



Donald L. Plusquellic  
Mayor

DEPARTMENT OF PUBLIC SERVICE  
**BUREAU OF ENGINEERING**  
701 MUNICIPAL BUILDING • 375-2095  
AKRON, OHIO 44308

C. DAVID HAUGH P.E.  
CITY ENGINEER

**TO:** Engineering Division Managers and Project Managers

**FROM:** C. David Haugh, P.E. *CDH*  
City Engineer

**DATE:** May 4, 1995  
Revised June 18, 1998  
Revised February 16, 1999

**RE:** Consultant Billing

To facilitate timely review and payment to consultants and to accomplish effective, efficient administration of consultant contracts, the following policy is established.

- A. Consultants shall include the following minimum information in proposals, agreements and billings.

Overhead and Profit Multipliers

1. Proposals and agreements for design consultants, construction management and supplemental services shall include one multiplier inclusive of overhead and profit. A statement within the agreement shall indicate the percentage profit represents within the multiplier.
2. Computer time shall not be billed separately. All computer expenses are to be included in the overhead multiplier.

Hourly Agreement (Supplemental and Cost Plus)

1. Each job classification covered by the agreement will have a rate range.
  2. The summary page shall list each employee's name with the total hours worked for that period, actual hourly rate (not to exceed the maximum rate in the range of the classification of the work performed), and total cost for services rendered for that period compared to total amount to date.
- [Redacted signature area]*

3. The supporting documentation shall include a copy of each employee's time sheet with hours assigned to each activity by date or a listing similar to 2. by pay period, by activity.
4. All testing rates shall be published in the agreement, including reimbursable items.

#### Lump Sum Agreement

1. The summary page shall list each contract phase/item/task with the percentage of each activity completed for the billing period and completed to date.
2. The supporting documentation shall include a detailed description of activities comprising the contract phases/items/tasks and a comparison of work effort contracted compared to work effort completed to date (i.e. number of shop drawings expected for review with number completed).

#### All Agreements

1. Reimbursable expenses must be supported by copies of receipts, travel logs, or in-house copying information (i.e. photocopies, blue prints, etc.).
2. Consultant billings must be approved and signed by the consultant's project manager to signify that the work invoice represents actual work effort performed and billing is consistent with the contract.
3. Consultant billings shall refer to the correct project name and include the project fund and organization codes.
4. Consultants, construction managers, and supplemental service consultants shall not mark up subconsultants' invoices. Coordination time for the consultant shall be included in the consultant's task breakdown.

#### Construction Activities

1. With the exception of construction management agreements and studies, all agreements in which construction documents will be produced for bidding by the City shall include construction services. These services can include site visits, shop drawings, alternate investigation, as-built drawings, etc.
2. Construction services shall be determined during the project scope preparation.

B. Payment Schedule for Consultant Contracts

The consultant may submit a billing according to the following schedule.

1. Up to a maximum of ninety percent of the design contract amount after the plans are submitted for final review by the consultant to the City Engineering project manager. Final review occurs when, in the opinion of the project manager, the plan is complete and if, as a result of the review, no comments are generated, the plan could be bid as received.
2. Up to a maximum of ninety-five percent of the design contract amount may be submitted after tracings are filed, the Disposition of Comments Document is approved by the City Engineering project manager, and all design activities are complete.
3. One hundred percent of the design contract amount may be submitted for payment after project bids are opened and determined to be consistent with the project design scope and budget.


For projects that do not follow this payment schedule (e.g., a study, an ODOT project, etc.), a revised payment schedule will be mutually developed between the City and the consultant and shall be made a part of the contract.

C. City processing will be according to the following procedure.

1. The City Engineering project manager is responsible to review project consultant billings. Amounts circled and initialed by the City Engineering project manager will be the approved amount of payment.
2. Approved invoices will be routed to the Administrative Services Division accounts clerk for preparation of expenditure voucher.
3. Expenditure vouchers will be routed to the appropriate division manager and the City Engineer and returned to Administrative Services for processing.
4. Project managers are advised that the Finance Department has a policy of paying invoices exceeding \$25,000 on the 10<sup>th</sup>, 20<sup>th</sup> and 30<sup>th</sup> of the month when received in Finance no later than ten days before these dates. Therefore, the Administrative Services Division is committed to process invoices received by the 5<sup>th</sup>, 15<sup>th</sup> and 25<sup>th</sup> for payment on the 20<sup>th</sup>, 30<sup>th</sup> and 10<sup>th</sup> respectively.

Sample invoices depicting this format are attached for your reference.

CDH/dk  
Attachments



054379

**MALCOLM  
PIRNIE**

RECEIVED  
CITY OF AKRON  
BUREAU OF ENGINEERING  
1036 NOV 32 PM 12:40

MALCOLM PIRNIE, INC.  
ENVIRONMENTAL ENGINEERS, SCIENTISTS & PLANNERS



November 20, 1996

City of Akron  
Bureau of Engineering  
166 S. High Street  
Akron, OH 44308

Attention: Mr. Mark J. Moore  
Project Manager

RE: CSO 1996 BIOLOGICAL STUDY & COORD.

PROJECT NO: 0161-153

INVOICE #3

For Professional Services provided from:  
September 28 through October 25, 1996

Maximum Amount Payable Per Agreement

\$150,808.00

SERVICES TO DATE  
LESS PREVIOUSLY BILLED  
TOTAL AMOUNT DUE THIS INVOICE

\$80,423.98

\$69,453.11

\$10,970.87

This invoice is true to the best of my knowledge.

