

APPENDIX "D"

Compensation

1. The CONSULTANT shall receive as payment for the work performed under this Contract the total amount not to exceed \$400,000.00.
2. The CONSULTANT will be paid for the actual hours of work performed by essential personnel exclusively on this contract. The base period hourly billing rate schedule shown below shall be in effect until June 30 of the calendar year following that of the date of this contract. Applicable rates following the base period shall be adjusted annually effective July 1st of each subsequent calendar year. The adjustment will be the 12 month percent change, as of December 31, 20XX, as compared to December 31, 20XX-1 in the Employment Cost Index. Negative percentages of change will result in decreases in the rates. INDOT reserves the right, annually as described herein, and after consideration of other relevant economic and financial factors to make fair and reasonable rate adjustments differing from the ECI when considered to be in the best interest of the State of Indiana.

Employment Cost Index is defined as the "Employment Cost Index, Wages and Salaries (not seasonally adjusted), for private industry workers, professional, scientific and technical services", as issued each December by the U.S. Department of Labor, Bureau of Labor Statistics, Base = December 2005 =100.

<u>Classification</u>	<u>Base Hourly Rate</u>
Project Manager --	\$ 174.08
Senior Engineering Manager	\$ 174.08
Senior Supervisor Construction Manager	\$ 174.08
Senior Supervisor Engineer	\$ 174.08
Supervisor Engineer	\$ 132.18
Consultant III	\$ 139.96
Lead Engineer	\$ 129.77
Engineer II	\$ 96.99
Engineer I	\$ 80.53

3. The CONSULTANT will be reimbursed for direct non-salary costs (the actual costs of such out-of-pocket expenses directly attributable to this Contract such as fares, subsistence, mileage, equipment rentals, reproductions, approved sub-consultant fees, etc.) as approved by INDOT. Direct non-salary costs for travel reimbursement shall not exceed the limitations on travel expenses set out in the current State of Indiana policy on travel reimbursement.
4. The CONSULTANT may submit one invoice per calendar month for work covered under this Contract. The invoices shall be submitted to the following:

RFP:

Administrative Services Manager
Indiana Department of Transportation
100 N. Senate Ave., Room N642
Indianapolis, IN 46204

If a DBE goal is established for this contract, separate DBE costs shall be summarized on each invoice including a cumulative total to show DBE goal attainment.

CONSULTANT shall submit an invoice for payment within 120 days after the earlier of (a) the date that CONSULTANT's right to payment for a work item has accrued or (b) the last day of the term of this contract. The date any invoice is due to be presented to INDOT is referred to herein as the "Invoice Due Date". CONSULTANT acknowledges and agrees that INDOT is a recipient of federal funds and INDOT may intend to use federal funds to pay all or a part of the sums owed to CONSULTANT pursuant to this contract. Accordingly, in the event that CONSULTANT'S invoice is not timely delivered and federal funds that were otherwise available to pay CONSULTANT are not available to pay CONSULTANT for any reason, then CONSULTANT agrees that INDOT shall have no obligation to pay sums due by INDOT hereunder to the extent previously available federal funds are not available to pay such sums ("Unavailable Federal Funds"). In the event that the compensation to CONSULTANT is intended by INDOT on the date hereof to be payable solely with state funds, then the amount of Unavailable Federal Funds shall be deemed to be \$0.00.

Additionally, in the event that CONSULTANT does not submit an invoice by the Invoice Date, then CONSULTANT shall additionally pay INDOT an administrative fee equal to 20% of the value of the invoice, less the amount of Unavailable Federal Funds (the "Administrative Fee"). The Administrative Fee is intended to offset certain costs that INDOT incurs as a result of late delivery of an invoice, which costs are difficult and impractical to ascertain.

5. Overtime premium rates will not be allowed unless included in the base hourly rate list above and unless approved by INDOT.
6. If, prior to the satisfactory completion of the services under this Contract, the total of the costs incurred by the CONSULTANT is within ten percent (10%) of the maximum amount payable, the CONSULTANT shall notify INDOT and the status will be evaluated.
7. The actual amount payable shall be determined in accordance with a final audit by INDOT's Division of Cost Accounting and Audits.

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INDOT Consultant Billing Requirements

In order to process invoices efficiently INDOT requires that invoices incorporate the information described below and shown in the attached examples.

