



MAINE DEPARTMENT OF TRANSPORTATION

CONSTRUCTION SUPPORT SERVICES INFORMATIONAL MEETING April 1, 2016 – 9:00 to 12:00

Location – MaineDOT Headquarters, Augusta – Conference Room 216

Agenda

1. Introductions
2. Review Agenda
3. Contact List
4. Contract Information
 - Lodging
 - Alternate Lodging
 - Per Diem
 - Mileage
5. Invoice Template
 - Template
 - Credits
 - Supporting Documentation
 - Accuracy
6. Aviation Service Numbers

MAINEDOT CONTACTS FOR CONSULTANT SERVICES

MAINEDOT CONTACTS FOR CONSULTANT SERVICES

PROGRAM AREA CONTRACT SPECIALISTS

ENVIRONMENTAL OFFICE, PROPERTY OFFICE, CREATIVE SERVICES (Public Information Contracts), OFFICE OF FREIGHT & BUSINESS SERVICES, EXECUTIVE OFFICE, BUREAU OF FINANCE & ADMINISTRATION, CONTRACTS SECTION, INFORMATION TECHNOLOGY (IT), HUMAN RESOURCES, & SAFETY OFFICE:

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BUREAU OF MAINTENANCE & OPERATIONS:

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BUREAU OF PROJECT DEVELOPMENT:

Bridge Program & Civil Rights:
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Materials and Testing Exploration:
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STATE OF MAINE DEPARTMENT OF TRANSPORTATION
APPENDIX A
CONSTRUCTION SUPPORT SERVICES
SCOPE OF WORK



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SCOPE OF WORK

A. GENERAL DESCRIPTION

The Consultant, acting as an independent contractor will provide the following services: design work, construction inspection, administrative services, and/or testing on projects in accordance with the latest version of MaineDOT's construction manual, highway design manual and other state design guide standards, plans, specifications, standards and testing manual.

The Consultant will perform these services and/or testing on projects as directed by the Resident, Project Manager, Construction Support Manager/Construction Engineer, QA Engineer or Laboratory Engineer or designee ("MaineDOT's Representative").

B. DEFINITIONS

ACI: American Concrete Institute.

AASHTO: American Association of State Highway and Transportation Officials.

Assignment Letter: A form letter providing the consultant with authorization to assign a specific classification of Inspector to a project or projects. This document outlines the duties, the timeframe within which to complete, and the maximum amount that can be expended for the work ordered without additional approval by MaineDOT. In addition it identifies the classification of inspector to be provided and the name of MaineDOT's Representative to whom the inspector will report.

BCI: Bridge Coating Inspector

Construction Support Manager/Construction Engineer: MaineDOT's Representative responsible for the construction oversight of multiple projects within the MaineDOT's Program areas.

Consultant: An individual or firm, who is contracted to furnish services outlined in this scope of work.

Consultant Manager/Principal: The consultant's representative responsible for supervising its firm's personnel assigned to MaineDOT projects.

Contractor: An individual or firm, which has been awarded a Construction Contract.

GSA: the Federal Government's General Services Administration.

Inspectors: The Consultant's employee assigned to perform work on a project(s) as authorized in a related Assignment Letter.

Laboratory Engineer: MaineDOT's representative responsible for MaineDOT's Material Testing Laboratories.

MCTCB: Maine Concrete Technician Certification Board.

NACE: National Association of Coating Engineers.

NETTCP: North East Transportation Training and Certification Program.

Programs: Areas of MaineDOT that utilize Construction Inspection Services which include Highway, Bridge, Multimodal, Maintenance & Operations, and Traffic.

Project: Any unit of work or study for which a Consultant selection is made and a contract is entered into.

Project Location: The MaineDOT location identified in the Assignment Letter, where upon arrival the Consultant may begin charging their time to the project.

Project Manager: MaineDOT's Representative responsible for the global oversight of multiple projects. This position also administers contracts for Consultant Inspectors.

QA Engineer: MaineDOT's Representative responsible for oversight of Quality Assurance specifications and the Independent Assurance Program. This person is also responsible for materials acceptance testing.

Resident: A MaineDOT or consultant employee designated as MaineDOT's on site representative responsible for on-site project oversight; assigned to a single or multiple projects.

