COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

Gregory A. Whirley
COMMISSIONER

July 5, 2012

TO: The Consultant Community and VDOT Area Construction Engineers

SUBJECT: Task Order/Voucher Format for Consultant Engineering Inspection (CEI) Contracts

In an effort to streamline the task order development and voucher processing component for CEI Contracts, VDOT has standardized the task order format and voucher subcomponents to be provided with voucher submittal. Beginning September 1, 2012, standardized documents shall be provided as noted herein.

Attached hereto, please find a task order request template, task order template, inspector requirements verification document and voucher checklist template. VDOT Contract Administrators and Area Construction Engineers are requested to use the task order request template. The Consultant Community is requested to use the task order template, unless another format is otherwise approved by the District Contract Administrator. Additionally, upon submittal of vouchers, the Consultant Community shall attach the completed voucher checklist. It is the hope of the Scheduling and Contract Division, that this documentation will help to alleviate any inconsistencies with regard to document development and processing that may have previously occurred statewide. While these subcomponents of the process have been formalized, the layout/configuration of the voucher is at the discretion of the Consultant. Excel copies of the attachments are available upon request.

Should you have questions or concerns please contact me at (804)371-4315.

Sincerely,

Tracy K. Sell

Tracy K. Sell, P.E., PMP
CEI Coordinator
Scheduling & Contract Division

TASK ORDER PROPOSAL

Virginia Department of Transporation Contract Number	
Contract Description	
Consultant Company Name	
District(s)	

Date			
Task Order Number		Contract Current Term/Dates	
VDOT UPC		VDOT Activity #	
VDOT Project Number			
Task Order Description			
Approx. Starting Date		Approx. Completion Date		Approx. Duration	
Location (Residency/County)			
VDOT Construction Manager(s) and/or Inspector in Charge			

LABOR

Labor Classification	Company	S/T Hours	Billable Rate	O/T Hours	Billable Rate	Cost
Term X						
					Term X Subtotal $	

DIRECT EXPENSES

Description	Employee	Quantity	Rate/Mo.	Months	Miles/Mo.	$.xx/Mi. (Co. Owned) $.xx/Mi. (Per. Owned)	Cost
Term X							
Inspection Vehicle(s) Co. Owned							
Job Mileage per Inspector (Co. Owned Veh.)							
Job Mileage per Inspector (Per. Owned Veh.)							
Cell Phone							
Air Card							
Other Misc. allowable at invoice cost							
						Term X Subtotal $	

Revision History

Rev. No.	Date	Description

Consultant Manager Approval Date

VDOT Manager Approval Date
Title:

Total Contract TermValue =	
Previous Task Orders this Term =	
Current Task Order =	
Remaining Contract Term Value =	

Task Order Request for Consultant Services

Requested by: ???
Date of Request: 00/00/11
Consultant Firm: ???

Project ACE:
Project CM:

1	**Project # & Description**	**Route and Project Name**								
2	**UPC:**	???								
3	**Project Charge Description**	Category	Speed Type	Org. Code	County	Asset Type	Route	Facility/ Structure	Activity	Oper. Proj. #
	???	UPC	???	???	???					
4	**TCI or TCI,Sr., and how many**	Example - 1 TCI and 2 TCI Sr.								
5	**Truck**	Yes								
6	**Estimated monthly truck mileage**	??								
7	**Cell Phone**	Yes								
8	**Brief description of duties (project inspector, book**	Provide qualified inspection staff with specific qualifications and required certifications for Roadway and Bridge Inspection using VDOT's construction methods, safety and environmental methods, material testing procedures, and engineering principles and								
9	**Estimated beginning date**	Example - 01/11/11								
10	**Estimated work hours per week**	Reg. Time = 40 HRS, Over Time = 10 HRS								
11	**Estimated Ending date**	??								
12	**ARRA Project**	Yes or No								
13	**Additional Information**	Please note any special needs, or certifications here…								
14	**Certifications Req'd**	DCR	Asph. Conc. Field	HCC Field	Soils Compact-ion	Agg. Plant	Pavement Markings	Nuclear Safety	GR	Other (Specify)
	Yes or No									

Equipment Provided by Consultant
Example: Equipment, Vehicle, Nuclear Gauges, Materials Kits, Etc.

Equipment Provided by VDOT
Example: Standards, Specifications, Guidelines, Etc.

