

## TC 40-408 PAY ESTIMATE INSTRUCTIONS

### The Consultant

The Consultant should complete all non-shaded fields on the most current pay estimate form, TC 40-408. See Professional Services website: <http://transportation.ky.gov/Professional-Services/Pages/Forms.aspx>. Shaded fields have formulas. The non-shaded fields are explained below.

- a) KYTC Contract Number- Current contract for project
- b) Funding, Federal No., State No., Item Number, and Estimate No. – The estimate number followed by an indication as to whether it is a partial or final payment (e.g. 1P = first estimate, 2F = second and final estimate). All **Final** Pay Estimates shall be emailed in PDF format and must follow procedures outlined in the Professional Services Guidance Manual 15-07.0300 FINAL PAYMENTS. Please check the Estimate number versus the last Payment Request submitted. Make sure the pay estimate is sequential to the last estimate.
- c) Consultant Name and Address – list billing address. Please contact the Finance and Administration Cabinet to add, modify, or correct a billing address. You may contact Finance at (502) 564-6690. Please be sure this is the correct BILLING ADDRESS on listed on the agreement (if not office location submitting invoice).
- d) Invoice Date – the date you complete the estimate sheet.
- e) Effective Date of Notice to Begin Work can be found on the Agreement.
- f) County/Route/Mile Point can be found on the Agreement (Letter Agreement for Statewide Agreements).
- g) For Work Done – the time period during which currently billed services were performed. These dates **cannot** fall outside the dates listed in the Agreement; these dates must be **after** the Notice to Proceed date and **before** the expiration date as specified in the Agreement.
- h) Previous Earnings – the sum of all preceding estimates.
- i) Earnings this Estimate – the amount billed for services performed during the time period listed in the For Work Done fields.
- j) DBE Portion of Estimates – list any DBE participation for this billing period in the designated box in the lower left corner of the form. Include DBE firm name and amount of DBE participation.
- k) Consultant Signature – leave blank on the Excel spreadsheet until printed.

A partial payment request cannot leave a remaining balance of less than \$1000 as this will liquidate the contract encumbrance and close the contract if no payments are made prior to the fiscal year close (June 30<sup>th</sup>).

## TC 40-408 PAY ESTIMATE INSTRUCTIONS

### Consultant Checklist for PSC Form

Complete the contract number, date of invoice, contracting body, Division, Branch Etc.

1. Verify the Name & Address of Contractor matches the Consultant Name and Address on the estimate sheet. Please be sure this is the correct BILLING ADDRESS on file (if not office location submitting invoice)
2. Verify the Contractor's Tax ID Number is correct
3. Verify the Effective Period of Contract Starting date matches the Effective Date of Notice to Begin Work on the TC 40-408 and with and ending date reflecting from Contract Milestones or Time Extension.
4. Verify Combined Total Amount Charged matches the TC 40-408 **Total for This Estimate**.
5. Verify Dates of Services Covered under matches the **For Work Done** Dates on the TC 40-408  
Note: these dates **MUST** fall between the Effective Period of Contract dates.
6. If this is a FINAL invoice please check yes, for Partial Payments check No.
7. Date of the most recent invoice submitted prior to this one.

Make sure Invoice Date from prior Payment is last one that has been submitted  
(can add Payment # in parenthesis after date to help clarify)

8-14 Please complete per the work complete for this estimate.

**Please make sure the PSC form is signed and dated.**

Print the TC 40-408, the Consultant's Project Manager, CFO, or CEO must sign the Consultant Signature block. After signing, scan the estimate form as a PDF.

Email Payment Request Submittal to the KYTC Project Manager.

Please try to use the following format for the **Subject Line** on all Payment Request emails:

**PON2625xxxxxxxxxx; Item No. xx-xxxx.xx; Invoice No. xxP or xxF**

(MORE IS BETTER - Letter Agreement #, Project Descriptors, etc. can be added on Statewide Contracts)

Email the following attachments to the KYTC project manager

- PDF of the signed TC 40-408 Pay Estimate
- PDF of the signed PSC Invoice Form
- Consultant Monthly Report
- For Statewide Agreements, include a scanned copy of the Letter Agreement
- For Cost Plus a Fixed Fee Contracts, include a breakdown of Estimated costs.
- For Final Pay requests, include a copy of the last project chronology memo.