SSPC: Society for Protective Coatings

C. SCOPE OF WORK

1. SCOPE

Consultants will provide qualified Resident/Inspectors to perform construction inspection, and/or design/materials testing of MaineDOT projects.

Inspections will include, but are not limited to,

- a. Ensuring that the Contractor meets the contract requirements through:
 - i. Direct inspections; and
 - ii. Performing acceptance tests; and
 - iii. Generating written documentation of the Contractor's daily activities; and
 - iv. Documenting Acceptance Test results, as required by MaineDOT's Representative.
- b. Design inspections will include:
 - i. Evaluation of roadway alignments; and
 - ii. Evaluation of roads for resurfacing; and
 - iii. Estimating quantities; and
 - iv. Other duties as assigned by MaineDOT's Representative.
- c. Material testing will include:
 - i. Field testing of soils-aggregate materials.
 - ii. Plant production inspection and product testing of Portland cement concrete and hot mix asphalt.

- iii. All tests are to be completed in accordance with the latest applicable AASHTO/NETTCP/MaineDOT procedures.
- iv. All other acceptance, verification and independent assurance testing will be performed by MaineDOT; however, the Consultant is responsible to ensure that all acceptance testing assigned to be performed by the Inspector is in accordance with the Estimated Minimum Testing Requirements for the Project.
- v. Project acceptance sampling.
- vi. Documenting test results, as designated by the QA Engineer/Laboratory Engineer or designee.

The work will consist of specific inspection assignments or on multiple projects throughout the State.

D. STAFFING

The Consultant's Resident and Class II, III, IV Inspectors must have prior experience in the areas of work which they are to perform. Inspectors assigned to a project will be subject to review and approval by MaineDOT. Inspectors shall not be replaced on the Project without MaineDOT approval. Any Inspector employed by the Consultant who, in the opinion of MaineDOT, does not perform his/her work in a proper and skillful manner, is intemperate or disorderly, or is unacceptable for any reason shall, at the request of MaineDOT, be removed from the project immediately.

The Consultant shall provide Inspectors who are available to work whatever schedule is directed by MaineDOT. Night, weekend and holiday work may be required. Work beyond eight hours per day and beyond 40 hours per week is typically required.

The Consultant shall provide trained/qualified Inspector/Resident who can adequately and completely perform the requirements of the following positions:

1. **Class I - General Inspector** - assigned as an inspector on a single operation on MaineDOT project(s). Duties include basic construction inspection, measurement and documentation of construction activities and computation of quantities and test values to ensure compliance with specifications. Performs basic field testing and communicates test results to internal and external customers. Specific duties may include but are not limited to being a Hot Mix Asphalt paving ticket taker or performing basic inspection of construction activities.
2. **Class II**
 - a. **Inspector** - assigned as an inspector on single or multiple construction operations on MaineDOT project(s). Duties include inspection, measurement and documentation of work done by the Contractor to ensure compliance with specifications. Certification requirements include:
 - i. ACI/NETTCP field testing concrete certification is required for some projects.
 - b. **Paving Inspector** - assigned as an inspector on single or multiple hot mix asphalt paving projects. Duties include inspection, measurement and documentation of work done by the Contractor to ensure compliance with specifications. Certification requirements include:
 - i. NETTCP Hot Mix Asphalt Paving Inspector certification is required.

- c. **Testing Technician** – assigned as a technician on single or multiple projects. Duties include performing field/lab testing for Hot Mix Asphalt, Portland Cement Concrete or soil/aggregates, etc., and documenting/communicating test results to internal and external customers.
At least one of the following certifications is required:
 - i. NETTCP Soil and Aggregate Inspector, or
 - ii. ACI/NETTCP Field testing concrete certification; or
 - iii. NETTCP Hot Mix Asphalt Plant Technician
- d. **Assistant Designer-Estimator** - assigned to Regional Office to work on single or multiple projects. Duties will include compiling data, detailing, estimating quantities and other associated design detail work.
- e. **Assistant Paint Inspector** - assigned to painting of sophisticated paint systems where NACE Basic training (Level 1) or equivalent training is required.