- **Invoices**

- **The 7 MUST have items on an invoice:**

1. Invoice number
2. Invoice date
3. Invoice amount
4. Service dates
5. PO number
6. DES number
7. Remit to address registered with the AOS

- Invoices need to be original and delivered via hard copy or PDF.
- Rejected invoices must be re-dated with a current date when they are resubmitted.
- Do not combine projects or phases on one invoice. Separate each part. RW phase services must be billed separately from PE phase services.
- Only one invoice per month per phase should be submitted (i.e. all “tasks” included in a phase should be billed on one invoice).
- If an invoice is a ‘final’ state “Final Invoice” on the invoice and specify if it is the final for the purchase order or the project.
- Contract Invoice-vouchers are not required for direct INDOT consultant contracts. Invoice-vouchers ARE required for LPA invoices. LPA Invoice-vouchers must be signed and dated by the Local Agency and must have their consultants and sub-consultants invoice and the supporting documentation for all vendors attached.
- Invoices may not be submitted prior to issuance of a fully executed contract and notice to proceed. (exceptions for utilities)
- Invoice numbers do not have to run in consecutive order but, must be *unique*.



- **Invoice Support required for contracts that allow hourly labor charges or direct non-salary cost charges.**
 - Supporting documentation does not have to be original.
 - Do not combine projects or phases on supporting documentation.
 - Time documents: for each billed employee:
 1. Identify the employee by name and labor classification
 2. Project
 3. Date
 4. Hours worked on the project
 5. Starting and stopping time if more than 12 hours were spent in travel and work in a single day (important in determining the allowable per diem).
 6. Direct labor for cost plus fixed fee contracts **MUST** be billed by employee name and not billed by the labor classification, since these contracts state reimbursement at “actual” cost.
 7. Direct labor for negotiated labor rate contracts **MUST** show both employee name and classifications for labor charges.
 - Expense reports and supporting receipts for billed direct non-salaried costs (DNS costs). These expenses may include, but are not limited to:
 1. Meals (subject to State maximum per diem)
 2. State Travel Website: <http://www.in.gov/idoa/2459.htm>
 3. Lodging (subject to State maximum)
 4. Mileage (see detail below) • Appropriate mileage rate per firm’s prior INDOT approval, up to State maximum
 5. Equipment Rentals (Generally allowed only if rented from a third unrelated party)
 6. Field Supplies
 7. Materials
 - Mileage Records/Log must identify
 1. Project
 2. Date
 3. Employee
 4. Vehicle used
 5. Beginning and Ending miles, or miles to and from the project
 6. Departure location and arrival location
 7. This information may be recorded on an expense report or a document other than a mileage log.



Example invoice for **Lump Sum Contract**:

ACME Engineering

2222 Peak Ave.
Zenith, IN 46222

11/23/2011

Indiana Department of Transportation
Attn: Administrative Services Manager
Use address from contract

INVOICE # 0771

SR 42 bridge replacement over Big Creek
RFP No. 014206
P.O. No's. 96023749 & 99025522
Des No. 9834256
Billing Period 10/15/2011 through 1/14/2011 – PE Phase

Total Amount for this Invoice: \$11,500.00

	Contract Fee	% Complete	Amount Complete	Less Prior Billings	Amount This Billing
Road	\$ 85,000.00	20%	\$17,000.00	\$8,500.00	\$ 8,500.00
Bridge	\$ 30,000.00	10%	\$ 3,000.00	\$ -	\$ 3,000.00
Signals	2@\$4,000 ea	10%	\$ 800.00	\$ 800.00	\$ -
Preconstr. Conf.	\$ 500.00	0%	\$ -	\$ -	\$ -
Const. Chgs. & Partnering	\$ 1,000.00	Hourly	\$ -	\$ -	\$ -
	<u>\$ 133,500.00</u>		<u>\$20,800.00</u>	<u>\$9,300.00</u>	<u>\$ 11,500.00</u>

DBE Goal 5%

DBE Amount This Invoice \$ 664

DBE Amount Complete \$1,664

DBE % of Amount Complete 8 %

Note: All elements shown above must appear on your company's invoice, even if the suggested format is not used.
*Status reporting forms must be attached to the invoice. Hourly and direct expense support should not be submitted unless the contract allows for these charges. Invoices that include billing of hourly or direct cost charges should include the additional elements shown in the example invoice for the applicable compensation method.



