

**Local Agency
Cost Plus Fixed Fee Invoice
form BLR 05621**

CPFF Invoice Instructions

COST PLUS FIXED FEE INVOICE INSTRUCTIONS

To expedite processing your invoices, please follow these guidelines when preparing & submitting invoices for payment:

1. Complete the worksheets in order of appearance. Project information and totals feed into progressive worksheets. Complete where shaded grey or yellow only.
2. When necessary, add lines for additional items, employees and/or subconsultants. Buttons are provided in each worksheet to add rows.
3. Use appropriate invoice form for the type of contract you have. Please make sure you use the latest form.

Note: The most recent invoices posted on the internet do not have a retainage line. As of November 2003, we no longer retain from the consultants. Please download the latest version of the invoice form.

4. Submit two complete packages (with attachments) and two copies of the invoice form. The Progress Report and Invoice sheets must be SIGNED and DATED by the appropriate consultant staff prior to submittal.

Note: PTB and Job number from original selection must appear on all pages of invoice. Do NOT use the construction project number.

Please note: Meals can be charged only if associated with travel. If overnight travel, per diem should be used in ¼ day increments in accordance with the Illinois State Travel Control Board (http://www.state.il.us/cms/2_services/oth/trvlquid.htm).

Note: Direct costs must be negotiated & included in your agreement to be reimbursable. Please do not submit direct costs that cannot be processed. If a direct cost needs to be added, a supplemental agreement must be approved.

5. Subconsultants should submit the proper state invoice form to the prime consultant for payment. A copy of each subconsultant invoice MUST be signed as approved by the prime consultant and included with the invoice from the prime consultant as documentation for Services by Others. The subconsultant Progress Report MUST also be signed as approved, verifying the subconsultant has completed the percentage of work they are invoicing the prime consultant for.
6. Do NOT include copies of timecards nor receipts unless requested for special circumstances
7. When approved overhead changes, submit a copy of the approval letter with the first affected invoice.
8. To PRINT the CPFF Invoice with attachments, key in "Ctrl+p". Otherwise select the appropriate sheets and select File then Print from the pull down menu. The sheets should be submitted in the following order:
 - CPFF Invoice
 - Progress Report
 - Personnel Summary
 - Direct Cost Summary

Note: Final print should be set to print document in black & white so that shading in fields will not be shown.

**DISTRICT 1
COST PLUS FIXED FEE INVOICE
CONSULTANT INSTRUCTIONAL GUIDE**

GENERAL

- ✓ Use the latest form COST PLUS FIXED FEE INVOICE (BLR 05621) available on the IDOT website
- ✓ Complete the worksheets in order of appearance (Progress Report→Personnel→Direct Cost→Invoice)
 - Information and totals filter into progressive worksheets
- ✓ Complete where shaded grey or yellow only
- ✓ Project information must be filled out on each worksheets
 - Do not use the construction number for the job number
- ✓ Do **NOT** manually manipulate cells (formulas or values) in a worksheet
 - There is no need to manipulate these cells
- ✓ If you feel a cell must be manipulated, you must submit a memo detailing the manipulation
- ✓ **All** manipulations must be approved by Project Manager prior to use
- ✓ Use provided buttons in worksheet to add additional rows
- ✓ Revise invoice numbers and dates
- ✓ When two or more jobs are included under the same contract, provide individual progress reports and a summary progress report. Use the summary to calculate the invoice values. Submit only one invoice.

START-UP

The Start-Up items should be done once at the beginning of the project and should stay constant throughout the duration of the project. Filling in all the cells completely at the beginning saves time when filling out later invoices.

Progress Report

- ✓ List all tasks
 - If a task needs to be added, a supplemental agreement must be approved
 - If a task needs to be added, add it to the end of the task list
- ✓ List all subconsultants
 - Total for Prime Consultant & Total for Subconsultants must equal 100%

Personnel Summary

- ✓ Include names of **ALL** employees who may work on the project
- ✓ Do not delete names if they did not work on the project during that period

- If an employee is added midway through the project, add them to the end of the list
- ✓ Use provided button in worksheet to add additional rows

Direct Cost Summary

- Direct costs must be negotiated & included in your agreement to be reimbursable
- Include **ALL** approved direct cost tasks on the Direct Cost Summary sheet
 - If DC not used during that period, leave blank or place a zero (0) in the appropriate cell
- Do not submit direct costs that cannot be processed
- If a direct cost needs to be added, a supplemental agreement must be approved