Per Highway Design Manual, for remaining encumbrances being liquidated, the consultant should send a letter stating all work is complete and that no additional changes will be made.- For example, for geotechnical work that is not billed 100 percent in a lump sum contract, a copy of the final geotechnical project charges and work performed should be submitted with the letter.

## TC 40-408 PAY ESTIMATE INSTRUCTIONS

### KYTC Project Manager

The KYTC Project Manager should review all attachments.

- a) **Consultant Monthly Report (CMR)** should be consistent with scheduled milestones contained in the agreement (letter agreement for statewide agreements). For Roadway Design Projects, see Highway Design website for most current Consultant Monthly form:  
<http://transportation.ky.gov/Highway-Design/Pages/HighwayDesignForms.aspx>
  - Update milestone schedules in Preconstruction Database per CMR.
  - Store updated CMR in ProjectWise directory: **Item Number → Milestones & Submittals → Project Documents**
- b) **Estimate sheet**
  - KYTC Contract Number, Funding, Federal No., State No., Item No., Effective Date of Notice to Begin Work, County/Route/Mile Point, Method of Fee, and Total Contract Amount should match the Agreement information. Contract Agreements are located in the ProjectWise directory: **District → Item No. → Milestones & Submittals → Professional Services.**
  - Check Previous Earnings for the current estimate against Total Earnings to Date on the previous estimate to verify they match.
  - Note whether or not percentages complete reported on the estimate sheet are consistent with progress/status reports. Verify that percentages and earnings on the estimate sheet do not exceed scheduled milestones.
- c) Check remaining balance in PON2 encumbrance vs. the pay estimate contract amount, less the pay estimate paid to date amount. These should match.
- d) Check the projects unobligated amount to ensure adequate funding is available for other activities that may be charging to the project.
- e) A partial payment request cannot leave a remaining balance of less than \$1000 as this will liquidate the contract encumbrance and close the contract if no payments are made prior to the fiscal year close (June 30<sup>th</sup>).
- f) Check “Estimate Number” make sure it is sequential to the last Estimate.
- g) Check “Work Done” dates fall within the Agreement dates.

## TC 40-408 PAY ESTIMATE INSTRUCTIONS

### **For Partial Payments**

After reviewing the estimate, the KYTC Project Manager should forward the email with PDF attachments to KYTC District Administrative Staff. The following language must be in the body of the email verbatim: **"I have reviewed the attachments and certify that, based on the information provided, requested costs are allowable."** Continue to KYTC District Administrative Staff instructions.

### **For Final Payments**

After reviewing the estimate, the KYTC Project Manager should complete final evaluation. Roadway design evaluations are to be completed using the following Consultant Evaluation application: <https://intranet.kytc.ky.gov/org/DHD/Pages/Consultant-Evaluations.aspx>. KYTC Project Manager should forward all final payment attachments, consultant evaluation and [Roadway Branch Checklist for Closing Consultant Contracts.DOCX](#) in PDF format to the Roadway Design Branch Manager and the district Location Engineer. The following language must be in the body of the email verbatim: **"I have reviewed the attachments and certify that, based on the information provided, requested costs are allowable."** Continue to *The Division of Professional Services* instructions.

## **KYTC Project Manager Checklist for PSC Form**

- A. Make sure the KYTC Contract Number on the TC 40-408 estimate sheet matches the contract number on the PSC Form
- B. Date of Invoice must match the invoice date on the TC 40-408.
- C. Contracting Body : Kentucky Transportation Cabinet
- D. Division, Branch, etc.
  1. Name and Address of Contractor must match the Consultant Name and Address on the TC 40-408 form.
  2. Contractors' Tax ID Number
  3. Verify the Effective Period of Contract Starting date matches the Effective Date of Notice to Begin Work on the TC 40-408 and with an ending date reflecting from Contract Milestones or Time Extensions.
  4. Combined Total Amount Charged must match the Total This Estimate on the TC 40-408.
  5. Dates of Service Covered match the For Work Done section of the TC 40-408.
  6. Is this a Final invoice? Please make sure it is check yes or no.
  7. Date of Most recent invoice submitted.
  - 8-14 Please complete per the work provided on this estimate.

