

Administration Forms

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Introduction

Invoices

Consultants entering agreements with RCTD are required to submit monthly invoices in accordance with RCTD invoicing procedures. The templates included in this appendix are provided to facilitate consultant compliance with RCTD invoicing requirements.

RCTD provides two separate invoicing templates. One template is for the Project-specific & Multi-phase contracts and the other is for the On-Call contracts. The Project-specific & Multi-phase invoice templates are more complex and provide for segmenting invoices into separate phases as well as providing detailed progress tracking of services by individual tasks. These templates assume the contracts are structured as cost plus fixed fee. The On-Call contracts are invoiced by specific assignment and the limited scope of these assignments does not justify the need for segmenting the work into phases or requiring complex status reporting. On-Call contracts are assumed to be structured using specific rates of compensation.

The Project-specific & Multi-phase invoice template has been modified to include certain progress information necessary to validate work progress against billings. This has eliminated the need to submit a separate progress report as has been required on RCTD contracts in the past. Consultants, however, will need to continue to provide certain progress reporting and tracking information as part of the standard project coordination and team meetings.

Progress Tacking Package

Consultants will need to monitor and report the status and progress of assigned actions items, contract deliverables and the project schedule.

Schedules for complex contracts will typically be managed using PERT (Program Evaluation and Review Technique) charts that track critical activities using the Critical Path Method (CPM). These charts can be complex and may not provide all the desired information so RCTD has developed a simplified schedule-

tracking summary that should be included as a cover sheet along with any submitted schedules. This summary will help evaluate schedule slippage that is often not shown on typical scheduling reports and will help gauge impacts to key milestones for typical RCTD projects.

Consultants will need to track the status of action items resulting from commitments made by team members during various project meetings. A template has been provided by RCTD that can be used for this purpose.

Preparation of deliverables is the key reason consulting services are obtained and tracking their progress is key to monitoring the contract status. RCTD has provided a template intended for use by consultants for the purpose of tracking contract deliverables.

Quality Control Reviews

The Contract Administrator is responsible for assuring deliverables are routed to relevant technical groups for review. A Contract Routing form and Commenting form have been created to assist the Contract Administrator in this duty..

On-call Work Authorization

When it has been determined that a Consultant is needed to provide services through an On-call contract, the Consultant and the RCTD Project Manager need to prepare a Work Assignment Package. Each Work Assignment Package will contain the following:

- Assignment Approval Route Sheet
- Log of Assignments
- Scope of Services
- Fee & Man-hour Proposal

Administrative Budget Modification

If a contract modification is needed that will require moving funds between phases, requires usage of contingency funds or modifies the services to be provided, then an Administrative Budget Modification package will need to be approved by RCTD.

The Administrative Budget Modification package will include the following:

- An Administrative Budget Modification coversheet;
- Written request from Consultant on company letterhead with justification for moving the funds;
- Scope of services to be performed with the transferred funds;
- Fee Proposal showing the budget modifications.

CONSULTANT SERVICES INVOICE & PROGRESS SUMMARY

SUBMITTED TO:

TLMA
Accounts Payable
PO Box 1605
Riverside, CA 92502

PLEASE MAIL CHECK TO:

< engineer's mailing address >

Reference: **Engineering Services Agreement**

County Project Manager: < name of county pm >

Consultant: < name of consulting firm >

Contract: Number: < county contract number >
Expiration: < date from agreement >
Services: < description from agreement >

Period: < date from & to >

Payment No: < seq num >

Invoice No: < consultant num >

Amount Due this Invoice

COUNTY PAYMENT APPROVAL

Dept ID:	3130500000
Account:	527980
Project:	< county project number >
Activity ID:	see <u>Activity Details</u>
Resource Type:	CNT
Signature:	
Date:	

SUBMITTED BY:

I certify that the hours and salary rates charged in this invoice are the actual hours and rates worked and paid to the employees listed.

