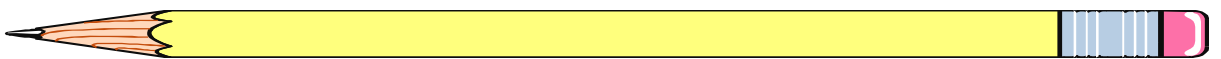
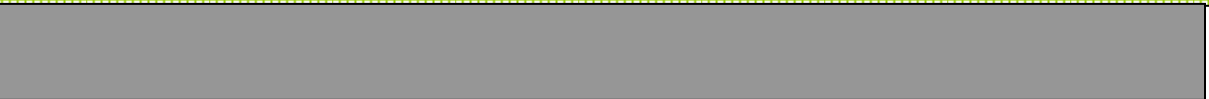
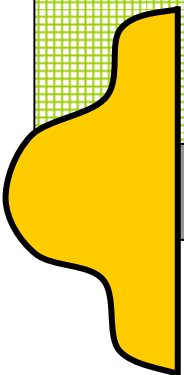
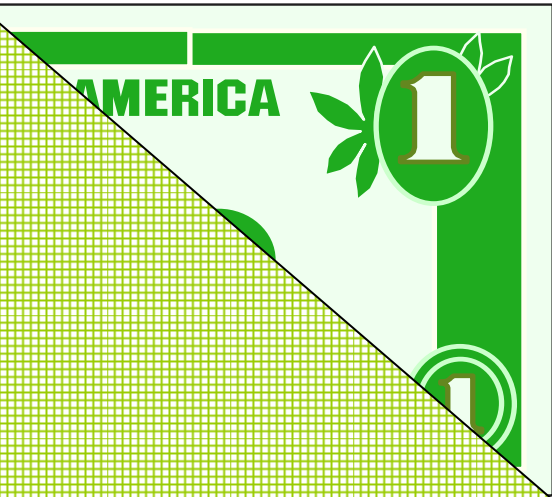
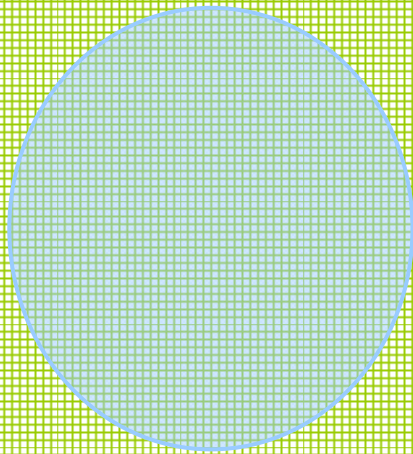
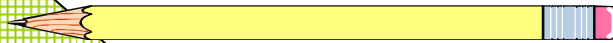


# BULLETIN



**ON  
PAYMENT  
OF  
CONSULTANT  
FEES**



**STATE UNIVERSITY CONSTRUCTION FUND**

353 Broadway, Albany, New York 12246

Phone No.: (518) 320-3200

[www.sucf.suny.edu](http://www.sucf.suny.edu)

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# INTRODUCTION

This BULLETIN ON PAYMENT OF CONSULTANT FEES has been prepared expressly and solely for use in conjunction with the State University Construction Fund's CONSULTANT'S AGREEMENT, and with its associated "Consultant's Application for Payment" designated as "Form 1FS".

The purpose of this Bulletin is to clarify the Fund's requirements with respect to the application for payment of the Consultant's basic fee, reimbursable expenses, and extra compensation. The requirements contained within this Bulletin apply to the Consultant, as well as, its authorized sub-consultants.

While these instructions are intended to be comprehensive in their treatment of the preparation of payment requests, and include illustrations depicting several payment situations, conditions may arise for which the instructions are not inclusive. Such variations should be individually reviewed with Fund personnel.

# GENERAL INFORMATION

## 1. FREQUENCY AND CONTENT OF APPLICATIONS FOR PAYMENT

- a. In an effort to accelerate the flow of cash payments to Consultants having professional service contracts with the Fund, the Consultant may submit two separate requisitions each month against any one CONSULTANT'S AGREEMENT: one requisition for basic fee payment, **if over \$500**; and one requisition for payment of reimbursable expenses and extra compensation, **if over \$250**. The Consultant should combine the request for basic fee, reimbursable expenses and/or extra compensation on one requisition per month if submitted on the same day.
- b. In the interest of expeditiously processing payments, the Consultant should submit applications for payment **within three months after**:
  - 1) the Fund's approval of a phase;
  - 2) the completion of any extra compensation item; or,
  - 3) actual expenditure of reimbursable expenses.

Any basic fee, reimbursable expenses, and/or extra compensation due at the time of application should be included. If this is not possible, due to the lack of an invoice from a consultant or others, a statement should be included indicating the extent of services and/or materials for which payment is still to be requested.

All payments become due and payable by the Fund within thirty days after receipt of an **acceptable** invoice submitted by the Consultant describing the respective items and services furnished and/or performed and the computation of the cost thereof.

## 2. FORMS TO BE USED

- a. Full Service Agreements (see <http://www.sucf.suny.edu/design/desfrm.shtml> for blank forms) - Agreements that include both project design and administration of construction.
  - i. Basic Fee - complete and submit Form 1FS, pages 1 and 2.
  - ii. Reimbursable and Extra Compensation Expenses - complete and submit Form 1FS, pages 1 and 3.
  - iii. As of April 1, 2010, all payments must be submitted with the "Detail of Consultant Payment to Sub Consultants" form which is part of the forms identified above.

## 3. DESIGNATED PAYMENT OFFICE

All requests for payment must be prepared on the appropriate "Consultant's Application for Payment" form (Form 1FS), and submitted to the Fund's designated payment office (payment requests over \$1,000,000 must be submitted in duplicate):

Controller's Office  
State University Construction Fund  
353 Broadway  
Albany, New York 12246

# INSTRUCTIONS FOR REQUESTING PAYMENT

## Section I: Full Service Agreements - Basic Fee Compensation

Article III, Section A, subdivisions (1), (2), (3) and (4) of the CONSULTANT'S AGREEMENT sets forth the method, in the majority of cases, for calculating the basic fee.

### 1. SINGLE PROJECT AGREEMENT AND SINGLE CONSTRUCTION CONTRACT – Instructions for completing Page 2 of Form 1FS.

Page 2 is to be completed in accordance with the following instructions and submitted to the Fund (see example page I-4).

#### A. “Basic Design Fee”:

There are three separate and distinct phases involving the Basic Design fee (Schematic, Design Manual and Construction Documents). Although each phase is distinct and Schematics has two sub-phases (Program Verification and Concept) the mechanics for calculating the fee payments are similar, and the descriptions below for each line (line 1 through line 7) apply to all three phases (any exceptions are noted). For projects with separate and distinct Program Verification and Concept Phase Submissions, use form 1FSa located in Appendix C.

##### *Line 1.*

“(Phase) Cost Estimate”: for Basic Design progress payments, use the current program budget amount; for 100% phase payment, use the cost estimate noted in the Fund's letter to the Consultant approving the phase.

##### *Line 2.*

“Total Fee”: see following detail steps for completing optional Basic Fee Worksheet (Form 1FS Worksheet, page I-5):

- a. “Base Bracket Fee...”: from Schedule of Fees contained in the CONSULTANT'S AGREEMENT identify the cost estimate amount within a range of costs. Locate the base bracket fee for the range of costs and record on this line.
- b. “Cost Estimate...”: record the amount from line 1 above.
- c. “Minimum Bracket Amount...”: from the Schedule of Fees, locate the minimum bracket amount for the range of costs and record on this line
- d. “Difference...”: line 2b minus 2c.
- e. “Additional Bracket Fee Percentage”: from the Schedule of Fees, locate the fee percentage amount for the range of costs and record on this line.
- f. “Additional Fee...”: multiply line 2d by line 2e.
- g. “Total Basic Fee...”: line 2a plus line 2f.
- h. “Percentage Adjustment to Basic Fee”: from the Schedule of Fees, record the adjustment to the basic fee percentage, if any. In general, the Schedule of Fees provides for three different categories of work (with various percentage adjustments to the basic fee): new construction, rehabilitation and sitework.
- i. “Dollar Adjustment to Basic Fee...”: multiply line 2g by 2h.

- j. **“Total Fee...”**: line 2g plus line 2i. This amount should be recorded on line 2 of page 2 on Form 1FS.

*Line 3.*

**“(Phase) Fee...”**: Article III , Section A (1), of the CONSULTANT’S AGREEMENT specifies the percentage of the total fee earned for each phase. In general, the phase fee percentages are: 20% for Schematics, 15% for Design Manual, 40% for Construction Documents and 25% for the Construction Phase. These standard percentages are preprinted on page 2 of Form 1FS; however, under extraordinary circumstances these percentages are subject to change. If the CONSULTANT’S AGREEMENT includes modified percentages, strike out the preprinted percentage and insert the percentage specified in the Agreement.

**“(Phase) Fee...”**: multiply line 2 by line 3.

*For Schematic Phase Only*

- a. **“Less Credit - Stated in Contract”** : if a credit adjustment is stated in Article III, Section G of the CONSULTANT’S AGREEMENT it should be recorded here. This amount must be totally recovered prior to any payment of basic fee.
- b. **“Net Schematic Fee...”**: line 3 minus line 3a.

*Line 4.*

**“Percentage of (Phase) Completed”**: the extent of services already rendered in proportion to total services to be furnished in each phase, as determined by the Fund.

*Line 5.*

**“Progress Fee Earned...”**: multiply line 3 (3b for schematic phase) by line 4, (100% of fee is due upon the Fund’s approval of each phase).

*Line 6.*

**“Less Previous (Phase) Payments”**: enter the cumulative amount of progress payments previously paid for each phase.

*Line 7.*

**“Net Amount Now Due”**: the portion of the fee that is currently due, but has not been previously paid for each phase; line 5 minus line 6.

**B. “Basic Construction Phase Fee”**:

The fee calculations for this phase are essentially the same as the previous phases, but additional factors must be considered.

*Line 1.*

**“Original Construction Contract Amount”**: the initial construction contract award amount (i.e., the base bid plus or minus any accepted alternates).

*Line 3.*

**“Construction Cost...”**: line 1 minus line 2.

*Line 4.*

**“Total Fee”**: see the following detailed steps for completing optional Basic Fee Worksheet - Construction Phase (Form 1FS Worksheet, page I-5).

- a. **“Base Bracket Fee...”**: from the Schedule of Fees contained in the CONSULTANT’S AGREEMENT, identify the construction award amount within a range of costs. Locate the base bracket fee for the range of costs and record on this line.
- b. **“...Construction Contract Amount”**: record the amount from line 1 above.
- c. **“Minimum Bracket Amount...”**: from the Schedule of Fees, locate the minimum bracket amount for the range of costs and record on this line.
- d. **“Difference...”**: line 2b minus line 2c.
- e. **“Additional Bracket Fee Percentage”**: from the Schedule of Fees, locate the fee percentage for the range of costs and record on this line.
- f. **“Additional Fee...”**: multiply line 2d by line 2e.
- g. **“Total Basic Fee...”**: line 2a plus line 2f.
- h. **“Percentage Adjustment to Basic Fee”**: from the Schedule of Fees, record the adjustment to the basic fee percentage, if any. In general, the Schedule of Fees provides for three different categories of work (with various percentage adjustments to the basic fee): new construction, rehabilitation, and sitework.
- i. **“Dollar Adjustment to Basic Fee...”**: multiply line 2g by 2h.
- j. **“Total Fee...”**: line 2g plus line 2i. This amount should be recorded on line 4 of page 2 on Form 1FS.

*Line 5.*

**“Construction Phase Fee...”**: line 4 multiplied by 25%. The applicable phase portion of the Total Fee.

*Line 6.*

**“Percentage of Construction Phase Completed”**: the extent of services already rendered in proportion to total services to be furnished, as determined by the Fund.

*Line 7.*

**“Progress Fee Earned...”**: line 5 multiplied by line 6.

*Line 8.*

**“Less Previous Construction Phase Payments”**: enter the cumulative amount of progress payments previously paid for the Construction Phase.

*Line 9.*

**“Net Fee...”**: line 7 minus line 8.

*Line 10.*

**“Less Retention”**: fee progress payments will be processed until \$500 or 4% of line 5, whichever is the greater amount, remains to be paid. This amount will be retained by the Fund until the end of the one year guarantee period and the final construction payment has been made to the contractor.

*Line 11.*

**“Net Amount Now Due”**: the portion of the fee that is currently due, but has not been previously paid. Line 9 minus line 10.