INDIANA DEPARTMENT OF TRANSPORTATION

Example invoice for **Negotiated Labor Rate Contract:**

ACME Engineering

2222 Peak Ave.
Zenith, IN 46222

11/23/2011

Indiana Department of Transportation
Attn: Administrative Services Manager
Use address from contract

INVOICE # 0772

SR 42 bridge replacement over Big Creek
RFP No. 014207
P.O. No's. 96023750 & 99020522
Des No. 9834257
Billing Period 10/15/2011 through 1/14/2011 – PE Phase

Total Amount for this Invoice: \$7,632.55

Total Billable Amount for this Assignment: \$85,000.00
Total billed to date, including this invoice: 25,000.00
Assignment Balance: \$60,000.00

Employee Name	Labor Classification	Number of Hours	Class Labor Rate	Extension	Amount Claimed this Invoice
B Jones	Proj Mgr	1.0	66.78	\$ 66.78	
J Smith	Sr Eng	56.0	43.46	\$ 2,433.76	
L Black	Eng II	99.0	42.49	\$ 4,206.51	
M Woods	Tech II	5.0	29.5	\$ 147.50	

\$ 6,854.55 \$ 6,854.55

Direct Expenses (detailed support attached):

Sub consultant Name, Inc.	\$664.00
300 miles @ \$.38/mile	<u>\$114.00</u>
	<u>\$7,632.55</u>

DBE Goal 5%

DBE Amount This Invoice \$ 664

DBE Amount Complete \$1,664

DBE % of Amount Complete 8 %



Example invoice for **Labor Rate Multiplier** Contract:

ACME Engineering

2222 Peak Ave.
Zenith, IN 46222

11/23/2011
Indiana Department of Transportation
Attn: Administrative Services Manager
Use address from contract

INVOICE # 0773
SR 43 bridge replacement over Big Creek
RFP No. 014208
P.O. No's. 96023765 & 98020522
Des No. 9834258
Billing Period 10/15/2011 through 1/14/2011 – PE Phase

Total Amount for this Invoice: \$7,633.02

Total Billable Amount for this Assignment: \$85,000.00
Total billed to date, including this invoice: 25,000.00
Assignment Balance: \$60,000.00

Road Design					
Employee name	Number of hours	Employee Hourly Rate	Extension	Overhead Multiplier	Hourly Amount Claimed this Invoice
B Jones	1.0	\$23.43	\$23.43		
J Smith	56.0	\$15.25	\$854.00		
L Black	99.0	\$14.91	\$1,476.09		
M Woods	5.0	\$10.35	\$51.75		
			\$2,405.27	2.85	\$6,855.02

Direct Expenses (detailed support attached):	
Sub consultant Name, Inc.	\$664.00
300 miles @ \$.38/mile	<u>\$114.00</u>
	\$7,633.02

DBE Goal 5%
DBE Amount This Invoice \$ 664
DBE Amount Complete \$1,664
DBE % of Amount Complete 8 %



Example invoice for Cost Plus Fixed Fee Contract:

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ACME Engineering

2222 Peak Ave.
Zenith, IN 46222

11/23/2011

Indiana Department of Transportation
Attn: Administrative Services Manager
Use address from contract

INVOICE # 0774

SR 44 bridge replacement over Big Creek
RFP No. 014209
P.O. No's. 96023768 & 98020522 (specify PO being billed against)
Des No. 9834259
Billing Period 10/15/2011 through 1/14/2011 – PE Phase

Total PE Amount for this Invoice:			<u>\$12,449.56</u>	
Task	Fixed Fee	Labor & OH	Direct Costs	Total
Road Design	\$ 1,500.00	\$ 5,435.91	\$ 866.16	\$ 7,815.91
Bridge 1457	\$ 450.00	\$ 1,793.49	\$ -	\$ 2,243.49
Utility Coord	\$ -	\$ -	\$ -	\$ 2,404.00
	\$ 1,950.00	\$ 7,229.40	\$ 866.16	\$ 12,449.56

DBE Summary

Goal 5%, this invoice \$664.00, Total Amount Billed \$1,664.00, DBE % to Date = 8%

Contract PE Amounts Completed Including this Invoice:					
Task	Task NTE	Fixed Fee	Labor & OH	Direct Costs	Total
Road Design	\$200,000.00	\$2,500.00	\$20,000.00	\$1,493.00	\$23,993.00
Bridge 1457	\$40,000.00	\$200.00	\$2,000.00	\$0.00	\$2,200.00
Utility Coord	\$8,000.00	\$240.00	\$2,000.00	\$164.00	\$2,404.00
	\$248,000.00	\$2,940.00	\$24,000.00	\$1,657.00	\$28,597.00