Engineering Project Manager

Date

BILLING LOG

SERVICES: < description from agreement >	CONTRACT NO: < county contract number >	
CONSULTANT: < name of consulting firm >	PAYMENT NO: < seq num >	INVOICE NO: < consultant num >

PAYMENT PERIOD	AMOUNT BILLED	CUMULATIVE AMOUNT BILLED	% BILLED	% EARNED	PAY NUM
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CONTRACT BUDGET:

REMAINING BALANCE:

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BILLING LOG

SERVICES: < description from agreement >	CONTRACT NO: < county contract number >	
CONSULTANT: < name of consulting firm >	PAYMENT NO: < seq num >	INVOICE NO: < consultant num >

PAYMENT PERIOD	AMOUNT BILLED	CUMULATIVE AMOUNT BILLED	% BILLED	% EARNED	PAY NUM
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CONTRACT BUDGET:

REMAINING BALANCE:

					37
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BUDGET SUMMARY & SERVICES PROVIDED

SERVICES: < description from agreement >		CONTRACT NO: < county contract number >	
CONSULTANT: < name of consulting firm >		PAYMENT NO: < seq num >	INVOICE NO: < consultant num >

DOCUMENT	PHASE 1 PA/ED	PHASE 2 PS&E	PHASE 3 Bidding	PHASE 4 Con Support	PHASE 5	CONTINGENCY	TOTAL
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ORIGINAL AGREEMENT

AMENDMENTS/MODIFICATIONS

CURRENT BUDGET

SERVICES PROVIDED

- < provide a list of the services that were worked on and/or completed during the invoice billing period >

BILLING SUMMARY

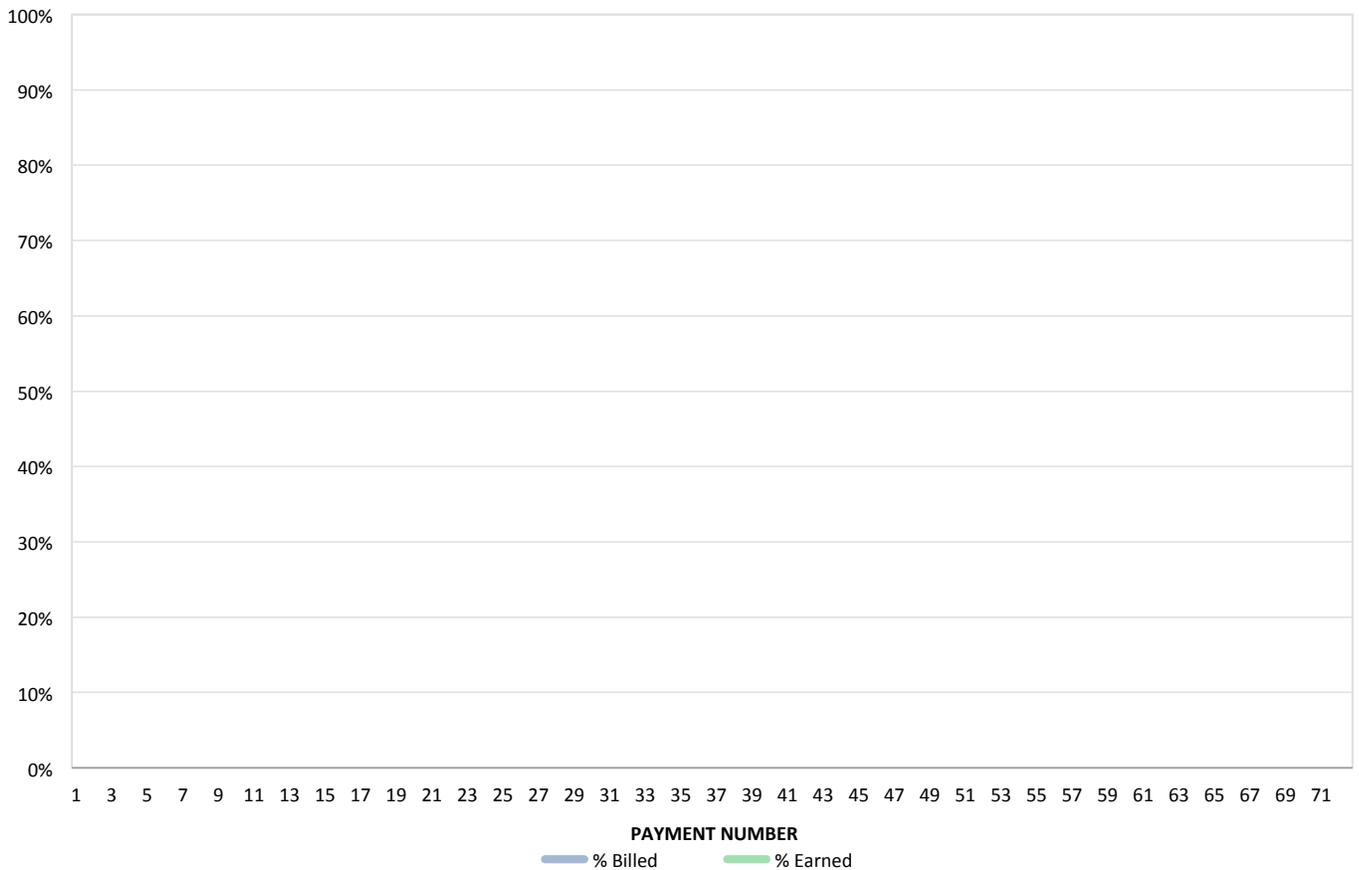
SERVICES: < description from agreement >	CONTRACT NO: < county contract number >	
CONSULTANT: < name of consulting firm >	PAYMENT NO: < seq num >	INVOICE NO: < consultant num >

