

EXHIBIT 11

(Progress Reporting) Process



MISSISSIPPI DEPARTMENT OF TRANSPORTATION

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 CONSULTANT'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:

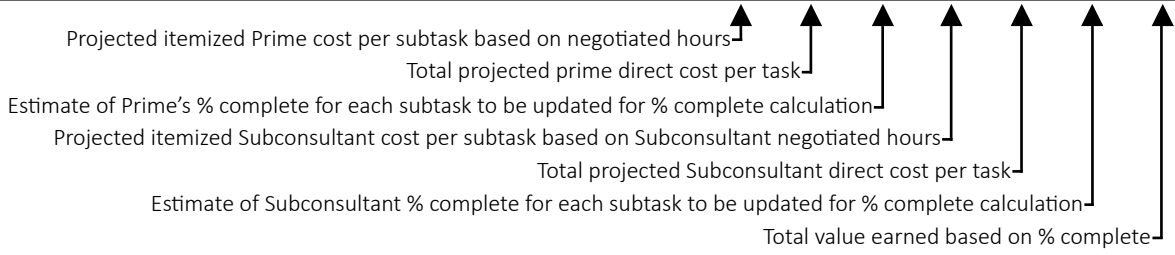
- Projected Cumulative Budget – Using the current approved project management plan, the CONSULTANT will provide a monthly estimate of project expenditures for the entire term of the project.
- Expenditures – With each invoice submittal, the CONSULTANT will update their cumulative expenditures based on 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:									
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		\$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							\$3090.96
Part 5, Office Review - BRD	545		\$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 Bridge, Design Conference							UPDATED:	Date							
Project Route/Termini							Consultant to unhide columns L-S								
County															
Project Number (External & FMS)															
Consultant Name															
Date															
No. of Sheets	Task	Personnel Titles Assigned to Project					Man-Hour Totals	PRIME			SUBCONSULTANT			TOTAL EARNED VALUE	
		Project Manager	Senior Bridge Engineer (Off Team)	Senior Bridge Engineer - Asst. PM	Bridge E/Tech	Admin. Asst.		DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK		
	Pre-Design Meeting	Man-Hours													
	Prepare For & Attend Meeting	4		4			8	\$ 1,516.32		100%					\$ 1,516.32
	Prepare Pre-Design Meeting Minutes	1		1			2	\$ 379.08		100%					\$ 379.08
	Initial Site Visit	10		10	10		30	\$ 4,665.60		100%					\$ 4,665.60
	Prime Direct Cost							\$ -							\$ -
									\$110.00	100%					\$ 110.00
	Total Hours	15		15	10		40	\$ 6,561.00	\$ 110.00	100%	\$ -	\$ -	#DIV/0!	\$ 6,671.00	100%
	Hourly Rate	\$70.00	\$60.00	\$60.00	\$30.00	\$25.00									
	Salary cost	\$1,050.00	\$0.00	\$900.00	\$300.00	\$0.00		\$2,250.00							
160.00%	Overhead							\$3,600.00							
0.40%	FCCM							\$9.00							
	Total Labor Cost							\$5,859.00							
	Prime Other Direct Costs														
	Prints				80	\$0.10		\$8.00							
	Mileage				200	\$0.51		\$102.00							
	Meals				0	\$0.00		\$0.00							
	Lodging				0	\$0.00		\$0.00							
	Prime Direct Costs Total							\$110.00							
12.00%	Fixed Fee							\$702.00							
	Phase B, Part 1 BRD Grand Total							\$6,671.00							



Phase B: Part 1 Roadway, Design Conference							UPDATED :	Date							
Project Route/Termini							Consultant to unhide columns L-S								
County															
Project Number (External & FMS)															
Consultant Name															
Date															
No. of Sheets	Task	Personnel Titles Assigned to Project					Man-Hour Totals	PRIME			SUBCONSULTANT			TOTAL EARNED VALUE	
								DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK		
	Pre-Design Meeting	Man-Hours													
	Prepare For & Attend Meeting						\$ -			\$ 700.00		100%	\$ 700.00		
	Prepare Pre-Design Meeting Minutes						\$ -						\$ -		
	Initial Site Visit						\$ -			\$ 2,300.00		100%	\$ 2,300.00		
	Subconsultant Direct Cost						\$ -				\$ 120.00	100%	\$ 120.00		
	Total Hours						\$ -	\$ -	#DIV/0!	\$ 3,000.00	\$ 120.00	100%	\$ 3,120.00	100%	
	Hourly Rate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00									
	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								

