EXHIBIT 11 (Progress Reporting) Process



MDOT's Exhibit 11 (Progress Reporting) Process

Prior to receiving a "Notice to Proceed" from MDOT on a project, the CONSULTANT will have negotiated with MDOT a fee based on the required number of hours to complete the project as detailed in the scope of services. Tasks should have been itemized into subtasks and assigned an agreed upon number of hours to complete each subtask.

Unless stated otherwise by the MDOT Project Manager, the CONSULTANT shall use appropriate software to develop a project management plan for tracking and updating its progress based on the approved project schedule and budget. The project management plan shall include all tasks identified in the contract fee schedule along with each task's begin date, end date, and estimated budget. This plan will be submitted for Agency approval within 10 days of the Notice to Proceed Date.

The CONSULTANT shall submit a progress report based on the approved management plan with each billing. This progress report will include all actual tasks performed under the Work Assignment to date and their relationship to the percentage of fees claimed for each task. The report will include a chart and line graph which will include the projected cumulative budget, expenditures, and percent complete in a format consistent to Exhibit 11.

The report will be used to verify the CONSUL-TANT's performance in relationship to the costs claimed and to allow the Agency's Project Manager to monitor the CONSULTANT's efforts. The CONSULTANT shall be responsible for any updates to these schedules and for documenting in writing to the Agency any major deviations in the actual versus estimated projected time frames.

Should an invoiced amount for costs earned appear to exceed the work effort believed to be completed, the Agency reserves the right

to refuse payment for those costs unless the CONSULTANT provides satisfactory evidence to support these costs. Without sufficient evidence, payment will be withheld until the CONSULTANT's deviation in actual versus estimated projected time frame has been narrowed to an acceptable limit deemed appropriate by the MDOT Project Manager.

This document details how CONSULTANTS with contract requirements to provide progress reports in a format consistent to that shown in the Exhibit 11 of the contract can utilize Microsoft Excel to prepare the needed report for submittal to MDOT with their project invoices. The standardized fee proposal template will serve as the basis for generating the estimated % earned.

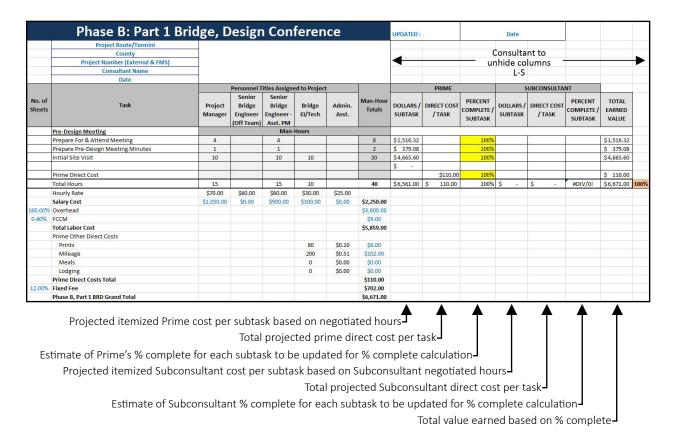
With each invoice, the CONSULTANT will submit the following in graphical or tabular form as detailed in this process document:

- Projected Cumulative Budget Using the current approved project management plan, the CONSULTANT will provide a monthly estimate of project expenditures for the entire term of the project.
- Expenditures With each invoice submittal, the CONSULTANT will update their cumulative expenditures based on the invoice amount.
- Percent Complete With each invoice submittal the CONSULTANT will estimate the % Complete (earned value) for each subtask as shown in their current approved project management plan. Based on each subtask's % Complete, a total project % Complete (earned value) will be shown.

For example, suppose the CONSULTANT and MDOT have negotiated a contract with the following summary of hours and costs:

