City of Philadelphia Department of Streets Work Order and Invoice Templates Manual

The City of Philadelphia's Department of Streets (DOS) has several on-call contracts for engineering and other professional services with various Prime Consultants. The Templates referenced in this Manual are intended for their use ONLY. Every time services are required, a project specific Work Order (WO) must be developed and executed using the Work Order Templates (WOT), which includes a defined Scope of Work (SOW) and associated cost proposal Budget. Once the work is being performed, the Invoice Templates (IT) must be used to submit Invoices to bill the City for actual services rendered along with Progress Reports (PR) for justification and scheduling purposes. The templates also assist in monitoring contract goal satisfaction of Disadvantaged Business Enterprise (DBE) participation.

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General Notes

1. All WOs and Invoices submitted to the City PM must come from the Prime only using the DOS templates with original signatures. Correspondence between the Prime and its Subs may be in any format. Also, once WOs and Invoices are finalized, print all sheets to PDF and email a combined digital file (download free printer at www.cutepdf.com and utility at www.pdfill.com).

2. The order for WOs is: 1. Summary, 2. Labor sheets, 3. Expenses sheets, 4. Staffing Plan (CM/CI) OR Schedule Timeline (otherwise), 5. Scope of Work. Duplicate the Labor and Expenses tabs as necessary to include all consultants, employees, tasks, and costs.

3. The order for Invoices is: 1. Summary, 2. Labor sheets, 3. Expenses sheets, 4. Backup (varies), 5. Progress Report. Duplicate the Labor and Expenses tabs as necessary to include all consultants, employees, tasks, and costs.

4. Fields that consultants fill in are shaded or highlighted. Every shaded/highlighted field containing data is only a placeholder and must be modified or deleted accordingly. Many shaded cells also validate data for accuracy upon input, while all other white cells are locked and/or automatically generated from formulas. Verify accuracy of information with the CPM.

5. All employees, titles, rates*, labor hours, and expense costs in WOs and Invoices must conform to the current PennDOT approved ECMS company overheads and roster as well as the provisions of the governing version of PennDOT Publication 93 for projects that include state and/or federal funding. (*for Invoices, current at time work was performed)

6. **A WO may not exceed $500,000 (not including amendments). A WO Notice to Proceed (NTP) may not precede the contract NTP, and is issued by the CPM once the WO is finalized. The WO end date is the current contract end date.**

7. **Invoices must be separated by WO, and billing periods must fall within the contract and WO terms. All charges in invoices must occur within the current respective billing period indicated. Backup must be provided for ALL labor and ALL expense charges in the form of timesheets (showing name/date/hours), receipts, logs, etc.**

Scope of Work

- There is only one Scope of Work per Work Order which must include all tasks to be completed by the Prime and Subs.
- Remove all yellow highlighting before submitting.

City of Philadelphia – Department of Streets

Work Order Scope of Work

enter information as verified with CPM

Work Order Number:	1
Project Name:	Job
Prime Consultant:	Consultant Name
Work Order NTP:	January 1, 2000
Total Work Order Amount:	$100,000.00
Contract Number:	1234567
Contract Name:	Services
Contract Term:	January 1, 2000 to December 31, 2000
Contract Amount:	$1,000,000.00
City Bid/ECMS Number:	1234ECMS/12345

copy/delete rows to list all tasks that are included in the WO and identify activities and deliverables

identify purpose

Scope of Work

I.   Objective:

The overall purpose of this Work Order is to provide _____ services for the subject project.

II.   General:

As part of this Work Order, the consultant team will perform the tasks specified below.

Task 1	Description
Activities	
Deliverables	
Task 2	Description
Activities	
Deliverables	
Task 3	Description
Activities	
Deliverables	

- Additional Sections
    - III Schedule: reference Staffing Plan OR Schedule Timeline and list assumptions.
    - IV Personnel: list all approved employees required to complete the project work.
    - V Budget: reference Labor and Expenses sheets and list assumptions.

Work Order Summary

enter information as verified with CPM

enter total costs from Labor sheets (cell H19) and Expenses sheets (cell H27)

	A	B	C	D	E	F	G	H
1	INFORMATION	Work Order Number:					*V3.13715*	Tracking Code
2		Project Name:						
3		Notice to Proceed Date:						
4		Total Work Order Amount:						*Total WO DBE Amount*
5		Contract Number:						
6		Contract Name:						*$0.00*
7		Contract Term:						**Total WO DBE Percentage**
8		Contract Amount:						
9		City Bid/ECMS Number:						**0.00%**
10								

enter consultants according to role

	Consultant	Role	DBE	Direct Labor + Overhead & Profit	Direct Expenses	TOTAL
11						
12		Prime				$ -
13		Sub				$ -
14		Sub				$ -
15		Sub				$ -
16		Sub				$ -
17		Sub				$ -
18		Sub				$ -
19		Sub				$ -
20		Sub				$ -
21		Sub				$ -
22	**Subtotal**			$ -	$ -	$ -
23	Estimated Duration Factor:	Months =		Esc. Rate = 3.00%	Factor =	1.000
24						
25–28	TASK					
29	**Contract Work Order Budget =**		$0.00			

select "**Yes**" or "**No**" for DBE

copy purpose from Scope of Work Section I

projects longer than 12 months must have this cell completed to account for future rate increases by factoring the WO amount

- If multiple Labor/Expenses sheets are required for one consultant, the total costs from all sheets can either be summated on one line or one line can be entered per sheet with the consultant listed multiple times.

