/30/2020	2/28/2020				
1.0 DATA COLLECTION	580	95	220	37.93%	25.00%	35.00%	X	10.30%	=	3.61%
2.0 ALTERNATIVES ANALYSIS	1450	95	316	21.79%	10.00%	15.00%	X	25.78%	=	3.87%
3.0 SELECT PREFERRED ALT.	1160			0.00%	0.00%		X	20.63%	=	0.00%
4.0 ENVIRONMENTAL PERMITTING	986		75	7.61%	0.00%	7.50%	X	17.53%	=	1.31%
5.0 SLOPE AND DRAIN	290			0.00%	0.00%		X	5.15%	=	0.00%
6.0 PRELIM. PS&E DEVELOPMENT	290			0.00%	0.00%		X	5.15%	=	0.00%
7.0 CONTRACT DOCUMENTS	290			0.00%	0.00%		X	5.15%	=	0.00%
8.0 PROJECT MANAGEMENT	580	21	66	11.38%	5.00%	10.00%	X	10.31%	=	1.03%
TOTAL: 5626 211 677 100.00%										

TOTAL HOURS PERCENT COMPLETE: 12.03%

TOTAL PROJECT PERCENT COMPLETE: 9.82%

PERCENT INVOICED (FROM APPLICATION FOR PAYMENT): 10.38%

DIFFERENCE: 2.21%
 HRS. COMPL. VS. PROJ. COMPL.

DIFFERENCE: 1.65%
 HRS COMPL. VS INVOICED

DIFFERENCE: -0.56%
 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:** Feb. 1, 2020 **TO:** Feb. 28, 2020
DESCRIPTION: Part A - Project from X to Y

INVOICE NO.: 2
PROJECT NO.: 12345
FEDERAL NO.: A-X001(001)

EMPLOYEE NAME TITLE	FEBRUARY																												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			
Joe Smith Associate							6	2	2												2	2					2	2	18	\$60.00	\$ 1,080.00
Jane Doe Senior Associate															2	2					2	2					2	2	12	\$60.00	\$ 720.00
Sam Jones Project Manager								2	2						2	2					2	2					2	2	16	\$55.00	\$ 880.00
Karen W. Senior Engineer															4	4					4	4	8				4	4	32	\$49.00	\$ 1,568.00
Bob D. Senior Engineer												4	4	4	4	4				4	4	4	4	4			4	8	52	\$48.75	\$ 2,535.00
Billi K Senior Engineer																													0	\$48.00	\$ -
Jenn L. Senior Engineer							2	2	2			4	4	4	4	4				4	4	4	4	4			4	4	54	\$49.00	\$ 2,646.00
Jackie P Engineer																													0	\$45.50	\$ -
Tommy H. Engineer							4	4	4			4	4	4	4	4				4	4	4	4	4			4	4	60	\$43.75	\$ 2,625.00
Linda G. Engineer													4	4	4					4	4	4	4	4			4	4	40	\$44.15	\$ 1,766.00
Kevin N. Junior Engineer						4	4	4	4	4			4	4	4	4	4			4	4	6	8	8			8	8	86	\$39.75	\$ 3,418.50
Teddy J. Junior Engineer																													0	\$38.50	\$ -
Pete G Engineer Technican																													0	\$37.05	\$ -
Larry R Engineer Technican												8	8	8	8	8				8	8	8	8	8			8	8	96	\$35.05	\$ 3,364.80
																													0		\$ -
																													0		\$ -
TOTAL:																													466		\$ 20,603.30

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. 28, 2022
 DATES OF SERVICE: FROM: Feb. 1, 2020

INVOICE NO.: 2
 PROJECT NO.: 12345
 FEDERAL NO.: A-X001(001)

TO: Feb. 28, 2020

GENERAL

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

Explanation of Delay Impacts

DIVISION OF WORK - SECTION 1.0 - DATA COLLECTION

Deliverable Status

Deliverable Name	Percent Complete	Actual/Scheduled Submittal Date
Preliminary Plans	85%	3/31/2020

Work Performed during Dates of Service

Work Description
Incorporated all data collection items into Preliminary Plans
Need Wetland Delineation survey reports from DOT - BOE is working with Plan Prep to incorporate wetlands mapping into base plan - Anticipated 3/31/2020