PHASE SUMMARY

PHASE	CURRENT BUDGET	BILLINGS TO LAST PERIOD	BILLING THIS PERIOD	BILLED TO DATE	REMAINING BALANCE	% BILLED	% EARNED
Phase I (PA & ED)							
Phase II (PS&E)							
Retainage Deduction *							
Retainage Payment *							
Phase II - Retainage							
Phase III (Bid Support)							
Phase IV (Con Support)							
Contingency							
Totals							

* Payment for the final 10% of the PS&E Phase billings can be withheld pending submittal of the 100% package and approval by the County.

BILLED VS EARNED VALUE HISTORY



INVOICE

SERVICES: < description from agreement >		CONTRACT NO: < county contract number >	
CONSULTANT: < name of consulting firm >	PHASE: ALL	PAYMENT NO: < seq num >	INVOICE NO: < consultant num >

BILLING CATEGORIES	CURRENT BUDGET	BILLINGS TO LAST PERIOD	BILLING THIS PERIOD	BILLED TO DATE	% BILLED	REMAINING BALANCE
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LABOR

Staff Salaries						
Overhead & Payroll Additives	100.00%					
Fee						

DIRECT EXPENSES

< direct expense item 1 >						
< direct expense item 2 >						
< etc. >						

OUTSIDE SERVICES

< sub consultant 1's name >						
< sub consultant 2's name >	<DBE>					
< etc. >						

ADJUSTMENTS

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TOTALS

INVOICE

SERVICES: < description from agreement >		CONTRACT NO: < county contract number >	
CONSULTANT: < name of consulting firm >	PHASE: I (PA & ED)	PAYMENT NO: < seq num >	INVOICE NO: < consultant num >

BILLING CATEGORIES	CURRENT BUDGET	BILLINGS TO LAST PERIOD	BILLING THIS PERIOD	BILLED TO DATE	% BILLED	REMAINING BALANCE
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LABOR

Staff Salaries						
Overhead & Payroll Additives	100.00%					
Fee						

DIRECT EXPENSES

< direct expense item 1 >						
< direct expense item 2 >						
< etc. >						

OUTSIDE SERVICES

< sub consultant 1's name >						
< sub consultant 2's name >	<DBE>					
< etc. >						

ADJUSTMENTS

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TOTALS

INVOICE

SERVICES: < description from agreement >		CONTRACT NO: < county contract number >	
CONSULTANT: < name of consulting firm >	PHASE: II (PS&E)	PAYMENT NO: < seq num >	INVOICE NO: < consultant num >

BILLING CATEGORIES	CURRENT BUDGET	BILLINGS TO LAST PERIOD	BILLING THIS PERIOD	BILLED TO DATE	% BILLED	REMAINING BALANCE
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LABOR

Staff Salaries						
Overhead & Payroll Additives	100.00%					
Fee						

DIRECT EXPENSES

< direct expense item 1 >						
< direct expense item 2 >						
< etc. >						

OUTSIDE SERVICES

< sub consultant 1's name >						
< sub consultant 2's name >	<DBE>					
< etc. >						

ADJUSTMENTS

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TOTALS

INVOICE

SERVICES: < description from agreement >		CONTRACT NO: < county contract number >	
CONSULTANT: < name of consulting firm >	PHASE: III (Bid Support)	PAYMENT NO: < seq num >	INVOICE NO: < consultant num >