## BASIC FEE COMPUTATIONS

(Full Service Agreements)

**Complete payment sections as applicable.**

*Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.*

<b>A BASIC DESIGN FEE</b>	<b>B BASIC CONSTRUCTION PHASE FEE</b>																																																																				
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**BASIC FEE WORKSHEET**  
(Full Service Agreements)

*Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.*

SUCF Project Number <u>45123</u>	<u>Schematic</u>	<u>Design Manual</u>	<u>Construction Documents</u>	<u>Construction Phase</u>
1. Cost Estimate or Original Construction Contract Amount	<u>\$1,800,000.00</u>	<u>\$1,900,000.00</u>	<u>\$2,005,000.00</u>	<u>\$1,950,000.00</u>
2. Fee Calculations:				
a. Base Bracket Fee (From Schedule of Fees)	<u>96,580.00</u>	<u>96,580.00</u>	<u>125,830.00</u>	<u>96,580.00</u>
b. Cost Estimate or Original Construction Contract Amount	<u>1,800,000.00</u>	<u>1,900,000.00</u>	<u>2,005,000.00</u>	<u>1,950,000.00</u>
c. Minimum Bracket Amount (From Schedule of Fees)	<u>1,500,000.00</u>	<u>1,500,000.00</u>	<u>2,000,000.00</u>	<u>1,500,000.00</u>
d. Difference (Line 2b minus Line 2c)	<u>300,000.00</u>	<u>400,000.00</u>	<u>5,000.00</u>	<u>450,000.00</u>
e. Additional Bracket Fee Percentage	<u>5.85%</u>	<u>5.85%</u>	<u>5.60%</u>	<u>5.85%</u>
f. Additional Fee (Line 2d × Line 2e)	<u>17,550.00</u>	<u>23,400.00</u>	<u>280.00</u>	<u>26,325.00</u>
g. Total Basic Fee (Line 2a plus Line 2f)	<u>114,130.00</u>	<u>119,980.00</u>	<u>126,110.00</u>	<u>122,905.00</u>
h. Percentage Adjustment to Basic Fee	<u>50%</u>	<u>50%</u>	<u>50%</u>	<u>50%</u>
i. Dollar Adjustment to Basic Fee (Line 2g × Line 2h)	<u>57,065.00</u>	<u>59,990.00</u>	<u>63,055.00</u>	<u>61,452.50</u>
j. Total Fee (Line 2g plus Line 2i)	<u>\$171,195.00</u>	<u>\$179,970.00</u>	<u>\$189,165.00</u>	<u>\$184,357.50</u>

## FULL SERVICE AGREEMENTS - BASIC FEE COMPENSATION- Continued

In most cases the basic fee may be requested by merely completing the appropriate portions of page 2 of Form IFS (in addition to page 1). However, under certain conditions as noted below, additional information must be prepared to supplement or replace page 2 of Form IFS.

### 2. SINGLE PROJECT AGREEMENT AND MULTIPLE CONSTRUCTION CONTRACTS

Instructions for preparing supplements to Page 2 of Form IFS (see example on page I-7).

Article III, Section A, Subdivision (1), of the CONSULTANT'S AGREEMENT sets forth the method for calculating the Consultant's basic fee for multiple construction contracts as follows:

- a. "In the event that the Fund shall, in its sole discretion, elect to divide the Project into more than one general construction contract, then, from [that] time...the...Fee...shall be separately calculated...for each such...contract..."
  - 1) In the case of the above, prior to the payment of any separately calculated fees, the Fund must indicate to the Consultant, in writing, its election to divide the project in the manner stated.
  - 2) Following the division of a project, the first payment request for separately calculated fees, for one or all of the projects, must be accompanied by a worksheet (optional pages 4 and 5 of Form IFS, see examples, pages I-7 and I-8) listing all of the projects and their respective "Cost Estimate" or "Construction Cost", plus calculations for the fee being requested. This worksheet will be used in lieu of page 2 of Form IFS.
  - 3) *Subsequent payment requests* need only show the calculations for the project(s) for which a basic fee is being requested. If a payment request is related to only one project, page 2 of Form IFS may be used instead of the worksheet.
- b. "In the event that the Fund shall elect to divide the Project, for purposes of separate and independent bidding and letting, into a separate prime contract for general construction work and one or more prime contracts for the...major specialty trades, then, the Consultant shall be paid...either in accordance with provisions of Section D (3) of Article III...or by increasing...the Consultant's total fee by an amount equal to 10 percent of the remaining unearned portion of said fee; the manner of payment to be determined by the Fund..."
  - 1) In the case of the above, prior to the payment of any fee for additional services, the Fund must indicate to the Consultant, in writing, its election to divide the project in the manner stated. In addition, the Fund must authorize, within 60 days after its award of the last construction contract, the manner of payment of the additional fee.
  - 2) If the Fund determines that payment shall be made in accordance with Article III, Section D, Subdivision 3, of the CONSULTANT'S AGREEMENT (at 2-1/2 x labor costs, plus materials), then payment requests shall conform to the instructions in Section IV; pages IV-1 to IV-2 of this Bulletin. Therefore, the Consultant is advised to maintain accurate cost records.
  - 3) If the Fund determines that payment shall be made by increasing, by 10%, the amount of the unearned fee, the computation can be shown on page 2 of Form IFS following the "Net Amount Now Due" line for the appropriate Phase.

# BASIC FEE WORKSHEET

## (Full Service Agreements)

(For multiple construction contracts under single Consultant's Agreement)

### Complete payment sections as applicable.

Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.

#### **A** BASIC DESIGN FEE

##### SCHEMATIC PAYMENT

	SUCF No. _____	SUCF No. _____	SUCF No. _____	SUCF No. _____
1. Schematic Cost Estimate	\$ _____	\$ _____	\$ _____	\$ _____
2. Total Fee	_____	_____	_____	_____
3. Schematic Fee (20% of Line 2)	_____	_____	_____	_____
a. Less Credit – Stated in Contract	_____	_____	_____	_____
b. Net Schematic Fee (Line 3 minus Line 3a)	_____	_____	_____	_____
4. % of Schematic Completed	_____ %	_____ %	_____ %	_____ %
5. Progress Fee Earned (Line 3b × Line 4)	_____	_____	_____	_____
6. Less Previous Schematic Payments	_____	_____	_____	_____
7. Net Amount Now Due	_____	_____	_____	_____
TOTAL OF LINE 7	_____	_____	_____	_____

(Enter In Part 4, Page 1, of Form 1FS)

##### DESIGN MANUAL PAYMENT

	SUCF No. <u>45123</u>	SUCF No. _____	SUCF No. _____	SUCF No. _____
1. Design Manual Cost Estimate	\$ <u>2,300,000</u>	\$ _____	\$ _____	\$ _____
2. Total Fee	<u>213,945</u>	_____	_____	_____
3. Design Manual Fee (15% of Line 2)	<u>32,091.75</u>	_____	_____	_____
4. % of Design Manual Completed	<u>100%</u>	_____ %	_____ %	_____ %
5. Progress Fee Earned (Line 3 × Line 4)	<u>32,091.75</u>	_____	_____	_____
6. Less Previous Design Manual Payments	<u>25,000</u>	_____	_____	_____
7. Net Amount Now Due	<u>7,019.75</u>	_____	_____	_____
TOTAL OF LINE 7	<u>7,091.75</u>	_____	_____	_____

(Enter In Part 4, Page 1, of Form 1FS)

##### CONSTRUCTION DOCUMENTS PAYMENT

	SUCF No. <u>45123</u>	SUCF No. <u>45124</u>	SUCF No. _____	SUCF No. _____
1. Final Cost Estimate	\$ <u>2,000,000</u>	\$ <u>300,000</u>	\$ _____	\$ _____
2. Total Fee	<u>188,745</u>	<u>34,432.5</u>	_____	_____
3. Construction Documents Fee (40% of Line 2)	<u>75,498</u>	<u>13,773</u>	_____	_____
4. % of Construction Documents Completed	<u>95%</u>	<u>95%</u>	_____ %	_____ %
5. Progress Fee Earned (Line 3 × Line 4)	<u>71,723</u>	<u>13,084.35</u>	_____	_____
6. Less Previous Construction Documents Payments	<u>50,000</u>	<u>0</u>	_____	_____
7. Net Amount Now Due	<u>21,723</u>	<u>13,084.35</u>	_____	_____
TOTAL OF LINE 7	<u>34,807.35</u>	_____	_____	_____

(Enter In Part 4, Page 1, of Form 1FS)

## BASIC FEE COMPUTATIONS

### (Full Service Agreements)

(For multiple construction contracts under single Consultant's Agreement)

#### Complete payment sections as applicable.

*Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.*

### **B** BASIC CONSTRUCTION PHASE FEE

CONSTRUCTION PHASE PAYMENT	SUCF No. <u>45123</u>	SUCF No. <u>45124</u>	SUCF No. _____	SUCF No. _____
1. Original Construction Contract Amount	\$ <u>2,050,000</u>	\$ <u>300,000</u>	\$ _____	\$ _____
2. Less Credit Change Orders to Bring Project Within Fund's Program Budget (C.O. No. _____)	<u>50,000</u>	<u>0</u>	_____	_____
3. Construction Cost (Line 1 minus Line 2)	<u>2,000,000</u>	<u>300,000</u>	_____	_____
4. Total Fee	<u>188,745</u>	<u>34,432.5</u>	_____	_____
5. Construction Phase Fee (25% of Line 4)	<u>47,186.25</u>	<u>8,608</u>	_____	_____
6. % of Construction Phase Completed	<u>60%</u>	<u>25%</u>	<u>%</u>	<u>%</u>
7. Progress Fee Earned (Line 5 × Line 6)	<u>28,311.75</u>	<u>2,152.02</u>	_____	_____
8. Less Previous Construction Phase Payments	<u>18,874</u>	<u>860</u>	_____	_____
9. Net Fee (Line 7 minus Line 8)	<u>9,437.75</u>	<u>1,292.02</u>	_____	_____
10. Less Retention	<u>0</u>	<u>0</u>	_____	_____
11. Net Amount Now Due	\$ <u><u>9,437.75</u></u>	\$ <u><u>1,292.03</u></u>	\$ _____	\$ _____
TOTAL OF LINE 11	\$ <u><u>10,729.78</u></u>	(Enter In Part 4, Page 1, of Form 1FS)		

### REMARKS

## **FULL SERVICE AGREEMENTS -BASIC FEE COMPENSATION - Continued**

Article III, Section A, Subdivision (2), of the CONSULTANT'S AGREEMENT sets forth the method for calculating the Consultant's fee for single construction contracts covering multiple projects.

### **3. MULTIPLE PROJECT AGREEMENTS AND SINGLE CONSTRUCTION CONTRACT**

If the Fund elects to let a single construction contract covering multiple projects, then the first payment request for Basic Construction Phase fees submitted for each Consultant's Agreement, must be accompanied by a worksheet (see example on page I-10) showing the computations for prorating the Basic Construction Phase Fee among the two or more projects comprising the single construction contract.

The prorating percentages, referenced above, will also be used to allocate any reimbursable expenses or extra compensation items to the various projects and their related CONSULTANT'S AGREEMENTS.

*Subsequent payment requests* need not be accompanied by the above mentioned worksheet. However, the prorating percentages calculated above will remain, in effect, unchanged throughout the construction phase.

**EXAMPLE  
PRORATION OF FEE  
(Single Construction Contract Covering Multiple CONSULTANT’S AGREEMENTS)**

PROJECT NO.	45123	45321	
CONTRACT NO.	<u>D001234</u>	<u>D002345</u>	
			<u>TOTAL</u>
Final Cost Estimate	\$598,000.00	\$55,000.00	\$653,000.00
Prorating % (for Payment of Basic Construction Phase Fee, Reimbursable Expenses and Extra Compensation items during the Construction Phase)	91.58%	8.42%	100%
Original Construction Contract Award Amount			\$630,000.00
Total Construction Phase Fee			<u>\$ 11,135.00*</u>
Prorated Total Fee (Prorating % × Total Fee)	<u>\$ 10,197.43</u>	<u>\$ 937.57</u>	<u>\$ 11,135.00</u>

Transfer each Prorated Total Fee to line 4 (“Total Fee”) of the Construction Phase Payment section of page 2, Form 1FS, of the respective payment request, then complete lines 5 through 11 in the usual manner.

\*Determined from Schedule of Fees based on Original Construction Contract Award Amount.

## **Section II: Not Used**

# INSTRUCTIONS FOR REQUESTING PAYMENT

## Section III: Reimbursable Expenses

Unless otherwise specifically authorized in writing by the Fund, the Consultant's expenses and those of its consultants will be reimbursed, without a mark-up, as follows:

### 1. TRAVEL AND TELEPHONE

Article III, Section C, subdivision (1) of the CONSULTANT'S AGREEMENT sets forth the requirements for reimbursing the Consultant for travel and long distance telephone expenses. See **Appendix F** for the most current travel reimbursement rates.

#### a. Total Reimbursement Limitation

Unless specifically authorized in writing by the Fund, reimbursement for travel and telephone expenses, combined, is limited to 10 percent of the total fee.

#### b. Itemized Travel Expense Records and Receipts

- 1) All items of expense payable in connection with a single trip must be billed in one invoice.
- 2) When a Consultant, or its approved sub-consultant, is performing services in connection with both Fund and non-Fund projects during the same trip, the total travel expense, including any reimbursable time, should be prorated on the basis of the total hours charged to the Fund's project and the total hours charged to all projects for which services are performed on this trip.

For example: On a field trip covering the inspection of a Dormitory Authority project and a Fund project, if the Consultant charges four hours to each project on its daily time sheet, then the trip expense should be prorated 50 percent to the Dormitory Authority and 50 percent to the Fund.

- 3) The records and/or receipts accompanying the application for payment must include the following information (see example on page III-8):
  - Date, origin and destination of trip
  - Time of departure and return
  - Purpose of trip
  - Names of travelers
  - Means of conveyance
  - Meals and lodging

#### c. Authorized Travel

Expenses for travel by the Consultant or its consultants to and from the site, their respective offices, or the Fund's office are reimbursable without special authorization. Special authorization, in writing, from the Fund is required for all other trips, including out of state travel.

#### d. Travel Time

Salary for time spent in travel is not reimbursable except as noted in the section of this Bulletin dealing with extra compensation (Section IV-1).



**e. Transportation Expenses**

Reimbursement shall be subject to the following limitations, in accordance with the means of conveyance used:

**1) Common Carrier -Travel by Air, Train or Bus**

- a) It is the policy of the Fund that less than first-class accommodations will be used.
- b) Air travel should only be scheduled in those instances where it is clearly in the Fund's best interest. Air travel must be specifically approved in writing by the Fund prior to the trip when the distance of one-way travel is less than 200 miles.
- c) In all cases of travel by air, airline receipts must accompany request for payment.

**2) Transportation by Taxicab**

Taxicab charges will be reimbursable to the extent of those allowances summarized in paragraph (6), page III-3 below. Taxicab charges will not be allowed when regularly scheduled public transportation services are available (i.e., buses and subway).