SUBMITTAL

- ✓ Complete and submit the "**Consultant Invoice Submittal Check Sheet**"
 - "**CTRL+p**" will print out the appropriate sheets for the BLR 05621 Package; submit one hardcopy
 - The Progress Report and Invoice sheets must be **SIGNED** and **DATED** by the consultant prior to submittal
 - If the overhead percentage rate changes, submit a copy of the approval letter with the first affected invoice
 - **ALL** manipulations must be documented in detail and submitted with the affected invoice packet
 - The Prime Consultant is responsible for the submittal of **ALL** electronic invoices, their own and their subs
 - Save files as CPFF_ConsultantName_Job#_Invoice#_Street Name-Section Number.xlsm

Preliminary Engineering Progress Report



Illinois Department
of Transportation

Engineering
Progress Report

Fiscal Agency: _____
 Section: _____
 Job No.: _____
 Project No.: _____
 County: _____
 Route: _____

Date: December 8, 2010
 Month Ending: November 28, 2010
 Invoice No.: 2
 Work Order No.: _____

Item	% Complete		% of Project	% of Project Complete	Date Due	Remarks
	Last Report	During This Period				
Roadway	4.0000%	0.0000%	3.9400%	0.1576%		
General	10.0000%	10.0000%	1.9900%	0.3980%		
Schedule & Quantities	1.0000%	1.0000%	5.3100%	0.1062%		
Typical Sections	50.0000%	10.0000%	0.5600%	0.3360%		
Plan & Profiles	5.0000%	20.0000%	9.0100%	2.2525%		
Drainage & Erosion Control	0.0000%	2.0000%	7.4800%	0.1496%		
Intersection Plans	5.0000%	2.0000%	3.3900%	0.2373%		
Cross Sections	0.0000%	10.0000%	13.6700%	1.3670%		
Plan Revisions	0.0000%	0.0000%	5.3100%	0.0000%		
Special Provisions	0.0000%	0.0000%	0.5700%	0.0000%		
Meetings and Field Checks	3.0000%	2.0000%	2.4800%	0.1240%		
QC/QA	0.0000%	0.0000%	2.9000%	0.0000%		
Administration	10.0000%	2.0000%	3.1100%	0.3732%		
Subconsultants DL	0.0000%	2.0000%	1.6500%	0.0330%		
Total for Prime Consultant	1.6951%	3.8393%	61.3700%	5.5344%		
Subconsultants						
Huey, Inc.	0.0000%	1.8347%	5.4300%	0.0996%		
Dewey, Inc.	1.2011%	5.6725%	13.5700%	0.9327%		
Louie, Inc.	0.0000%	6.9593%	19.6300%	1.3661%		
Total for Subconsultants	0.1630%	2.2355%	38.6300%	2.3984%		
Total Project	1.8581%	6.0748%	100.0000%	7.9328%		

(For District Use Only)

- ☐ On Schedule
☐ Behind Schedule
☐ Comments (Use reverse side)

Signed _____
 (District Project Manager/Engineer)

Submitted By: Donald Duck

Representing: The Donald Group, Inc.

For Subconsultant's Progress Report:

Approved By: _____

Prime Consultant: The Donald Group

Work this period: _____

Anticipated work next period: _____

Original to Regional Engineer
 Copy to Consultant's File



Fiscal Agency: _____
Section: _____
Job No.: _____
Project No.: _____
County: _____
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Original to Regional Engineer
Copy to Consultant's File

● % Complete During This Period is only for THIS period, NOT a running total

● Running Total for project; ENTIRE project up to and including last report

● Total % of Project should equal 100%

YELLOW

✓ Check

● When an Item is complete, the value in the orange column will equal the value in the yellow column

● Check task percentages against deliverables received



Illinois Department
of Transportation

Engineering
Progress Report

Fiscal Agency _____
Section _____
Job No. _____
Project No. _____
County _____
Route _____

Date December 8, 2010

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Invoice No. 2
Work Order No. _____

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(District Project Manager/Engineer)

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Representing The Donald Group, Inc.

