

OCDWEP Guidance for Consultant Payment Applications

Purpose:

This guidance provides instructions to consultants for how to submit payment applications to OCDWEP.

Directions:

1. For engineering payment applications, a WEP Engineering Cost Status Report and MBE/WBE, Sucontractor, and Direct Expense Report shall be completed and accompany each payment application (see attachments #1 and #2, respectively).
2. The following back-up shall be provided for payment applications, broken down by work task (see attachment #3 example).
 - Person working on task, their pay rate, applicable multipliers, and subtotal for their work within that task.
 - Expenses.
 - Total for each task.
 - Subconsultant billing.
3. Back up shall also be provided for any mileage claimed, including toll receipts, and the name of the person submitting reimbursement for same.
4. Direct expenses billed need to have a description of what it is for and applicable back up.
5. Pay rates need to be consistent with that described in the contract.
6. All work performed during the noted period must be just that; with limited exceptions for subcontractors as there may be an inherent delay. After this payment application is approved, there can be no further billing for this timeframe. So please make sure that billing is up to date and complete for each payment application period.
7. No meals can be charged.
8. Payments should be directed to the WEP Project Manager (PM) at the following address.

Onondaga County Department of Water Environment Protection
650 Hiawatha Blvd., West
Syracuse, NY 13204-1194
Attn: *applicable PM*
9. Please be advised that no out of scope work and/or billing can be performed without prior written authorization from this department.
10. Any specific questions on payment applications should be directed to the applicable WEP Project Manager.

ONONDAGA COUNTY
DEPARTMENT OF WATER ENVIRONMENT PROTECTION

ENGINEERING COST STATUS REPORT

PROJECT: ENGINEER: AGREEMENT NO: INVOICE #: AGREEMENT LAST AMENDED: AGREEMENT END DATE:

This report covers all costs incurred up to and including the Billing Period Ending:

Table with 10 columns: TASK OR PHASE NO. & NAME, TOTAL PER ORIGINAL AGREEMENT, AMENDMENTS, TOTAL CURRENTLY APPROVED AMOUNT, TOTAL BILLED THRU LAST BILLING PERIOD, TOTAL BILLING THIS PERIOD, TOTAL EXPENDED THRU THIS BILLING PERIOD, PERCENT BILLED, PROJECTED NEEDED TO COMPLETE, PROJECTED FINAL TOTAL. Includes example row 'Task 1 - Kickoff Meeting (example)'.

TOTAL:

CERTIFICATION: The above is a true and accurate accounting of the costs incurred to the date and the costs projected to complete all services currently authorized to be provided under this Agreement, as Amended, including any and all direct expenses and services by others.

SIGNATURE: TITLE: DATE:

**ONONDAGA COUNTY
DEPARTMENT OF WATER ENVIRONMENT PROTECTION**

MBE/WBE, SUBCONTRACTOR, and DIRECT EXPENSE REPORT

PROJECT: _____
 ENGINEER: _____
 AGREEMENT NO: _____

INVOICE #: _____

AGREEMENT LAST AMENDED: _____

AGREEMENT END DATE: _____

This report covers all costs incurred up to and including the Billing Period Ending: _____

BILLING COMPONENT	TOTAL PER ORIGINAL AGREEMENT	AMENDMENTS	TOTAL CURRENTLY APPROVED AMOUNT	TOTAL BILLED THRU LAST BILLING PERIOD	TOTAL BILLING THIS PERIOD	TOTAL EXPENDED THRU THIS BILLING PERIOD	PERCENT BILLED [(total expended thru this billing period)/(total currently approved amt)]	PROJECTED NEEDED TO COMPLETE	PROJECTED FINAL TOTAL
MBE (total)									
WBE (total)									
SUBCONTRACTOR COSTS (total)									
DIRECT EXPENSES (total)									

CERTIFICATION:

The above is a true and accurate accounting of the costs incurred to the date and the costs projected to complete all services currently authorized to be provided under this Agreement, as Amended, including any and all direct expenses and services by others.

SIGNATURE: _____

TITLE: _____

DATE: _____

**To be Prepared by Engineering
Consultant**

(For WEP Internal Use Only)

Project : [REDACTED]

Invoice # : [REDACTED]

Phase : 02 -- Review of Background Info

Professional Fees

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Total Professional Fees			[REDACTED]

Total Phase : 02 -- Review of Background Info

Labor : [REDACTED]
Expense : [REDACTED]
Total : [REDACTED]

Phase : 03 -- Final Design

Professional Fees

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Total Professional Fees			[REDACTED]

Total Phase : 03 -- Final Design

Labor : [REDACTED]
Expense : [REDACTED]
Total : [REDACTED]

Phase : 05 -- 25% & 50% Design Deliverables

Professional Fees

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Total Professional Fees			[REDACTED]

Total Phase : 05 -- 25% & 50% Design Deliverables

Labor : [REDACTED]
Expense : [REDACTED]
Total : [REDACTED]

Total Project: [REDACTED]