3. **Class III**

- a. **Chief Inspector** - assigned as the primary inspector on a single or multiple construction projects or as a lead inspector on large MaineDOT projects. Duties include inspection, measurement and documentation of work performed by the Contractor to ensure compliance with specifications. Inspectors in this class may supervise other inspectors. Certification requirements include:
 - i. NETTCP Hot Mix Asphalt Paving Inspector certification is required for any inspector on single or multiple hot mix paving projects.
 - ii. ACI/NETTCP Field Testing Concrete Certification is required for Bridge Program projects, and may be required for other projects.
 - b. **Senior Testing Technician** – assigned as a technician on multiple projects and/or multiple HMA/PCC plants. Duties include inspection, oversight of Contractors’s quality control activities, sampling materials, performing scale checks, and documentation of work performed by the Contractor to ensure compliance with specifications.
All Three of the following certifications are required:
 - i. NETTCP Hot Mix Asphalt Plant Technician; and
 - ii. NETTCP Soil and Aggregate Technician; and
 - iii. NETTCP Concrete Technician (or MCTCB Concrete Plant Technician.).
 - c. **Paint Inspector** - assigned to painting of sophisticated paint systems where NACE Intermediate training (Level 2 or 3), SSPC BCI Level 1 or equivalent training is required.
4. **Class IV - Resident** - assigned as the on-site administrator of a single or multiple construction project(s). This position is responsible for, including but not limited to the inspection, testing, measurements and documentation of quantities and closeout for the project. This position may supervise inspectors furnished by MaineDOT or a Consultant, and may be assigned to assist other Resident’s with compliance reviews. Certifications may be required on some projects.

5. **Class CM - Construction Manager** – Assigned to oversee and provide support to Construction Residents and Inspectors on multiple Projects statewide. This position is also responsible for the construction support and oversight of locally administered construction project(s). This position reports directly to MaineDOT’s Project Manager or Construction Manager/Construction Engineer.
6. **Class PI - Chief Paint Inspector** - assigned to painting of sophisticated paint systems where NACE Certification, SSPC BCI Certification or equivalent certification is required.

E. QUALIFICATIONS

Consultant personnel shall be selected for Class I, II, III, IV, CM, PI contracts based upon the individual’s qualifications and the needs of MaineDOT.

F. TERM

Employment of Inspectors, Residents, and Construction Managers may be terminated any time their services are no longer required. MaineDOT reserves the right to reassign these individuals to various projects as the need for staffing occurs.

G. NOTICE TO PROCEED

The Assignment Letter will be the consultant’s formal notice to proceed - the letter will include the following information;

- Project Number (PIN)
- Project Location
- Required classification
- Anticipated duties
- Start date
- Estimated duration
- The name of the Consultant’s employee.
- The employee’s hourly rate.
- The name of the individual to whom this position will report.
- Estimated cost of the Assignment

Inspectors assigned to a particular project shall perform all work to the satisfaction of MaineDOT’s Representative.

H. COMPENSATION

Compensation for time worked, shall begin and end at the project location specified in the assignment letters. Travel may be required. Inspectors, Residents, and Construction Managers will only be compensated for the actual time worked.

MaineDOT will not reimburse the Consultant for lunch breaks. If there is not an opportunity for the Consultant to take a lunch break due to the circumstances of the Project, MaineDOT will reimburse the Consultant for time worked.

I. REIMBURSEMENT

Consultant reimbursement will be in accordance with policies established by the State of Maine's Office of the State Controller at <http://www.maine.gov/osc/travel/index.htm>, and MaineDOT.

Work Cancellations

If work on a project is cancelled due to rain, etc., MaineDOT will reimburse the Consultant for time worked from the time they were required to be at the project until an authorized MaineDOT employee informed the Consultant of the cancellation. If the Consultant was in overnight status, MaineDOT will not reimburse the Consultant for mileage unless the cancellation fell on the first day of the work week, in which case MaineDOT will reimburse the Consultant for one-way mileage to the Project. However if the Consultant was not in overnight status, MaineDOT will reimburse mileage both to and from the project.

Regarding lodging cancellations, please refer to cancellations under the lodging section below.

Lodging

Reimbursement for lodging shall be the lesser of the actual cost of the lodging or the per diem lodging rate as evidenced by a receipt. Lodging per diem is a maximum not to exceed amount, GSA rates are established for specific locations in the continental United States, a link for the GSA rates can be found at <http://www.maine.gov/mdot/cpo/index.shtml>, under "Quick Links" and "Doing Business with Maine DOT"; a standard per diem rate will be established for any location not specified.

