

PDC PROJECT MANAGEMENT GUIDE

PMG-E06: CONSULTANT INVOICES

PURPOSE: To outline the process for payment applications for Construction Management (CM) or Design/Build (D/B) builders and Professional invoices (A/E and CxA).

A. Introduction

Prior to drafting and submitting the first invoice, the consultant/builder 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 attach the completed checklist to the invoice when approving through myUF Payment Solutions.

B. Processing of CM/DB Pay Applications

- 1) The CM/DB shall upload the construction pay applications and backup documentation to the SharePoint Builder Invoices library.
 - a) Documents to be uploaded include the multiple-tab Excel worksheet, a PDF of all trade contractor invoices and backup, and a PDF of all Staffing and General Conditions backup (or separate PDFs for each).
 - b) The CM/DB shall notify the Professional and the PM that the application is ready for review.
- 2) Once all reviews and corrections have been made, and after signature approval by the Professional, the CM/DB shall submit a single PDF consisting of excerpts from the revised & final pay application to myUF Payment Solutions for processing. This PDF shall include the following, in this order:
 - Certificate of Partial Payment (signed by the Professional and CM/DB)
 - Change Order Summary
 - Schedule of Values
 - Staffing Worksheet
 - General Conditions Worksheet
 - Project-Funded Furniture and Equipment Inventory
 - Small & Minority Business Enterprise Reporting Form
 - PDC-completed checklist
 - E-mail correspondence with comments & questions regarding the application
- 3) The UF PM, Contract Administrator, and AVP or designee will review and approve the application through the myUF Payment Solutions platform, if appropriate. If corrections or changes need to be made, the invoice will be rejected and the CM/DB shall correct the necessary worksheets and re-submit revised versions of all modified documents to SharePoint, along with a modified version of the application excerpts to myUF Payment Solutions.

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) Documentation of Staffing costs shall include time sheets itemizing the hours worked and leave taken by date, plus receipts for all other project site costs (vehicles, maintenance, etc.).
- 3) Receipts shall be provided for all General Conditions costs.
 - 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 costs shall be substantiated by an invoice from the insurer or surety, and final invoices must include a reconciliation summary from the insurer or surety 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., punchlist 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 Work has been recommended by the Professional and approved by authorized representatives of UF and all rebate and appropriate LEED documentation has been submitted.

E. 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 Professional shall upload the signed invoice, appended with backup, to the appropriate SharePoint library and to the myUF Payment Solutions system.
- 3) The UF PM, Contract Administrator, and AVP or designee will review and approve, if appropriate. If the review determines corrections are required, the invoice will be rejected and the Professional shall correct the invoice and/or backup documentation and re-submit to both SharePoint and myUF Payment Solutions.

F. Documentation Requirements for Professional Invoices:

- 1) The initial invoice must be itemized to match the contract exhibit fee schedule.
- 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 and other backup as needed.

- 3) Invoices for Construction Administration fees must include a copy of the (builder's) Certificate of Partial Payment reflecting the allowable "Progress Payment Calculation."
- 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.

UF does not reimburse for in-house printing costs for items not requested by UF.