**3) Travel by Privately-Owned Airplane**

- a) The use of a privately-owned airplane on Fund business will be reimbursed at the rate of up to **the current state approved rate per mile for auto travel** or at the published single-fare coach rates for commercial air transportation, whichever is the lesser amount, regardless of the number of passengers.
- b) If regularly scheduled commercial flights are not available, the use of a privately-owned airplane in lieu of other modes of transportation must be economically and logically justifiable.

**4) Transportation by Personally-Owned Vehicle**

- a) Reimbursement at the rate of up to **the current state approved rate** will be allowed for transportation by personally-owned vehicles regardless of the number of passengers. Mileage between points of origin and destination will be limited to that published by the American Automobile Association.

**5) Transportation by Rented Vehicle**

- a) Reimbursement for the use of a rented vehicle will not be allowed if common carrier or other public transportation, at a lesser charge, is available and operates on schedules that are reasonably convenient for the purpose of the trip. If a rented vehicle is used when less costly public transportation is available, reimbursement will be limited to the current rate for public transportation between the same locations.
- b) Generally, reimbursement will not be allowed for a rented vehicle used for travel to/from the Consultant's primary work station.
- c) The use of the lowest cost rental vehicle is encouraged.

**6) Limits for transportation Between Home (or Office) and Intermediate and Terminal Destination**

- a) Taxicab fare directly to or from airport and home is allowable up to \$25.00 in the New York City area including the counties of Nassau, Suffolk, Rockland, and Westchester and up to \$15.00 elsewhere, provided a receipt is obtained from taxicab driver and submitted with the payment request (see example on page III-8). Non-receipted taxicab fare is limited to \$7.00.
- b) Reimbursement will be allowed on the basis of actual receipted cost up to the maximum rates.

**f. Tolls and Parking Charges**

These are reimbursable if toll and/or parking receipts accompany the payment request.

**g. Meal and Lodging Expenses**

**1) Reimbursement**

See **Appendix F** for the maximum rates allowed for hotel/motel lodging, meals and incidental expenses.

**2) Maximum Allowance**

To qualify for the maximum allowance, travel must begin before 7:00 a.m. and not be completed until after 7:00 p.m. Lodging receipts, marked paid, are required as evidence of overnight stay along with supporting meal receipts.

**3) Calculation of Maximum Reimbursement**

When a person is in travel status overnight but is not eligible for reimbursement for two meals, an appropriate amount, based on the above rates, must be deducted from the maximum allowance.

*Example No.1:* A person leaving home after 7:00 p.m. on Monday going to an assignment in the New York City area and returning home before 7:00 p.m. on Tuesday would receive:

1 day maximum allowance (receipted lodging & breakfast)	\$178.00
Less dinner	<u>(30.00)</u>
	\$148.00

*Example No.2:* A person leaving home before 7:00 a.m. on Monday, traveling to Rochester and returning home after 7:00 p.m. on Friday would be entitled to:

4 days @ \$101.00 (receipted)	\$404.00
2 meals on Friday (receipted)	<u>34.00</u>
	\$438.00

**h. Long Distance Telephone Expenses**

All long distance telephone calls and facsimile charges necessary, in the judgment of the Fund to the performance of the services set forth in the CONSULTANT'S AGREEMENT, may be reimbursed to the Consultant.

All such calls and facsimiles must be made chargeable to the Consultant's or its consultant's telephone and the request for payment must be accompanied by an itemized bill which identifies the State University Construction Fund Project number.. 'The consultant shall maintain information on the person or company called, and purpose for each reimbursable call. Non-routine calls should be identified with a brief explanation, as follows: "John Doe of J. D. Consulting, proposed soils consultant".

## **2. PRINTING/REPRODUCTIONS**

All reproduction costs during all phases will be borne by the Consultant, unless otherwise specifically authorized in writing by the Fund. However, Article III, Section C, subdivision (2), of the CONSULTANT'S AGREEMENT, states that:

"Except as otherwise provided for in Section H of Article II hereof, all reproductions of plans, specifications, reports and other data and documents requested by and furnished to or on behalf of the Fund...shall be paid for by the Fund on the basis of the Consultant's actual expenditure therefor; provided, however, that the Consultant shall not be entitled to any reimbursement for the cost of typing or drafting of the same."

### **a. Bidding and Contract Documents**

The Fund will reimburse the Consultant for costs relating to the production of final bidding and contract documents (specifications and drawings, only) up to the number of sets authorized in the construction document (pre-bid) phase approval letter. Reimbursement for additional sets must be specifically authorized in writing by the Fund.

Note that the reimbursement pertains to reproduction of final documents only, as opposed to review sets. A copy of the *bidders log* showing the bidder's name and complete address, the amount of the deposit and whether or not the deposit was returned, must be submitted with the payment request to support forfeitures.

Such costs will be reimbursable on the basis of the actual cost to the Consultant plus postage and shipping charges. Postage and shipping charges will, however, be reimbursed on the basis of regular mailing and shipping rates. Use of express mail or shipping will only be reimbursed on the basis of regular mail and shipping rates unless otherwise specifically authorized in writing by the Fund.

- 1) If a commercial printer performs reproduction services and the cost is in excess of \$2,500, the Fund requires that three (3) proposals be obtained. The Consultant should select the lowest cost proposal or justify in writing why the lowest cost proposal should not be selected. Payment will be made on the basis of the actual cost, per vendor's invoice (see example on page III-9).
- 2) If Consultant or its consultants performs reproduction services, payment will be made on the basis of direct clerical labor cost plus a sum equal to 100% thereof and the cost of materials consumed in the reproduction process, including stencils, paper stock, binders, etc. (see example on page III-10).

The Consultant's reimbursable cost for this service shall be no greater than if a commercial printer performed the service.

- 3) "Actual cost to the Consultant" is deemed to include direct labor and material costs for the preparation of originals for reproduction.
- 4) Requests for Payment (see examples on pages III-9 and III-10).
  - a) Vendors' invoices for reproduction charges must be submitted and should include the following data: invoice date, State University Construction Fund Project number, customer's

name, type, number and size of prints and unit costs. Vendors' invoices for newspaper bid advertising must include a copy of the newspaper advertisement.

- b) An interim billing for up to 70% of total bidding and contract document costs may be submitted. The final billing shall not be submitted until all bidding document deposits are returned to contractors or otherwise accounted for (submit a copy of your office "bidders log" showing such deposits and returns with the payment request). All deposits should be made payable to the Consultant; the Fund shall receive credit for the value of all deposits not returned to contractors.
- c) Credit must be shown for the cost of six (6) sets, to which the Fund is entitled without charge, in addition to sets printed for the Consultant's own use or for interoffice use with its consultant.

**b. Other Reproductions**

Under Section H of Article II of the CONSULTANT'S AGREEMENT, except as set forth in (a) above, all reproduction costs during all phases will be borne by the Consultant, unless otherwise specifically authorized in writing by the Fund.

**3. COMPUTER AIDED DESIGN DEVELOPMENT SERVICES (CADD)**

The Consultant's CADD expense, in connection with extra compensation services is covered in the 2.5 multiplier.

**4. ADVERTISEMENT FOR BIDS**

Costs incurred by the Consultant as a result of advertising for bids shall be reimbursable on the basis of the vendor's invoice to the Consultant for such advertisement. The Consultant should submit a copy of the vendor's invoice and a copy of the newspaper advertisement along with the request for payment.

**5. INSTRUCTIONS FOR COMPLETING PAGE 3 OF FORM 1FS**

Page 3 (example on page III-7) is to be completed in accordance with the following instructions and submitted to the Fund in duplicate (with completed page 1) for all requests for payment of reimbursable expenses and/or extra compensation (see section IV for detailed instructions on extra compensation).

*Part A.*

**"Payee"**: enter the firm's full legal name.

*Part B.*

**"Invoice Date"**: enter the current date.

*Part C.*

**"Contract No. D-"**: enter the "D-" number found on the cover page of the executed CONSULTANT'S AGREEMENT.

*Part D.*

**"SUCF Project No."**: enter the number found on Page AA-1 of the CONSULTANTS AGREEMENT. It is the responsibility of the Consultant to maintain proper accounting records, i.e., time sheets etc., which definitively identify extra compensation work as opposed to work covered by the basic fee. This can be accomplished by establishing and utilizing an internal **"Consultant's Project No."** or project description for each individual extra compensation authorization.

*Part E.*

**“Reimbursable Expenses”:**

**“Authorization Letter No.” column:** in most cases, no entry will be necessary; however, if the Fund gives the Consultant written authorization relating to lines 1, 2, 3 or 4, the authorization number (found in the “Subject” of the letter) must be entered in this column when requesting reimbursement.

**“Current Request” column:** enter the amount being currently invoiced for the categories shown on lines 1, 2, 3 or 4. On line 5, enter the total of any amounts on lines 1, 2, 3 or 4, and also enter the same total on page 1 (part 4) of Form 1FS.

*Part F.*

**“Extra Compensation”:**

**“Authorization Letter No.” column:** all extra compensation must be authorized in writing by the Fund prior to payment. In this column enter the authorization number found in the “Subject” of the Fund’s letter for each category for which payment is currently being requested. If the current request for a single category was authorized by more than one letter, enter all of the applicable authorization numbers.

**“Current Request” column:** enter the amount currently being invoiced for each authorization letter listed in the first column for the categories shown on lines 1 through 9. On line 10, enter the total of any amounts on lines 1 through 9 and also enter the same total on page 1 (Part 4) of Form 1FS.

*Part G.*

**“Special Compensation”:** enter in the “Current Request” column the amount determined in accordance with Article III, Section F, of the CONSULTANT’S AGREEMENT for special services, if applicable.

*Part H.*

**“Grand Total”:** enter the total of amounts shown on lines E-5, F-10 and G.

Lump Sum ECA Payment requests shall be accompanied by invoices from all subcontractors included in the billing.

# REIMBURSABLE EXPENSES AND EXTRA COMPENSATION

(Full Service Agreements)

Complete items A through D and H for all requests. Complete items E, F and G as applicable.  
Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.

<b>A</b> PAYEE			
<b>B</b> INVOICE DATE		<b>D</b> SUCF PROJECT NO.	
<b>C</b> CONTRACT NO. <b>D-</b>		CONSULTANT'S PROJECT NO.	
<b>E</b> REIMBURSABLE EXPENSES:	AUTHORIZATION LETTER NO.	CURRENT REQUEST	SUCF USE
1. <u>Transportation, Meals and Lodging</u>		\$ 1,123.00	
2. <u>Long Distance Telephone</u>		25.00	
3. <u>Reproductions / Postage</u>		546.50	
4. <u>Advertisement for Bids</u>		150.00	
5. TOTAL		(To Page 1) \$ 1,844.50	
<b>F</b> EXTRA COMPENSATION:			
1. <u>Final Models, Photos, Renderings</u>	1	\$ 500.00	
2. <u>As-Built Drawings</u>	2	1,625.00	
3. <u>Special Technical Engineering and Consultant Services</u>	7	100.00	
4. <u>Testing Labs, Surveys, Borings and Photos</u>	4	800.00	
5. <u>Significant Program Changes</u>			
6. <u>Change Orders</u>			
7. <u>Site Representative and Field Expense</u>			
8. <u>Alternates</u>			
9. <u>Contractor Default and Casualty</u>			
10. TOTAL		(To Page 1) \$ 3,025.00	
<b>G</b> SPECIAL COMPENSATION		(To Page 1) \$ 0	
<b>H</b> GRAND TOTAL (Add Lines E5, F10 and G)		\$ 4,869.50	

FOR SUCF USE: \_\_\_\_\_

I hereby certify that supporting documents and/or records have been filed with the Fund. The documents have been examined in accordance with contract terms, Fund standards, and those standards set forth by the State Comptroller. Payment in the amount indicated has been found to be a proper State charge and is therefore approved.

SUCF Auditor: \_\_\_\_\_ Date: \_\_\_\_\_

**EXAMPLE**

STATE UNIVERSITY CONSTRUCTION FUND PROJECT NO. 45123  
TRAVEL EXPENSE REPORT  
BILLING PERIOD: May 1, 2000 – May 31, 2000

JOHN CUMMINGS

5/7/00	New York – Albany (round trip) Auto Presentation and Equipment Review Departed home 6:15 a.m. Arrived Home 7:45 p.m.			
	320 miles @32.5 cents	\$104.00	Note: Use current rate	
	Tolls (receipts required)	8.00		
	Breakfast (receipted)	6.00		
	Dinner (receipted)	<u>26.00</u>		
				\$144.00
5/10 – 5/12/00	New York – SUNY Campus (round trip) (over 200 miles) Schematic Meetings Departed Home 6:00 a.m. 5/10 Arrived Home 4:00 p.m. 5/12			
	Airfare (round trip) (receipts required)		\$200.00	
	Ground Transportation (receipted):			
	5/10 Home to Airport			
	(New York city Area)	25.00		
	Airport to SUNY Campus	15.00		
	SUNY Campus to Hotel	15.00		
	5/11 Hotel to SUNY Campus	15.00		
	SUNY Campus to Hotel	15.00		
	5/12 Hotel to SUNY Campus	15.00		
	SUNY Campus to Airport	15.00		
	Airport to Home	<u>25.00</u>	140.00	
	Meals and Lodging:			
	(lodging receipts required)			
	5/10 Breakfast and Dinner (receipted)	30.00		
	5/11 Maximum Allowance	216.00	Note: Use current rate	
	5/12 Maximum Allowance	216.00	Note: Use current rate	
	Less Dinner	<u>(37.00)</u>	425.00	
				765.00

JAMES SMITH

5/12/00	New York – SUNY Campus (with Cummings) (over 200 miles) Presentation SUNY Campus – New York, Plane Departed Home 7:30 a.m. Arrived Home 5:00 p.m.			
	Airfare (receipts required)		200.00	
	Taxi, SUNY Campus to Airport (not receipted)	7.00		
	Taxi, Airport to Home (not receipted)	<u>7.00</u>	14.00	<u>214.00</u>

(Carry total to line E-1 on page 3 of Form 1FS or 1DO) \$1,123.00

**EXAMPLE**

**STATE UNIVERSITY CONSTRUCTION FUND PROJECT NO. 45123**

(When all printing is performed commercially, refer to page III-4, paragraph (1) for detailed instructions.)