MaineDOT will only reimburse up to the GSA rates, if accommodations cannot be arranged within this allowance the Consultant must submit, in advance, a written request to MaineDOT for written approval for reimbursement that exceeds the GSA rate

MaineDOT will reimburse the Consultant for Sunday night lodging and per diem if the Consultant's policy is to provide Sunday night lodging for an employee who has a significant distance to travel to the project on the following morning.

Lodging Cancellations

MaineDOT will reimburse the cost of the hotel in those instances where we issue late cancellations for the work and the Consultant is still required to pay the cost of the lodging. However, the Consultant must provide with their invoice the receipt from the hotel reflecting the charges and payment.

Alternate Lodging

MaineDOT has an Alternate Lodging Reimbursement Rate that is available when it is advantageous to MaineDOT and there is no suitable commercial lodging available. This rate is available through MaineDOT's Contract Procurement Office, and can only be used with written approval from MaineDOT. There will be no lodging reimbursement for a Consultant who stays with a friend or family member; however, the Consultant will be entitled to Meals and Incidental Expense (M&IE) if they are in overnight status.

Meals

The Consultant may be reimbursed for meal expenses only if the Inspector is in overnight status.

When in overnight status the Consultant shall be reimbursed for M&IE at the GSA Per Diem rates established for the lodging location. This reimbursement is intended to cover all expenses for meals and incidentals. Receipts are not required when billing at the Federal Per Diem rate.

MaineDOT does not reimburse for alcoholic beverage expenses.

Mileage

MaineDOT will reimburse for mileage at the rate set by the State of Maine's Office of the State Controller, this can be found at <http://www.maine.gov/mdot/cpo/index.shtml>, under "Quick Links" and "Doing Business with Maine DOT".

MaineDOT will reimburse for mileage when:

1. There is authorized mileage incurred between the Inspector's permanent residence to the Project Location.
2. There is travel between the Project and the source of material for the Project, or other Project related business as authorized by MaineDOT.
3. An Inspector assigned to multiple Projects incurs authorized mileage traveling from one to another.

When a Consultant is assigned to a project that requires a stay away from home, MaineDOT will reimburse for mileage at the beginning (departure from home), and the end of each week (return home). Reimbursement of mid-week mileage home is limited to an amount equal to or less than lodging for the night. The amount of the lodging for which mileage is in lieu of must be shown in the supporting documentation.

Mileage must be reported on a daily basis, broken down by PIN, and stating the origin and destination.

Travel Time

MaineDOT will not reimburse the Consultant for travel time to and from the project. Compensation for time worked shall begin and end at the project location specified in the assignment letter.

J. INVOICES

Copies of the following receipts (no credit card receipts), must be attached to the Consultant's invoice.

1. Lodging receipt that includes the dates of occupancy, the amount paid, the name and address of the establishment, and the name of the employee claiming the reimbursement.
2. Airline (with itinerary), train, or bus ticket.
3. Parking.
4. Local transportation (i.e. taxi).
5. Automobile rental, when applicable.
6. Tolls.

K. TRAINING

If mutually acceptable to the Parties, MaineDOT reserves the right to direct that Inspectors attend training, seminars or other meetings conducted by MaineDOT or other agencies in conjunction with MaineDOT. Salaries, registration fees and expenses for Inspectors to attend these sessions shall be borne by the Consultant.

All Inspector/Residents must have a minimum of 10 hours of Construction Safety Training and have written proof of same.

L. NOTIFICATION REQUIREMENTS

The Consultant shall notify MaineDOT, in writing, regarding projects where they may be working for other Contractors.

M. FIELD OFFICES

When Inspectors are assigned to a Project or Projects, field offices shall be provided by the Contractor for the use of the Inspectors as described in Section 639 of MaineDOT's Standard Specifications. The cost of these field offices will be borne by MaineDOT.

N. DOCUMENTATION

The Inspectors shall be experienced in the documentation requirements related to construction inspection, design, and materials inspection and testing.

The Inspectors shall maintain separate and distinct records and files for each Project as directed by MaineDOT's Representative.

The Consultant agrees to cooperate fully with MaineDOT and to maintain and protect complete records at the assigned office for review, use and approval at all times. These records shall be transferred to the custody of MaineDOT when the Inspector has completed the assignment and final payment to the Consultant shall be withheld until such transfer has been completed.

