

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 should 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. Ensure the latest template is used.

Due to recent Florida Legislative, Board of Governors, UF Board of Trustees, and UF Administration policy changes related to the use of State appropriated E&G/Carry Forward funds, additional guidelines as specified in this policy shall be followed for construction projects utilizing E&G source(s) of funds as follows:

External PMG: If E&G/Carry Forward funding will be utilized, CM/DB is required to prepare separate GMPs each for both the Renovation/Remodeling and New Construction scopes. GMP "A" will be specific to the renovation scope only, and GMP "B" will be specific for the new construction scope of the total project. UF-PDC will issue separate purchase orders for each GMP. CM/DB will be required to prepare separate pay applications and pre-construction service invoices (if services are required) for each scope/purchase order. Material packages that qualify for the UF Owner Direct Program will also be specific to the respective GMP that material is identified in.

External PMG: If E&G/Carry Forward funding will be utilized, AE Consultant will be required to prepare separate design proposals each for both the Renovation/Remodeling and New Construction scopes. Proposal "A" will be specific to the renovation scope only, and Proposal "B" will be specific for the new construction scope of the total project. UF-PDC will issue separate purchase orders for each Design proposal. AE Consultant will be required to prepare separate pay applications and additional services invoices (if additional services are required) for each scope/purchase order.

External PMG: If E&G/Carry Forward funding will be utilized, CxA Consultant will be required to prepare separate Commissioning proposals each for both the Renovation/Remodeling and New Construction scopes. Proposal "A" will be specific to the renovation scope only, and Proposal "B" will be specific for the new construction scope of the total project. UF-PDC will issue separate purchase orders for each Commissioning proposal. CxA Consultant will be required to prepare separate pay applications and additional services invoices (if additional services are required) for each scope/purchase order.

B. My UF Market Admin

- 1) Once invoices or pay applications have been reviewed, corrected and/or marked if necessary, and approved via email and uploaded to BIM360 – see below – the Contract Administrator shall upload the final approved invoice or pay application as a PDF attachment to MyUF Marketplace.
- 2) Invoices and pay applications must include the UF Project Number, the UF Purchase Order number.

C. Processing of CM/DB Pay Applications

- 1) The CM/DB shall upload the construction pay applications and backup documentation to the BIM360 Builder Invoices folder.

- a) Documents to be uploaded in BIM360 include four PDF files for each pay application:
 1. The multiple-tab Excel worksheet
 2. All trade contractor invoices and backup
 3. All Staffing and General Conditions backup
 4. The completed Excel spreadsheet for that month
(Use UF's Project Filing Guidelines for naming, refer to PMG-I21 Project Filing Guideline)
 - b) The CM/DB shall notify the Professional and the PM that the application is ready for review.
- 2) The PM and CA shall use the PDC pay application checklist as a means of quality control, completing each applicable line of the checklist during each pay application review. The PM and CA shall also notate the date of pay application receipt within the appropriate line on the Certificate of Partial Payment. The PM and CA have approximately four business days from their date of invoice receipt to review and approve the pay application. At the PM and CA discretion, minor corrections or changes initiated by the PM or CA can be completed within the submitted pay application to ensure processing of the pay application occurs in a timely manner. If this method is employed, the PM shall ensure that the next pay application submitted includes all updated corrections to the pay application required prior to approval. If the pay application requires major corrections or changes, the invoice will be rejected. The CM/DB shall correct the necessary worksheets and re-submit revised versions of all modified documents to BIM360 (in version format) for the PM, A/E and CA to restart the review process.
 - 3) Once all reviews, notes and corrections have been made, and after signature approval by the Professional and approval from the PM, the PM shall (notify the CA of the approved invoice in BIM360?) send the approved pay application to the CA. The CA shall upload a single PDF consisting of excerpts from the revised & final pay application (item #1 only under C.1.a listed above) into MyUF Marketplace 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 Business and Supplier Diversity Reporting Form
 - PDC checklist
 - 4) The UF PM, Contract Administrator, and AVP or designee will then approve the pay application through MyUF Market Admin. If corrections or changes are required at this stage of the process, the invoice will be rejected and the CM/DB shall correct the necessary worksheets and re-submit revised versions of all modified documents to BIM360 (In Version Format), and PM to repeat the process 3 above.

D. 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 costs
 - a) Staffing costs negotiated as actual expenditures

1. Each pay application shall include backup that includes the employee's name, position, billable audited hourly rate and the units being charged (hours or weeks). The backup must match the staffing tab in the pay application, or it will be rejected. Receipts for all other project site costs (vehicles, maintenance, etc.) shall also be included if a vehicle allowance is not included in the labor burdened hourly rate.
- b) Staffing costs negotiated as lump sum
 1. The Staffing costs shall be invoiced based upon all field employees' actual hours worked during the pay period.
- 3) General Conditions costs
 - a) General Conditions negotiated as actual expenditures
 1. Receipts shall be provided for all expenditures. 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) General Conditions negotiated as a lump sum percentage and actual expenditures (excluding bond/insurance/permit cost/pre-construction fees)
 1. The lump General Conditions shall be invoiced as equal monthly payment amounts based upon the total contract time in months.
 2. The actual expenditure General Conditions shall be invoiced as described in section 3, item a, number 1, above.
 - c) 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.
- 4) Change Orders (CO) must be approved before invoicing for those services in the pay application (refer to PMG-E05, Construction Change Orders for the approval process).

E. 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, Conditional Releases of Lien for trade contractors, sustainability requirements, attic stock, keys, etc.). Refer to PMG-E20 Substantial Completion – Final Completion.
 - 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 VPBA Technical Services and approved by the Director of Construction (or when the certificate of final completion is executed).

F. 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 BIM 360 folder, under Design Invoices. Use UF's Project Filing Guidelines for naming, refer to PMG-I21 Project Filing Guidelines
- 3) The UF PM, Contract Administrator, and AVP or designee will review and approve, if appropriate. The PM and CA have approximately four business days from their date of invoice receipt to review and approve the professional invoice. 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 BIM360.
- 4) Once approved and/or corrected, the final signed invoice (with backup) shall be uploaded into MyUF Marketplace by the CA. The UF PM, Contract Administrator, and AVP or designee will then approve the professional invoice through MyUF Marketplace. If corrections or changes are required at this stage of the process, the invoice will be rejected, and the CM/DB shall correct the necessary worksheets and re-submit revised versions of all modified documents to BIM360 (In Version Format), and PM to repeat the process 3 above.

G. 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 (refer to PMG-I08, Additional Service Authorization for the approval process).
 - a) A copy of the approved ASA must be included with the invoice, along with the associated invoice(s) from sub-consultants 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) Reimbursable Expenses should be invoiced within six (6) months of the actual receipts. Project-related travel and lodging costs are for trips which UF participated in the meeting and 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 the UF Procurement Services (formerly Purchasing) 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 or rideshare 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 re-imburse for in-house printing costs for items not requested by UF but will reimburse for sets of drawings delivered to UF.