**BIDDING DOCUMENTS PRINTING COST SUMMARY**

Total Printing Costs (invoice required)		\$800.00
Divided by the number of Bid Document sets prepared		<u>    ÷50</u>
Cost per set		<u>    16.00</u>
Total Printing Costs		800.00
(Less) SUCF Bid Document Credits (6 × \$16)	\$ ( 96.00)	
(Less) Sets for Architect's/Consultant's use (10 × \$16)	<u>(160.00)</u>	(256.00)
Mailing Charges (receipt required)		25.00
* (Less) Bidding Documents Deposit Forfeitures (per bid log)		
A.B.C. Construction Corp. (1 set)	( 7.50)	
XYZ Construction Corp. (2 sets)	<u>(15.00)</u>	<u>( 22.50)</u>
Printing Charges		546.50
(carry total to line E-3 on page 3 of Form 1FS or Form 1DO)		
Legal Advertising Charges (invoice required)		<u>    150.00</u>
(carry total to line E-4 on page 3 of Form 1FS or Form 1DO)		
Total Reimbursement		<u>\$696.50</u>

*\* A copy of your office log showing bidder's name and complete address, the amount of deposit and whether or not the deposit was returned must be submitted to support forfeitures.*



**EXAMPLE**

**STATE UNIVERSITY CONSTRUCTION FUND PROJECT NO. 45123**

(When printing is performed in-house and commercially, refer to page III-4, paragraph (2) for detailed instructions.)

**DEVELOPMENT OF BIDDING DOCUMENTS – IN-HOUSE PRINTING COST SUMMARY**

1. Direct Labor Costs (Consultant's Office):

<b>Name</b>	<b>Title</b>	<b>Date</b>	<b>Hours</b>	<b>Direct Labor Rate</b>	<b>Amount</b>	
S. Jones	Secretary	5/3-5/7/00	15.00	\$15.50	\$ 232.50	
R. Jensen	Xerox Machine Operator	5/3-5/7/00	3.50	14.00	49.00	
A. Jensen	Tech Writer	5/3-5/7/00	35.00	18.00	630.00	
					<u>911.50</u>	
Plus 100% Override					<u>911.50</u>	\$1,823.00

2. Direct Material Costs (Consultant's Office) (copies of invoices required):

<b>Quantity</b>	<b>Item</b>	<b>Invoice No.</b>	<b>Unit Costs</b>	<b>Amount</b>	
102	Originals	75994	\$ .60	\$ 61.20	
10	Paper Reams	431	3.60	36.00	
26	Dividers	6300	1.16	30.16	
52	Covers	6301	.65	33.80	
				<u>33.80</u>	\$161.16

3. Outside Printing (copies of invoices required):

Plan Associates Inc. 600.00

4. Total Printing Costs 2,854.16

Divided by the Number of Sets Prepared ÷ 52

5. Cost Per Set \$ 49.70

**CALCULATION OF REIMBURSABLE EXPENSES**

6. Total Printing Costs (from line 4 above) \$2,854.16

7. (Less) a) SUCF Bid Document Credits (6 × \$49.70) (289.20)

b) Consultant's/Architect's own use (10 × \$49.70) (497.00)

c) XYZ Construction Corporation (2 × \$49.70) ( 99.40)

d) (bid document deposit forfeitures) (19 × \$49.70) (944.30)

8. Mailing Costs (receipt required) 40.00

9. Reimbursable Printing Charges 745.26  
(carry total to line E-3 on page 3 of Form 1FS )

10. Reimbursable Legal/Advertising Costs (invoices required) 220.00  
(carry total to line E-4 on page 3 of Form 1FS)

11. Total Reimbursement \$965.26

# INSTRUCTIONS FOR REQUESTING PAYMENT

## Section IV: Extra Compensation Services

In accordance with the CONSULTANT'S AGREEMENT, Article III, Section D, subdivision (10); "...the Consultant shall not be entitled to extra compensation...unless the services to be provided...have been requested and approved in writing by the Fund."

Requests for such authorized payments must be submitted in accordance with the following instructions:

### 1. DEFINITION OF DIRECT LABOR COST

Article III, Section E, subdivision (2), of the CONSULTANT'S AGREEMENT, sets forth the definition of the term "direct labor cost".

The term "direct labor cost" as used in the Fund's Agreements refers only to labor furnished by technical personnel of the Consultant.

If principals of the Consultant or its consultants spend time in performing technical services normally performed by employees, that time shall be billed at a rate of pay equivalent to that paid to such employees, but not exceeding \$70.00 per hour plus 150% override. Agreements executed prior to this revised Bulletin will have their effective rate determined by the specific rate in effect on the date that the services were performed.

A principal in the case of a partnership is defined as a person listed on the Federal Tax Return of the Consultant or its consultant as a partner. A principal in the case of a corporation is defined as the President, Vice President, Secretary or Treasurer.

All hours worked shall be billed at "straight time" rates unless specifically authorized in writing by the Fund. All overtime as well as weekend and holiday work must be approved in writing by the Fund.

Any day in which the hours worked by an individual include travel time in connection with Fund business, the hours eligible for payment shall be limited to eight. Timesheets must be maintained by all personnel to support direct labor costs and should have separate internal job numbers for each extra compensation authorization in addition to a separate job number for the work covered by the basic fee. Time sheets must show all clients served and the number of hours devoted to each client during the payroll period and must be retained for audit purposes.

Hourly rates for technical personnel will be reimbursed at the employee's actual pay rate which does not include bonuses or fringe benefits.

### 2. DEFINITION OF DIRECT MATERIAL COST

Direct material costs are considered to include only materials purchased specifically for, and used exclusively in, the production of an authorized item of work on the project to which it is charged. The cost of miscellaneous supplies and office equipment is considered to be overhead and is not reimbursable. See Appendix A for a complete list of costs that are specifically excluded from billings.

### 3. REQUESTS FOR PAYMENT

Application for payment of the Consultant's or its consultant's direct labor and direct material costs shall be accompanied by documentation indicating:

Employee's name and title.  
Dates and hours worked.  
Hourly rate

Total hours -The employee's time sheet may be used if it provides this data in summary format. Extra compensation hours should always be identified on time sheets by noting the SUCF Project No. and the Fund's authorization letter number or the Consultant's internal job number which has been specifically assigned to the extra compensation authorization letter. The employee's names, Titles, rates and the effective date must match the written authorization from the Fund.

**4. MATERIAL INVOICES**

During the performance of extra services, requests for payment of direct labor costs should be submitted frequently enough so that the billing period covered by any one request does not exceed thirty (30) days.

**5. CATEGORIES OF EXTRA COMPENSATION SERVICES**

**a. Final Models, Photographs and Renderings**

Article III, Section D, subdivision (1), of the CONSULTANT'S AGREEMENT, sets forth the method of compensating the Consultant for final models, photographs and other architectural renderings.

Compensation should be computed as follows:

1) If the labor is furnished by the Consultant:

$$(2.5 \times \text{direct labor cost}) + (\text{cost of materials}) = \text{Compensation}$$

**Example:**

May 5- May 14, 2000

J. Brown, draftsman	50 hours @ \$16.00/hour	\$ 800.00
A. Smith, designer	25 hours @ \$25.00/hour	<u>625.00</u>
		1,425.00
		<u>× 2.5</u>
		\$3,562.50
Material Cost- Film (receipts required)		<u>+400.00</u>
Extra Compensation		<u><u>\$3,962.50</u></u>

**OR**

2) If the labor is furnished by a person, firm or corporation other than the Consultant:

**Example:**

Total Consultant labor, as billed to Consultant (show dates, names, titles, hours and rates, as in example 1 above)	\$2,900.00
Consultant's Override (10%) excluding materials	290.00
Material Cost - Film (receipts required)	<u>400.00</u>
Extra Compensation	<u><u>\$3,590.00</u></u>

**b. As-Built Drawings**

Article III, Section D, subdivision (2), of the CONSULTANT'S AGREEMENT, sets forth the method of compensating the Consultant for as-built drawings and operation and maintenance manuals.

[See 5. a. (final models), above, for sample computation of extra compensation.]

**b. Special Technical, Engineering and/or Consultation Services**

Article III, Section D, subdivision (3), of the CONSULTANT’S AGREEMENT, sets forth the method of compensating the Consultant for special technical, engineering and/or consultation services.

This category of extra compensation would include such items as mock-ups, special studies and feasibility studies.

[See 5.a. (final models), above, for sample computation of extra compensation. ]

**d. Testing Laboratory Services, Surveys, Borings and Photos**

Article III, Section D, subdivision (4), of the CONSULTANT’S AGREEMENT, sets forth the method of compensating the Consultant for testing laboratory services, topographic, utility and property surveys, test borings and construction progress photos.

After approval by the Fund, the Consultant will contract directly for laboratory services, surveys, boring or photos.

Notwithstanding the eight (8) hours per day limitation, as set forth in page IV-1 above, extra compensation will be paid based on the actual hours worked if specifically authorized in writing by the Fund, irrespective of the individual’s travel status.

[See 5.a. (final models), above, for sample computation of extra compensation. ]

**e. Significant Program Changes**

Article III, Section D, subdivision (5), of the CONSULTANT’S AGREEMENT, sets forth the method of compensating the Consultant for significant program changes prior to award of a Construction Contract.

The following examples are based on a significant program change occurring after a project’s design had progressed to a level of 30% completion of the Design Manual Phase.

- 1) If the program change results in an increase in construction cost, the Fund may compensate the Consultant as follows:

$$(2.5 \times \text{direct labor cost}) + (\text{cost of materials}) - \left( \begin{array}{l} \text{amount basic fee is increased} \\ \text{by change in construction cost} \end{array} \right) = \text{compensation}$$

**Example:**

Budget at 30% completion of Design Manual	\$ 800,000.00
Value of program addition	<u>200,000.00</u>
New budget for computation of basic fee for Design Manual Phase* (see Note 1 on next page)	<u>1,000,000.00</u>
Design Manual Phase Fee for \$1,000,000.00	66,830.00
Design Manual Phase Fee for \$800,000.00	<u>(54,830.00)</u>
Increase in basic fee	12,000.00
Extra compensation covers redesign to 30% level	<u>× 30%</u>
Credit against extra compensation	<u>3,600.00</u>

Redesign fee to bring project back to 30% Design Manual completion

[See 5. a. (final models, page IV-2) above, for sample computation of extra compensation.]

(2.5 × direct labor cost) + (cost of materials)	8,000.00
Credit against extra compensation	<u>(3,600.00)</u>
Net extra compensation	<u>\$ 4,400.00</u>

- 2) If the program change results in a decrease in construction cost, the Fund may compensate the Consultant as follows:

$$\left( \begin{matrix} 2.5 \times \text{direct} \\ \text{labor cost} \end{matrix} \right) + \left( \begin{matrix} \text{cost of} \\ \text{materials} \end{matrix} \right) + \left( \begin{matrix} \text{amount basic} \\ \text{fee is reduced} \end{matrix} \right) \times \left( \begin{matrix} \text{percentage of completion} \\ \text{of work prior to change} \end{matrix} \right) = \text{compensation}$$

**Example:**

Budget at 30% completion of Design Manual	\$1,000,000.00
Value of program reduction	<u>(200,000.00)</u>
New budget for computation of basic fee for Design Manual Phase* (see Note 1 below)	<u>800,000.00</u>

Design Manual Phase Fee for \$1,000,000.00	66,830.00
Design Manual Phase Fee for \$800,000.00	<u>(54,830.00)</u>
Decrease in basic fee	12,000.00
Phase was 30% complete	× 30%
Net basic fee earned before change	<u>3,600.00</u>

Redesign fee to bring project back to 30% Design Manual completion

[See 5. a. (final models) above, for sample computation of extra compensation.]

(2.5 × direct labor cost) + (cost of materials)	8,000.00
Net basic fee earned before change	<u>3,600.00</u>
Net extra compensation	<u>\$ 11,600.00</u>

\* NOTE 1: For the purpose of requesting payment of the extra compensation prior to the approved completion of a Phase, a “new budget” figure may be used to compute the basic fee for that Phase; **HOWEVER**, if upon approval of the Phase the approved Cost Estimate is not the same as the “new budget” figure, an adjustment will be made in the amount of “Net extra compensation.”

**f. Change Orders**

Article III, Section D, subdivision (6), of the CONSULTANT’S AGREEMENT, sets forth the method of compensating the Consultant for change orders.

The “approved value” of an extra work item shall be the value, as proposed by the contractor and approved by the Fund and the State Controller’s Office, of a change order or portion thereof for which the Fund gives written authorization to the Consultant for payment of extra compensation thereon.

**Example:**

Approved value of the extra work item(s)	\$ 100,000.00
Contract specified reimbursement percentage	<u>× 5%</u>
Net extra compensation	<u>\$ 5,000.00</u>

**g. Site Representative and Field Office**

Article III, Section D, subdivision (7), of the CONSULTANT’S AGREEMENT, sets forth the method of compensating the Consultant for site representative and field office expense.

Compensation will be paid as follows:

## 1) Salaries

The Consultant will be reimbursed for the services of the site representative and their assistants at the direct labor cost approved by the Fund. An override for the site representative is not to exceed the percentage specified in the CONSULTANT'S AGREEMENT. Salaries agreed upon are all-inclusive with no reimbursement allowed for employment agency fees, moving expenses, relocation costs, or any other miscellaneous expenses of the individual, except as otherwise specifically authorized in writing by the Fund.

To support the request for reimbursement, a recap showing the following information should be submitted:

- a) Name and title of the site representative and assistants, if any.
- b) Period worked.
- c) Hours spent on the project(s) (based on the Consultant's standard work week). Only holidays observed by all construction trades on the particular project will be reimbursed as regular work days. There will be no reimbursement for any other hours not worked. The rate of pay approved by the Fund is based on the standard work week on the particular project. All overtime as well as weekend and holiday work must be approved in writing by the Fund.