For Subconsultant's Progress Report :

Approved By _____

Prime Consultant The Donald Group

Work this period : _____

Anticipated work next period : _____

Original to Regional Engineer
Copy to Consultant's File

BLUE

✓ Check Totals

Column A + Column B
=
Column C



Illinois Department
of Transportation

Engineering
Progress Report

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Section _____
Job No. _____
Project No. _____
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Route _____

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Original to Regional Engineer
Copy to Consultant's File

BLUE



Illinois Department
of Transportation

Engineering
Progress Report

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- ☐ On Schedule
☐ Behind Schedule
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Signed _____
(District Project Manager/Engineer)

Submitted By Donald Duck

Representing The Donald Group, Inc.

For Subconsultant's Progress Report :

Approved By _____

Prime Consultant The Donald Group

Work this period : _____

Anticipated work next period : _____

Original to Regional Engineer
Copy to Consultant's File

• “Total % Complete During This Period” is used to calculate Fixed Fee

• Fixed Fee *includes* work done by sub-consultants

✓ Check Fixed Fee
% of Project Complete against Earned to Date (until Supplement is added)

- Rate for each Classification as listed in the Agreement



- Vary for each invoice
- Regular and Overtime
Hours worked this
period
- Time cards required



CPFF - Direct Cost Summary for Period



Illinois Department
of Transportation

Cost Plus Fixed Fee Direct Cost Summary for Period

Firm Name The Donald Group, Inc.

From: 11/01/10 To: 11/28/10

Local Agency _____
Section Number _____
Job Number _____
Project Number _____
County _____
Route _____

Invoice No. 2

Work Order No. _____

Item	Max Allowable Rate	Rate	Quantity	Total	Remarks
Overtime Premium (See Personnel Summary)				\$0.00	
Mileage	\$0.50	\$0.50			
Copies of Deliverables/MyIars		\$18.00			
CADD	\$15.00	\$10.00	225.75	\$2,257.50	
Copies B&W 8 1/2" x 11"		\$0.15	227.00	\$34.05	
Copies Color 8 1/2" x 11"		\$1.50	3.00	\$4.50	
Copies B&W 11" x 17"		\$0.25	284.00	\$71.00	
Bond Plots 24" x 36"		\$5.00			
Total for period				\$2,367.05	

- Items may be relatively constant throughout the duration of the project
- Approved Items as listed in the Agreement
- Fill in the quantity of the item used this period



GREEN

- Max Allowable Rate
- Rate as listed in the Agreement
- Current Rates can be found on the State Direct Cost Reimbursements website



Illinois Department
of Transportation

Cost Plus Fixed Fee
Direct Cost Summary
for Period

Firm Name The Donald Group, Inc.
PTB/Item # 123/987
Route FAP 123 (IL 123)
Section 345-R
County Lee
Job No. D-92-555-01

From: 11/01/10 To: 11/28/10

Invoice No. 2

Work Order No. _____

Item	Max Allowable Rate	Rate	Quantity	Total	Remarks
Overtime Premium (See Personnel Summary)				\$0.00	
Mileage	\$0.50	\$0.50			
Copies of Deliverables/Mytars		\$18.00			
CADD	\$15.00	\$10.00	225.75	\$2,257.50	
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Copies Color 8 1/2" x 11"		\$1.50	3.00	\$4.50	
Copies B&W 11" x 17"		\$0.25	284.00	\$71.00	
Bond Plots 24" x 36"		\$5.00			
Total for period				\$2,367.05	

CPFF - INVOICE



COST PLUS FIXED FEE INVOICE

Date: 12/08/10 Invoice No. 2
Work Order No. _____

To:

From: The Donald Group, Inc.
Firm Address: 123 Some Street
Town City, Illinois 61234

Route _____	Project _____	Consultant's Job Number 1234-56789
Section _____	County _____	
Phase <u>II</u>	Job No. _____	

For Professional Services performed as set forth in the Agreement dated: 9/21/2010
& Supplemental Agreement(s) dated: _____