	Man-Hours	Sub-Consultants Fee	Salary Cost	Overhead	FCCM	Total Labor Cost	Direct Cost	Fixed Fee	Total Cost
Phase B:			2 11 11 12						
Part 1, Design Conference - BRD	40		\$2250.00	\$3600.00	\$9.00	\$5859.00	\$110.00	\$702.00	\$6671.00
Part 1, Design Conference - RWD		\$3120.00							\$3120.00
Part 2, 60% Structural Info Plans	286	70	\$12130.00	\$19408.00	\$48.52	\$31586.52	\$25.00	\$3784.56	\$35396.08
Part 3, Construct Review - BRD	56		\$2650.00	\$4240.00	\$10.60	\$6900.60	\$5.00	\$826.80	\$7732.40
Part 4, QC Plans - BRD	14		\$810.00	\$1296.00	\$3.24	\$2109.24	\$10.00	\$252.72	\$2371.96
Part 4, QC Plans - RWD	24	\$3090.96	3	2			10		\$3090.96
Part 5, Office Review - BRD	545	355	\$23640.00	\$37824.00	\$94.56	\$61558.56	\$25.00	\$7375.68	\$68959.24
Part 5, Office Review - RWD		\$63710.44							\$63710.44
Part 6, Final Plans - BRD	52		\$2320.00	\$3712.00	\$9.28	\$6041.28	\$50.00	\$723.84	\$6815.12
Part 6, Final Plans - RWD		\$14921.60						_	\$14921.60
Phase B Totals	1017	\$84,843.00	\$43,800.00	\$70,080.00	\$175.20	\$114,055.20	\$225.00	\$13,665.60	\$212,788.80
								Grand Total	\$212,788.80

Using MDOT's standardized fee proposal spreadsheet that was approved during contract negotiations, the CONSULTANT would unhide columns L through S to calculate the earned value by estimating the % completion of each subtask for both the Prime and any subconsultants that are being utilized on the project.



	Phase B: Part 1 Roa	dway,	Desig	gn Co	nfere	nce		UPD	ATED :			Da	ite						
	Project Route/Termini																		
	County										(Cons	ultar	nt to)				
	Project Number (External & FMS)	11						-			u	nhide	e col	umi	ns -		_		➤
	Consultant Name										٠		L-S						
	Date																		
			Personnel 1	itles Assign	ed to Projec	t				PRIME			SL	JBCO	NSULTA	NT	\Box		
No. of Sheets	Task						Man-Hour Totals		LARS /	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	DOLL			IRECT T / TASK	PERCENT COMPLETE / SUBTASK	E#	TOTAL ARNED VALUE	
	Pre-Design Meeting			Man-	Hours														
	Prepare For & Attend Meeting							\$	-		0	\$ 7	00.00			100%	\$	700.00	
	Prepare Pre-Design Meeting Minutes							\$	100								\$		
	Initial Site Visit							\$	-		7	\$ 2,3	00.00			100%	\$ 2	2,300.00	
								\$	150										
	Subconsultant Direct Cost						i i							\$	120.00	100%	\$	120.00	
	Total Hours							\$	278	\$ -	#DIV/0!	\$ 3,0	00.00	\$	120.00	100%	\$?	3,120.00	100
	Hourly Rate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10.												
	Salary Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00												
160.00%	Overhead						\$0.00												
0.40%	FCCM						\$0.00												
	Total Labor Cost						\$0.00												
	Prime Other Direct Costs																		
	Prints				0	\$0.00	\$0.00												
	Mileage				0	\$0.00	\$0.00												
	Meals				0	\$0.00	\$0.00												
	Lodging				0	\$0.00	\$0.00												
	Prime Direct Costs Total						\$0.00												
12.00%	Fixed Fee						\$0.00												
	Phase B, Part 1 RWD Grand Total						\$0.00												

Total projected prime direct cost per task-

Estimate of Prime's % complete for each subtask to be updated for % complete calculation—

Projected itemized Subconsultant cost per subtask based on Subconsultant negotiated hours—

Total projected Subconsultant direct cost per task

Estimate of Subconsultant % complete for each subtask to be updated for % complete calculation