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Work Order Labor

information section automatically transferred from Summary sheet

enter employee names and titles from ECMS

enter employee payroll rates from ECMS

enter consultant name

	Line	Description	SUBTOTAL	Employee 1	Employee 2	Employee 3	Employee 4	Employee 5	Employee 6	Employee 7	Employee 8	Employee 9	Employee 10
		Project Name:											
		Contract Name:						Consultant Name					
		Notice to Proceed Date:											
		Tracking Code:	V2.10715										
	1	Payroll Labor Rate (from Contract Fee Schedule)	-										
	2	Regular Task Hours (sum from below)	-	-	-	-	-	-	-	-	-	-	-
	3	Overtime Task Hours (sum from below)	-	-	-	-	-	-	-	-	-	-	-
	4	Total Task Hours (2+3)	-	-	-	-	-	-	-		-		
	5	Overtime Rate (1.5 for approved personnel ONLY)	-	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
	6	Direct Regular Labor (1*2)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	7	Direct Overtime Labor (1*3*5)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	8	Total Direct Labor (6+7)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	9	Overhead Rate (from Contract Fee Schedule)	-										
	10	Overhead on Direct Labor (1*4*9)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	11	Profit Rate (from Contract Fee Schedule)	-										
	12	Profit on Direct Labor or Fixed Fee (1*4*11)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		TOTAL (8+10+12)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Percentage of Hours	0.0%										
		Percentage of Cost	0.0%										

Task	Description		Subtotal	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
1		Regular	-										
		Overtime	-										
2		Regular	-										
		Overtime	-										
3		Regular	-										
		Overtime	-										
4		Regular	-										
		Overtime	-										
5		Regular	-										
		Overtime	-										
6		Regular	-										
		Overtime	-										
7		Regular	-										
		Overtime	-										
8		Regular	-										
		Overtime	-										
9		Regular	-										
		Overtime	-										
10		Regular	-										
		Overtime	-										
Total Task Hours		Regular	-	-	-	-	-	-	-	-	-	-	-
		Overtime	-	-	-	-	-	-	-	-	-	-	-

enter all tasks listed in the Scope of Work

enter total task hours in half hour precision (Note: the hours entered feed the costs section above)

select overtime rate of "**1.5**" for approved personnel ONLY

enter overhead rate and profit rate from ECMS & Pub 93

- Field and Office overhead rates must correlate to the respective profit rates.
- The value in cell H19 (TOTAL) should be entered on the Summary sheet.

Work Order Expenses

information section automatically transferred from Summary sheet

enter a description of the expense (e.g.: B&W copies, mileage)

enter consultant name

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	INFORMATION		Project Name:								Consultant Name		
2			Contract Name:										
3			Notice to Proceed Date:										
4			Tracking Code:				V3 13715						
5													
6		**Expense**	**Description**				**Last Name**	**Date**	**SUBTOTAL**	**Quantity**	**Rate**	**per**	**Units**
7	DIRECT EXPENSES	1							$ -			per	
8		2							$ -			per	
9		3							$ -			per	
10		4							$ -			per	
11		5							$ -			per	
12		6							$ -			per	
13		7							$ -			per	
14		8							$ -			per	
15		9							$ -			per	
16		10							$ -			per	
17		11							$ -			per	
18		12							$ -			per	
19		13							$ -			per	
20		14							$ -			per	
21		15							$ -			per	
22		16							$ -			per	
23		17							$ -			per	
24		18							$ -			per	
25		19							$ -			per	
26		20							$ -			per	
27			**TOTAL (sum of all above costs)**						$ -				

enter the quantity of each expense

enter the unit price of each expense (e.g.: "$0.10" per copy, "$0.50" per mile)

enter the unit type of each expense (e.g.: copy, mile)

- The value in cell H27 (TOTAL) should be entered on the Summary sheet.

Work Order Staffing Plan

copy column sets to add or delete tasks, employees, and companies as necessary

information section automatically transferred from Summary sheet

enter consultant names

enter employee names and titles from ECMS

enter all tasks listed in the Scope of Work

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	INFORMATION					Project Name:										TASK LIST		Task 1				
2						Contract Name:												Task 2				
3						Contract Term:			to									Task 3				
4						Notice to Proceed Date:												Task 4				
5						Tracking Code:			VS-13715									Task 5				

	TOTAL							PRIME CONSULTANT STAFF												
	0.0 hours							Consultant Name												
				Name, *Title*									Name, *Title*							
	SUBTOTAL		Task #			Task #			Task #			Task #			Task #			Task #		
	0.0 hours		0.0 hours			0.0 hours			0.0 hours			0.0 hours			0.0 hours			0.0 hours		
	0.0 hours		0.0 hours			0.0 hours			0.0 hours			0.0 hours			0.0 hours			0.0 hours		