Fixed Fee Computations:					
Task	Fixed Fee	% Complete	Amount Complete	Less Prior Billings	Amount this Billing
Road Design	\$15,000.00	20%	\$3,000.00	\$1,500.00	\$1,500.00
Bridge 1457	\$4,500.00	10%	\$4,500.00	\$0.00	\$450.00
Utility Coord	\$90.00	10%	\$9.00	\$0.00	0.00



INDIANA DEPARTMENT OF TRANSPORTATION

Invoice #0774 continued:

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Labor and Overhead Computations, this billing period

Overhead Multiplier = 1 + 1.26* = 2.26

*Current Provisional Overhead Rate Approved July 4th, 2016

Road Design					
Employee name	Number of hours	Employee Hourly Rate	Extension	Overhead Multiplier	Hourly Amount Claimed this Invoice
B Jones	1.0	\$23.43	\$23.43		
J Smith	56.0	\$15.25	\$854.00		
L Black	99.0	\$14.91	\$1,476.09		
M Woods	5.0	\$10.35	\$51.75		
			\$2,405.27	2.26	\$5,435.91

Bridge 1457					
Employee name	Number of hours	Employee Hourly Rate	Extension	Overhead Multiplier	Hourly Amount Claimed this Invoice
B Jones	1.0	\$23.43	\$23.43		
J Smith	8.0	\$15.25	\$122.00		
L Black	40.0	\$14.91	\$596.40		
M Woods	5.0	\$10.35	\$51.75		
			\$793.58	2.26	\$1,793.49

Direct Expenses, this billing period (detailed support attached):

Road Design

Sub consultant Name, Inc. \$664.00

232 miles x \$.38/mile = \$ 88.16

Hotel Rooms: 1 person x 2 nights x \$57.00/night = \$114.00

Total Direct: \$866.16

Total Amount for this Invoice: \$12,449.56

Note: All elements shown above must appear on your company's invoice, even if the suggested format is not used. *Status reporting forms must be attached to the invoice. Hourly and direct expense support should not be submitted unless the contract allows for these charges. Invoices that include billing of hourly or direct cost charges should include the additional elements shown in the example invoice for the applicable compensation method.



16. TRAVEL RATE CHART SUMMARY

The following chart includes the general rates related to State Travel:

Item	Detail	
Air Travel	Agencies to use online booking tool from the State Travel Contract Vendor Website for rates.	
Vehicle Travel	Agency to use State Contract for Vehicle Rental. Rental rates shown on State Contract. Agencies are recommended to use and pay for the Economy class, unless approved by the Department.	
Parking and Tolls	A person in travel status may be reimbursed for the cost of parking and tolls when using either a personal vehicle or a State vehicle. Valet parking will be reimbursable when "self-parking" is not available, or is cost effective and practical. (e.g., cost less, one fee with in/out privileges). Receipts satisfying the requirements of this Policy must be included with the claim for reimbursement.	
Mileage	<ol style="list-style-type: none"> Traveler/Travel Coordinator (TC) determines shortest route round trip distance from home/work by using online mapping source (i.e. Map Quest) Traveler/TC visits State Travel website to view the latest Memo related to mileage reimbursement rate. Traveler/TC runs, prints, and attaches Rental vs. Reimbursement calculator if trip is over 110 miles (http://www.enterprise.com/car_rental/corporateClassIntro.do) to the Authorization/Request for Out of State Travel form (SF 823) If the calculator shows it is more cost effective to: <ol style="list-style-type: none"> Rent - attach rental confirmation from Enterprise Reimburse - attach shortest route round trip directions as outlined above and the Rental vs. Reimbursement calculator 	
Lodging	Maximum Allowable In-State Lodging Rate = State Travel website – Reimbursement Rates *See Section 22 Lodging for tax instruction	
Overnight Per Diem/Subsistence	Departure before 12:00 PM	\$26.00 for In-state \$32.00 for Out-of-State
	Departure between 12:00 PM and 4:30 PM*	\$13.00 for In-state \$16.00 for Out-of-State
	Departure after 4:30 PM	NONE for In-state NONE for Out-of-State
	Return before 12:00 PM, but after 7:30 AM	\$13.00 for In-State \$16.00 for Out-of-State
	Return after 12:00 PM	\$26.00 for In-state \$32.00 for Out-of-State
	*No subsistence is paid for travel segments that are less than 7 1/2 hours. Subsistence may not be claimed for same day travel. Overnight travel must be involved in order to claim subsistence.	
Meals Provided Deduction	If a meal is provided, no subsistence shall be claimed for that meal and is to be deducted as follows:	
	Breakfast = \$6.50 for In-state, \$8.00 for Out-of-State	
	Lunch = \$6.50 for In-state, \$8.00 for Out-of-State	
	Dinner = \$13.00 for In-state, \$16.00 for Out-of-State	
The State of Indiana must not pay for a person's meal more than once. This includes, but is not limited to, meals included in registration fees or by hotels in the room charge. If a person in travel status received a meal without charge, then the subsistence allowance must be reduced. However, no deductions from subsistence shall be taken for continental breakfasts or meals served on airplanes.		
Overnight Per Diem/Subsistence for Other Countries	<p>Travel to Specific Countries divide by four (4), one quarter is to be claimed for Breakfast, one quarter for Lunch and the remaining half (½) for Dinner.</p> <p>Other countries outside USA are to be claimed at fifty dollars (\$50.00), with the same departure and return times in the chart above applied. An original paid lodging bill is required to claim subsistence for over-night travel.</p> <p><u>Specific Country Daily Rates include:</u></p> <ul style="list-style-type: none"> Japan = \$90.00 Korea and Taiwan = \$85.00 China, France, Germany, Great Britain, the Netherlands, and Singapore = \$65.00 	
Registration Fees	A State Traveler may be reimbursed for the cost of registration fees associated with attendance at conferences. Only the State Traveler's portion of the registration fee, and no fees for any other individual accompanying the State Traveler, shall be paid.	
Relocation/Moving Rates	<p>Personal Automobile Mileage Rates:</p> <p>See Mileage Section for Rate per Mile for all approved business miles.</p> <p>\$0.235 per mile for relocation/moving expenses</p> <p>Mileage will not be approved for trips in excess of 2,500 miles. See Section 26. Relocation Services for additional detail.</p>	