Total value earned based on % complete

	Project Route/Termini														
	County										Consulta	nt to			
	Project Number (External & FMS)							\leftarrow			nhide co				₽
	Consultant Name									u	L-S				
	Date										L-3				
			Personnel 1	itles Assign	ed to Project				PRIME		S	UBCONSULTA	NT		
No. of Sheets	Task	Project Manager	Senior Bridge Engineer (Off Team)	Senior Bridge Engineer - Asst. PM	Bridge EI/Tech	Admin. Asst.	Man-Hour Totals	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	TOTAL EARNED VALUE	
			111	Man-	Hours										
	FIB 45" Girder Design			8	16		24	\$ 2,799.36	1	100%				\$ 2,799.36	
	Deck design			8	16		24	\$ 2,799.36		60%				\$ 1,679.62	
	Layout			8	16		24	\$ 2,799.36		100%				\$ 2,799.36	
	Foundation plan			8	16		24	\$ 2,799.36		100%				\$ 2,799.36	
	Typical span cross-sections (prestress)			8	16		24	\$ 2,799.36		60%				\$ 1,679.62	
	Span details (prestress)			8	16		24	\$ 2,799.36		60%				\$ 1,679.62	
	Girder details (prestress)			12	24		36	\$ 4,199.04		90%				\$ 3,779.14	
1	QA/QC			40	40		80	\$10,497.60		20%				\$ 2,099.52	
	Submit 60% structural information plans (1 multi-page			1	1		2	\$ 262.44		0%				\$ -	
	Project Management	8		8		8	24	\$ 3,615.84		40%				\$ 1,446.34	
	Prime Direct Cost								\$25.00	55%				\$ 13.75	
	Total Hours	8		109	161	8	286	\$35,371.08	\$ 25.00	59%	\$ -	\$ -	#DIV/0!	\$20,775.67	59
	Hourly Rate	\$70.00	\$60.00	\$60.00	\$30.00	\$25.00									
	Salary Cost	\$560.00	\$0.00	\$6,540.00	\$4,830.00	\$200.00	\$12,130.00								
160.00%	Overhead						\$19,408.00								
0.40%	FCCM						\$48.52								
	Total Labor Cost						\$31,586.52								
	Prime Other Direct Costs														
	Prints				250	\$0.10	\$25.00								
	Mileage				0	\$0.00	\$0.00								
	Meals				0	\$0.00	\$0.00								
	Lodging				0	\$0.00	\$0.00								
	Prime Direct Costs Total						\$25.00								
12.00%	Fixed Fee						\$3,784.56								
	Phase B. Part 2 BRD Grand Total						\$35,396.08								

Projected itemized Prime cost per subtask based on negotiated hours

Total projected prime direct cost per task

Estimate of Prime's % complete for each subtask to be updated for % complete calculation Projected itemized Subconsultant cost per subtask based on Subconsultant negotiated hours

Total projected Subconsultant direct cost per task

Estimate of Subconsultant % complete for each subtask to be updated for % complete calculation

Total value earned based on % complete

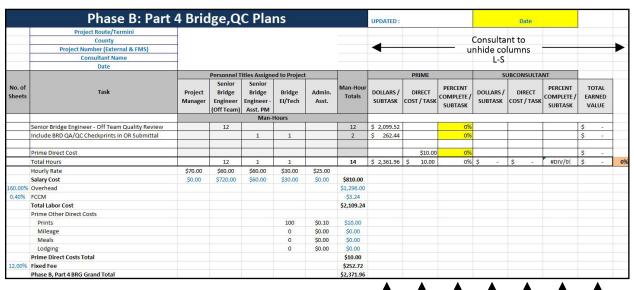
	Phase B: Part 3 Bridge	e, Con	struc	tabili	ty Re	view	ľ.	UPDATED:				Date			
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	Date														
				itles Assigne	ed to Project				PRIME		S	UBCONSULTA	NT		
No. of Sheets	Task	Project Manager	Senior Bridge Engineer (Off Team)	Senior Bridge Engineer - Asst. PM	Bridge EI/Tech	Admin. Asst.	Man-Hour Totals	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	TOTAL EARNED VALUE	
			,	Man-l	lours										
	Review Plans for Constructability	2		4	8		14	\$ 1,807.92		25%				\$ 451.9	8
	Provide Modifications If Necessary			8	16		24	\$ 2,799.36		25%				\$ 699.8	4
	FIB Girder Fabrication & Haul Analysis	4		8			12	\$ 2,216.16		70%				\$ 1,551.3	1
								\$ -						\$ -	
	Project Management	2		2		2	6	\$ 903.96		50%	ı			\$ 451.9	8
	Prime Direct Cost	ð							\$5.00	25%				\$ 1.2	5
	Total Hours	8		22	24	2	56	\$ 7,727.40	\$ 5.00	41%	\$ -	\$ -	#DIV/0!	\$ 3,156.3	6 419
	Hourly Rate	\$70.00	\$60.00	\$60.00	\$30.00	\$25.00									
	Salary Cost	\$560.00	\$0.00	\$1,320.00	\$720.00	\$50.00	\$2,650.00								
160.00%	Overhead						\$4,240.00								
0.40%	FCCM						\$10.60								
	Total Labor Cost						\$6,900.60								
	Prime Other Direct Costs														
	Prints				50	\$0.10	\$5.00								
	Mileage				0	\$0.00	\$0.00								
	Meals				0	\$0.00	\$0.00								
	Lodging				0	\$0.00	\$0.00								
	Prime Direct Costs Total						\$5.00								
12.00%	Fixed Fee						\$826.80								
	Phase B, Part 3 BRD Grand Total						\$7,732.40								