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 2 Bridge, 60% Structural Information Plans							UPDATED :	Date							
Project Route/Termini							Consultant to unhide columns L-S								
County															
Project Number (External & FMS)															
Consultant Name															
Date															
No. of Sheets	Task	Personnel Titles Assigned to Project					Man-Hour Totals	PRIME			SUBCONSULTANT			TOTAL EARNED VALUE	
		Project Manager	Senior Bridge Engineer (Off Team)	Senior Bridge Engineer - Asst. PM	Bridge E/Tech	Admin. Asst.		DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK		
		Man-Hours													
	FIB 45" Girder Design			8	16	24	\$ 2,799.36			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		
	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	\$ 3,615.84			40%			\$ 1,446.34		
	Prime Direct Cost			8		8	\$ 3,615.84	\$ 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, Constructability Review										UPDATED :	Date			
Project Route/Termini										Consultant to unhide columns L-S				
County														
Project Number (External & FMS)														
Consultant Name														
Date														
No. of Sheets	Task	Personnel Titles Assigned to Project					Man-Hour Totals	PRIME			SUBCONSULTANT			TOTAL EARNED VALUE
		Project Manager	Senior Bridge Engineer (Off Team)	Senior Bridge Engineer - Asst. PM	Bridge EI/Tech	Admin. Asst.		DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	
Man-Hours														
	Review Plans for Constructability	2		4	8		14	\$ 1,807.92		25%				\$ 451.98
	Provide Modifications If Necessary			8	16		24	\$ 2,799.36		25%				\$ 699.84
	FIB Girder Fabrication & Haul Analysis	4		8			12	\$ 2,216.16		70%				\$ 1,551.31
	Project Management	2		2		2	6	\$ 903.96		90%				\$ 451.98
	Prime Direct Cost							\$5.00		25%				\$ 1.25
	Total Hours	8		22	24	2	56	\$ 7,727.40	\$ 5.00	41%	\$ -	\$ -	#DIV/0!	\$ 3,156.36
	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						

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 Bridge, QC Plans										UPDATED :	Date			
Project Route/Termini										Consultant to unhide columns L-S				
County														
Project Number (External & FMS)														
Consultant Name														
Date														
No. of Sheets	Task	Personnel Titles Assigned to Project					Man-Hour Totals	PRIME			SUBCONSULTANT			TOTAL EARNED VALUE
		Project Manager	Senior Bridge Engineer (Off Team)	Senior Bridge Engineer - Asst. PM	Bridge EI/Tech	Admin. Asst.		DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	
Man-Hours														
	Senior Bridge Engineer - Off Team Quality Review		12				12	\$ 2,099.52		0%				\$ -
	Include BRD QA/QC Checkprints in OR Submittal			1	1		2	\$ 262.44		0%				\$ -
	Prime Direct Cost							\$10.00		0%				\$ -
	Total Hours		12	1	1		14	\$ 2,361.96	\$ 10.00	0%	\$ -	\$ -	#DIV/0!	\$ -
	Hourly Rate	\$70.00	\$60.00	\$60.00	\$30.00	\$25.00								
	Salary Cost	\$0.00	\$720.00	\$60.00	\$30.00	\$0.00		\$810.00						
160.00%	Overhead							\$1,296.00						
0.40%	FCCM							\$3.24						
	Total Labor Cost							\$2,109.24						
	Prime Other Direct Costs													
	Prints				100	\$0.10		\$10.00						
	Mileage				0	\$0.00		\$0.00						
	Meals				0	\$0.00		\$0.00						
	Lodging				0	\$0.00		\$0.00						
	Prime Direct Costs Total							\$10.00						
12.00%	Fixed Fee							\$252.72						
	Phase B, Part 4 BRG Grand Total							\$2,371.96						