BILLING CATEGORIES	CURRENT BUDGET	BILLINGS TO LAST PERIOD	BILLING THIS PERIOD	BILLED TO DATE	% BILLED	REMAINING BALANCE
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LABOR

Staff Salaries						
Overhead & Payroll Additives	100.00%					
Fee						

DIRECT EXPENSES

< direct expense item 1 >						
< direct expense item 2 >						
< etc. >						

OUTSIDE SERVICES

< sub consultant 1's name >						
< sub consultant 2's name >	<DBE>					
< etc. >						

ADJUSTMENTS

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TOTALS

INVOICE

SERVICES: < description from agreement >		CONTRACT NO: < county contract number >	
CONSULTANT: < name of consulting firm >	PHASE: IV (Construction Support)	PAYMENT NO: < seq num >	INVOICE NO: < consultant num >

BILLING CATEGORIES	CURRENT BUDGET	BILLINGS TO LAST PERIOD	BILLING THIS PERIOD	BILLED TO DATE	% BILLED	REMAINING BALANCE
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LABOR

Staff Salaries						
Overhead & Payroll Additives	100.00%					
Fee						

DIRECT EXPENSES

< direct expense item 1 >						
< direct expense item 2 >						
< etc. >						

OUTSIDE SERVICES

< sub consultant 1's name >						
< sub consultant 2's name >	<DBE>					
< etc. >						

ADJUSTMENTS

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TOTALS

SUPPORT DOCUMENTS (Prime Consultant)

SERVICES: < description from agreement >	CONTRACT NO: < county contract number >	
CONSULTANT: < name of consulting firm >	PAYMENT NO: < seq num >	INVOICE NO: < consultant num >

INVOICE DOCUMENTATION

Include the following documents...

- Copies of employee timesheets or printouts from automated payroll system showing employee time spent on the project.
- Copies of all receipts.
- Copies of mileage logs.
- Other relevant documents needed to validate the charges included in the invoice.

SUPPORT DOCUMENTS (Sub-Consultant)

SERVICES: < description from agreement >	CONTRACT NO: < county contract number >
CONSULTANT: < name of consulting firm >	PAYMENT NO: < seq num > INVOICE NO: < consultant num >

SUB-CONSULTANT DOCUMENTATION

Include the following documents...

- Copies of all Sub-consultant invoices.

Note: All sub-consultant invoices need to be reviewed and validated by the prime consultant and approved only if the work has been performed and is consistent with the terms of the agreement.

ON-CALL CONSULTANT SERVICES INVOICE

SUBMITTED TO:

TLMA
Accounts Payable
PO Box 1605
Riverside, CA 92502

PLEASE MAIL CHECK TO:

< engineer's mailing address >

Reference: **On-Call Consulting Services**

County Project Manager: < name of county pm >

Consultant: < name of consulting firm >

Contract or PO Number: < county contract number >

Assignment Info: Date: < from work assignment package >
 Amount: < from work assignment package >
 Description: < from work assignment package >

Period: < date from & to >

Payment No: < seq num >

Invoice No: < consultant num >

Amount Due this Invoice

COUNTY PAYMENT APPROVAL

Dept ID:	3130500000
Account:	527980
Project:	< county project number >
Activity ID:	see <u>Activity Details</u>
Resource Type:	CNT
Signature:	
Date:	

SUBMITTED BY:

I certify that the hours and salary rates charged in this invoice are the actual hours and rates worked and paid to the employees listed.

Engineering Contract Manager

Date

ACTIVITY DETAILS

SERVICES: < from work assignment package >	CONTRACT NO: < county contract number >	
CONSULTANT: < name of consulting firm >	PAYMENT NO: < seq num >	INVOICE NO: < consultant num >

CODE	DESCRIPTION	AMOUNT BILLED
Z1000 SURVEY (PHASE A)		
Z1055	Preliminary Survey	
Z1000 DESIGN/ENGINEERING (PHASE B)		
Z1001	Management & Oversight	
Z1005	Conceptual Design	
Z1050	Preliminary Design	
Z1255	Final Design (PS&E)	
Z1500 ENVIRONMENTAL (PHASE C)		
Z1501	Management & Oversight	
Z1510	Document Preparation	
Z1535	Special Studies	
Z1610	Mitigation	
Z1660	Permits / Agreements	
Z2000 RIGHT-OF-WAY (PHASE D)		
Z2035	Right-of-way Engineering	
Z2065	Right-of-way Acquisition / Possession	
Z3000 CONSTRUCTION ENGINEERING (PHASE F)		
Z3006	Construction Contract Bid & Award Processing	
Z3065	Construction Design Coordination	
Z3120	Construction Claims Resolution	
Z3125	As -Builts	