Total projected prime direct cost per task-

Estimate of Prime's % complete for each subtask to be updated for % complete calculation—
Projected itemized Subconsultant cost per subtask based on Subconsultant negotiated hours—

Total projected Subconsultant direct cost per task-

Estimate of Subconsultant % complete for each subtask to be updated for % complete calculation Total value earned based on % complete



Projected itemized Prime cost per subtask based on negotiated hours

Total projected prime direct cost per task

Estimate of Prime's % complete for each subtask to be updated for % complete calculation — Projected itemized Subconsultant cost per subtask based on Subconsultant negotiated hours

Total projected Subconsultant direct cost per task

Estimate of Subconsultant % complete for each subtask to be updated for % complete calculation-

Total value earned based on % complete

	Phase B: Part 4 I	Roadv	vay,	QC P	ans			UPDATED							
	Project Route/Termini														
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			Personnel Ti	itles Assigne	ed to Project	l e			PRIME		S	UBCONSULTA	INT		
No. of Sheets	Task						Man-Hour Totals	DOLLARS SUBTASK		PERCENT COMPLETE / SUBTASK	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	TOTAL EARNED VALUE	
				Man-	Hours										1
	Review Plans, X-Sections and Quantity Calcs						0	\$ -			\$ 2,682.72		0%	\$ -	
	Prepare/Submit PDF files for Plans, X-Sec, Quantities							\$ -			\$ 408.24		0%	\$ -	
	Project Management	8		8		8	24	\$ -						\$ -	
	Prime Direct Cost											\$ -	0%	\$ -	
	Total Hours	8		8		8	24	\$ -	\$0.00	#DIV/0!	\$ 3,090.96	\$ -	0%	\$ -	09
	Hourly Rate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00									
	Salary Cost	0	0	0	0		0 \$0.00								
160.00%	Overhead						\$0.00								
0.004	FCCM						\$0.00								
	Total Labor Cost						0								
	Prime Other Direct Costs														
	Prints				0	\$0.00	\$0.00								
	Mileage				0	\$0.00	\$0.00								
	Meals				0	\$0.00	\$0.00								
	Lodging				0	\$0.00	\$0.00								
	Prime Direct Costs Total						\$0.00								
0.12	Fixed Fee						\$0.00								
	Phase B, Part 4 RWD Grand Total						0								

Total projected prime direct cost per task I

Estimate of Prime's % complete for each subtask to be updated for % complete calculation—

Projected itemized Subconsultant cost per subtask based on Subconsultant negotiated hours—

Total projected Subconsultant direct cost per task-

Estimate of Subconsultant % complete for each subtask to be updated for % complete calculation $^{f J}$

Total value earned based on % complete

	Phase B: Part 5 Brid	50,0	illee	itevie	VV 1 1C	1113		UPDATED:								
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	County							4			nhide co					•
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			Senior	itles Assigne Senior	ea to Project		-		PRIIVIE		5	UBCONSULTA	NI		_	
No. of Sheets	Task	Project Manager	Bridge Engineer (Off Team)	Bridge Engineer -	Bridge EI/Tech	Admin. Asst.	Man-Hour Totals	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	EAR	TAL NED LUE	
			,	Man-l	Hours											
	Bent Design (LRFD) & Bents & Detail Sheets			36	88		124	\$13,996.80		0%						
	Detailed Index/General Notes/SoQ			6	14		20	\$ 2,274.48		0%				\$		
	Update Layout, Foundation, Span & FIB Sheets			24	48		72	\$ 8,398.08		0%				\$		
	Misc. Span, Rail, Pile & Neoprene Pad Detail Sheets			5	10		15	\$ 1,749.60		0%				\$	-	
	Erosion Control Sheets			8	16		24	\$ 2,799.36		0%				\$	-	
	Quantity Calculations			24	40		64	\$ 7,698.24		0%				\$	-	
	Load Rating & Special Provisions (FIB bracing)	2		14	12		28	\$ 3,907.44		0%				\$	- 8	
	QA/QC & Project Management	24		56	40	8	128	\$18,779.04		0%				\$	-	
	Submit Multi-Page PDF File of Plans & Quantity Calcs.			2	4		6	\$ 699.84		0%	1			\$	-	
	Attend Office Review, Provide Minutes & Revise Plans	8		24	32		64	\$ 8,631.36		0%				\$		
	Prime Direct Cost								\$25.00	0%	į.			\$		
	Total Hours	34		199	304	8	545	\$68,934.24	\$ 25.00	0%	\$ -	\$ -	#DIV/0!	\$		0%
	Hourly Rate	\$70.00	\$60.00	\$60.00	\$30.00	\$25.00										
	Salary Cost	\$2,380.00	\$0.00	\$11,940.00	\$9,120.00	\$200.00	\$23,640.00									
160.00%	Overhead						\$37,824.00									
0.40%	FCCM						\$94.56									
	Total Labor Cost						\$61,558.56									
	Prime Other Direct Costs															
	Prints				250	\$0.10	\$25.00									
	Mileage				0	\$0.00	\$0.00									
	Meals				0	\$0.00	\$0.00									
	Lodging				0	\$0.00	\$0.00									
	Prime Direct Costs Total						\$25.00									
12.00%	Fixed Fee						\$7,375.68									
	Phase B. Part 5 BRD Grand Total						\$68,959,24									