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 Roadway, QC Plans										UPDATED :				
Project Route/Termini										Consultant to unhide columns L-S				
County														
Project Number (External & FMS)														
Consultant Name														
Date														
No. of Sheets	Task	Personnel Titles Assigned to Project					Man-Hour Totals	PRIME			SUBCONSULTANT			TOTAL EARNED VALUE
								DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	
Man-Hours														
	Review Plans, X-Sections and Quantity Calcs					0	\$ -			\$ 2,682.72		0%	\$ -	
	Prepare/Submit PDF files for Plans, X-Sec, Quantities					8	\$ -			\$ 408.24		0%	\$ -	
	Project Management	8		8		8	\$ -					0%	\$ -	
	Prime Direct Cost									\$ -		0%	\$ -	
	Total Hours	8		8		8	\$ -	\$0.00	#DIV/0!	\$ 3,090.96	\$ -	0%	\$ -	
	Hourly Rate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								
	Salary Cost					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								

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 5 Bridge, Office Review Plans										UPDATED :				
Project Route/Termini										Consultant to unhide columns L-S				
County														
Project Number (External & FMS)														
Consultant Name														
Date														
No. of Sheets	Task	Personnel Titles Assigned to Project					Man-Hour Totals	PRIME			SUBCONSULTANT			TOTAL EARNED VALUE
		Project Manager	Senior Bridge Engineer (Off Team)	Senior Bridge Engineer - Asst. PM	Bridge EI/Tech	Admin. Asst.		DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	
Man-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%				\$ -	
	QA/QC & Project Management	24		56	40	8	\$18,779.04		0%				\$ -	
	Submit Multi-Page PDF File of Plans & Quantity Calcs.			2	4	6	\$ 699.84		0%				\$ -	
	Attend Office Review, Provide Minutes & Revise Plans	8		24	32	64	\$ 8,631.36		0%				\$ -	
	Prime Direct Cost							\$25.00	0%			#DIV/0!	\$ -	
	Total Hours	34		199	304	8	\$68,934.24	\$ 25.00	0%	\$ -	\$ -	#DIV/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 →

Phase B: Part 6 Bridge, Final Plans							UPDATED :	Date						
Project Route/Termini							Consultant to unhide columns L-S							
County														
Project Number (External & FMS)														
Consultant Name														
Date														
No. of Sheets	Task	Personnel Titles Assigned to Project					Man-Hour Totals	PRIME			SUBCONSULTANT			TOTAL EARNED VALUE
		Project Manager	Senior Bridge Engineer (Off Team)	Senior Bridge Engineer - Asst. PM	Bridge EI/Tech	Admin. Asst.		DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	DOLLARS / SUBTASK	DIRECT COST / TASK	PERCENT COMPLETE / SUBTASK	
Man-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%				\$ -
	Submit 1 Multi-Page PDF File For Plans		1		1		2	\$ 262.44		0%				\$ -
	Submit CADD Files		1		1		2	\$ 262.44		0%				\$ -
	Submit Bridge Load Rating Calculations & Report		1		1		2	\$ 262.44		0%				\$ -
	Submit Design Calculations (multi-page PDF)		1		1		2	\$ 262.44		0%				\$ -
	Submit all electronic input and output files		1		1		2	\$ 262.44		0%				\$ -
	Submit revised cost estimate & qty. calculations		1		1		2	\$ 262.44		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%				\$ -
	Prime Direct Cost						4	\$ 758.16	\$ 50.00	0%				\$ -
	Total Hours	4		20		28	52	\$ 6,765.12	\$ 50.00	0%	\$ -	\$ -	#DIV/0!	\$ -
	Hourly Rate	\$70.00	\$60.00	\$60.00	\$30.00	\$25.00								
	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						

