


MEMORANDUM

Date: January 29, 2008
To: Tomball CIP Consultants
From: Mark A. McClure, P.E. 
Director of Engineering & Planning
City of Tomball
Re: Consultant Invoicing Guidelines

Effective March 1, 2008, to facilitate the processing of Consultant's project invoices, the Engineering & Planning Department is requesting the following information be submitted with each invoice in the following order:

1. Engineering/Architectural Service Contract-Estimate for Payment.
 - a. Where the contract involves multiple projects under a single contract, the consultant shall provide a Summary Estimate for Payment (signed and dated) along with Individual Estimates for Payment for each project assignment. Summary Estimate values should equal sum of Individual Estimates.
 - b. Each Estimate for payment should include a total for the services performed for each Construction Package to date (dollars and percentage complete); services completed in the applicable Phase in the billing month; and the amount due for such services.
2. Prepare a brief narrative of the services performed in the preceding month, and a list of the planned activities for the following month:
 - a. Include schedule submitted with the contract and show % age complete.
3. Submit backup material for proposed charges, where applicable to Contract type.
 - a. Prime Consultant (Lump Sum Services, where applicable)
 - b. Prime Consultant (Time & Materials, where applicable)
 - The number of hours expended by Engineer's employee's times Raw Salary times Raw Salary Multiplier for each Construction Package and upon request by the Director a copy of employee time sheets.
 - A breakdown of the type and cost of each item included within the definition of Reimbursable Expenses.
 - A breakdown of the individual expenditures allowable as travel costs in the definition of Reimbursable Expenses.
 - c. Sub-Consultant (Lump Sum Amount): The actual invoice cost of Consultant Subcontract Cost plus Consultant Markup, including a copy of that the Consultant's invoice.
4. Provide a cash flow projection, including total contract amount, amount spent to-date, and a projection of spending for the following 12 months.

Copies of your authorization letters or notice-to-proceed (NTP) for specific tasks will be required for each month billing or pay application. However, under the terms of the Contract, Work performed without written authorization from the City is not subject to payment. If your Contract was commenced verbally but advanced via a signed contract (i.e., a NTP was not issued), please advise in writing. All future contracts and/or supplementals will require written authorization prior to commencement of the Work. All invoices shall be sent to the attention of the Director of Engineering & Planning.

Your submittal of this information each month will facilitate our invoice processing and assist us in the prompt processing and payment of your invoices. Please provide one original, plus one complete copy of the complete invoicing package. Invoices not complete with the above information will be returned to the Consultant for further processing and re-submittal. Should you have any questions, please contact Erin Knesek, P.E. or Mark A. McClure, P.E.

CITY OF TOMBALL
Department of Engineering and Planning
Professional Service Contract
Estimate for Payment

P.O. Number:	Pay Application No.:	Consultant's Invoice No.:
Project File No.:	Date:	
Project Description:	Contract No.:	
Fund No.:	Date of Contract:	

Total Contract Days:
No. Days Utilized:

FIRM:
ADDRESS:
TELEPHONE NO.: () -

ORIGINAL CONTRACT:	SUPPLEMENTAL AGREEMENTS:	CONTRACT INFORMATION:
Ord. No.:	Ord. No.:	Basic Services: \$
Passed:	Passed:	Additional Services: \$
Ord. Amount: \$	Ord. Amount: \$	
Contract Amount: \$	Contract Amount: \$	TOTAL CONTRACT: \$

ALLOCATIONS FOR:

Basic Services:		Additional Services:	
Preliminary Design (Phase I):	\$	Surveying:	\$
Final Design (Phase II):	\$	Geotechnical:	\$
Construction (Phase III):	\$	Environmental Assessment:	\$
		List Other:	\$

TOTAL TO DATE: PREVIOUSLY INVOICED: AMOUNT DUE:

A) BASIC SERVICES (% Completion):					
Phase I	\$	(%)	\$	\$	\$
Phase II	\$	(%)	\$	\$	\$
Phase III	\$	(%)	\$	\$	\$
B) ADDITIONAL SERVICES (% Completion):					
Surveying	\$	(%)	\$	\$	\$
Geotechnical	\$	(%)	\$	\$	\$
Modified Phase I ESA	\$	(%)	\$	\$	\$
Phase II ESA	\$	(%)	\$	\$	\$
Reproduction Services	\$	(%)	\$	\$	\$
Tree Protection	\$	(%)	\$	\$	\$
Traffic Control	\$	(%)	\$	\$	\$
TRC	\$	(%)	\$	\$	\$
SWPPP	\$	(%)	\$	\$	\$
Subsurface Investigation	\$	(%)	\$	\$	\$
Other (Add as needed)	\$	(%)	\$	\$	\$

(A+B) TOTALS:
TOTAL AMOUNT DUE THIS ESTIMATE: \$

Received by: _____
Administrative Assistant Date

Certification by firm: _____
Signature and Title Date

Printed Name

Reviewed: _____
Construction Section Date

Approval Recommended: _____
Director of Engineering & Planning Date