O. CLAIMS ASSISTANCE

The Inspectors shall be available to assist MaineDOT in the processing of any project claims or lawsuits for a period of one (1) year from the date of Project acceptance, provided that the inspector is still in the employment of the Consultant. MaineDOT would utilize any legal options afforded to them in any claims or lawsuits in the event that the inspector is no longer employed by the Consultant, i.e. subpoena, etc.

P. AUTHORITY

The Inspector's direct supervisor is the Resident, Project Manager or Construction Support Manager/Construction Engineer for field inspection and related testing assignments; the supervisor for design related assignments is the Project Manager; the supervisor for materials testing is the QA Engineer or Laboratory Engineer or designee. If the Inspector has any issues with MaineDOT's Representative acting as their Project supervisor they should contact the Consultant Manager/Principal. The Consultant Manager/Principal shall, in turn, follow the Claims and Disputes Process outlined in the most recent version of the Consultant General Conditions.

Q. EQUIPMENT REQUIREMENTS

The Consultant shall provide the Inspectors with the following equipment. MaineDOT does not consider this equipment a direct expense, but rather a cost associated with the Consultant's overhead costs.

Classification	Cell Phone	Safety Equipment	Lap Top Computer ¹ and Printer	Digital Camera
Class I		X		
Class II	X	X	X	
Class III	X	X	X	
Class IV	X	X	X	X
Class PI	X	X	X	
Class CM	X	X	X	

¹ Lap Top Computer: The computer must be E-mail service compatible with MAINEDOT office suite systems (Microsoft office); and capable of efficiently running MaineDOT's electronic documentation software, Field Manager and Field Book, manufactured by INFOTECH. All software shall be provided by the Consultant, with the exception of the Field Manager/Field Book software, which will be provided by MaineDOT.

In addition to the electronic equipment above the Consultant shall furnish their employees with all necessary personal engineering supplies and equipment required to perform their jobs. This shall include, but not be limited to:

1. OSHA required personal safety equipment including but not limited to: hard hats, safety vests, and clothing (including nighttime Class III attire whichever MaineDOT feels is appropriate), proper footwear, ear protection, eye protection, safety harnesses and lanyards, respirators when required and disposable clothing, etc.
1. Hand levels.
2. Plumb bobs.
3. Rain gear.
4. Scientific calculator.
5. Drafting tools.
6. English folding rule.
7. English tape measure and/or measuring wheel.
8. Yellow Flashing lights for personal vehicles.
9. Disposable equipment.

APPENDIX B
METHOD OF PAYMENT AND PRICE, OVERHEAD RATE
CONSTRUCTION SUPPORT SERVICES

METHOD OF PAYMENT AND PRICE, OVERHEAD RATE
CONSTRUCTION SUPPORT SERVICES

FIXED BURDENED HOURLY RATES FOR

Classification	Direct Hourly Rate	Straight Time Overhead Field Rate	Overtime Rate	Overtime Overhead Rate	Profit Rate	Fixed Straight Time Rate	Fixed Overtime Rate
Class I	\$ -	0.00%	\$0.00	80%	8%	\$0.00	\$0.00
Class II	\$ -	0.00%	\$0.00	80%	8%	\$0.00	\$0.00
Class III	\$ -	0.00%	\$0.00	80%	8%	\$0.00	\$0.00
Class IV	\$ -	0.00%	n/a	n/a	8%	\$0.00	n/a
Class CM	\$ -	0.00%	n/a	n/a	8%	\$0.00	n/a
Class PI	\$ -	0.00%	\$0.00	80%	8%	\$0.00	\$0.00