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 →

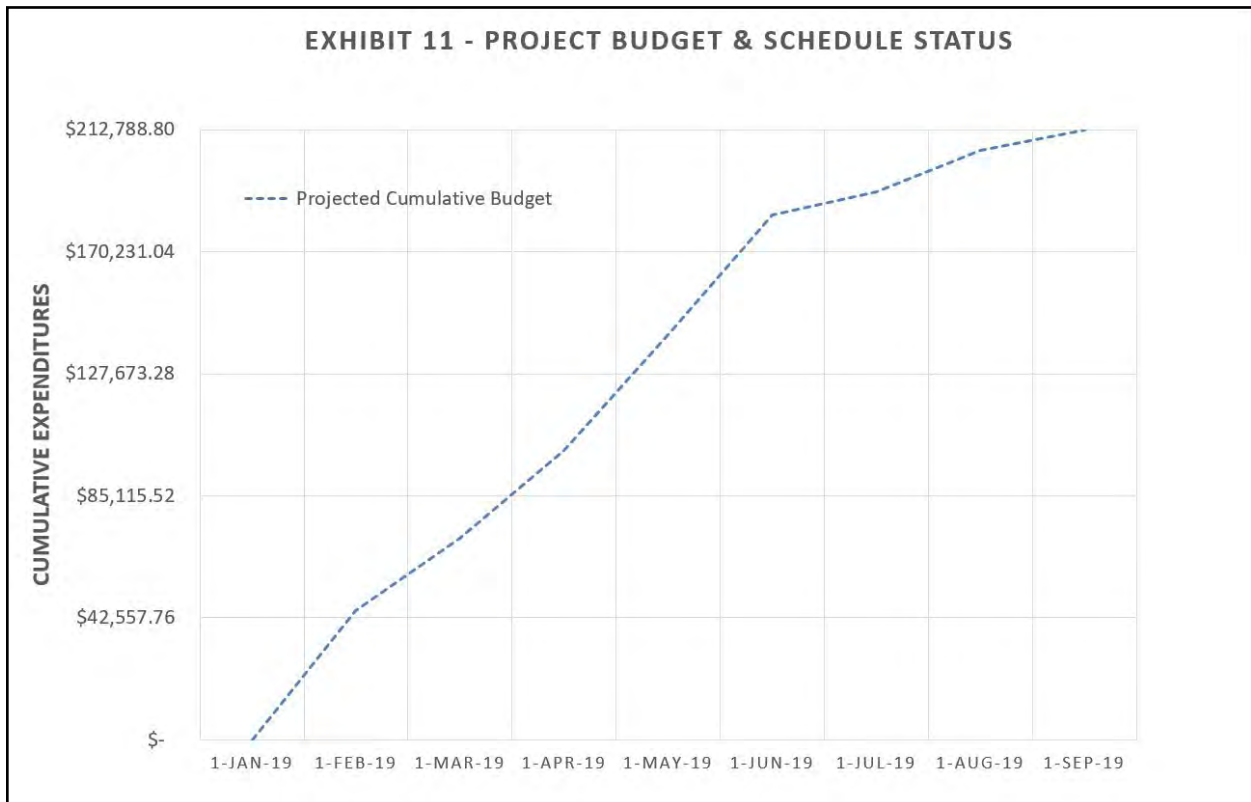
Projected itemized Subconsultant cost per subtask based on Subconsultant negotiated hours →

