

**PDC PROJECT MANAGEMENT GUIDE**

**PMG-E06: CONSULTANT INVOICES FOR MAJOR PROJECTS**

**PURPOSE:** To outline the process for payment applications for Construction Management (CM) or Design Build (DB) builders and Professional Invoices including commissioning.

**A. Introduction**

Prior to drafting and submitting the first invoice of any kind, the consultant shall meet with the UF Project Manager (PM) and Contract Administrator (CA) to review the forms, procedures and guidelines related to this process. The Pay Application and Professional Invoices templates are available on the PDC website. The PM and CA shall use the PDC pay application checklist as a means of quality control and append the completed checklist to the application backup.

**B. SharePoint Processing for CM/DB Pay Applications**

- 1) The CM/DB shall upload the signed construction phase pay application and backup documentation to the SharePoint Builders Invoice Library.
  - a) The CM/DB signed pay application shall be uploaded as a separate document for review and should be compiled as a single PDF document in the following order:
    - i) The Certificate of Partial Payment
    - ii) The Schedule of Values with the last page first
    - iii) Change Order Summary Worksheet
    - iv) Staffing Worksheet
    - v) General Conditions Worksheet
    - vi) Project Funded Furniture and Equipment Inventory Worksheet
    - vii) Minority Business Enterprise Payment Status Reporting Form
  - b) The CM/DB will notify the Professional that the invoice is ready to review and approve in SharePoint.
  - c) After signature approval by the Professional, the UF PM, Contract Administrator and AVP or designee will review and approve, if appropriate. If the review determines corrections are required, the CM/DB will correct the necessary worksheets and upload the revised pay application to the SharePoint Builder Invoices Library. This will start the workflow process over and all required approvers will review and approve again.
  - d) The Cost of Work, Staffing and General Conditions backup documents shall be uploaded as separate documents identified as follows:
    - i) Cost of Work Subcontractor Applications for Payment and related invoices.
    - ii) Staffing Documentation
    - iii) General Conditions Documentation

**C. Documentation Requirements for CM/DB Pay Applications**

- 1) All pay applications from subcontractors should be included to support the Cost of Work.

- a) All trade contractors' pay applications shall be signed by the trade contractor and notarized.
  - b) If the CM/DB is self-performing work, supporting documentation equal to that required of a trade contractor must be included in the payment request.
- 2) Staffing Documentation shall include time sheets itemizing the hours worked and leave taken by date as well as receipts for all other Project Site Costs (i.e. vehicles, maintenance, etc.).
  - 3) Receipts shall be provided for all General Conditions Worksheet items.
    - a) Disallowable items include but are not limited to the following items:
      - i) Late fees or charges.
      - ii) Interest or finance charges.
      - iii) Meals, food or beverages only as allowed by contract (other than water and ice).
      - iv) Items not required for or related to the project (e.g. car washes, business cards, safety luncheons or awards, continuing education, job certification).
    - b) Bonds/Insurance proof in the form of an invoice and consultant must include a final reconciliation summary from the insurance company verifying all payments received.

#### **D. Final Payments**

- 1) The final payment is processed as described above, except for the following special rules:
  - a) The final payment to the CM/DB shall not be made until the project has been determined to be fully complete (e.g. final punch list completion and all deliverables received including as-builts, O&M manuals, Releases of Lien for trade contractors, etc.)
  - b) The final payment to the CM/DB shall not be made until final completion of the construction project has been recommended by the Professional and approved by authorized representatives of UF as designated in the Builder Certificate of Contract Completion as well as all rebate and appropriate LEED documentation has been submitted to UF.

#### **E. SharePoint Processing of Professional Invoices (i.e. Design Invoices, Pre-Construction Invoices and Commissioning Invoices)**

- 1) The Professional shall prepare the invoices using the appropriate templates available on the PDC Website.
- 2) The signed invoice shall be uploaded to the appropriate library by the consultant for review by the UF Project Manager, Contract Administrator and AVP or designee.
- 3) If the invoice review determines corrections are required, the Professional shall correct the invoice and/or backup documentation and upload the revised invoice and backup to the appropriate SharePoint Library. This will start the workflow process over and all required approvers will review and approve again.

#### **F. Documentation Requirements for Professional Invoices:**

- 1) The initial invoice must be itemized to match the Contract Exhibit.
- 2) Additional Service Authorizations (ASA) must be approved before invoicing for those services.
  - a) A copy of the approved ASA must be included with the invoice. Along with the associated invoice(s) from Subconsultants supporting the amounts in the invoice.
- 3) A copy of the Certificate of Partial Payment reflecting the allowable "Progress Payment Calculation" must be provided, if billing for Construction Administration on Design Invoices.
- 4) Project-related travel and lodging costs will be reimbursed based on actual costs, evidenced by receipts or invoices under the guidelines below:
  - a) Mileage – It is recommended that the traveler use the most economical means of travel considering the traveler's time, number of travelers, need to transport equipment, and total mileage to destination. The determination of the most economical means is left to the discretion of the UF PM and the Contract Administrator.
  - b) The allowable mileage reimbursement rate for private automobile travel as per contract.
  - c) If a rental car is used, the reimbursement will be for the actual cost of the rental considering the number of people and equipment and fuel as evidenced by receipts and invoices. Discounted preferred rates are available on UF Purchasing's website.
  - d) Hotels are billable at the Contract rate plus taxes as evidenced by lodging receipts.
  - e) Meals are reimbursed based on the times of travel and an overnight stay and as per contract.
  - f) Tolls and parking fees are reimbursable at actual cost with receipts.
  - g) Airfare will be reimbursed with receipts, if approved by the PM, for coach fares only. If the consultant chooses to travel business class, first class or by private plane, reimbursement will be at the lowest coach fare available for the trip. The lowest fare will be based on a web search of the cheapest fares available considering the length of time available for booking of the fares and reasonable travel hours. Reasonable luggage fees will be reimbursed with documentation.
  - h) Taxi fares will be reimbursed, with receipt, based on the most economical means of transportation. Town cars and limousines are not approved forms of transportation unless it can be proven to be more economical than taxis or that taxi service was not available.
  - i) UF does not reimburse for in-house printing costs for items not requested by UF.