### **Please make sure the PSC form is signed and dated.**

Print the TC 40-408, you can either sign and scan back in or you can apply the proper verbiage in the forwarding email to proper office for payment **"I have reviewed the attachments and certify that, based on the information provided, requested costs are allowable."**

Email to the appropriate person to process payment. Please try to use the following format for the **Subject Line** on all Payment Request emails:

**PON2625xxxxxxxxxx; Item No. xx-xxxx.xx; Invoice No. xxP or xxF**

(MORE IS BETTER - Letter Agreement #, Project Descriptors, etc. can be added on Statewide Contracts)

## TC 40-408 PAY ESTIMATE INSTRUCTIONS

### **KYTC District Administrative Staff (Professional Services performs this process on Statewide Services)**

For Partial Payments, the KYTC Administrative staff will receive the forwarded email from the KYTC Project Manager with the required language in the body of the email or a signed TC 40-408. They should then create the Partial Payment against the KYTC Contract Number listed on the estimate for the amount requested in the Earnings This Estimate column of the Estimate sheet.

This Information needs to also be checked by Consultant & Project Manager prior to being sent, the Administrative Staff cannot approve their own payments so a separate individual will serve as the first line approver.

In eMARS the reviewer should:

- a) Make sure the Actual Amount on the PRC Header matches the Earnings This Estimate on the estimate sheet.
- b) Make sure the information on the Vendor section of the PRC matches the Consultant Name and Address on the estimate sheet.
- c) Make sure the Received Service dates on the Commodity section of the PRC match the For Work Done section of the estimate sheet.
- d) Make sure the Commodity Ref ID (Reference subsection) of the Commodity section in the PRC matches the KYTC Contract Number on the estimate sheet.
- h) Make sure the funding codes in the Accounting section (Fund and Detailed subsections) match the funding section of the estimate sheet.
- i) Make sure the Invoice # on the Vendor Section read as Estimate # followed by the item # (ex: 2P/5-304.15) = 2<sup>nd</sup> payment for Item # 5-304.15 (#F = Final Pmt.) If estimate is a Letter Agreement (LA) Type LA and the # = LA # 2.
- f) For any DBE participation shown on the lower left side of the invoice entered the total DBE participation amount as separate accounting line with Department Object Code DBE and the task associated with the DBE.

A partial payment request cannot leave a remaining balance of less than \$1000 as this will liquidate the contract encumbrance and close the contract if no payments are made prior to the fiscal year close (June 30<sup>th</sup>).

## TC 40-408 PAY ESTIMATE INSTRUCTIONS

### KYTC District Administrative Staff Checklist for PSC Form

- A. Make sure the KYTC Contract Number on the estimate sheet matches the contract number on the PSC Form.
  - B. Date of Invoice must match the invoice date on the TC 40-408.
  - C. Contracting Body: Kentucky Transportation Cabinet.
  - D. Division, Branch, etc.
    1. Name and Address of Contractor must match the Consultant Name and Address on the TC 40-408 form.
    2. Contractors' Tax ID Number
    3. Verify the Effective Period of Contract Starting date matches the Effective Date of Notice to Begin Work on the TC 40-408 and with an ending date reflecting from Contract Milestones or Time Extensions.
    4. Combined Total Amount Charged must match the Total This Estimate on the TC 40-408.
    5. Dates of Service Covered match the For Work Done section of the TC 40-408.
    6. Is this a Final invoice? Please make sure it is check yes or no.
    7. Date of Most recent invoice submitted.
- 8-14 Please complete per the work provided on this estimate.

**Please make sure the PSC form is signed and dated.**

#### SUBMITTING FOR LEVEL 1 APPROVAL

- Submit payment in eMars to next level for Level 1 Approval.
- Forward the email that was sent from Project Manager with **ALL** attachments to the proper Level 1 Approver. (Division of Accounts requires **ALL** attachments to be in **PDF** format)

Please try to use the following format for the **Subject Line** on all Payment Request emails:

**PON2625xxxxxxxxxx; Item No. xx-xxxx.xx; Invoice No. xxP or xxF** (MORE IS BETTER - Letter Agreement #, Project Descriptors, etc. can be added on Statewide Contracts)

The first line approver in eMARS should forward the email chain making sure all attachments are PDF to [KYTC Consultant Estimate Accounts](#) for final approval. For Roadway Design Projects, copy the Location Engineer per Highway Design Manual HD-205.

A summary of payments can be filtered and viewed via Project Manager's Toolbox: <https://pmttoolbox.kytc.ky.gov/> Click on the Expenditures for a specific Program code. Next, export as an Excel file to filter by consultant for payments.