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 →

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

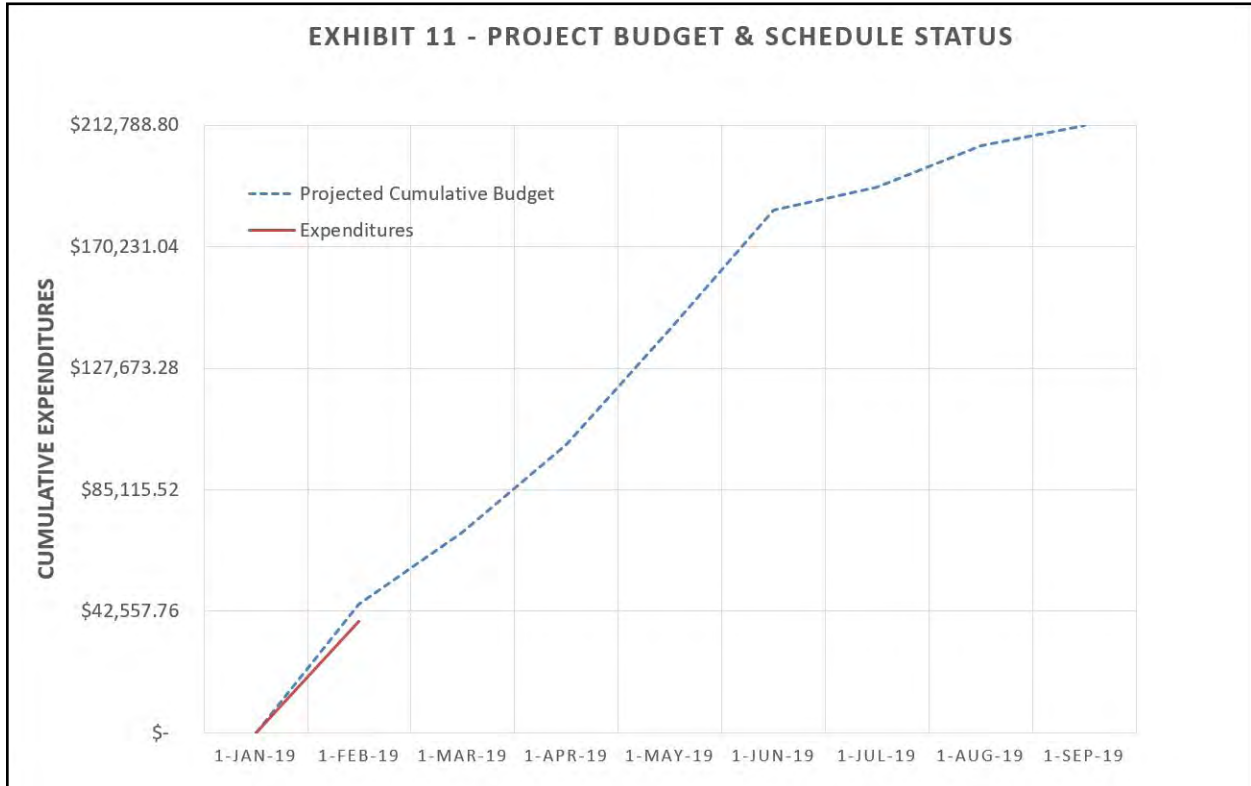
Invoice #XXXXX			
Mississippi Department of Transportation		Date: February 8, 2019	
ATTN: Scot Ehrgott, P.E.		Invoice #XXXXX	
Director of Consultant Services		MDOT Project #: XXXXXX-XXXXXX	
P.O. Box 1850		Consultant Project #: XXXXX.XX	
Jackson, MS 39215-1850			
Professional Services in Accordance With Contract Dated MM/DD/YYYY			
Project No. XXXXXX-XXXXXX			
Route w/Termini Bridge Replacements - Phase B			
Progress Billing No.: 1		January 1, 2019 - January 31, 2019	
		Current Period	Previous Estimate
			Total Allowed To Date
Direct Salaries		\$8,945.67	\$0.00
			\$8,945.67
Payroll Additive (160.00%)		\$14,313.07	\$0.00
			\$14,313.07
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 invoice is true and correct to the best of my knowledge and that payment has not been received or costs previously invoiced.			
		By: _____	
		Ima Bridge Consultant, P.E.	
		Project Manager	