Nicholas O. Rodzianko

OK to pay  
MTM  
12/26/96  
00001

REMIT TO:

Malcolm Pirnie, Inc.  
104 Corporate Park Drive  
White Plains, NY 10602-0751

Labor - September 28 through October 25, 1996

EMPLOYEE	HOURS	RATE	AMOUNT	TOTAL
<u>Task 120 - BIO. SAMPLING &amp; EPA SITE VISITS</u>				
D. Markowitz	11.0	31.50	\$ 346.50	
Task Total				\$ 346.50
<u>Task 140 - DISSOLVED OXYGEN MONITORING</u>				
S. Castelli	8.0	10.00	\$ 80.00	
A. Knopa	3.0	9.10	\$ 27.30	
D. Markowitz	16.0	31.50	\$ 504.00	
N. Rodzianko	1.0	43.00	\$ 43.00	
R. Steinhart	1.0	23.81	\$ 23.81	
R. Turk	4.0	15.50	\$ 62.00	
R. Waltz	8.0	19.80	\$ 158.40	
R. Woodard	7.5	12.30	\$ 92.25	
Task Total				\$ 990.76
<u>Task 140 - DISSOLVED OXYGEN MONITORING</u>				
S. Castelli	7.0	10.00	\$ 70.00	
R. Steinhart	1.0	23.81	\$ 23.81	
R. Waltz	3.0	19.80	\$ 59.40	
Task Total				\$ 153.21
<u>Task 180 - PROJECT MEETINGS</u>				
R. Steinhart	13.0	23.81	\$ 309.53	
Task Total				\$ 309.53
<u>Task 190 - EPA MEETINGS</u>				
C. Glavic	10.0	13.65	\$ 136.50	
Task Total				\$ 136.50
<u>Task 200 - PROJECT COORDINATION</u>				
G. Cavaluzzi	1.0	50.00	\$ 50.00	
N. Rodzianko	1.0	43.00	\$ 43.00	
R. Steinhart	8.0	23.81	\$ 190.48	
Task Total				\$ 283.48



Labor

\$ 6,919.68

00002

MALCOLM  
PIRNIE

AKRON CSO SYSTEM WIDE BIO ASSESSMENT STUDY  
Page Four

Expenses - September 28 through October 25, 1996

DESCRIPTION	HOURS	RATE	AMOUNT	TOTAL
Reproduction Services			\$ 43.38 ✓	
Travel & Subsistence			\$ 33.28 ✓	
LDDS Telecommunications			\$ 17.20 ✓	
Federal Express			\$ 108.90 ✓	
R. Woodard Expense Report			\$ 3.00 ✓	
XCG Consultants, Inc.			\$ 1,645.43 ✓	
Enviroscience, Inc.			\$ 2,200.00 ✓	

TOTAL EXPENSES \$ 4,051.19

TOTAL BILLABLE COSTS \$ 10,970.87

TOTAL AMOUNT DUE THIS INVOICE \$ 10,970.87

OK + 0 pay  
MTM  
12/26/99

00003

~~AKRON CSO~~

Kelley Associates, Inc.

Consulting Engineers

INVOICE FOR PROFESSIONAL ENGINEERING SERVICES RENDERED

City of Akron  
Dept. of Public Service  
Bureau of Engineering  
166 South High Street  
Akron, Ohio 44308

Invoice Date: June 1, 1995  
Invoice Number: 06060-60  
Invoice Period: 06/01-06/30/95  
Tax ID Number: 12-1212121

PROJECT: Meander Avenue Improvements  
PID #01474  
Ordinance No. 000-1995  
Design - Preliminary and Final Development

ENGINEERING

Lump Sum Fee	\$359,158.69
67.50% Complete (See page 2 for details)	\$242,432.12
Amount Previously Invoiced	\$153,181.19
Amount Due This Invoice	\$ 89,250.93

By: H. Brent Kelley  
President, Kelley Associates, Inc.

Date: 6/20/95

SUMMARY

Lump Sum Fee	\$359,158.69
Amount Previously Invoiced	\$153,181.19
Total Due This Invoice	<u>\$ 89,250.93</u>
Total Invoiced to Date	\$242,432.12
Payments Received to Date	<u>\$153,181.19</u>
TOTAL DUE TO DATE	\$ 89,250.93

18-103

Kelley Associates, Inc.

Meander Avenue Improvements  
PID #01474

Page 2

Invoice No. 06060-60

Project to Date

	<u>%Complete</u> <u>Item</u>	<u>%Total</u> <u>Project</u>	<u>%Project</u> <u>Complete</u>
Survey & Mapping	100.00	10.00	10.00
Environmental Assessment	75.00	10.00	7.50
Documentation	100.00	10.00	10.00
Miscellaneous	100.00	15.00	15.00
Feasible Alternatives	100.00	5.00	5.00
Construction Plans	40.00	<u>50.00</u>	<u>20.00</u>
TOTAL		100.00%	67.50%

Current Invoice

	<u>%Complete</u> <u>Item</u>	<u>%Total</u> <u>Project</u>	<u>%Project</u> <u>Complete</u>
Survey & Mapping	2.00	10.00	.20
Environmental Assessment	5.00	10.00	.50
Documentation	17.00	10.00	1.70
Miscellaneous	43.00	15.00	6.45
Feasible Alternatives	20.00	5.00	1.00
Construction Plans	30.00	<u>50.00</u>	<u>15.00</u>
TOTAL		100.00%	24.85%