Projected itemized Prime cost per subtask based on negotiated hours

Total projected prime direct cost per task-

Estimate of Prime's % complete for each subtask to be updated for % complete calculation Projected itemized Subconsultant cost per subtask based on Subconsultant negotiated hours

Total projected Subconsultant direct cost per task

Estimate of Subconsultant % complete for each subtask to be updated for % complete calculation-

Total value earned based on % complete-

12.00%						0.1000	0 40%	160 00%				1965				5000				5761				200				782				2000	3				-8			V605	8				essa.	- 2						San		No. of Sheets						
Prime Direct Costs Total Fixed Fee	Lodging		Projected Itemized Subconsultant cost per subtask based on Subconsultant negotiated hours-		Prime other Direct Estimate of Prime's % complete for each subtask to be updated for % complete calculation—	Total Labor Cost		Chertean Linited Lillie cost her sabrass based of Hegoriated Hoars—		Hourly Rate	Total Hours	Subconsultant Direct Cost	Project Management & QA/QC	Quantity Calculations	Revise Plans Per Office Review	Provide Office Review Meeting Minutes	Attend Office Review	Submit CADD Files	Submit Quantity Calculations (1 multi-page pdf)	Complete/Submit Phase B Office Review Checklist	Submit 2 Multi-Page PDF Files For Plans & X-Sections	Earthwork Calculations	Complete Ramps and Local Road Models	Clean Water Diversion Ditches (If Required)	Drain Roadside Ditches (including flat-bottom ditches)	Draw Drainage Structures On Cross-Sections	Recut Cross Sections from Model to Show Adjustments	Complete Model for Phase B plans	Determine Necessary Standards & Generate PDF	Box Culvert Sheets	Permanent Signing Sheets	Control Points Sheet	Miscellaneous Detail Sheets	"Standard" Special Design Sheets	Pavement Marking Detail Sheets	Erosion Control Sheets	Address Corrections From MDOT TCP Check	TCP Sheets	Construction Signing Detail	Place Earthwork Information (phased if necessary)	Design & Place Permanent Erosion Control Items	Sheet Clean-up and Organization	Permanent Signing	Side Drains, Guardrail, Boxes and Bridge End Pavement	Removal Items	Pavement Marking (permanent and temporary)	Traffic Control	Permanent Erosion Control	Carchwork (phased if necessary)	Create SQ Sheets, Pay Items & Footnotes	Add Paving Details & Notes	Title Sheet, Detail Index & General Notes		Task		Date	Consultant Name	Project Number (External & EMS)	Project Route/Termini	Pliase b: Part 5 Roduway, Office Review Plans
Estimate o			mized Subcor		6 complete fo			ווווב נסטו אבו	rimo cost por	50.00 \$0.00										0,00	- 2-															5000	- 23				- 25				2.4							200			Personi			1		, Office Ke
Estimate of Subconsultant % complete for each subtask to be update			rsultant cost	+	or each subta	וסימו טוי	Total pr	טעטרמטע טמטנ	611h+56 V has	\$0.00		13.55																				37.05													2000								Man-Hours		Personnel Titles Assigned to Project					VIEW Figi
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											5	S		5		5			5								5	5	S			5					5					S			5			5						TOTAL EARNED VALUE	Г		T			-

