

On-Call Agreements Pilot Invoice Approval Process



On-Call Professional Service Agreements

Presented by:

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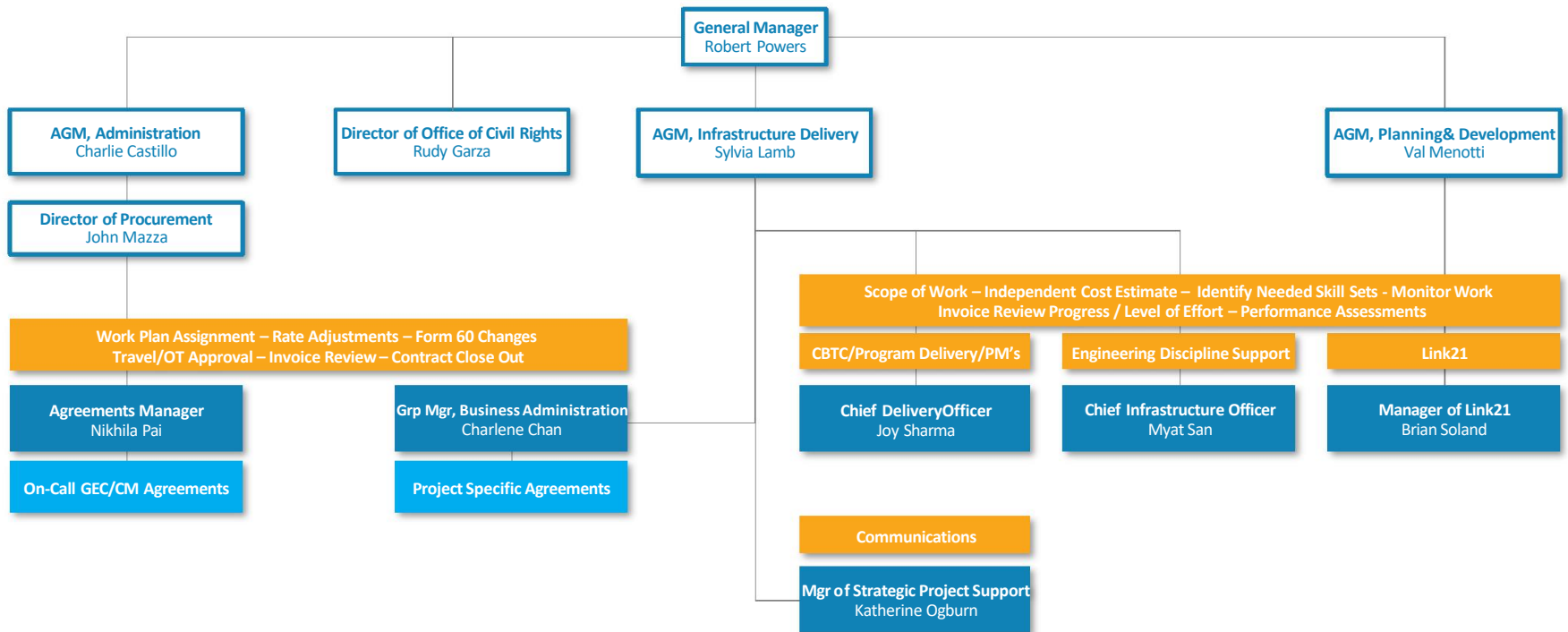
AGENDA