1) Invoice Period	From: <u>11/01/10</u>	To: <u>11/28/10</u>		
	This Invoice	Previously Invoiced	Earned to Date	Max allowable
2) Maximum Payable				\$1,604,590.90
3) Direct Salaries	\$12,184.03	\$17,650.25	\$29,834.28	\$282,744.97
4) QC/QA	\$0.00		\$0.00	\$15,372.90
5) Payroll & Overhead				
this invoice	<u>161.8700%</u>			
average	<u>161.87%</u>			
	\$19,722.29	\$28,570.46	\$48,292.75	\$482,563.40
6) Fixed Fee = 6.0748%	\$8,311.71	\$394.45	\$8,706.16	\$136,822.71
7) Direct Costs Prime	\$2,367.05	\$2,549.05	\$4,916.10	\$67,765.75
8) Services by others				
Huey, Inc.	\$9,525.93	\$2,583.43	\$12,109.36	\$217,738.32
Dewey, Inc.	\$1,140.99		\$1,140.99	\$86,495.30
Louie, Inc.	\$20,475.03		\$20,475.03	\$315,087.55
9) Total invoiced for project including this invoice			<u>\$125,474.67</u>	
10) Previously Invoiced		<u>\$51,747.64</u>		
11) Payment Due this invoice	<u>\$73,727.03</u>			

I have reviewed the invoice and found it in compliance with "The Simple Guide To Consultant Payments" published on the Consultant Engineering Sharepoint site. The percent of work shown as completed on this invoice matches the attached Progress Report signed by the project engineer.

I certify the costs included in this invoice have been expended and the percent of work shown as completed on this invoice is correct. As the prime consultant, work invoices included in this invoice for work done by others were reviewed and approved.

Approved _____

Date: _____

Consultant: The Donald Group, Inc.

Accepted By: _____

Date: _____

By / Date:

(Name) Mr. Donald Duck
(Title) President

Checked _____

Date: _____

Distribution: 2 complete packages plus 2 copies of invoice form to Liaison Engineer.

PURPLE

- Constants

- Address Blocks

- Subconsultants

ORANGE

- Vary for *each* invoice

- Subconsultant invoice values

- Previously Invoiced TOTALS

- Dates



COST PLUS FIXED FEE INVOICE

Date: 12/08/10

Invoice No. 2
Work Order No.

To:

From: The Donald Group, Inc.
Firm Address: 123 Some Street
Town City, Illinois 61234

Route
Section
Phase

Project
County
Job No.

Consultant's Job Number

1234-56789

For Professional Services performed as set forth in the Agreement dated: 9/21/2010
& Supplemental Agreement(s) dated:

1) Invoice Period

From: 11/01/10

To: 11/28/10

	This Invoice	Previously Invoiced	Earned to Date	Max allowable
2) Maximum Payable				\$1,604,590.00
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3) Direct Salaries

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\$29,834.28

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4) QC/QA

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\$0.00

\$15,372.90

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average

161.8700%
161.87%

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\$394.45

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\$136,822.71

7) Direct Costs Prime

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\$2,549.05

\$4,916.10

\$67,765.75

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Dewey, Inc.
Louie, Inc.

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\$20,475.03

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\$1,140.00
\$20,475.03

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11) Payment Due this invoice

\$73,727.03

I have reviewed the invoice and found it in compliance with "The Simple Guide To Consultant Payments" published on the Consultant Engineering Sharepoint site. The percent of work shown as completed on this invoice matches the attached Progress Report signed by the project engineer.

I certify the costs included in this invoice have been expended and the percent of work shown as completed on this invoice is correct. As the prime consultant, work invoices included in this invoice for work done by others were reviewed and approved.

Approved

Date:

Consultant: The Donald Group, Inc.

Accepted By:

Date:

By / Date:

(Name) Mr. Donald Duck
(Title) President

Checked

Date:

Distribution: 2 complete packages plus 2 copies of invoice form to Liaison Engineer.

Letter

Value Adjustments

- Springfield may adjust CECS Values
- Request new CECS from consultant
- Carry over *new* values into invoices

... your proposal was decreased by \$5,259, from \$421,345 to \$416,086 for the following reasons:



Illinois Department of Transportation
2300 South Dirksen Parkway / Springfield, Illinois / 62764

January 1, 2011

SUBJECT: PRELIMINARY ENGINEERING
Consultant Agreements
Prime Agreement
Phase II
FAP 123 (IL 123)
Section 345-R
Lee County
Job Nos. D-92-555-01
PTB#: 123-987

Mr. Donald Duck
The Donald Group, Inc
123 Some Street
Town City, IL 61234

Dear Mr. Duck,

Enclosed are original copies of a Prime Agreement for Phase II engineering services for the structure removal and replacement located on IL1, which work is hereinafter referred to as the PROJECT. This is Phase II of a Phase I/II rollover.