- MaineDOT will reimburse the consultant at the Fixed Burdened Hourly rates above.
- Prior to January 1, 2016 Class IV Inspectors will be paid for hours worked up to nine (9) hours per day with no compensation beyond that. After January 1, 2016 MaineDOT will reimburse for Class IV Inspectors at straight time for all hours worked.
- Construction Managers will be paid for hours worked up to nine (9) hours per day with no compensation beyond that. In cases when due to a holiday there is a four (4) day work week ten (10) hour days for that week may be considered. This must be approved by the MaineDOT Project Manager.
- Class IV, with prior approval from the Department's Project Manager, shall also be utilized for a Consultant Project Manager, should their services be required.
- There will be no premium pay for night work.
- Direct expenses shall be reimbursed at cost, and travel expenses shall be reimbursed in accordance with the consultant's reimbursement policy, not to exceed the State of Maine's per diem and mileage reimbursement policy, which can be found at: <http://www.maine.gov/mdot/cpo/>.
- On occasion Consultant may be asked to equip their inspectors with specialized equipment, in these cases the requirements will be handled on an on-call basis, and considered a direct expense as determined in writing by the Department. The Department will pay a daily rate that consists of a 24 hr. period. Equipment that will be paid for at a daily rate include but are not limited to:

Nuclear Soils Testing Gauge – The maximum rate is \$50.00 per day for which supporting documentation from the Consultant must be reviewed by MaineDOT's Materials Testing program prior to the Consultant incurring any costs on this item, any cost must be supportable by the Consultant.
- The mutually agreed upon **Maximum Amount** for this Contract/Modification is: \$2,500,000.00

The Maximum Amount indicated in this Contract/Modification does not constitute an obligation by MaineDOT to pay the Consultant this amount in its entirety. However, it does constitute the maximum amount that can be paid to a consultant under this Contract/Modification.

- For all services rendered under the terms of this Contract, compensation shall be made based on the above Fixed Burdened Straight Time Rate(s). These Burdened Rates include direct labor, overhead, and profit, and shall remain in effect for at least the first two years of the contract. Rates may be re-negotiated and the resulting burdened rates will remain in effect for the remainder of the Contract period. These negotiated burdened rates cannot be adjusted after the Contract expires. MaineDOT shall pay the Consultant on a monthly basis for acceptable services rendered. Direct expenses shall be reimbursed at cost, and travel expenses shall be reimbursed in accordance with the terms of this agreement.

MAINE DEPARTMENT OF TRANSPORTATION
PG 15 & 16 OF THE
CONSULTANT GENERAL CONDITIONS

Direct Expenses

Direct Expenses as defined by 48 CFR Part 31; such as telephone, tolls, reproduction costs, travel costs and approved Sub-consultant(s) costs shall be billed at actual cost; mileage and per diem will be billed in accordance with the guidance set forth below. MaineDOT does not allow any mark-up on direct expenses and Sub-consultant costs.

Mileage shall be paid at the current amount allowed by the State of Maine, Title 5, M.R.S.A. §1541.

Per Diem (meals which require an overnight stay and lodging) will be in accordance with State of Maine, Title 5, M.R.S.A. §1541 policy and will not exceed the current amounts allowed by the State of Maine. This information can be found on the MaineDOT's Contract Procurement Office (CPO) website under "Quick Links" and "Doing Business with Maine DOT".

If the Consultant wishes to be reimbursed for meals and lodging the Consultant must receive approval from the Project Manager or Construction Manager prior to placing an employee in overnight status. Consideration will be given based on the following:

- a. Round trip commute from the Consultant's residence to the project location exceeds 150 miles per day.
- b. The cost of lodging and meals prove to be more cost effective than commuting.
- c. The number of hours the Consultant is required to work in a day.

When a Consultant is in approved overnight status, the commuting mileage between public lodging or project residence and the project shall not exceed 30 miles round trip per day. Up to 10 additional miles will be allowed to obtain noon meals. Exceptions may be granted by Project Manager or Construction Manager on a case by case basis based on the project location and lodging availability.

MaineDOT uses the Federal Government's General Services Administration (GSA) travel rates for calculating maximum per diem for meals and lodging reimbursement. When overnight travel is required as part of the project contract, all travel costs must be documented in accordance with federal regulations and must comply with the consultant's own travel reimbursement policies not to exceed federal per diem rates. For any travel not in overnight status, individual meals will not be reimbursed.

- a. Meals – If it is the Consultant's policy to reimburse its employees utilizing per diem rates, the Consultant will not be required to submit receipts when invoicing MaineDOT at the per diem rate for meals. If the Consultant's policy is to reimburse employees for the actual cost of meals, the Consultant will be required to submit receipts when invoicing, and MaineDOT will reimburse the Consultant for the actual amount up to the per diem rate.

In highly limited instances, when a contract required meeting can only be held during generally recognized meal times and providing food is an essential component for the attendees, properly documented and reasonable costs may be reimbursable only with prior written authorization from both the federal program funding source and the contract's program manager.