Taxes, insurance, sick leave, vacation and/or other applicable fringe benefits are deemed to be covered by the percentage override.

## 2) Field Office Expenses

Other field expenses, including travel and telephone for the site representative, will be considered for reimbursement by the Fund based on the merits of each case. Reimbursement for such expenses is not automatically granted and must be approved in writing by the Fund.

### h. Alternates (additive and deductive)

Article III, Section D, subdivision (8) of the CONSULTANT'S AGREEMENT sets forth the method of compensating the Consultant for alternates.

Costs of preparing bidding documents for authorized additive and deductive alternates involving design changes are reimbursable. The Fund will indicate to the Consultant which of the two methods set forth below is to be used:

$$(2.5 \times \text{direct labor cost}) + (\text{cost of material}) = \text{compensation}$$

[See 5. a. (final models), above, for sample computation of extra compensation.]

**OR**

$$40\% \times (\text{bid value of approved alternate}) \times (\text{applicable fee percentage}) = \text{compensation}$$

#### Example:

Bid value of approved alternate(s)	\$50,000.00
Applicable fee percentage* (see note on next page)	<u>× 6.5%</u> 3,250.00
Construction Documents Payment percentage	<u>× 40%</u>
Net extra compensation	<u>\$1,300.00</u>

**\*NOTE:** The Final Cost Estimate (\$400,000) plus the value, as determined by the low bidder, of all applicable alternates (\$50,000) will determine the applicable fee percentage.

Costs of preparing alternates involving material or equipment additions, deletions or substitutions, as well as alternatives authorized prior to the construction document phase, will not be reimbursed (will be deemed covered by basic fee), unless specifically approved in writing by the Fund.

**i. Services Required Due to Default or Casualty Damage**

Article III, Section D, subdivision (9), of the CONSULTANT'S AGREEMENT, sets forth the method of compensating the Consultant for services required due to the default of a Contractor or casualty damage to the project.

**6. INSTRUCTIONS FOR COMPLETING PAGE 3 OF FORM 1FS**

See Section III, pages III-5 and III-6, for instructions and examples of completed forms.

# INSTRUCTIONS FOR REQUESTING PAYMENT

## Section V: Instructions for Completing Page 1 of Form 1FS

Page 1 of the Consultant's Application for Payment (Form 1FS) contains information necessary to effect reimbursement to the Consultant and must be completed and submitted in duplicate to the Fund's Controller for all payment requests.

Page 1 must be completed in accordance with the following instructions (see examples on page V-2 and Appendix D).

*Part 1:*

**“Pay to”:** enter the firm's full legal name and address, including ZIP code.

*Part 2:*

**“Payee Reference Numbers”:** enter the following three identification numbers in this Section.

<u>Reference Number</u>	<u>Source</u>
a. Contract Number D-XXXXXX	Cover page of the executed CONSULTANT’S AGREEMENT
b. SUCF Project Number	Page AA-1 of the CONSULTANT’S AGREEMENT
c. Consultant's Project Number	Enter the project or job number(s) internally used by the Consultant.
d. Payee Identification Number	Consultant's Federal Taxpayer Identification Number assigned to it as an employer; in the case of an individual Consultant (with no employees) enter the Consultant's social security number.

*Part 3.*

**“...contract...for”:** enter the title of the project and its location.

*Part 4.*

**“Summary of Payment Request”:** enter the totals from pages 2 and/or 3 of Form 1FS and enter the grand total on the last line, “Total Payment Due this Voucher.”

*Part 5.*

**“Consultant's Certification”:** a principal or officer of the firm must place his/her signature and date of application on the lines provided. If additional forms are required, the Consultant should so indicate by marking the box provided.

*Part 6.*

**“SUCF Auditor Approval”:** for SUCF use only.





## CONSULTANT'S APPLICATION FOR PAYMENT (Full Service Agreements)

Submit application in duplicate to SUCF Controller together with required paid-up bills and schedules. On this page, complete parts 1-6.

Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.

### 1 PAY TO: (Name and Address)

Design Associates, Architects and Engineers

190 East 42<sup>nd</sup> Street

New York, New York 10010

### 2 PAYEE REFERENCE NUMBERS

a. Contract Number

D- 003000

b. SUCF Project Number

45125

c. Consultant's Project Number

8000010

d. Payee Identification Number

11-1234567

### 3 I hereby make application for payment upon my contract with the State University Construction Fund for:

Physics-Chemistry Building

at State University College at XXXX

### 4 SUMMARY OF PAYMENT REQUEST

Fill in applicable lines only.

Include details and computations on pages 2 and 3.

Schematic Payment \$ 8,679.25

Design Manual Payment \$ 8,994.00

Construction Documents Payment \$ 30,666.00

Construction Phase Payment \$ 11,522.34

Interior Design Payment \$

Reimbursable Expenses \$ 1,599.10

Extra Compensation \$ 3,025.00

Special Compensation \$

**TOTAL PAYMENT DUE THIS VOUCHER \$ 64,485.69**

### 5 CONSULTANT'S CERTIFICATION

I hereby certify that I am the person in whose name the foregoing account is rendered; that the services and property charged have been performed or delivered; that the sums charged are reasonable and just; that all requirements of said contract have been complied with; and, that that no part of the foregoing account has been previously paid.

Signature \_\_\_\_\_ Date 6/1/00

Additional forms required.

### 6 SUCF AUDITOR APPROVAL

Voucher Number \_\_\_\_\_

Checked as to calculations and provisions of contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Total payments to date, including this request \$ \_\_\_\_\_

**Appendix A**  
**EXCLUSIONS FROM BILLINGS**

## **Appendix A - EXCLUSIONS FROM BILLINGS**

The following items are considered to be part of the Consultant's overhead cost and are deemed included in the Consultant's basic fee and the override percentage, as applied to certain reimbursable expenses, and extra compensation costs; and therefore, shall not be included as a direct cost in any payment request:

1. Advertising, other than the Fund's Notice to Bidders.
2. Bonuses and profit-sharing plans.
3. Books and periodicals.
4. Contributions.
5. Dues and registration fees.
6. Duplication of material, except as specifically mentioned in the Contract and in this Bulletin or when requested by the Fund.
7. Entertainment.
8. Interest and other financing costs.
9. Legal and accounting services.
10. Marketing costs.
11. Normal and recurring miscellaneous supply and overhead expenses not exclusively or directly devoted to a particular service or project of the Fund.
12. Pension, social security, liability insurance, worker's compensation, group health, and other fringe benefits.
13. Postage and telegraph charges, except where otherwise specifically authorized by this Bulletin.
14. Profit.
15. Recruitment costs.
16. Rent, utilities, depreciation and amortization.
17. Salaries of principals and/or employees for time devoted to general office administration and correspondence not specifically contract or project related. This includes the typing of reports, plans, specifications and other documents.
18. Severance, vacation and sick leave pay.
19. Taxes other than New York State sales taxes, local sales taxes and Federal excise taxes or as otherwise specified in the CONSULTANT'S AGREEMENT.
20. Training and educational costs.
21. Computer station rental.
22. Supplies for Site Rep Trailers.

**Appendix B**

**CONSULTANT'S APPLICATION FOR  
PAYMENT (BLANK)**

**FULL SERVICE AGREEMENTS, FORM 1FS**



# CONSULTANT'S APPLICATION FOR PAYMENT

(Full Service Agreements)

Submit application in duplicate to SUCF Controller together with required paid-up bills and schedules. On this page, complete parts 1-6.  
Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.

**1 PAY TO: (Name and Address)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2 PAYEE REFERENCE NUMBERS**

a. Contract Number

**D-** \_\_\_\_\_

b. SUCF Project Number

\_\_\_\_\_

c. Consultant's Project Number

\_\_\_\_\_

d. Payee Identification Number

\_\_\_\_\_

**3** I hereby make application for payment upon my contract with the State University Construction Fund for:

\_\_\_\_\_

at \_\_\_\_\_

**4 SUMMARY OF PAYMENT REQUEST**

*Fill in applicable lines only.  
Include details and computations on pages 2 and 3.*

Schematic Payment \$ \_\_\_\_\_

Design Manual Payment \$ \_\_\_\_\_

Construction Documents Payment \$ \_\_\_\_\_

Construction Phase Payment \$ \_\_\_\_\_

Interior Design Payment \$ \_\_\_\_\_

Reimbursable Expenses \$ \_\_\_\_\_

Extra Compensation \$ \_\_\_\_\_

Special Compensation \$ \_\_\_\_\_

**TOTAL PAYMENT DUE THIS VOUCHER \$ \_\_\_\_\_**

**5 CONSULTANT'S CERTIFICATION**

I hereby certify that I am the person in whose name the foregoing account is rendered; that the services and property charged have been performed or delivered; that the sums charged are reasonable and just; that all requirements of said contract have been complied with; and, that that no part of the foregoing account has been previously paid.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Additional forms required.

**6 SUCF AUDITOR APPROVAL**

Voucher Number: \_\_\_\_\_

Checked as to calculations and provisions of contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Total payments to date,  
including this request \$ \_\_\_\_\_

## BASIC FEE COMPUTATIONS

(Full Service Agreements)

**Complete payment sections as applicable.**

*Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.*

<b>A BASIC DESIGN FEE</b>	<b>B BASIC CONSTRUCTION PHASE FEE</b>
<p><b>SCHEMATIC PAYMENT</b></p> <p>1. Schematic Cost Estimate \$ _____</p> <p>2. Total Fee \$ _____</p> <p>3. Schematic Fee (20% of Line 2) \$ _____</p> <p style="padding-left: 20px;">a. Less Credit – Stated in Contract \$ _____</p> <p style="padding-left: 20px;">b. Net Schematic Fee (Line 3 minus Line 3a) \$ _____</p> <p>4. % of Schematic Completed _____ %</p> <p>5. Progress Fee Earned (Line 3b × Line 4) \$ _____</p> <p>6. Less Previous Schematic Payments \$ _____</p> <p>7. Net Amount Now Due \$ _____</p>	<p><b>CONSTRUCTION PHASE PAYMENT</b></p> <p>1. Original Construction Contract Amount \$ _____</p> <p>2. Not Used.</p> <p>3. Construction Cost (Line 1 minus Line 2) \$ _____</p> <p>4. Total Fee \$ _____</p> <p>5. Construction Phase Fee (25% of Line 4) \$ _____</p> <p>6. % of Construction Phase Completed _____ %</p> <p>7. Progress Fee Earned (Line 5 × Line 6) \$ _____</p> <p>12. Less Previous Construction Phase Payments \$ _____</p> <p>13. Net Fee (Line 7 minus Line 8) \$ _____</p> <p>14. Less Retention \$ _____</p> <p>15. Net Amount Now Due \$ _____</p>
<p><b>DESIGN MANUAL PAYMENT</b></p> <p>1. Design Manual Cost Estimate \$ _____</p> <p>2. Total Fee \$ _____</p> <p>3. Design Manual Fee (15% of Line 2) \$ _____</p> <p>4. % of Design Manual Completed _____ %</p> <p>5. Progress Fee Earned (Line 3 × Line 4) \$ _____</p> <p>6. Less Previous Design Manual Payments \$ _____</p> <p>7. Net Amount Now Due \$ _____</p>	<p><b>REMARKS</b></p>
<p><b>CONSTRUCTION DOCUMENTS PAYMENT</b></p> <p>1. Final Cost Estimate \$ _____</p> <p>2. Total Fee \$ _____</p> <p>3. Construction Documents Fee (40% of Line 2) \$ _____</p> <p>4. % of Construction Documents Completed _____ %</p> <p>5. Progress Fee Earned (Line 3 x Line 4) \$ _____</p> <p>6. Less Previous Construction Doc. Payments \$ _____</p> <p>7. Net Amount Now Due \$ _____</p>	



## BASIC FEE COMPUTATIONS

(Full Service Agreements)

*Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.*

SUCF Project Number _____	<u>Schematic</u>	<u>Design Manual</u>	<u>Construction Documents</u>	<u>Construction Phase</u>
1. Cost Estimate or Original Construction Contract Amount \$	\$ _____	\$ _____	\$ _____	\$ _____
2. Fee Calculations:				
a. Base Bracket Fee (From Schedule of Fees)	_____	_____	_____	_____
b. Cost Estimate or Original Construction Contract Amount	_____	_____	_____	_____
c. Minimum Bracket Amount (From Schedule of Fees)	_____	_____	_____	_____
d. Difference (Line 2b minus Line 2c)	_____	_____	_____	_____
e. Additional Bracket Fee Percentage	_____ %	_____ %	_____ %	_____ %
f. Additional Fee (Line 2d x Line 2e)	_____	_____	_____	_____
g. Total Basic Fee (Line 2a plus Line 2f)	_____	_____	_____	_____
h. Percentage Adjustment to Basic Fee	_____ %	_____ %	_____ %	_____ %
i. Dollar Adjustment to Basic Fee (Line 2g x Line 2h)	_____	_____	_____	_____
j. Total Fee (Line 2g plus Line 2i)	\$ _____	\$ _____	\$ _____	\$ _____



# REIMBURSABLE EXPENSES AND EXTRA COMPENSATION

(Full Service Agreements)

Complete items A through D and H for all requests. Complete items E, F and G as applicable.  
Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.