- Organization
- Invoicing
- Programmatic Charges
- Work Plans
- Open Discussion

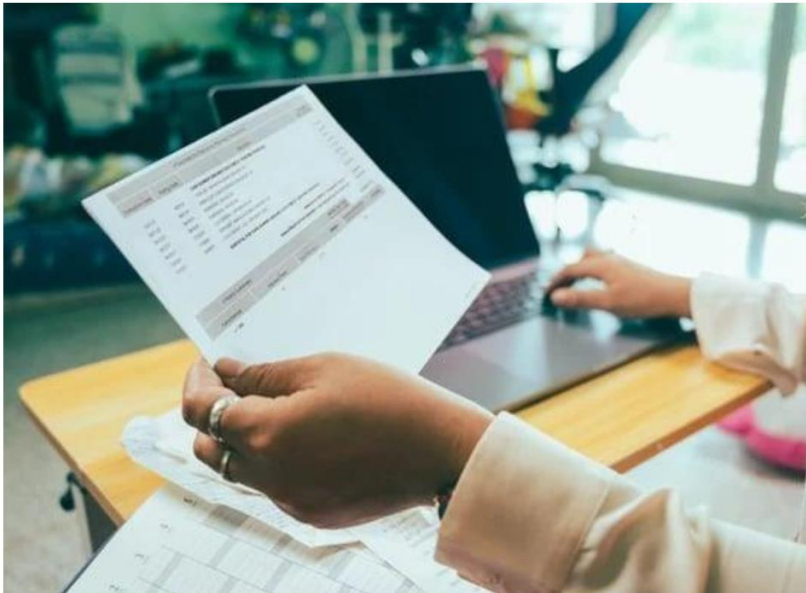


ORGANIZATION

BART Management: On-Call GEC/CM & Project Specific Services Organizational Chart



INVOICING



NO NEW INVOICES ON HOLD!

Route for Payment (Complete or Minor Corrections)

- Invoice package is substantially correct
- Minor corrections of typos, rounding errors, etc.
- Miscalculations that don't impact balance due

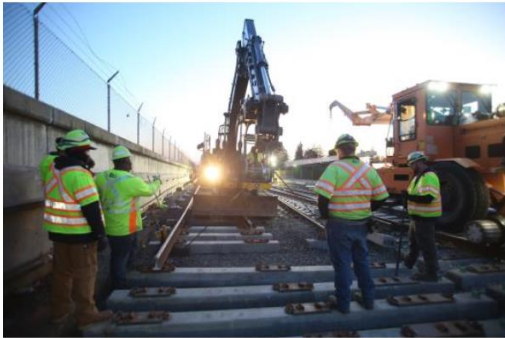
Short-Pay (only applicable for ODC)

- Invoice package is substantially correct
- Short-Pay will not have material impact on future invoices

Reject (Materially Incomplete/Incorrect)

- Missing supporting documents/approvals
(*work at risk, rates, timesheets, overtime*)
- Budget deviation (overspending line items, etc.)
- Missing progress reports

PROGRAMMATIC CHARGES



Project Control vs. Administrative

If project outcomes do not benefit directly from work of this position, the hours should be booked to overhead.

Specialty Support / Technical Expertise

Work Plans for specialized engineering expertise assigned to projects, do not require extensive programmatic oversight or administrative support.



Blanket Work Plans

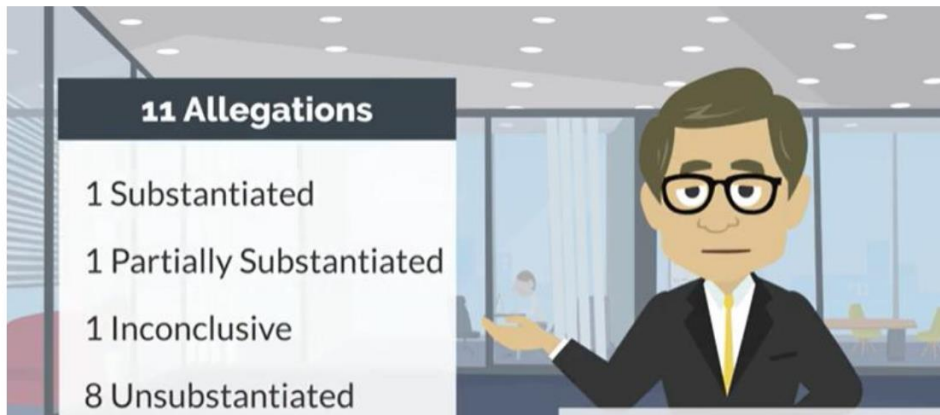
Test Case – Quality Assurance – Biddability/Maintainability/Constructability Reviews