Authority of Inspector - Section 105.03(b) of 2007 R&B Specifications
Inspectors employed by the Department are authorized to inspect all work performed and materials furnsihed. Inspection may extend to all or any part of the work and to the preparation, fabrication, and manufacture of materials to be used. The inspector is not authorized to alter or waive the provisions of these Specifications or make changes in the plans. The inspector is not authorized to make final acceptance of the project, approve any operation or item, or act as foreman for the Contractor. However, the Inspector will have the authority to reject defective work and material and suspend work that is being improperly performed, subject to the concurrence of the Engineer. Such inspection shall not relieve the Contractor of any obligation to furnish acceptable materials or provide completed construction that is in accordance wtih tthe requirements of the Contract. The Inspector will exercise only such additional authority as may be delegated by teh Engineer. The Engineer will advise the Contractor in writing of delegations of authority that will affect his operations.

Please see the attached Expectations for Consultant Inspectors.

Consultant Inspector (I) and Senior Inspector (SI) Expectations

A.	Oversight and Organization Ensures project contract compliance. Ensures all submittals for associated work items have been submitted and approved prior to start of work. Plans, organizes and directs the work of project assigned inspection staff (if assigned Lead Inspector Role). (SI) Maintain and update project schedule through progress meetings, notifies CM when contractor incurs schedule variance outside of Contract allowances. (SI) Reviews and maintains project CN budget (SI)
B.	Project Documentation Track and maintain project documentation for Project. Maintain detailed DWRs/Diaries and correlate to the contractor's scheduled construction activities Maintain project files Maintain as-built drawings Detailed tracking of documents per CD-2004-1 (SI) Provide documentation for monthly CPEs for each contractor working on project (if assigned Lead Inspector Role) (SI) Close Out Project (SI)
C.	Assure Conformance to the Contract Documentation Ensure construction activities are performed in accordance with contract, plans, and applicable documents to meet CQIP requirements. Addresses non-compliance issues with contractor's supervisory personnel to ensure corrective action is taken. Ensure that the Contractor provides and maintains all necessary environmental controls for 100% compliance through the use of the C107 form process. Ensure that the contractor abides by other permits within contract Ensure all materials are tested and approved for acceptance before use on project and project documentation is in hand before payment. Work with contractor by partnering to resolve issues at the lowest level. Ensure all test performed are carried out in accordance with the Materials Manual of Instruction and Inspectors Manual Supervises supporting staff relating to Inspection duties. (SI)
D.	Project Safety Review and record project worksite for compliance with the Contract and VOSH standards. Advise Contractor of deficient items requiring correction. Ensure contractor complies with the Contract, Plans, VA WAPM and MUTCD for all road work. USE TE-97001 form to document lane closures and read CD-Memorandum regarding work zones Document Safety Precautions and contract non-compliance.

VOUCHER CHECKLIST

Virginia Department of Transportation Contract Number	
Contract Description	
Consultant Company Name	
District(s)	

Date			
Task Order Number(s)		Contract Current Term/Dates	
VDOT UPC(s)		VDOT Activity #(s)	
VDOT Project Number(s)			
Task Order Description(s)			
Approx. Starting Date		Approx. Completion Date		Approx. Duration	
Location (Residency/County)			
VDOT Construction Manager(s) and/or Inspector in Charge			

Please complete the below checklist and return with vouchers upon submittal

	FD-AP-01 Accounts Payable Document Transmittal
	Supplementary/Continuation of FD-AP-01 Document
	Form A-58-64 Voucher Summary Sheet
	Narrative Task Listing (if applicable)
	Supplementary/Continuation of A-58-64 Document
	Project Summary Listing/ Task Breakdown
	Individual Project Summary of Salary/Direct Costs
	Salary/Direct Cost Line Item Breakdown
	Signed Timesheet(s)*
	Phone Bill w/ Line listings for applicable personnel
	Travel Expenses (Hotel, Meals, Mileage)
	Mileage Logs
	Rental Vehicle Requisition
	Postage
	Monthly Progress Report

Consultant Manager
Approval Date

*Signed Timesheets for all personnel shall have the associated task number for the charge provided on the time sheet to help in determining which task a certain persons timesheet charges are correlated with. If an individual charges to several tasks then that should be broken down likewise