TOTAL:

BILLING LOG

ASSIGNMENT: < from work assignment package >	CONTRACT NO: < county contract number >	
CONSULTANT: < name of consulting firm >	PAYMENT NO: < seq num >	INVOICE NO: < consultant num >

PAYMENT PERIOD	AMOUNT BILLED	CUMULATIVE AMOUNT BILLED	% PAID	% DONE	PROG PAY NO
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BUDGET:

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REMAINING BALANCE:

INVOICE

ASSIGNMENT: < from work assignment package >	CONTRACT NO: < county contract number >	
CONSULTANT: < name of consulting firm >	PAYMENT NO: < seq num >	INVOICE NO: < consultant num >

BILLING CATEGORIES	CURRENT BUDGET	BILLINGS TO LAST PERIOD	BILLING THIS PERIOD	BILLED TO DATE	% BILLED	REMAINING BALANCE
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LABOR

Staff						
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DIRECT EXPENSES

< direct expense item 1 >						
< direct expense item 2 >						
< etc. >						

OUTSIDE SERVICES

< sub consultant 1's name >						
< sub consultant 2's name > <DBE>						
< etc. >						

ADJUSTMENTS

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TOTALS

Action Items Tracking List

PROJECT NAME: Name	PROJECT NUMBER A0-0000.00
CONSULTANT: Consultant Name	DATE: Date

REF NO	ASSIGNED ON	DESCRIPTION	STATUS	ASSIGNED TO	DUE ON
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OPEN

1	xx/xx/xx	Action Header Action text	Status Header Status text	assigned	xx/xx/xx
2					
3					
4					
5					

ON GOING

CLOSED

DELIVERABLES TRACKING LIST

PROJECT:	PROGRESS UPDATE NUMBER:
CONSULTANT:	DATE:

TASK	DELIVERABLE	STATUS	TARGET	INITIAL SUBMITTAL	LAST SUBMITTAL	REVISION	NOTE
			Date	Date	Date	Seq. No.	

PHASE I: PROJECT APPROVAL / ENVIRONMENTAL DOCUMENT

1.00 PROJECT MANAGEMENT

1.10	Project Schedule						
1.20	Quality Control Plan						

2.00 ENVIRONMENTAL

2.01	Preliminary Environmental Study						
2.02	Initial Study						
2.03	Notice of Preparation						
2.04	Notice of Intent						
2.05	Coordination Plan						
2.06	Cooperating and Participating Agency Letters						
2.07	Scoping Meetings (CEQA)						
2.08	Scoping Meetings (NEPA)						
2.09	Summary of Scoping Meeting comments						
2.10	Historic Property Survey Report						
2.11	Extended Phase I Report						
2.12	Archaeological Evaluation Report						
2.13	Historic Landscape Evaluation Report						
2.14	Finding of Effect						

DELIVERABLES TRACKING LIST

PROJECT:	PROGRESS UPDATE NUMBER:
CONSULTANT:	DATE:

TASK	DELIVERABLE	STATUS	TARGET	INITIAL SUBMITTAL	LAST SUBMITTAL	REVISION	NOTE
			Date	Date	Date	Seq. No.	
2.15	Visual Impact Assessment						
2.16	Noise Study Report						
2.17	Noise Abatement Decision Report						
2.18	Jurisdictional Delineation Report						
2.19	Natural Environment Study						
2.20	Paleontological Evaluation Report						
2.21	Paleontological Mitigation Plan						
2.22	Air Quality Report						
2.23	Air Quality Conformity Analysis Report and Checklist						
2.24	Relocation Impact Report						
2.25	Water Quality Assessment Report						
2.26	Location Hydraulic Study						
2.27	Summary Floodplain Encroachment Report						
2.28	Community Impact Assessment						
2.29	Initial Site Assessment						
2.30	Limited Aerially Deposited Lead Screening Study						
2.31	Mitigation Monitoring Plan						
2.32	Draft Environmental Document						
2.33	Notice of Availability						
2.34	Responses to Comments on the Draft ED						
2.35	Final Environmental Document						