Month		Hours	Days	Hrs/Dy	Hours	Days	Hrs/Dy	Hours	Days	Hrs/Dy	Hours	Days	Hrs/Dy	Hours	Days	Hrs/Dy	Hours	Days	Hrs/Dy
1 Jan	Reg.	-			-			-			-			-			-		
	OT	-			-			-			-			-			-		
2 Feb	Reg.	-			-			-			-			-			-		
	OT	-			-			-			-			-			-		
3 Mar	Reg.	-			-			-			-			-			-		
	OT	-			-			-			-			-			-		
4 Apr	Reg.	-			-			-			-			-			-		
	OT	-			-			-			-			-			-		
5 May	Reg.	-			-			-			-			-			-		
	OT	-			-			-			-			-			-		
6 Jun	Reg.	-			-			-			-			-			-		
	OT	-			-			-			-			-			-		

enter start month and drag corner of cell to fill column

assign employees certain tasks as applicable

enter anticipated days per month that the employee will work on each task

enter anticipated hours per day that the employee will work on each task in half hour precision

- Transfer total task hours (under Task #) for each employee to Labor sheets.

Invoice Summary

enter **labor** costs from the previous invoice; if this is the first invoice, enter zero

enter current **labor** costs

enter previous total **labor** costs; if this is the first invoice, enter zero

enter information from WO (update as necessary)

enter all consultants, according to role, and select DBEs as in the WOT

enter the billing period start and end dates (see first bullet below)

	Consultant Name	Role	DBE	Billing Period Start Date	Billing Period End Date	Previous Invoice Amount	Current Invoice Amount	Previous Total Invoiced To Date	Current Total Invoiced To Date
INFORMATION	Project Name:						Submission Date:	7/14/2015	
	Contract Name:						Contract Number:		
	Contract Term:	to					Work Order Number:		
	Contract Amount:						Invoice Number:		
	Work Order NTP?						Tracking Code:		
	Work Order Amount:				V3.13715				
LABOR		Prime							$ -
		Sub							$ -
		Sub							$ -
		Sub							$ -
		Sub							$ -
		Sub							$ -
		Sub							$ -
		Subtotal				$ -	$ -	$ -	$ -
EXPENSES		Prime							$ -
		Sub							$ -
		Sub							
		Sub							
		Sub							$ -
		Sub							$ -
		Sub							$ -
		Subtotal				$ -	$ -	$ -	$ -
RETAIN	TOTAL Labor & Expenses					$ -	$ -	$ -	$ -
	Retainage Withheld (10%)					$ -	$ -	$ -	$ -
	Retainage Released								$ -
SUMMARY	Current Total Released To Date:								$ -
	Previous Total Released To Date:							$ -	
	Current Invoice Release Amount:						$ -		
	Current Invoice DBE Amount:					$ -			
	Current Invoice DBE Percentage:								
	Total WO DBE Amount To Date:					$ -			Total WO Percent Billed To Date
	Total WO DBE Percentage To Date:								
	Amount Due This Invoice =				$0.00				

enter **expense** costs in the same method as **labor** costs, described above

when retainage is released, enter it here (see second bullet below)

- The Prime and Sub billing periods may differ but must be consistent for each consultant throughout an invoice. The first billing period start date must always be the WO NTP Date; subsequent invoice billing periods must start the day after the previous period ends. If a Sub has no activity during the period, use the same dates as the Prime. However, if a Sub had unbilled activity during the period, enter "N/A" for both start and end date. Invoices may have only Sub costs (with Prime billing periods covering Subs').

- Depending on the conditions of the contract, the City may withhold 10% of each invoiced payment. Once the project is 90% complete, with approval from the CPM, retainage may be released all at one time. If the contract conditions do not include retainage (CM/CI work), the amount from cell H26 should be entered into cell H27 for every invoice.

Invoice Labor & Expenses

- The IT generally mirrors the WOT for ease of use.
- On the Labor and Expenses sheets, the IT's information section includes cells for billing periods, which must be manually entered on each sheet; the cells are not automatically linked to the Summary.

Progress Report

City of Philadelphia – Department of Streets

Invoice Progress Report

Submission Date:	July 14, 2015
Tracking Code:	1234567-1.1
Project Name:	Job
Contract Name:	Services
Billing Period Dates:	January 1, 2000 to January 31, 2000
Prime Consultant:	Consultant Name
Contract Term:	January 1, 2000 to December 31, 2000
Contract Amount:	$1,000,000.00
Work Order NTP:	January 1, 2000
Work Order Amount:	$100,000.00

Progress Report

I.   Summary:

- Text.

II. Issues:

- Text.

Project Milestone	Original Completion Date	Revised Completion Date	Actual Completion Date

- Along with every Invoice of a WO, a Progress Report for the subject project must be submitted.
- Consultants must summarize work occurring within the current billing period, including issues that may have arisen, submissions to any agencies, planned activities, and out of scope services that may have been performed.
- Consultants must also produce a schedule of work, listing project milestones, along with actual (if already completed) and projected completion dates.

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