- b. Lodging – MaineDOT reimbursements will not exceed the per diem amount and receipts are always required.

Reproduction Costs – Cost to reproduce plans for submittal to MaineDOT is considered a direct expense and shall be charged at actual costs. Any reproduction costs incurred for the Consultant’s internal use is considered overhead expenses and not chargeable as a direct expense.

- c. Travel – Consultants must ensure that travel costs incurred are reasonable and obtained at the most economical price.

MaineDOT will reimburse airfare at the economy class rate. All purchases of air travel must include written quotes that have been requested by at least three qualified sources for the required itinerary. Written documentation of the quotes should include, at a minimum, name of agency person obtaining the quote, date and time of the quote, and travel agency from which the quote was obtained.

Sub-Consultant Payments - The Consultant may invoice MaineDOT for the sub-consultant costs that are treated by the Consultant as accrued due to such costs having been billed to the Consultant and recognized by the Consultant and MaineDOT as a valid and undisputed, due and payable. By submitting accrued but unpaid Sub-consultant cost for reimbursement, the Consultant agrees that within ten (10) days of receipt of reimbursement, the full amount submitted as a reimbursable accrued sub-consultant cost shall be paid to the sub-consultant.

Indirect Expenses

The Indirect Cost Rate (ICR) is established in accordance to federal regulations for a one year applicable accounting period and must never include direct project or federally unallowable costs. A new ICR must be established annually based on the Consultants previous year’s indirect cost expenditures. An Overhead Report establishes the ICR and is expressed as a percentage of the total direct labor incurred within the applicable accounting period. This report must be submitted to the Office of Audit within six months of the close of the applicable accounting period for each year the Consultant has a contract with MaineDOT.

By signing the GCA/Project Contract the Consultant certifies it has reviewed the proposal to establish final indirect cost (overhead) rates and to the best of their knowledge and belief:

- 1) *All costs included in the proposal to establish final indirect cost (overhead) rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of Title 48, Code of Federal Regulations (CFR), Part 31 and follow the guidance provided in the American Association of State Highway and Transportation Officials (AASHTO) Uniform Audit and Accounting Guide.*
- 2) *This proposal does not include any costs which are expressly unallowable under the cost principals of the FAR (48CFR 31).*

All known material transactions or events that have occurred since the last Certification of Final Cost that effect the firm’s ownership, organization or indirect cost (overhead) rates have been disclosed.

MAINE DEPARTMENT OF TRANSPORTATION
STANDARD INVOICE TEMPLATE
FOR MULTI-PIN CONTRACTS W/ASSIGNMENT LETTERS



MaineDOT

CONSULTANT SERVICES STANDARD INVOICE

Construction Support - User Notes

- 1) Yellow and tan colored cells are for data entry. Tan cells will need review or update with each invoice submitted, many yellow cells should only require data entry with the first invoice for a contract. Blue colored cells will not accept data, they are populated by formula, or by link from tan, or yellow cells in the workbook.
- 2) There are 4 Data Sheets for data entry in numerical order under the red tab below. Data entered in yellow and tan colored cells will automatically populate blue colored cells throughout the workbook. Data Sheets should be completed in the order presented. They are also titled at the top (see black box) to indicate what sort of data is needed for each.
- 3) **DataSheet 4 of 4**, Subconsultant/DBE Detail, must always be completed whenever subconsultants are used.
- 4) Blue cells are password protected, preventing direct data entry; in order to avoid unintended corruption. They will be populated using data entered in yellow and tan colored cells.
- 5) The MaineDOT PIN is an 8 digit number in decimal format and must be entered on **DataSheet 2 of 4, Column A**. This column will not accept non-numeric characters, or a number less than 1.00, or a number larger than 999999.99.
- 6) Each PIN to be invoiced on a contract must be entered first in Column A on **DataSheet 2 of 4** in the format specified in #5 above. This will create a drop list that will become available at other PIN entry points in the workbook.
- 7) It is very important that the Vendor/Customer # entered on **DataSheet 1** (if your firm has more than one) be the number associated with your desired payment address.
- 8) Comment boxes have been added to a number of data entry fields (see red corner) to help clarify input intentions, or identify specific conditions. Comments will appear if you hold your cursor over the cell.
- 9) The invoice workbook has been set up to allow credits or adjustments to an invoice, although the need for them should not be frequent. A column has been added to **DataSheet 1 of 4**, Contract Data Detail, for these values and comments should be added in space provided on **DataSheet 1** explaining reasons for each.