- Standing Order Work Plan
- Purchase Orders as-needed for specific scope and budget

Work Plan Distribution

July 8, 2022: Workplan Selection Process Gives Appearance That Favored Firms Could Receive Unfair Advantage

🕒 July 8, 2022: Workplan Selection Process Gives Appearance That Favored Firms Could Receive Unfair Advantage



*BART Office of the Inspector
General*

Yes:

1. Non-discretionary rotation.
2. Even distribution among agreements.
3. Specific (rare) technical expertise.

No:

1. Mini-competitions
2. PM-based selection

Work Plan Updates

SAME SCOPE, NEW WORK PLAN

- **(YES) TRANSITIONAL WORK PLANS** - Portion of original work plan scope, for a limited duration and fraction of budget, to bring project to a natural stopping point
- **(NO) CONTINUATIONS** - Original work plan scope and/or expanded scope carried forward across numerous work plans

STAFFING CHANGES

- PM approval/notification required
- Key Personnel changes must be in writing to Agreement Manager for approval

ON-SITE STAFF

- Contractors must work on site as needed per project



Budget Form 60

Form 60 is BINDING under its Purchase Order

Review Checklist:

- Proposed staff match scope need
- Proposed staff are within your hourly rate table
- Project Name/WP Description and Project Title
- Overhead is applied correctly to your calculations
- Multiplication is correct
- Make sure your firm has signed and dated it.

Approval needed for:

- Moves between line items (Other Direct Costs, Labor, etc.)
- Additional staff
- Rate changes (hourly or overhead) by Agreement

BART Project Name: Work Plan Description:		BART Project No: XXXXXXX	
Proj: [Project Title]		Page: 1 of X	
Consultant: ABC COMPANY	Performance Period: July 2023 - June 2024	Work Plan Number: A.01-01	
<input checked="" type="checkbox"/> Cost Plus Fixed Fee Contract (check type below) <input type="checkbox"/> Fixed Price <input type="checkbox"/> Time and Materials (Subs only)		Agreement Number: 6MXXXX	
<input checked="" type="checkbox"/> Completion <input type="checkbox"/> Term (Level of Effort)			
1 DIRECT LABOR	Hours	Rate/Hr	Cost
HOME LABOR			
[Discipline/Position - Name (if known)]			
Program Manager Alex Smith	80	\$90.00	\$ 7,200.00
Civil Engineer John Doe	500	\$60.00	\$ 30,000.00
<i>Escalation for 2024 at 3.5%</i>			
Civil Engineer John Doe (Jan-June2024)	550	\$62.10	\$ 34,155.00
Subtotal - Home Labor			
	1130.0		\$ 71,355.00
FIELD LABOR			
[Discipline/Position - Name (if known)]			
Project Admin Support Ben Johnson	400	\$36.00	\$ 14,400.00
<i>Escalation for 2024 at 3.5%</i>			
Project Admin Support Ben Johnson	300	\$37.26	\$ 11,178.00
Subtotal - Field Labor			
	700.0		\$ 25,578.00
2		Total Hours:	3,860
3		Total Labor Cost: 96,933	
BURDEN		Burden Rate	X Base
Home Office Overhead	125.00%	\$ 71,355.00	= \$ 89,193.75
Field Office Overhead	115.00%	\$ 25,578.00	= \$ 29,414.70
4		Burdened Direct Labor Cost: 215,541	
5 OTHER DIRECT COSTS (Specify below)			
Reproduction		\$	250
Other Direct Costs (ODCs): 250			
6 SUB CONSULTANTS			
[Subconsultant Firm's name with cost estimate attached]			
DBE XYZ COMPANY	Cost Plus Fixed Fee - Level of Effort	\$	101,787.84
DBE OAK ENGINEERS	Time and Materials	\$	78,750.00
Subconsultants: 180,538			
9		Fixed Fee: 8% Home (up to 150% multiplier) \$ 12,843.90	
10		Fixed Fee: 8% Field (up to 150% multiplier) \$ 4,399.42	
11		Fixed Fee: 2% Subconsultants \$ 3,610.76	
12		Total Fixed Fees Fixed Fees 20,854	
13		FCCM (FCCM Rate% x Direct Labor)	0.012%
14		Rounding 0	
15		TOTAL WORK PLAN COST Total: 417,195	
DATE (indicate revisions):		PREPARED BY:	SIGNATURE PROJECT MANAGER:
			Name:



Other Direct Costs (ODC) – ITEMIZE!

DON'T DO THIS!

				Burdened Direct Labor Cost.	126,229.20
6	OTHER DIRECT COSTS (Specify below)				
	Vehicle, O&M, Field Equipment, Standard Safety Equipment	Monthly	9.00 \$ 1,000.00	\$9,000.00	

DO THIS!

6	OTHER DIRECT COSTS (Specify below)				
	Mileage Reimbursement (IRS Rate)	2,000 Per Mile	\$ 0.56	\$1,120.00	\$1,120.00
	Travel (Parking & Tolls)	20 Parking	\$ 20.00	\$400.00	\$400.00
	Reproduction 8.5x11	1000 Sheet	\$ 0.06	\$60.00	\$60.00
	Reproduction 11x17	920 Sheet	\$ 0.12	\$110.40	\$110.40
7				Other Direct Costs (ODCs):	\$ 1,690.40

- ✓ Travel
 - Flight, hotel
 - Mileage vs Lease
 - Gas
- ✓ Overtime Premium
- ✓ Equipment for project
- ✓ Shipping
- ✓ Specialized printing

Budget Revisions v. Work Plan Modification

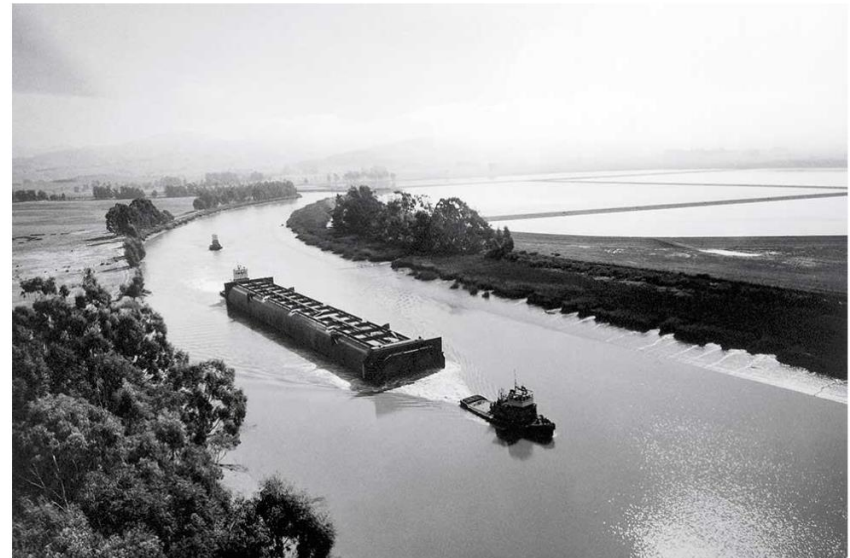
Budget Revision = Movement of budget between line items

- Prime Labor → Subconsultant Labor
- Subconsultant Labor → Prime Labor
- ODC → Any Labor
- No Change to Prime Fixed Fee

Do it BEFORE invoicing it!

Work Plan Modification

- Change in Scope - New Work Plan
- Work Plan Schedule Extension - Let Us Know
- Removal Scope – Decommithment of Funding





Questions?