Your firm was given authorization for a Start-up Agreement on November 1, 2010. This Prime Agreement supersedes and includes all of the costs previously negotiated at the time the Start-up Agreement was authorized.

Based upon an audit evaluation performed by the department, your proposal was decreased by \$5,259, from \$421,345 to \$416,086 for the following reasons:

The Donald Group, Inc – Payroll is reduced by \$717 as a result of limiting the Senior Project Manager classification's average hourly rate to the state's maximum of \$60.00. (Firms are allowed two titles, generally the Principal and the Project Manager, to earn \$70.00/hour, and in this instance, the Principal and the Senior Project Manager-Structural, were chosen by your firm as those two, so the Senior Project Manager was reduced to \$60.00/hour.)

Since payroll was reduced, profit was also reduced by \$4,542. Profit was reduced to a greater extent because Some Engineering applied the 10% toward Subs total cost instead of just their payroll.

Subs – Costs can be supported as submitted.

Cost Estimate of Consultant Services

- Max Allowable

20

GREEN

- Max Allowable Rates and Payroll & OH %
- Values listed in Agreement
- CECS
- Constants throughout project unless modified by Supplement



COST PLUS FIXED FEE INVOICE

Date: 12/08/10 Invoice No. 2
Work Order No. _____

To:

From: The Donald Group, Inc.
Firm Address: 123 Some Street
Town City, Illinois 61234

Route _____	Project _____	Consultant's Job Number 1234-56789
Section _____	County _____	
Phase II _____	Job No. _____	

For Professional Services performed as set forth in the Agreement dated: 9/21/2010
& Supplemental Agreement(s) dated: _____

1) Invoice Period	From: 11/01/10	To: 11/28/10		
	This Invoice	Previously Invoiced	Earned to Date	Max allowable
2) Maximum Payable				\$1,604,590.90
3) Direct Salaries	\$12,184.03	\$17,650.25	\$29,834.28	\$282,744.97
4) QC/QA	\$0.00		\$0.00	\$15,372.90
5) Payroll & Overhead this invoice average	161.8700% 161.87%	\$19,722.29	\$28,570.46	\$48,292.75
6) Fixed Fee = 6.0748%	\$8,311.71	\$394.45	\$8,706.16	\$136,822.71
7) Direct Costs Prime	\$2,367.05	\$2,549.05	\$4,916.10	\$67,765.75
8) Services by others				
Huey, Inc.	\$9,525.93	\$2,583.43	\$12,109.36	\$217,738.32
Dewey, Inc.	\$1,140.99		\$1,140.99	\$86,405.30
Louie, Inc.	\$20,475.03		\$20,475.03	\$315,087.55
9) Total invoiced for project including this invoice			\$125,474.67	
10) Previously Invoiced		\$51,747.64		
11) Payment Due this invoice	\$73,727.03			

I have reviewed the invoice and found it in compliance with "The Simple Guide To Consultant Payments" published on the Consultant Engineering Sharepoint site. The percent of work shown as completed on this invoice matches the attached Progress Report signed by the project engineer.

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Date: _____

Consultant: The Donald Group, Inc.

Accepted By: _____

Date: _____

By / Date:

(Name) Mr. Donald Duck
(Title) President

Checked _____

Date: _____

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**COST PLUS FIXED FEE
INVOICE**

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Work Order No. _____

To: _____
From: The Donald Group, Inc.
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Town City, Illinois 61234

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Section	_____	County	_____	
Phase	II	Job No.	_____	

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Accepted By: _____ Date: _____ By / Date: _____
(Name) Mr. Donald Duck
(Title) President
Checked: _____ Date: _____

Distribution: 2 complete packages plus 2 copies of invoice form to Liaison Engineer.

#1 Total (B-G)

#2 Payroll (B) Total *minus*
QC/QA Reviews

#3 QC/QA Reviews

#4 OH & FB (C)
Total

#5 Fixed Fee (E)
Total

#6 Direct Cost
(D+F) Total

#7 Services by others (G)
Total

#8 Payroll and OH %

FIRM
PSB
PRIME/SUPPLEMENT

The Donald Group, Inc
123/987
Prime

OVERHEAD RATE
COMPLEXITY FACTOR

$$\begin{array}{r} 1.6187 \\ \hline 0 \end{array}$$

DATE _____

8

[illegible]

② REPAIR ④ BY THE AGREEMENTS UNIT ⑤

Printed 6/28/2021 1:43 AM