DELIVERABLES TRACKING LIST

PROJECT:	PROGRESS UPDATE NUMBER:
CONSULTANT:	DATE:

TASK	DELIVERABLE	STATUS	TARGET	INITIAL SUBMITTAL	LAST SUBMITTAL	REVISION	NOTE
			Date	Date	Date	Seq. No.	
2.36	Environmental Commitments Record						
2.37	Findings of Fact						
2.38	Notice of Determination						
3.00	PRELIMINARY ENGINEERING						
3.01	Traffic Methodology Memorandum						
3.02	Traffic Operations Analysis Report						
3.03	Hydrology and Hydraulics Analysis						
3.04	Bridge Hydraulic Analysis						
3.05	Drainage Design Report						
3.06	Water Quality Management Plan						
3.07	Concept Alternatives Layouts						
3.08	Alternatives Evaluation Report						
3.09	Structures Preliminary Geotechnical Report						
3.10	Preliminary Geotechnical Report						
3.11	Structural Advance Planning Study						
3.12	Plans and Profiles of the Final Alternatives (GAD)						
3.13	Right-of-way Requirement Maps						
3.14	Value Analysis Report						
3.13	Draft New Connection/Modified Connection Report						

DELIVERABLES TRACKING LIST

PROJECT:	PROGRESS UPDATE NUMBER:
CONSULTANT:	DATE:

TASK	DELIVERABLE	STATUS	TARGET	INITIAL SUBMITTAL	LAST SUBMITTAL	REVISION	NOTE
			Date	Date	Date	Seq. No.	
3.14	Traffic Management Plan						
3.15	Preliminary Engineering Report						

PHASE II: PLANS, SPECIFICATIONS & ESTIMATES

4.00 PS&E SUBMITTALS

4.01	Final Geotechnical Design Report						
4.02	Final Structures Foundation Report						
4.03	60% Roadway PS&E Submittal						
4.04	60% Structures PS&E Submittal						
4.05	90% Roadway PS&E Submittal						
4.06	90% Structures PS&E Submittal						
4.07	100% Roadway PS&E Submittal						
4.08	100% Structures PS&E k)Submittal						
4.09	PS&E Ready to List						

PHASE III: RIGHT-OF-WAY

5.00 UTILITY COORDINATION

5.01	Initial Utility Letters						
5.02	Determine Utility Conflicts						
5.03	Determine Prior Rights						
5.04	Utility Agreements						

DELIVERABLES TRACKING LIST

PROJECT:	PROGRESS UPDATE NUMBER:
CONSULTANT:	DATE:

TASK	DELIVERABLE	STATUS	TARGET	INITIAL SUBMITTAL	LAST SUBMITTAL	REVISION	NOTE
			Date	Date	Date	Seq. No.	
5.05	Utility Binder						
6.00	ACQUISITIONS						
6.01	Right-of-way Requirements Maps						
6.02	Hard Copy Base Map						
6.03	Prepare Legals, Plats & Right-of-way Maps						
6.04	Order Preliminary Title Reports						
6.05	Retain Appraiser						
6.06	Perform Appraisals						
6.07	Present Offers						
6.08	Process Agreements						
6.09	Prepare Certification Docs						
6.10	Prepare Certification Binder						
7.00	CONDEMNATIONS						
7.01	Notice of Intent						
7.02	Distribute Public Hearing Notices						
7.03	Prepare Lawsuit						
7.04	RON						

PROJECT SCHEDULE SUMMARY

PROJECT:	PROGRESS UPDATE NUMBER:
CONSULTANT:	DATE:

MILESTONES	TARGET	LAST MONTH	THIS MONTH	SLIP	
				FROM TARGET	FROM LAST MO
	Date	Date	Date	Days	Days

PA&ED

Complete Environmental Studies					
Approval of Geometry & Bridge Types					
Circulate Draft Environmental Document					
Approval of Final Environmental Document					

PS&E

Start Final PS&E					
Submit 60% PS&E					
Submit 95% PS&E					
Submit 100% PS&E					

RIGHT-OF-WAY

Complete Right-of-way Requirements					
Start Appraisals					
Start Offers					
Obtain Certification					

AWARD

Ready to List					
Award					

CONSTRUCTION

Notice to Proceed					
Substantially Complete					

DEADLINE	DUE ON
	Date

DEADLINES

DESIGN REVIEW ROUTING SHEET

PROJECT	WORK ORDER	DATE: September 27, 2016
PROJECT MANAGER		DATE DUE: October 27, 2016