Division of Accounts Pre Audit staff will perform the same review as the first level approver in eMARS.

## TC 40-408 PAY ESTIMATE INSTRUCTIONS

### KYTC Roadway Design Branch Manager

For final pays the Roadway Branch Manager will request an evaluation from the Location Engineer who will also confirm with the District the following items, per Highway Design Manual:

- Has all “design” work been accomplished? Determination made by Location Engineer and or Project Manager after conferring with all appropriate Central Office Divisions. (For example, Highway Design, Structural Design, Environmental Analysis, Geotechnical Branch, etc.)
- Are there consultant contract modifications not completed? (Highway Design, Structural Design, Environmental Analysis, Geotechnical Branch, etc.)
- Have all necessary consultant evaluations been completed? (Highway Design, Structural Design, Environmental Analysis, Geotechnical Branch, etc.)
  - Has an audit of cost plus components of the consultant contracts been issued by the Division of Professional Services?
  - Have all payments been processed?

There is also a checklist on Roadway Design’s intranet site.

Once above items are completed, the average of District and Central Office evaluations shall become the Final Rating from the Consultant’s performance. The Roadway Design Branch Manager will notify the consultant, with a copy to the PDM, summarizing the Evaluation and the Average Final Rating.

The Roadway Branch will also notify Professional Services of the scores stating the all “design” work for the project has been completed by the consultant and no further charges are needed. When applicable, also request that the design phase program be closed once payment is made.

## TC 40-408 PAY ESTIMATE INSTRUCTIONS

### Division of Professional Services

The Division of Professional Services is responsible for Final Payments and Letter Agreements. The Administrative staff should receive an email from the Division of Highway Design with the required approval language in the body of the email along with the attached Final Pay Estimate form, PSC Invoice form, and Consultant Evaluation. They should verify the Final Payment against the KYTC Contract Number listed on the Pay Estimate form (TC 40-408) for the amount requested in the Earnings This Estimate column of the estimate sheet.

In eMARS, the Professional Services administrative staff should:

- a) Make sure the Actual Amount on the PRC Header matches the Earnings This Estimate on the estimate sheet.
- b) Make sure the information on the Vendor section of the PRC matches the Consultant Name and Address on the estimate sheet.
- c) Make sure the Received Service dates on the Commodity section of the PRC match the For Work Done section of the estimate sheet.
- d) Make sure the Commodity Ref ID (Reference subsection) of the Commodity section in the PRC matches the KYTC Contract Number on the estimate sheet.
- j) Make sure the funding codes in the Accounting section (Fund and Detailed subsections) match the funding section of the estimate sheet.
- k) Make sure the Invoice # on the Vendor Section read as Estimate # followed by the item # (ex: 2P/5-304.15) = 2<sup>nd</sup> payment for Item # 5-304.15 (#F = Final Pmt.) If estimate is a Letter Agreement (LA) Type LA and the # = LA # 2.
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**Please make sure the PSC form is signed and dated.**

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- Submit payment in eMars to next level for Level 1 Approval.
- Forward the email that was sent from Project Manager with **ALL** attachments to the proper Level 1 Approver. (Division of Accounts requires **ALL** attachments to be in **PDF** format)

Please try to use the following format for the **Subject Line** on all Payment Request emails:  
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KYTC Project Manager submit the Final Payment request to the Director of Professional Services in eMARS and forward a separate email with each required attachment.

#### **The Professional Services Staff should:**

Review and apply level 1 approval of the **Partial Payment** request in eMars.

Forward an email with each required attachment to [KYTC Consultant Estimate Accounts](#)

Create the **Final Payment** against the KYTC Contract for the amount in this submittal.

#### **The Director of Professional Services should:**

- a) Review and apply Level 1 approval of the **Final Payment** request (PSC) in eMARS to close out the Consultant contract.
- b) Forward an email with each required attachment to [KYTC Consultant Estimate Accounts](#) to request approval. This email will serve as an electronic signature.
- c) Create the **Final Payment** against the KYTC Contract for the amount in this submittal.

#### **The Division of Accounts administrative staff should:**

- a) Review and approve the Final Payment request (PSC) in eMARS. The Finance Cabinet will initiate reimbursement to the Consultant.
- b) Upon approval by the Finance Cabinet, the Final Payment request will liquidate the contract encumbrance.