STATE OF INDIANA

Michael R. Pence, Governor

DEPARTMENT OF ADMINISTRATION
Commissioner's Office

Indiana Government Center South
402 West Washington Street, Room W479
Indianapolis, IN 46204

DATE: July 11, 2016

TO: All State Institutions

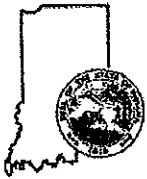
FROM: Jessica E. Robertson, Commissioner, Department of Administration

SUBJECT: Increase in State Mileage Reimbursement Rate

On June 26, 2015, the Indiana Department of Administration and State Budget Office sent out a memo regarding changes in mileage reimbursement rates. In that memo we presented a chart to provide transparency for future adjustments of mileage reimbursement rates.

Based on the last 6 months of average fuel prices for regular unleaded gas, as well as the average cost of the last 6 weeks, mileage reimbursement rate will be increased. Effective August 1st, 2016, the mileage reimbursement rate will move to \$0.38 per mile. Travel departing prior to the effective date will be reimbursed at the previous rate, while travel departing on or after the August 1st effective date will be reimbursed at \$0.38 per mile. We will continue to review fuel prices semi-annually and adjust reimbursement rates accordingly.

If you have any questions please contact IDOA Travel Management Office at (317) 232-4258 or your Budget Analyst at (317) 232-5610.



STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION
Commissioner's Office

Indiana Government Center South 402
West Washington Street, Room W479
Indianapolis, IN 46204

DATE: June 21, 2017

TO: All Agency Heads

FROM: Jessica Robertson, Commissioner, Department of Administration *JR*
Jason Dudich, Director, State Budget Agency *JDD*

RE: State Lodging Rate Increase

Effective July 1, 2017 the in-state lodging standard rate will increase to \$91.00, with additional increases for the below defined areas:

Location	Rate
Standard Rate: (All locations without specified rates)	\$91.00
Indianapolis/Carmel:	\$107.00
Bloomington:	\$104.00
Ft. Wayne:	\$92.00
Hammond/Munster/Merrillville:	\$99.00
Lafayette/West Lafayette:	\$97.00
South Bend:	\$96.00

This increase will ease the difficulty for State travelers to source lodging accommodations within the reimbursement rate structure, and is in line with the federal government's General Services Administration (GSA) rate increase effective October 1st, 2016.

If you have any questions, please contact IDOA Travel Services at idoatravel@idoa.in.gov or (317) 232-4258.