SUBMITTAL DOCUMENTS

NOTES

DISTRIBUTION LIST

TECHNICAL DISCIPLINES	STAFF	NOTES
<input checked="" type="checkbox"/> Traffic	Dowlin Tsai	
<input checked="" type="checkbox"/> Structures	Tayfun Saglam	
<input checked="" type="checkbox"/> Survey	Ed Hunt	
<input checked="" type="checkbox"/> Utilities	Hermino Garcia	
<input checked="" type="checkbox"/> Construction	Hugh Smith	
<input checked="" type="checkbox"/> Materials Lab	Elmer Datuin	
<input checked="" type="checkbox"/> Contracts	Joel Jimenez	
<input checked="" type="checkbox"/> Operations	Paul Russell	
<input checked="" type="checkbox"/> Environmental	Marcia Rose	
<input checked="" type="checkbox"/> Water Quality	Claudia Steiding	
<input checked="" type="checkbox"/> Planning	Alan French	Drainage
<input type="checkbox"/> Design	Michael Mueting	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

cc: Khalid Nasim

Review Comments

PROJECT NAME: Name	DISCIPLINE: Discipline		PROJECT NUMBER A0-0000.00
SUBMITTAL: Submittal	REVIEWED BY: Reviewer	DATE: Date	

ACTION: 1= WILL COMPLY 2 = DISCUSS/CLARIFY 3 = DIRECTION REQUIRED 4 = NOT APPLICABLE 5 = NO CHANGE STATUS: R = RESOLVED U = UNRESOLVED

NO	REFERENCE DOC/PAGE/ITEM	COMMENTS	RESPONSES	
			RESPONSE OR ACTION TAKEN	ACTION STATUS
1	Doc Pg X	Comment header Comment text Comment header 2 Comment text 2		
2				
3				
4				
5				
6				
7				



October 3, 2016

On-call Consulting Services - Assignment Approval Route Sheet

Services Provided by: **xxCONSULTANTxx**

Under On-Call Services Contract No.: **xx-xx-xx** (approved xxxxxx)

Available Budget:

Remaining Budget with Assignment included:

Assignment Details

ASSIGNMENT DESCRIPTION:		ASSIGNMENT NO:	DATE:
BUDGET AMOUNT:	FUND SOURCE:	PROJECT NO: (if any)	
COMMENTS:			

APPROVALS:

ENGINEER:

TITLE: _____

PRINTED NAME: _____

SIGNATURE: _____ DATE: _____

COUNTY:

PROJECT MANAGER:

TYPE PM NAME HERE _____ DATE: _____

CONTRACT MANAGER:

KHALID NASIM _____ DATE: _____

FISCAL:

ED COOPER _____ DATE: _____

DEPUTY DIRECTOR:

MOJAHED SALAMA _____ DATE: _____

DIRECTOR:

PATRICIA ROMO _____ DATE: _____

DISTRIBUTION:

- ENGINEER
 PROJECT MANAGER
 CONTRACT MANAGER (Original)
 ACCOUNTS PAYABLE
 TRANS BILLING
 TIP GROUP

Consulting Services Contract • Administrative Budget Modification

This form is provided to document the authorization and use of contingency funds or the transfer of funding from one Phase to another on a consulting services contract.

PROJECT: <Title>
 CONSULTANT: <Name>

PROJECT NO.: <Num>
 CONTRACT NO.: < Num>

	PHASE 1 PA/ED	PHASE 2 PS&E	PHASE 3 Bidding	PHASE 4 Con Support	PHASE 5	CONTINGENCY	TOTAL
Contract Budgets							
Prior Amendments (No. <?>)							
Prior Administrative Changes (No. 1-<?>)							
Current Approved Budget							
Proposed Administrative Changes (No.<?>)							
Proposed Budget							

Total Contingency Used _____
 Total Funds Moved between Phases _____
 Grand Total * _____

APPROVALS:

CONTRACT ADMINISTRATOR: _____ DATE _____
 <NAME>

DIVISION MANAGER: _____ DATE _____
 KHALID NASIM

DIRECTORS OFFICE: _____ DATE _____
 PATRICIA ROMO

* NOTE: Directors Office signature required if total amount of funds moved plus contingency used is greater than \$25,000.