	Phase B: Part 6	Bridg	ge, Fii	nal Pl	ans			UPDATED :				D	ate			
	Project Route/Termini															
	County							4			Consulta					
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	Consultant Name										L-S					
	Date															
			Personnel 1	Titles Assigne	ed to Project	t			PRIME		9	UBCONSULTA	NT			
No. of Sheets	Task	Project Manager	Senior Bridge Engineer (Off Team)	Senior Bridge Engineer - Asst. PM	Bridge EI/Tech	Admin. Asst.	Man-Hour Totals	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	EAF	OTAL RNED ALUE	
			,	Man-l	Hours											
	Submit 1 Multi-Page PDF File For Draft Final Plans			1	1		2	\$ 262.44		0%				\$		
	Address Draft Final Review Comments			2	4		6	\$ 699.84		0%				\$	- 7	
	Submit 1 Multi-Page PDF File For Plans			1	1		2	\$ 262.44		0%				\$	(4)	
	Submit CADD Files			1	1		2	\$ 262.44		0%				\$	-	
	Submit Bridge Load Rating Calculations & Report			1	1		2	\$ 262.44		0%				\$	16	
	Submit Design Calculations (multi-page PDF)			1	1		2	\$ 262.44		0%				\$	6	
	Submit all electronic input and output files			1	1		2	\$ 262.44		0%				\$	16	
	Submit revised cost estimate & qty. calculations			1	1		2	\$ 262.44		0%				\$	0	
	Submit QC plan set mark-ups including corrections			1	1		2	\$ 262.44		0%				\$	-	
	Address Revisions/Addendums	2		8	16		26	\$ 3,207.60		0%				\$		
	Project Management	2		2			4	\$ 758.16		0%				\$	(6	
	Prime Direct Cost								\$ 50.00	0%				\$	- 0	
	Total Hours	4		20	28		52	\$ 6,765.12	\$ 50.00	0%	\$ -	\$ -	#DIV/0!	\$	-	09
	Hourly Rate	\$70.00	\$60.00	\$60.00	\$30.00	\$25.00										П
	Salary Cost	\$280.00	\$0.00	\$1,200.00	\$840.00	\$0.00	\$2,320.00									
160.00%	Overhead						\$3,712.00									
0.40%	FCCM						\$9.28									
	Total Labor Cost						\$6,041.28									
	Prime Other Direct Costs															
	Prints				500	\$0.10	\$50.00									
	Mileage				0	\$0.00	\$0.00									
	Meals				0	\$0.00	\$0.00									
	Lodging				0	\$0.00	\$0.00									
	Prime Direct Costs Total						\$50.00									
12.00%	Fixed Fee						\$723.84									
	Phase B, Part 6 BRD Grand Total						\$6,815.12									

Total projected prime direct cost per task $^{f J}$

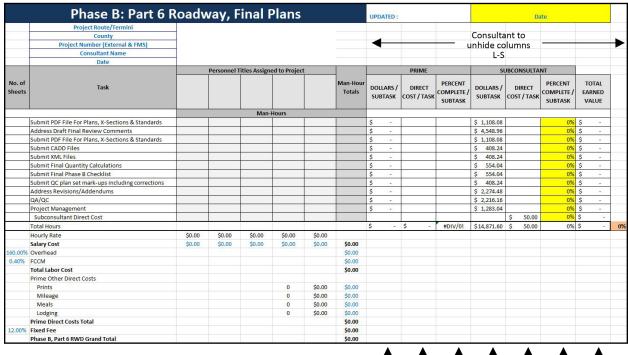
Estimate of Prime's % complete for each subtask to be updated for % complete calculation—

Projected itemized Subconsultant cost per subtask based on Subconsultant negotiated hours—

Total projected Subconsultant direct cost per task-

Estimate of Subconsultant % complete for each subtask to be updated for % complete calculation $oldsymbol{\mathsf{J}}$

Total value earned based on % complete



Projected itemized Prime cost per subtask based on negotiated hours

Total projected prime direct cost per task

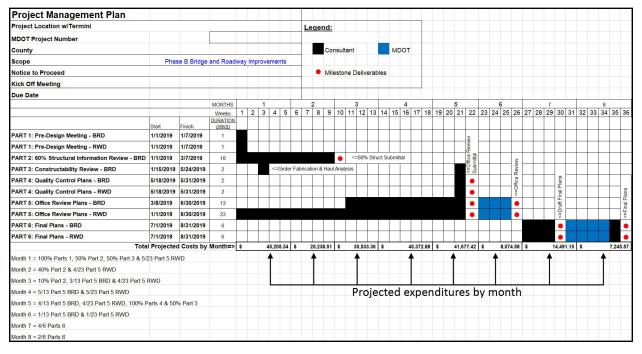
Estimate of Prime's % complete for each subtask to be updated for % complete calculation

Projected itemized Subconsultant cost per subtask based on Subconsultant negotiated hours