State of Maine Department of Transportation
 Transportation Building 16 State House Station
 Augusta, Maine 04333-0016

Internal Use Only

P.V. #: _____
 CT/CTM #: _____
 CSN #: _____
 Vendor #: _____
 TEDOCS #: _____
 Doc. Date: _____
 Doc. Type: _____
 OUC: _____
 Author: _____

INVOICE COVER SHEET
 Payment Type:
**MULTI-PIN PC with
 Assignment Letters**
 (Burdened or Commercial Rate)

****In Account With****

Vendor/Customer # => _____

Consultant Invoice Number: _____
 Invoice Period: _____
 State Contract Number: _____
 Project Contract Award Date: 01/00/00
 Project Contract Completion Date: 01/00/00

Invoice Date: _____
 Consultant Project #: _____
 MaineDOT PIN: _____
 Project Name: _____

I hereby certify that the signature below is true and accurate. I further certify, if electronic, that it (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, and (d) is under the sole control of myself.

FINAL INVOICE

Signed: _____
 Please Type: **Name, Title**

	Amount Invoiced This Period	Total Amount Previously Invoiced	Cumulative Amount Invoiced To Date	Contract Amounts	Contract Balance
Straight Time =					
Overtime =					
Sub-Total =					
Direct Expenses (see DataSheet 4 of 5 for detail) =					
Subconsultant Summary: DBE/WBE => yes/no					
Total Subconsultants =					
Total Invoice Amounts =					
Invoice Credits/Adjustments =					
TOTAL AMOUNT DUE THIS INVOICE =					

Approved by: _____ Date _____
 MaineDOT Program/Project Manager
 (Work performed as specified)

Contract Data Detail

Invoice Date:

MaineDOT Contract Sequence # (CSN)
 Consultant Project #:
 MaineDOT PIN:
 Project Title/Location:

Company Information:

Firm Name	<input type="text"/>
Address	<input type="text"/>
Vendor/Customer #	<input type="text"/>
Firm Is DBE/WBE	<input type="text"/>

Contract Information:

State Contract # (AMS ID):	<input type="text"/>
MaineDOT Contract Sequence # (CSN):	<input type="text"/>
Consultant Project #:	<input type="text"/>
Award Date:	<input type="text"/>
Completion Date:	<input type="text"/>

Current Invoice Information:

Final Invoice? Yes/No =>	<input type="text"/>
Invoice Date:	<input type="text"/>
Consultant Invoice #:	<input type="text"/>
Invoice Start Date (mm/dd/yy)	<input type="text"/>
Invoice End Date (mm/dd/yy)	<input type="text"/>

	Straight Time Amount	Overtime Amount	Current State Mileage Rate \$/mile	Direct Expense Amount	Sub Consultant Amount	TOTALS
Contract Values:			\$0.44			
Original Contract =>		0.00		0.00	0.00	
Mod #1						
Mod #2						
Mod #3						
Mod #4						
Mod #5						
Mod #6						
Mod #7						
Mod #8						
Mod #9						
Mod #10						
Mod #11						
Mod #12						
Mod #13						
Mod #14						
Mod #15						
Mod #16						
Mod #17						
Mod #18						
Mod #19						
Mod #20						
Mod #21						
Mod #22						
Mod #23						
Mod #24						
Mod #25						
Total Contract Value						
Previously Invoiced Total						
Current Invoice Total						
Contract Balance						

Comments:

Maine Department of Transportation Airport Service Numbers

Now available on the Prequalification Application
Located at: <http://maine.gov/mdot/cpo/prequal/>

Service Numbers and Definitions:

605.10 Aviation Facilities Inspection

Construction inspection and design support of any aviation facility such as runways, taxiways, runway/airport lighting systems, buildings and safety area construction; as well as site construction or other ancillary project construction.

605.20 Aviation Facilities Construction Management and Support Services

Construction management and administrative support of any aviation facility such as runways, taxiways, runway/airport lighting systems, safety area and building construction; as well as site construction or other ancillary project construction.