<b>A PAYEE</b>			
<b>B INVOICE DATE</b>		<b>D SUCF PROJECT NO.</b>	
<b>C CONTRACT NO. D-</b>		<b>CONSULTANT'S PROJECT NO.</b>	
<b>E REIMBURSABLE EXPENSES:</b>	<b>AUTHORIZATION LETTER NO.</b>	<b>CURRENT REQUEST</b>	<b>SUCF USE</b>
1. <u>Transportation, Meals and Lodging</u>			
2. <u>Long Distance Telephone</u>			
3. <u>Reproductions / Postage</u>			
4. <u>Advertisement for Bids</u>			
5. <b>TOTAL</b>		(To Page 1)	
<b>F EXTRA COMPENSATION:</b>			
1. <u>Final Models, Photos, Renderings</u>			
2. <u>As-Built Drawings</u>			
3. <u>Special Technical Engineering and Consultant Services</u>			
4. <u>Testing Labs, Surveys, Borings and Photos</u>			
5. <u>Significant Program Changes</u>			
6. <u>Change Orders</u>			
7. <u>Site Representative and Field Expense</u>			
8. <u>Alternates</u>			
9. <u>Contractor Default and Casualty</u>			
10. <b>TOTAL</b>		(To Page 1)	
<b>G SPECIAL COMPENSATION</b>		(To Page 1)	
<b>H GRAND TOTAL</b> (Add Lines E5, F10 and G)			

FOR SUCF USE: \_\_\_\_\_

I hereby certify that supporting documents and/or records have been filed with the Fund. The documents have been examined in accordance with contract terms, Fund standards, and those standards set forth by the State Comptroller. Payment in the amount indicated has been found to be a proper State charge and is therefore approved.

SUCF Auditor: \_\_\_\_\_ Date: \_\_\_\_\_



# BASIC FEE COMPUTATIONS

## (Full Service Agreements)

(For multiple construction contracts under single Consultant's Agreement)

**Complete payment sections as applicable.**

*Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.*

### **A BASIC DESIGN FEE**

<b>SCHEMATIC PAYMENT</b>	SUCF No. _____	SUCF No. _____	SUCF No. _____	SUCF No. _____
1. Schematic Cost Estimate	\$ _____	\$ _____	\$ _____	\$ _____
2. Total Fee	_____	_____	_____	_____
3. Schematic Fee (20% of Line 2)	_____	_____	_____	_____
a. Less Credit – Stated in Contract	_____	_____	_____	_____
b. Net Schematic Fee (Line 3 minus Line 3a)	_____	_____	_____	_____
4. % of Schematic Completed	_____ %	_____ %	_____ %	_____ %
5. Progress Fee Earned (Line 3b × Line 4)	_____	_____	_____	_____
6. Less Previous Schematic Payments	_____	_____	_____	_____
7. Net Amount Now Due	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL OF LINE 7</b>	<b>\$ _____</b>	(Enter In Part 4, Page 1, of Form 1FS)		

<b>DESIGN MANUAL PAYMENT</b>	SUCF No. _____	SUCF No. _____	SUCF No. _____	SUCF No. _____
1. Design Manual Cost Estimate	\$ _____	\$ _____	\$ _____	\$ _____
2. Total Fee	_____	_____	_____	_____
3. Design Manual Fee (15% of Line 2)	_____	_____	_____	_____
4. % of Design Manual Completed	_____ %	_____ %	_____ %	_____ %
5. Progress Fee Earned (Line 3 × Line 4)	_____	_____	_____	_____
6. Less Previous Design Manual Payments	_____	_____	_____	_____
7. Net Amount Now Due	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL OF LINE 7</b>	<b>\$ _____</b>	(Enter In Part 4, Page 1, of Form 1FS)		

<b>CONSTRUCTION DOCUMENTS PAYMENT</b>	SUCF No. _____	SUCF No. _____	SUCF No. _____	SUCF No. _____
1. Final Cost Estimate	\$ _____	\$ _____	\$ _____	\$ _____
2. Total Fee	_____	_____	_____	_____
3. Construction Documents Fee (40% of Line 2)	_____	_____	_____	_____
4. % of Construction Documents Completed	_____ %	_____ %	_____ %	_____ %
5. Progress Fee Earned (Line 3 × Line 4)	_____	_____	_____	_____
6. Less Previous Construction Documents Payments	_____	_____	_____	_____
7. Net Amount Now Due	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL OF LINE 7</b>	<b>\$ _____</b>	(Enter In Part 4, Page 1, of Form 1FS)		

**BASIC FEE COMPUTATIONS**  
(Full Service Agreements)

(For multiple construction contracts under single Consultant's Agreement)

**Complete payment sections as applicable.**

*Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.*

**B BASIC CONSTRUCTION PHASE FEE**

CONSTRUCTION PHASE PAYMENT	SUCF No. _____	SUCF No. _____	SUCF No. _____	SUCF No. _____
1. Original Construction Contract Amount	\$ _____	\$ _____	\$ _____	\$ _____
2. <b>Not Used.</b>	_____	_____	_____	_____
3. Construction Cost (Line 1 minus Line 2)	_____	_____	_____	_____
4. Total Fee	_____	_____	_____	_____
5. Construction Phase Fee (25% of Line 4)	_____	_____	_____	_____
6. % of Construction Phase Completed	_____ %	_____ %	_____ %	_____ %
7. Progress Fee Earned (Line 5 x Line 6)	_____	_____	_____	_____
8. Less Previous Construction Phase Payments	_____	_____	_____	_____
9. Net Fee (Line 7 minus Line 8)	_____	_____	_____	_____
10. Less Retention	_____	_____	_____	_____
11. Net Amount Now Due	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL OF LINE 11</b>	\$ _____	(Enter In Part 4, Page 1, of Form 1FS)		

**REMARKS**

## **Appendix C – Form 1FSa**

# CONSULTANT'S APPLICATION FOR PAYMENT

(Full Service Agreements)

Submit application in duplicate to SUCF Controller together with required paid-up bills and schedules. On this page, complete parts 1-6.

Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.

## 1 PAY TO: (Name and Address)

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## 2 PAYEE REFERENCE NUMBERS

a. Contract Number

**D-**

b. SUCF Project Number

c. Consultant's Project Number

d. Payee Identification Number

## 3 I hereby make application for payment upon my contract with the State University Construction Fund for:

at \_\_\_\_\_

## 4 SUMMARY OF PAYMENT REQUEST

Fill in applicable lines only.

Include details and computations on pages 2 and 3.

Program Verification Phase Payment \$ \_\_\_\_\_

Concept Phase Payment \$ \_\_\_\_\_

Schematic Payment \$ \_\_\_\_\_

Design Manual Payment \$ \_\_\_\_\_

Construction Documents Payment \$ \_\_\_\_\_

Construction Phase Payment \$ \_\_\_\_\_

Interior Design Payment \$ \_\_\_\_\_

Reimbursable Expenses \$ \_\_\_\_\_

Extra Compensation \$ \_\_\_\_\_

Special Compensation \$ \_\_\_\_\_

**TOTAL PAYMENT DUE THIS VOUCHER \$ \_\_\_\_\_**

## 5 CONSULTANT'S CERTIFICATION

I hereby certify that I am the person in whose name the foregoing account is rendered; that the services and property charged have been performed or delivered; that the sums charged are reasonable and just; that all requirements of said contract have been complied with; and, that no part of the foregoing account has been previously paid.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Additional forms required.

## 6 SUCF AUDITOR APPROVAL

Voucher Number: \_\_\_\_\_

Checked as to calculations and provisions of contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Total payments to date,  
including this request

\$ \_\_\_\_\_

# BASIC FEE COMPUTATIONS

(Full Service Agreements)

Complete payment sections as applicable.

<p><b>A BASIC DESIGN FEE</b></p> <p><b>PROGRAM VERIFICATION PHASE PAYMENT</b></p> <p>1. Budget \$ _____</p> <p>2. Total Fee \$ _____</p> <p>3. Program Verification Phase Fee (5% of line 2) \$ _____</p> <p>4. % of Program Verification Complete \$ _____</p> <p>5. Progress Fee Earned \$ _____</p> <p>6. Less Previous Program Verification Payments \$ _____</p> <p>7. Net Amount Now Due \$ _____</p> <p><b>CONCEPT PHASE PAYMENT</b></p> <p>1. Concept Budget \$ _____</p> <p>2. Total Fee \$ _____</p> <p>3. Concept Phase Fee (5% of line 2) \$ _____</p> <p>4. % of Concept Phase Complete \$ _____</p> <p>5. Progress Fee Earned \$ _____</p> <p>6. Less Concept Phase Payments \$ _____</p> <p>7. Net Amount Now Due \$ _____</p> <p><b>SCHEMATIC PAYMENT</b></p> <p>1. Schematic Cost Estimate \$ _____</p> <p>2. Total Fee \$ _____</p> <p>3. Schematic Fee (10% of Line 2) \$ _____</p> <p style="padding-left: 20px;">a. Less Credit – Stated in Contract \$ _____</p> <p style="padding-left: 20px;">b. Net Schematic Fee (Line 3 minus Line 3a) \$ _____</p> <p>4. % of Schematic Completed _____ %</p> <p>5. Progress Fee Earned (Line 3b × Line 4) \$ _____</p> <p>6. Less Previous Schematic Payments \$ _____</p> <p>7. Net Amount Now Due \$ _____</p>	<p><b>A BASIC DESIGN FEE</b></p> <p><b>DESIGN MANUAL PAYMENT</b></p> <p>1. Design Manual Cost Estimate \$ _____</p> <p>2. Total Fee \$ _____</p> <p>3. Design Manual Fee (15% of Line 2) \$ _____</p> <p>4. % of Design Manual Completed _____ %</p> <p>5. Progress Fee Earned (Line 3 × Line 4) \$ _____</p> <p>6. Less Previous Design Manual Payments \$ _____</p> <p>7. Net Amount Now Due \$ _____</p> <hr/> <p><b>CONSTRUCTION DOCUMENTS PAYMENT</b></p> <p>1. Final Cost Estimate \$ _____</p> <p>2. Total Fee \$ _____</p> <p>3. Construction Documents Fee (40% of line 2) \$ _____</p> <p>4. % of Construction Documents Completed \$ _____</p> <p>5. Progress Fee Earned (Line 3 x Line 4) \$ _____</p> <p>6. Less Previous Construction Doc. Payments \$ _____</p> <p>7. Net Amount Now Due \$ _____</p> <hr/> <p><b>B BASIC CONSTRUCTION PHASE FEE</b></p> <p><b>CONSTRUCTION PHASE PAYMENT</b></p> <p>1. Original Construction Contract Amount \$ _____</p> <p>2. Not Used.</p> <p>3. Not Used.</p> <p>4. Total Fee \$ _____</p> <p>5. Construction Phase Fee (25% of Line 4) \$ _____</p> <p>6. % of Construction Phase Completed _____ %</p> <p>7. Progress Fee Earned (Line 5 × Line 6) \$ _____</p> <p>16. Less Previous Construction Phase Payments \$ _____</p> <p>17. Net Fee (Line 7 minus Line 8) \$ _____</p> <p>18. Less Retention \$ _____</p> <p>19. Net Amount Now Due \$ _____</p>
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*Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.*

**Appendix D**  
**- EXAMPLE -**  
**COMPLETED APPLICATION FOR PAYMENT,**  
**FORM 1FS**





# CONSULTANT'S APPLICATION FOR PAYMENT

(Full Service Agreements)

Submit application in duplicate to SUCF Controller together with required paid-up bills and schedules. On this page, complete parts 1-6.

Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.

**1 PAY TO: (Name and Address)**  
**Design Associates, Architects and Engineers**  
 \_\_\_\_\_  
**190 East 42<sup>nd</sup> Street**  
 \_\_\_\_\_  
**New York, New York 10010**  
 \_\_\_\_\_  
 \_\_\_\_\_

**2 PAYEE REFERENCE NUMBERS**

a. Contract Number  
**D- 003000**  
\_\_\_\_\_

b. SUCF Project Number  
**45123**  
\_\_\_\_\_

c. Consultant's Project Number  
**800010**  
\_\_\_\_\_

d. Payee Identification Number  
**11-1234567**  
\_\_\_\_\_

**3** I hereby make application for payment upon my contract with the State University Construction Fund for:  
**Physics – Chemistry Building**  
 \_\_\_\_\_  
 at **State University College at XXXX**  
 \_\_\_\_\_

**4 SUMMARY OF PAYMENT REQUEST**

*Fill in applicable lines only.  
Include details and computations on pages 2 and 3.*

Schematic Payment	\$17,239.00
Design Manual Payment	\$1995.50
Construction Documents Payment	\$30,666.00
Construction Phase Payment	\$11,522.34
Interior Design Payment	\$0.00
Reimbursable Expenses	\$1,599.10
Extra Compensation	\$3,025.00
Special Compensation	\$0.00
<b>TOTAL PAYMENT DUE THIS VOUCHER</b>	<b>\$66,046.94</b>

**5 CONSULTANT'S CERTIFICATION**

I hereby certify that I am the person in whose name the foregoing account is rendered; that the services and property charged have been performed or delivered; that the sums charged are reasonable and just; that all requirements of said contract have been complied with; and, that no part of the foregoing account has been previously paid.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date **6/1/00**

Additional forms required.

**6 SUCF AUDITOR APPROVAL**

Voucher Number \_\_\_\_\_

Checked as to calculations and provisions of contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Total payments to date,  
including this request \$ \_\_\_\_\_

## BASIC FEE COMPUTATIONS

(Full Service Agreements)

Complete payment sections as applicable.

*Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.*

<b>A BASIC DESIGN FEE</b>	<b>B BASIC CONSTRUCTION PHASE FEE</b>																																																																				
<p><b>SCHEMATIC PAYMENT</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">1. Schematic Cost Estimate</td><td style="text-align: right; border-bottom: 1px solid black;">\$1,800,000.00</td></tr> <tr><td>2. Total Fee</td><td style="text-align: right; border-bottom: 1px solid black;">\$171,195.00</td></tr> <tr><td>3. Schematic Fee (20% of Line 2)</td><td style="text-align: right; border-bottom: 1px solid black;">\$34,239.00</td></tr> <tr><td>    a. Less Credit – Stated in Contract</td><td style="text-align: right; border-bottom: 1px solid black;">\$2,000.00</td></tr> <tr><td>    b. Net Schematic Fee (Line 3 minus Line 3a)</td><td style="text-align: right; border-bottom: 1px solid black;">\$32,239.00</td></tr> <tr><td>4. % of Schematic Completed</td><td style="text-align: right; border-bottom: 1px solid black;">100%</td></tr> <tr><td>5. Progress Fee Earned (Line 3b x Line 4)</td><td style="text-align: right; border-bottom: 1px solid black;">\$32,239.00</td></tr> <tr><td>6. Less Previous Schematic Payments</td><td style="text-align: right; border-bottom: 1px solid black;">\$15,000.00</td></tr> <tr><td>7. Net Amount Now Due</td><td style="text-align: right; border-bottom: 3px double black;">\$17,239.00</td></tr> </table> <p><b>DESIGN MANUAL PAYMENT</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">1. Design Manual Cost Estimate</td><td style="text-align: right; border-bottom: 1px solid black;">\$1,900,000.00</td></tr> <tr><td>2. Total Fee</td><td style="text-align: right; border-bottom: 1px solid black;">\$179,970.00</td></tr> <tr><td>3. Design Manual Fee (15% of Line 2)</td><td style="text-align: right; border-bottom: 1px solid black;">\$26,995.50</td></tr> <tr><td>4. % of Design Manual Completed</td><td style="text-align: right; border-bottom: 1px solid black;">\$26995.50</td></tr> <tr><td>5. Progress Fee Earned (Line 3 x Line 4)</td><td style="text-align: right; border-bottom: 1px solid black;">100%</td></tr> <tr><td>6. Less Previous Design Manual Payments</td><td style="text-align: right; border-bottom: 1px solid black;">\$25000.00</td></tr> <tr><td>7. Net Amount Now Due</td><td style="text-align: right; border-bottom: 3px double black;">\$1995.50</td></tr> </table> <p><b>CONSTRUCTION DOCUMENTS PAYMENT</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">1. Final Cost Estimate</td><td style="text-align: right; border-bottom: 1px solid black;">\$2,005,000.00</td></tr> <tr><td>2. Total Fee</td><td style="text-align: right; border-bottom: 1px solid black;">\$189,165.00</td></tr> <tr><td>3. Construction Documents Fee (40% of Line 2)</td><td style="text-align: right; border-bottom: 1px solid black;">\$75,666.00</td></tr> <tr><td>4. % of Design Manual Completed</td><td style="text-align: right; border-bottom: 1px solid black;">100%</td></tr> <tr><td>5. Progress Fee Earned (Line 3 x Line 4)</td><td style="text-align: right; border-bottom: 1px solid black;">\$75,666.00</td></tr> <tr><td>6. Less Previous Construction Doc. Payments</td><td style="text-align: right; border-bottom: 1px solid black;">\$45,000.00</td></tr> <tr><td>7. Net Amount Now Due</td><td style="text-align: right; border-bottom: 3px double black;">\$30,666.00</td></tr> </table>	1. Schematic Cost Estimate	\$1,800,000.00	2. Total Fee	\$171,195.00	3. Schematic Fee (20% of Line 2)	\$34,239.00	a. Less Credit – Stated in Contract	\$2,000.00	b. Net Schematic Fee (Line 3 minus Line 3a)	\$32,239.00	4. % of Schematic Completed	100%	5. Progress Fee Earned (Line 3b x Line 4)	\$32,239.00	6. Less Previous Schematic Payments	\$15,000.00	7. Net Amount Now Due	\$17,239.00	1. Design Manual Cost Estimate	\$1,900,000.00	2. Total Fee	\$179,970.00	3. Design Manual Fee (15% of Line 2)	\$26,995.50	4. % of Design Manual Completed	\$26995.50	5. Progress Fee Earned (Line 3 x Line 4)	100%	6. Less Previous Design Manual Payments	\$25000.00	7. Net Amount Now Due	\$1995.50	1. Final Cost Estimate	\$2,005,000.00	2. Total Fee	\$189,165.00	3. Construction Documents Fee (40% of Line 2)	\$75,666.00	4. % of Design Manual Completed	100%	5. Progress Fee Earned (Line 3 x Line 4)	\$75,666.00	6. Less Previous Construction Doc. Payments	\$45,000.00	7. Net Amount Now Due	\$30,666.00	<p><b>CONSTRUCTION PHASE PAYMENT</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">1. Original Construction Contract Amount</td><td style="text-align: right; border-bottom: 1px solid black;">\$1,950,000.00</td></tr> <tr><td>2. Not Used)</td><td style="text-align: right; border-bottom: 1px solid black;"></td></tr> <tr><td>3. Construction Cost (Line 1 minus Line 2)</td><td style="text-align: right; border-bottom: 1px solid black;">\$1,950,000.00</td></tr> <tr><td>4. Total Fee</td><td style="text-align: right; border-bottom: 1px solid black;">\$184,357.50</td></tr> <tr><td>5. Construction Phase Fee (25% of Line 4)</td><td style="text-align: right; border-bottom: 1px solid black;">\$46,089.38</td></tr> <tr><td>6. % of Construction Phase Completed</td><td style="text-align: right; border-bottom: 1px solid black;">25%</td></tr> <tr><td>7. Progress Fee Earned (Line 5 x Line 6)</td><td style="text-align: right; border-bottom: 1px solid black;">\$11,522.34</td></tr> <tr><td>8. Less Previous Construction Phase Payments</td><td style="text-align: right; border-bottom: 1px solid black;">0</td></tr> <tr><td>9. Net Fee (Line 7 minus Line 8)</td><td style="text-align: right; border-bottom: 1px solid black;">\$11,522.34</td></tr> <tr><td>10. Less Retention</td><td style="text-align: right; border-bottom: 1px solid black;">0</td></tr> <tr><td>11. Net Amount Now Due</td><td style="text-align: right; border-bottom: 3px double black;">\$11,522.34</td></tr> </table> <p><b>REMARKS</b></p>	1. Original Construction Contract Amount	\$1,950,000.00	2. Not Used)		3. Construction Cost (Line 1 minus Line 2)	\$1,950,000.00	4. Total Fee	\$184,357.50	5. Construction Phase Fee (25% of Line 4)	\$46,089.38	6. % of Construction Phase Completed	25%	7. Progress Fee Earned (Line 5 x Line 6)	\$11,522.34	8. Less Previous Construction Phase Payments	0	9. Net Fee (Line 7 minus Line 8)	\$11,522.34	10. Less Retention	0	11. Net Amount Now Due	\$11,522.34
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11. Net Amount Now Due	\$11,522.34																																																																				

## REIMBURSABLE EXPENSES AND EXTRA COMPENSATION

(Full Service Agreements)

Complete items A through D and H for all requests. Complete items E, F and G as applicable.  
Refer to the Fund's "Bulletin on Payment of Consultant Fees" for detailed instructions.

<b>A</b> PAYEE                      Design Associates, Architects and Engineers			
<b>B</b> INVOICE DATE            June 1, 2000		<b>D</b> SUCF PROJECT NO.                      45123	
<b>C</b> CONTRACT NO.            D-0030000		<b>CONSULTANT'S PROJECT NO.</b> 45123.01.02.03.04.07	
<b>E</b> REIMBURSABLE EXPENSES:	<b>AUTHORIZATION LETTER NO.</b>	<b>CURRENT REQUEST</b>	<b>SUCF USE</b>
1. <u>Transportation, Meals and Lodging</u>		\$ 1,123.00	
2. <u>Long Distance Telephone</u>		\$ 25.00	
3. <u>Reproductions / Postage</u>		\$ 546.50	
4. <u>Advertisement for Bids</u>		\$ 150.00	
		(To Page 1)	
5. TOTAL		\$ 1,844.50	
<b>F</b> EXTRA COMPENSATION:			
1. <u>Final Models, Photos, Renderings</u>	1	\$ 500.00	
2. <u>As-Built Drawings</u>	2	\$ 1,625.00	
3. <u>Special Technical Engineering and Consultant Services</u>	7 4	\$ 100.00 \$ 800.00	
4. <u>Testing Labs, Surveys, Borings and Photos</u>		\$	
5. <u>Significant Program Changes</u>		\$	
6. <u>Change Orders</u>		\$	
7. <u>Site Representative and Field Expense</u>		\$	
8. <u>Alternates</u>		\$	
9. <u>Contractor Default and Casualty</u>		\$	
10. TOTAL		(To Page 1) \$ 3,025.00	
<b>G</b> SPECIAL COMPENSATION		\$ 0	
<b>H</b> GRAND TOTAL (Add Lines E5, F10 and G)		\$ 4,869.50	

FOR SUCF USE: \_\_\_\_\_

I hereby certify that supporting documents and/or records have been filed with the Fund. The documents have been examined in accordance with contract terms, Fund standards, and those standards set forth by the State Comptroller. Payment in the amount indicated has been found to be a proper State charge and is therefore approved.

SUCF Auditor: \_\_\_\_\_ Date: \_\_\_\_\_

**EXAMPLE**  
 STATE UNIVERSITY CONSTRUCTION FUND PROJECT NO. 45123  
 TRAVEL EXPENSE REPORT  
 BILLING PERIOD: May 1, 2000 – May 31, 2000

JOHN CUMMINGS

5/7/00 New York – Albany (round trip) Auto  
 Presentation and Equipment Review  
 Departed home 6:15 a.m.  
 Arrived Home 7:45 p.m.

320 miles @32.5 cents	\$104.00	Note: Use current rate
Tolls (receipts required)	8.00	
Breakfast (receipted)	6.00	
Dinner (receipted)	<u>26.00</u>	
		\$144.00

5/10 – 5/12/00 New York – SUNY Campus (round trip) (over 200 miles)  
 Schematic Meetings  
 Departed Home 6:00 a.m. 5/10  
 Arrived Home 4:00 p.m. 5/12

Airfare (round trip) (receipts required)		\$200.00
Ground Transportation (receipted):		
5/10 Home to Airport		
(New York city Area)	25.00	
Airport to SUNY Campus	15.00	
SUNY Campus to Hotel	15.00	
5/11 Hotel to SUNY Campus	15.00	
SUNY Campus to Hotel	15.00	
5/12 Hotel to SUNY Campus	15.00	
SUNY Campus to Airport	15.00	
Airport to Home	<u>25.00</u>	140.00
Meals and Lodging:		
(lodging receipts required)		
5/10 Breakfast and Dinner (receipted)	30.00	
5/11 Maximum Allowance	216.00	
5/12 Maximum Allowance	216.00	
Less Dinner	<u>(37.00)</u>	425.00
		765.00

JAMES SMITH

5/12/00 New York – SUNY Campus(with Cummings)  
 Presentation  
 SUNY Campus– New York, Plane  
 Departed Home 7:30 a.m.  
 Arrived Home 5:00 p.m.

Airfare (receipts required)		200.00
Taxi, SUNY Campus to Airport (not receipted)	7.00	
Taxi, Airport to Home (not receipted)	<u>7.00</u>	14.00
		<u>214.00</u>

(Carry total to line E-1 on page 3 of Form 1FS) \$1,123.00

**EXAMPLE**

**STATE UNIVERSITY CONSTRUCTION FUND PROJECT NO. 45123**

(When all printing is performed commercially, refer to page III-4, paragraph (1) for detailed instructions.)

**BIDDING DOCUMENTS PRINTING COST SUMMARY**

Total Printing Costs (invoice required)		\$800.00
Divided by the number of Bid Document sets prepared		<u>÷50</u>
Cost per set		<u>16.00</u>
Total Printing Costs		800.00
(Less) SUCF Bid Document Credits (6 x \$16)	\$ ( 96.00)	
(Less) Sets for Architect's/Consultant's use (10 x \$16)	<u>(160.00)</u>	(256.00)
Mailing Charges (receipt required)		25.00
* (Less) Bidding Documents Deposit Forfeitures (per bid log)		
A.B.C. Construction Corp. (1 set)	( 7.50)	
XYZ Construction Corp. (2 sets)	<u>(15.00)</u>	<u>(22.50)</u>
Printing Charges		546.50
(Carry total to line E-3 on page 3 of Form 1FS.)		
Legal Advertising Charges (invoice required)		<u>150.00</u>
(Carry total to line E-4 on page 3 of Form 1FS.)		
Total Reimbursement		<u>\$696.50</u>

*\* A copy of your office log, showing bidder's name and complete address, the amount of deposit, and whether or not the deposit was returned, must be submitted to support forfeitures.*

## **Appendix E**

### **-EXAMPLE OF FEE CALCULATION-**

#### **FULL SERVICE AGREEMENT WITH MULTIPLE ADJUSTMENTS TO BASIC FEE**

**Appendix E**  
**-EXAMPLE OF FEE CALCULATION-**  
**FULL SERVICE AGREEMENT WITH MULTIPLE ADJUSTMENTS TO BASIC FEE**

Under certain circumstances, the Fund will modify the Schedule of Fees within the CONSULTANT'S AGREEMENT to provide for multiple adjustments to the basic fee for different categories of work (i.e., New Construction, Rehabilitation and Sitework).