Total projected Subconsultant direct cost per task

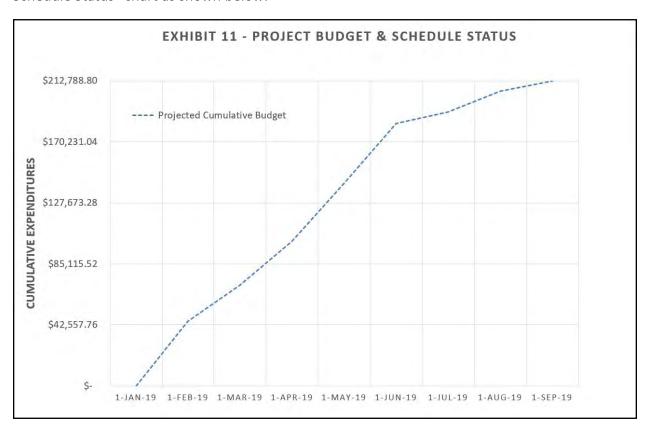
Estimate of Subconsultant % complete for each subtask to be updated for % complete calculation-

Total value earned based on % complete



Based on the schedule in the CONSULTANT'S approved project management plan, the CONSULTANT will estimate the total projected expenditures by month.

Using the projected expenditures by month, the CONSULTANT can utilize Microsoft Excel to develop the "Projected Cumulative Budget" graph for incorporation into the required "Project Budget & Schedule Status" chart as shown below:



PRIME CONSULTANT INVOICE

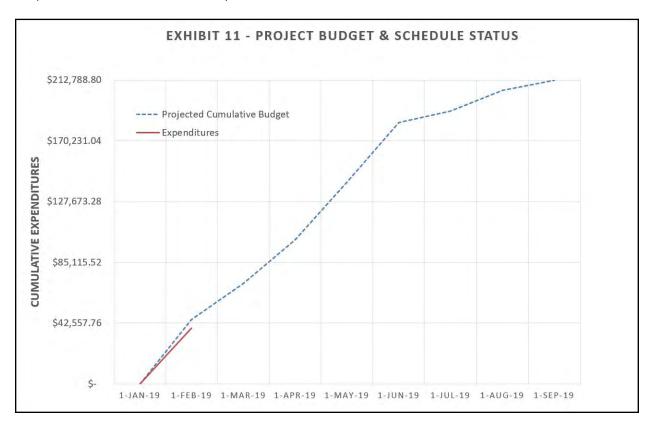
<u> </u>	Invoice #XXXXX	(
Mississippi Department of Transportation		Date: February	8, 2019
ATTN: Scot Ehrgott, P.E.		Invoice #:XXXX	X
Director of Consultant Services		MDOT Project	#: XXXXXXX-XXXXXXX
P.O. Box 1850		Consultant Pro	ject #: XXXXXX.XX
Jackson, MS 39215-1850			
Professional Services in Accordance With	Contract Dated	MM/DD/YYYY	
Project No. XXXXXX-XXXXXX			
Route w/Termini Bridge Replacement	s - Phase B		
Progress Billing No.: 1		January 1, 201	19 - January 31, 201
	Current	Previous	Total Allowed
	Period	Estimate	To Date
Direct Salaries	\$8,945.67	\$0.00	\$8,945.67
Payroll Additive (160.00%)	\$14,313.07	\$0.00	\$14.913.07
The state of the s			1
Direct Costs	\$14,207.58	\$0.00	\$14,207.58
Fixed Fee (% Complete x \$13,665.60)	\$1,598.28	\$0.00	\$1,598.28
Retainage	\$0.00	\$0.00	\$0.00
FCCM (0.40%)	\$35.78	\$0.00	\$35.78
Project Total	\$39,100.38	\$0.00	\$39,100.38
AMOUNT DUE THIS INVOICE	\$39,100.38		
I, the undersigned, do hereby certify that	the above invoic	e is true and co	rrect to the best of
my knowledge and that payment has not			
E	By:		
		Bridge Consulta	nt, P.E.
	Proje	ect Manager	