Significant Meetings / Events

Meeting / Event Description	Meeting / Event Date
Site visit to inspect site and review data collection	Mar. 15, 2020

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. 28, 2022
 DATES OF SERVICE: FROM: Feb. 1, 2020

INVOICE NO.: 2
 PROJECT NO.: 12345
 FEDERAL NO.: A-X001(001)

TO: Feb. 28, 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
Plans of Various Alternatives	50%	4/15/2020
Draft Engineering Report	50%	4/15/2020

Work Performed during Dates of Service

Work Description

Incorporated all data collection items
Developed various alternative designs

Significant Meetings / Events

Meeting / Event Description	Meeting / Event Date
Met with Deisgn staff to review possible alternatives to study	2/25/2020
Field Review of Site for Alterntiaves Development	2/18/2020

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. 28, 2022
 DATES OF SERVICE: FROM: Feb. 1, 2020

INVOICE NO.: 2
 PROJECT NO.: 12345
 FEDERAL NO.: A-X001(001)

TO: Feb. 28, 2020

GENERAL

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

Explanation of Delay Impacts

DIVISION OF WORK - SECTION 4.0 - ENVIRONMENTAL PERMITTING

Deliverable Status

Deliverable Name	Percent Complete	Actual/Scheduled Submittal Date
Wetands Base Plan w/classifications	85%	4/15/2020
Cultural Resources Draft report	75%	4/15/2020

Work Performed during Dates of Service

Work Description

Incorporaed Wetland mapping
 Completed GRANIT desktop search
 Reviewed Cultural Resource mapping requirements

Significant Meetings / Events

Meeting / Event Description

Meeting / Event Date

Met with Environmental Coordinator to review Natural and Cultural Resource mapping 2/15/2020
 Met with DHR staff to review historic Resources in area 2/20/2020

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

Yes:

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. 28, 2022
 DATES OF SERVICE: FROM: Feb. 1, 2020

INVOICE NO.: 2
 PROJECT NO.: 12345
 FEDERAL NO.: A-X001(001)

TO: Feb. 28, 2020

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

Deliverable Name	Percent Complete	Actual/Scheduled Submittal Date
Invoice # 2	100%	2/4/2020
Developed Design Schedule	100%	1/15/2020

Work Performed during Dates of Service

Work Description
Developed Design Schedule
Invoice # 2 Completion

Significant Meetings / Events

Meeting / Event Description	Meeting / Event Date
Met with DOT PM to discuss design schedule and deliverables	2/25/2020

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:

Direct labor:	\$291,000.00
Overhead:	\$451,050.00
Fixed Fee:	\$ 74,205.00
Direct Expense:	\$ 2,650.00
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

**STATE OF NEW HAMPSHIRE
NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION
7 HAZEN DRIVE, CONCORD, NH 03301**

DIRECT EXPENSE SUMMARY

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

INVOICE NO.: 2
 PROJECT NO.: 12345
 FEDERAL NO.: A-X001(001)

DATES OF SERVICE: FROM: Feb. 1, 2020 TO: Feb. 28, 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)
ASSIGNMENT NO.					
CATEGORY					
Printing	\$ 10.00	\$ -	\$ 10.00	\$ 2,000.00	\$ 1,990.00
SUBTOTAL:	\$ 10.00	\$ -	\$ 10.00	\$ 2,000.00	\$ 1,990.00
CATEGORY					
Mileage	\$ 15.00	\$ 22.00	\$ 37.00	\$ 650.00	\$ 613.00
SUBTOTAL:	\$ 15.00	\$ 22.00	\$ 37.00	\$ 650.00	\$ 613.00
CATEGORY					
Sub-Consultants	\$ 3,250.00	\$ 1,500.00	\$ 4,750.00	\$ 20,000.00	\$ 15,250.00
SUBTOTAL:	\$ 3,250.00	\$ 1,500.00	\$ 4,750.00	\$ 20,000.00	\$ 15,250.00
CATEGORY					
SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -
CATEGORY					
SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -
CATEGORY					
SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FOR ASSIGNMENT:	\$ 3,275.00	\$ 1,522.00	\$ 4,797.00	\$ 22,650.00	\$ 17,853.00

* INSERT DIRECT EXPENSE BACK UP INFORMATION HERE