To calculate fees due to the Consultant, in this example, the following information is given:

1. A modified "Schedule of Fees" (see page E-5).
2. Approved phase estimates are as follows:
  - a. Schematic Phase approved at \$11,312,964. The estimated construction cost is comprised of:

\$9,608,989	=	New Building
567,777	=	Rehabilitation
<u>1,136,198</u>	=	Sitework
11,312,964		

- b. Design Manual Phase approved at \$11,332,449. Including:

\$9,351,025	=	New Building
335,718	=	Rehabilitation
<u>1,645,706</u>	=	Sitework
11,332,449		

- c. Construction Document (Pre-Bid) Phase approved at \$11,362,947. Including:

\$9,064,138	=	New Building
645,467	=	Rehabilitation
<u>1,653,342</u>	=	Sitework
11,362,947		

- d. Construction Contract is awarded to low bidder at \$11,370,000. Including:

\$8,939,094	=	New Building
631,035	=	Rehabilitation
<u>1,799,871</u>	=	Sitework
11,370,000		

3. Calculations for developing fees due to Consultant:
  - a. Determine the allocation that each category of work represents as a portion of the total approved phase estimate, as follows:

Phase	Cost Estimate	Work Category	Allocation Percentage
Schematic =	\$11,312,964 =	\$9,608,989 =	New Building = 84.94%
		= 567,777 =	Rehabilitation = 5.02%
		= <u>1,136,198</u> =	Sitework = 10.04%
		11,312,964	= 100.00%

<b>Phase</b>	<b>Cost Estimate</b>	<b>Work Category</b>	<b>Allocation Percentage</b>
Design Manual =	\$11,332,964 =	\$9,351,025 =	New Building = 82.52%
		= 335,718 =	Rehabilitation = 2.96%
		= <u>1,645,706 =</u>	Sitework = <u>14.52%</u>
		11,332,449	100.00%
Construction Document =	\$11,362,947 =	\$9,064,138 =	New Building = 79.77%
		= 645,467 =	Rehabilitation = 5.68%
		= <u>1,653,342 =</u>	Sitework = <u>14.55%</u>
		11,362,947	100.00%
Construction Phase =	\$11,370,000 =	\$8,939,094 =	New Building = 78.62%
		= 631,035 =	Rehabilitation = 5.55%
		= <u>1,799,871 =</u>	Sitework = <u>15.83%</u>
		11,370,000	100.00%

b. Calculate the basic fee for each phase, without consideration of adjustments to basic fee.

<b>Phase</b>	<b>Cost Estimate</b>	<b>Calculation from Schedule of Fees</b>	<b>Allocation Percentage</b>
Schematic =	\$11,312,964	= \$510,580 + (1,312,964 × 4.7%)	= \$572,289
Design Manual =	\$11,332,449	= \$510,580 + (1,332,449 × 4.7%)	= \$573,205
Construction Document =	\$11,362,947	= \$510,580 + (1,362,947 × 4.7%)	= \$574,639
Construction Phase =	\$11,370,000	= \$510,580 + (1,370,000 × 4.7%)	= \$574,970

c. Distribute the basic fee developed for each phase in 3.b above by the work category allocation percentages developed in 3.a above, as follows:

Schematic Phase Fee:

<b>Work Category</b>	<b>Basic Fee</b>	<b>Allocation %</b>	<b>Phase Fee %</b>	<b>Adjustment to Basic Fee</b>	<b>Fee Earned</b>
New Building =	\$572,289	× .8494	.20	× 1.20	\$ 116,665
Rehabilitation =	\$572,289	× .0502	.20	× 1.50	8619
Sitework =	\$572,289	× .1004	.20	× 0.00	<u>11,492</u>
Total Schematic Phase Fee \$					<u>136,775</u>



Design Manual Phase Fee:

<b>Work Category</b>	<b>Basic Fee</b>	<b>Allocation %</b>	<b>Phase Fee %</b>	<b>Adjustment to Basic Fee</b>	<b>Fee Earned</b>
New Building	= \$573,205	× .8252	.15	× 1.20	\$ 85,142
Rehabilitation	= \$573,205	× .0296	.15	× 1.50	3,818
Sitework	= \$573,205	× .1452	.15	× 0.00	12,484
Total Design Manual Phase Fee					\$ 101,444

Construction Document Phase Fee:

<b>Work Category</b>	<b>Basic Fee</b>	<b>Allocation %</b>	<b>Phase Fee %</b>	<b>Adjustment to Basic Fee</b>	<b>Fee Earned</b>
New Building	= \$574,639	× .7977	.40	× 1.20	\$ 220,027
Rehabilitation	= \$574,639	× .0568	.40	× 1.50	19,583
Sitework	= \$574,639	× .1455	.40	× 0.00	33,444
Total Construction Document Phase Fee					\$ 273,054

Construction Phase Fee:

<b>Work Category</b>	<b>Basic Fee</b>	<b>Allocation %</b>	<b>Phase Fee %</b>	<b>Adjustment to Basic Fee</b>	<b>Fee Earned</b>
New Building	= \$574,970	× .7862	.25	× 1.20	\$ 135,612
Rehabilitation	= \$574,970	× .0555	.25	× 1.50	11,967
Sitework	= \$574,970	× .1583	.25	× 0.00	22,754
Total Construction Phase Fee					\$ 170,333

- Using the calculations developed in 3(c) above, complete and submit the “Consultant’s Application for Payment (Form IFS)”.

**SCHEDULE OF FEES**

Cost Estimate or Construction Cost	Basic Fee	Adjustment to Basic Fee
\$ 0 to \$ 20,000	12.00%	
20,001 to 30,000	2,400 plus 9.00% over 20,000	
30,001 to 40,000	3,300 plus 8.50% over 30,000	
40,001 to 50,000	4,150 plus 8.25% over 40,000	
50,001 to 70,000	4,975 plus 8.00% over 50,000	
70,001 to 90,000	6,575 plus 7.50% over 70,000	
90,001 to 110,000	8,075 plus 7.40% over 90,000	
110,001 to 130,000	9,555 plus 7.30% over 110,000	
130,001 to 150,000	11,015 plus 7.20% over 130,000	
150,001 to 170,000	12,455 plus 7.15% over 150,000	
170,001 to 190,000	13,885 plus 7.10% over 170,000	
190,001 to 210,000	15,305 plus 7.05% over 190,000	
210,001 to 230,000	16,715 plus 7.00% over 210,000	
230,001 to 250,000	18,115 plus 6.95% over 230,000	
250,001 to 300,000	19,505 plus 6.90% over 250,000	
300,001 to 350,000	22,955 plus 6.85% over 300,000	
350,001 to 400,000	26,380 plus 6.75% over 350,000	BASIC FEE PLUS * %
400,001 to 450,000	29,755 plus 6.65% over 400,000	MINUS
450,001 to 500,000	33,080 plus 6.50% over 450,000	
500,001 to 550,000	36,330 plus 6.40% over 500,000	* Adjusted based on project complexity**
550,001 to 600,000	39,530 plus 6.30% over 550,000	
600,001 to 650,000	42,680 plus 6.20% over 600,000	
650,001 to 700,000	45,780 plus 6.10% over 650,000	
700,001 to 1,000,000	48,830 plus 6.00% over 700,000	
1,000,001 to 1,500,000	66,830 plus 5.95% over 1,000,000	
1,500,001 to 2,000,000	96,580 plus 5.85% over 1,500,000	
2,000,001 to 2,500,000	125,830 plus 5.60% over 2,000,000	
2,500,001 to 3,000,000	153,830 plus 5.25% over 2,500,000	
3,000,001 to 3,500,000	180,080 plus 5.00% over 3,000,000	
3,500,001 to 4,000,000	205,080 plus 4.70% over 3,500,000	
4,000,001 to 4,500,000	228,580 plus 4.70% over 4,000,000	
4,500,001 to 5,000,000	252,080 plus 4.70% over 4,500,000	
5,000,001 to 5,500,000	275,580 plus 4.70% over 5,000,000	
5,500,001 to 6,000,000	299,080 plus 4.70% over 5,500,000	
6,000,001 to 7,000,000	322,580 plus 4.70% over 6,000,000	
7,000,001 to 8,000,000	369,580 plus 4.70% over 7,000,000	
8,000,001 to 9,000,000	416,580 plus 4.70% over 8,000,000	
9,000,001 to 10,000,000	463,580 plus 4.70% over 9,000,000	
10,000,001 to 20,000,000	510,580 plus 4.70% over 10,000,000	
20,000,001 to 30,000,000	980,580 plus 4.70% over 20,000,000	
30,000,001 to 40,000,000	1,450,580 plus 4.70% over 30,000,000	
40,000,001 to 100,000,000	1,920,580 plus 4.70% over 40,000,000	
100,000,001 or over	To Be Negotiated	

\*\* Except as otherwise expressly provided in Subdivision 1 of Section A of Article III, for projects divided into more than one construction contract, the cost estimate or construction cost, as the case may be, used to determine the amount of the Consultant's Total Fee shall be based on the combined total of the former for all work; and, the percentage or percentages set forth above shall be applicable only in the proportion that the cost estimate or construction cost, as the case may be, of the work covered by said percentage or percentages bear to the cost estimate or construction cost, as the case may be, of all work.

**Appendix F**  
**SCHEDULE OF CURRENT TRAVEL**  
**REIMBURSEMENT RATES.**

Appendix F  
 LODGING / MEAL ALLOWANCES FOR CONSULTANT TRAVEL  
 EFFECTIVE OCT 1, 2011 THRU SEPT 30, 2012  
 (MAXIMUM RATES *INCLUDE* TAX)  
 (Individual Meal Allowances on Page F-4)

<u>CITY</u>	<u>COUNTY/CAMPUS</u>	<u>MAX LODGING AMOUNT</u>	<u>MEAL RATE</u>
LOCATIONS NOT LISTED BELOW		\$ 77	\$46
Albany	Albany (Sys. Admin. & Albany)	\$ 104	\$61
Binghamton	Broome/Tioga (Binghamton)	\$ 92	\$46
Buffalo	Erie (Buff U & Buff Coll)	\$ 100	\$56
Glens Falls (Oct 1 – Jun 31) (July 1 – Aug 31) (Sept 1 – Sept 30)	Warren	\$ 94 \$ 138 \$ 94	\$66 \$66 \$66
Ithaca/Waterloo/ Romulus	Tompkins/Seneca (Cornell)	\$ 118	\$46
Kingston	Ulster (New Paltz)	\$ 105	\$66
Lake Placid (Oct 1 – Nov 30) (Dec 1 – Feb 28) (Mar 1 – Jun 30) (July 1 – Aug 31) (Sept 1 – Sept 30)	Essex	\$ 108 \$ 126 \$ 99 \$ 151 \$ 108	\$61 \$61 \$61 \$61 \$61

<u>CITY</u>	<u>COUNTY/CAMPUS</u>	<u>MAX LODGING AMOUNT</u>	<u>MEAL RATE</u>
Manhattan	Manhattan (Optometry, Brooklyn, Maritime; Includes Staten Island)		
(Oct 1 -Dec 31)		\$ 295	\$71
(Jan 1 - Mar 31)		\$ 204	\$71
(Apr 1 - May 31)		\$ 241	\$71
(June 1 - Aug 31)		\$ 216	\$71
(Sept 1 - Sept 30)		\$ 295	\$71
Nassau County/ Great Neck	Nassau (Farmingdale, Old Westbury)	\$ 142	\$66
Niagara Falls	Niagara		
(Oct 1 - May 31)		\$ 77	\$51
(June 1 - Aug 31)		\$ 103	\$51
(Sept 1 - Sept 30)		\$ 77	\$51
Nyack/Palisades	Rockland	\$ 105	\$61
Poughkeepsie	Dutchess	\$ 99	\$66
Rochester	Monroe (Brockport)	\$ 96	\$51

<u>CITY</u>	<u>COUNTY/CAMPUS</u>	<u>MAX LODGING AMOUNT</u>	<u>MEAL RATE</u>
Saratoga Springs (Oct 1 – June 30)	Saratoga/Schenectady (Empire State)	\$ 104	\$56
(July 1 – Aug 31)		\$ 148	\$56
(Sept 1 – Sept 30)		\$ 104	\$56
Stony Brook (Oct 1 – May 31)	Suffolk (Stony Brook)	\$ 112	\$71
(Jun 1 – Aug 31)		\$ 127	\$71
(Sept 1 – Sept 30)		\$ 112	\$71
Syracuse	Onondaga (Syr. HSC & Forestry)	\$ 94	\$56
Tarrytown	Westchester (Purchase) (White Plains, Yonkers, New Rochelle)	\$ 136	\$71
Troy	Rensselaer (East Greenbush, Rensselaer)	\$ 96	\$51
The Bronx/Brooklyn/	SEE MANHATTAN		
West Point	Orange	\$ 108	\$51

## MEAL ALLOWANCES

EFFECTIVE October 1, 2011 thru September 30, 2012

Breakfast is reimbursed if trip starts before 7:00 AM.

Dinner is reimbursed if trip ends after 7:00 PM.

Lunch is NOT Reimbursable

### WITHOUT RECEIPTS:

	<u>Breakfast</u>	<u>Dinner</u>
All Locations	\$5.00	\$12.00

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### WITH MEAL RECEIPTS:

<u>TOTAL MEAL RATE FOR AREA</u>	<u>Breakfast</u>	<u>Dinner</u>
\$71	\$14	\$57
\$66	\$13	\$53
\$61	\$12	\$49
\$56	\$11	\$45
\$51	\$10	\$41
\$46	\$ 9	\$37

*Note: Taxes and all incidental expenses, such as tips to bellmen, porters, hotel maids, etc., are included in the allowances.*

### Mileage rates:

JANUARY 1, 2005 –August 31, 2005 = \$.405

Sept 1, 2005 Thru Dec 31, 2005 = \$.485

January 1, 2006 to December 31, 2006 = \$.445

January 1, 2007 to December 31, 2007 = \$.485

JANUARY 1, 2008 to June 30, 2008 = \$.505

July 1, 2008 to Dec 31, 2008 = \$.585

Jan 1, 2009 to Dec 31, 2009= \$.50

Jan 1, 2010 Thru June 30, 2011=\$.510

July 1, 2011 = \$.555

- ~TOLL/GAS/RENTAL CAR RECEIPTS ARE REQUIRED*
- ~RENTAL CAR INSURANCE IS NOT REIMBURSABLE*
- ~GASOLINE IS REIMBURSED FOR RENTAL CARS*
- ~COPY OF AIRLINE TICKET OR E-TICKET REQUIRED*

F-5

Taxi rates: In New York City - Max \$25 / ride with receipt  
Max \$15 / ride without receipt

Elsewhere in New York State - Max \$15 / ride with receipt  
Max \$ 7/ ride without receipt