Subconsultant invoiced amount included here with any other Prime direct costs

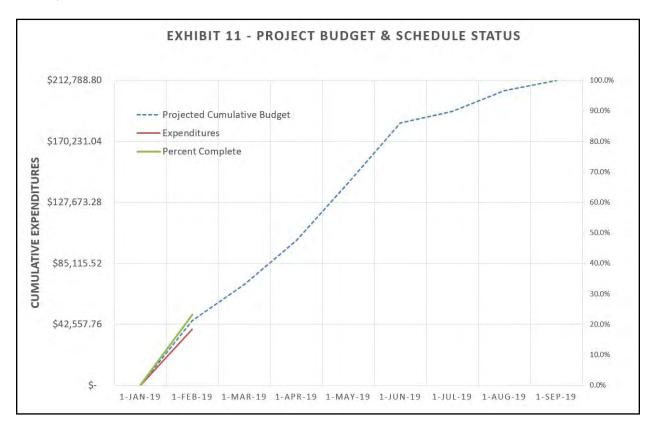
SUBCONSULTANT INVOICE

	Inv	oice #XXXXX			
Bridge Consultants, LLC			Date:Februar	and the second s	
ATTN: Ima Bridge Consultant,	P.E.		Invoice #:XXX		
Senior Bridge Engineer				t#: XXXXXX-XXXXX	X
P.O. Box 1851			Consultant Pr	oject #: XXXXXX.XX	
Jackson, MS 39215-1850					
Professional Services in Acco		ubagreement	Contract Dated	MM/DD/YYYY	
MDOT Project No. XXXXXX-XX Route w/Termini Bridge Re		Phase B			
Noute Witerinini Bridge Ne	piacements	i ilase b			
Progress Billing No.: 1			January 1, 20	19 - January 31, 20	19
		Current	Previous	Total Allowed	
		Period	<u>Estimate</u>	To Date	
Direct Salaries		\$4,789.45	\$0.00	\$4,789.45	
Payroll Additive (160.00%)		\$7,663.12	\$0.00	\$22,019.92	
Direct Costs		\$141.38	\$0.00	\$2,138.00	
Fixed Fee (% Complete x \$90	69.43)	\$1,494.31	\$0.00	\$1,494.31	
Project Total		\$14,088.26	\$0.00	\$14,088.26	
AMOUNT DUE THIS INVOICE		\$14,088.26			
I, the undersigned, do hereby	certify that the	above invoic	e is true and co	rrect to the best of	
my knowledge and that payme	ent has not bee	en received or	costs previous	ly invoiced.	
	By:				
	Dy.	lma F	Roadway Design	ner P.F.	
			ect Manager	Total Control	

Next the CONSULTANT will show their invoice amount for the first invoice, in this example it is the February 8, 2019, invoice and there is an invoiced amount of \$39,100.38. Note, if there is any retainage withheld on the invoice, the invoiced amount will need to be increased to account for the retainage when showing the data on the chart. Using Microsoft Excel the CONSULTANT can add the "Expenditures" line thru February 2019 to the chart.



To complete the chart, the CONSULTANT needs to add the "Percent Complete" line to the chart. To calculate this, the consultant will total the earned value for each subtask for which they estimated the % complete and show this value on the chart using Microsoft Excel. For this example, the CONSULTANT estimated they had a "Percent Complete" of 23.2% with a corresponding earned value of \$49,279.06.



Lastly, the CONSULTANT should prepare the following table for submittal with the chart in their invoice packet to MDOT.

	Project Location MDOT Pro Cou Consultant	on w/Termini oject No. nty	Updated:	Date	
Task	Task Percentage of Overall Project	Percent Complete of Overall Project	Percent Complete of Task	\$ Value of Task	Projected Costs
Part 1, Design Conference - BRD	3%	3%	100%	\$ 6,671.00	\$ 6,671.00
Part 1, Design Conference - RWD	1%	1%	100%	\$ 3,120.00	\$ 3,120.00
Part 2, 60% Structural Information Review - BRD	17%	10%	59%	\$ 20,775.67	\$ 35,396.08
Part 3, Constructability Review - BRD	4%	1%	41%	\$ 3,156.36	\$ 7,732.40
Part 4, Quality Control Plans - BRD	1%	0%	0%	\$ -	\$ 2,371.96
Part 4, Quality Control Plans - RWD	1%	0%	0%	\$ -	\$ 3,140.96
Part 5, Office Review Plans - BRD	32%	0%	0%	\$ -	\$ 68,959.24
Part 5, Office Review Plans - RWD	30%	7%	24%	\$ 15,556.03	\$ 63,685.44
Part 6, Final Plans - BRD	3%	0%	0%	\$ -	\$ 6,815.12
Part 6, Final Plans - RWD	7%	0%	0% 23.2 %		\$ 14,921.60 \$ 212,813.80

With each subsequent invoice, the CONSULTANT should at a minimum update the "Expenditures" and the "Percent Complete" data for submittal with their new invoice packet. If the CONSULTANT has a new MDOT approved project schedule or additional scope and fee added to their project (revised project management plan), the "Projected Cumulative Budget" should also be updated to reflect the revised information.