Subconsultant invoiced amount included here with any other Prime direct costs

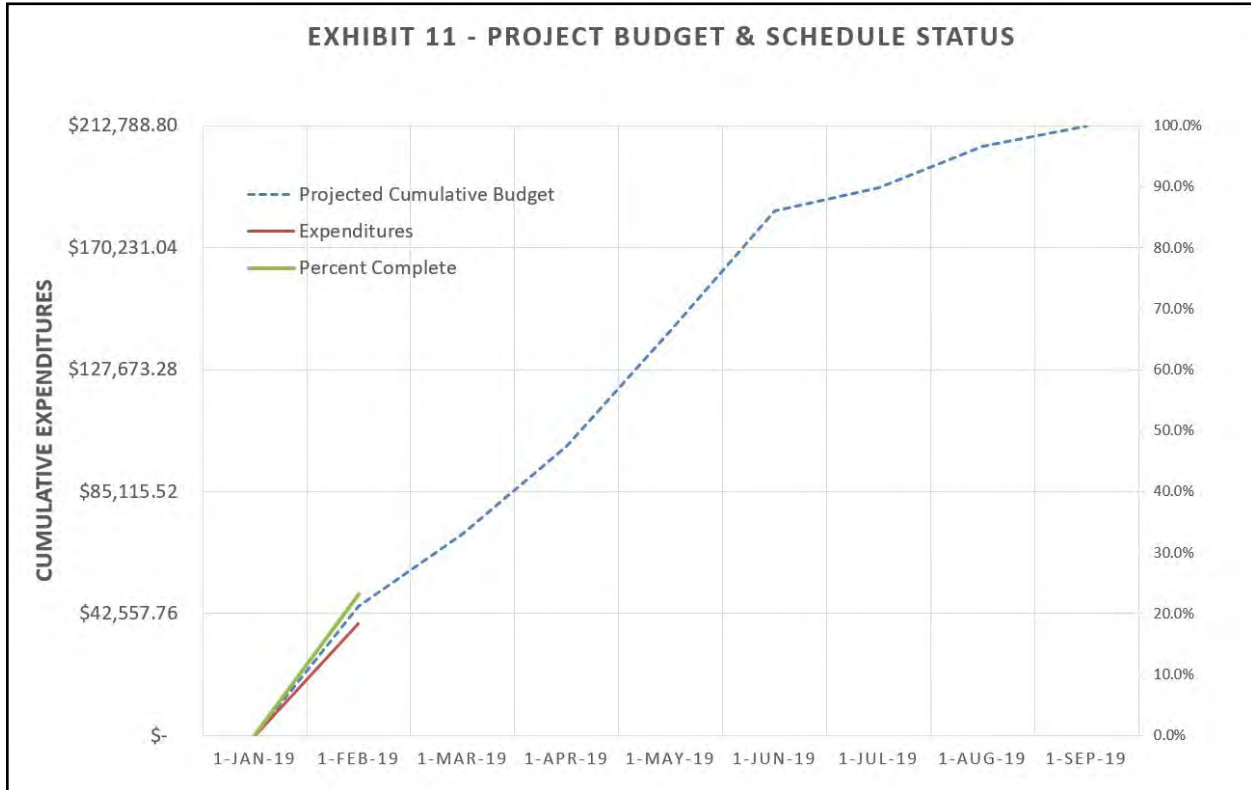
SUBCONSULTANT INVOICE

Invoice #XXXXX			
Bridge Consultants, LLC		Date: February 1, 2019	
ATTN: Ima Bridge Consultant, P.E.		Invoice #XXXXX	
Senior Bridge Engineer		MDOT Project #: XXXXXX-XXXXXX	
P.O. Box 1851		Consultant Project #: XXXXX.XX	
Jackson, MS 39215-1850			
Professional Services in Accordance With Subagreement Contract Dated MM/DD/YYYY			
MDOT Project No. XXXXXX-XXXXXX			
Route w/Termini Bridge Replacements - Phase B			
Progress Billing No.: 1		January 1, 2019 - January 31, 2019	
		Current Period	Previous Estimate
			Total Allowed 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 \$9069.43)		\$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 invoice is true and correct to the best of my knowledge and that payment has not been received or costs previously invoiced.			
		By: _____	
		Ima Roadway Designer, P.E.	
		Project Manager	

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.



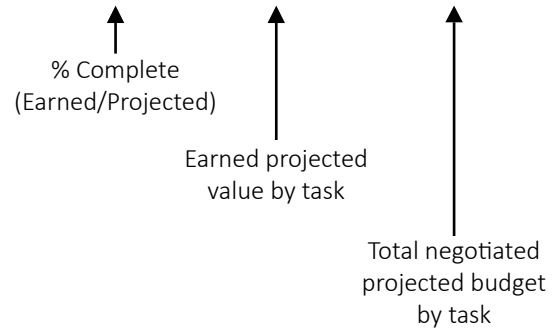
To complete the chart, the CONSULTANT needs to add the “Percent Complete” line to the chart. To calculate this, the consultant will total the earned value for each subtask for which they estimated the % complete and show this value on the chart using Microsoft Excel. For this example, the CONSULTANT 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.

EXHIBIT 11					
			Updated:	Date	
Project Location w/Termini MDOT Project No. County Consultant Project No.					
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%	\$ -	\$ 14,921.60
			23.2%	\$ 49,279.06	\$ 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.





MDOT

MISSISSIPPI DEPARTMENT OF TRANSPORTATION