TASK ORDERS

- TASK ORDER NARRATIVE (4 PAGES)
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- CAPITAL PROJECTS PN PHASE TO ACTIVITY CODE
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State of California, Department of Transportation (Department)

AGREEMENT NO. _____ TASK ORDER NO._____

DATE:

CONSULTANT FIRM:

PROJECT TITLE:

PROJECT NUMBER (PN):

EXPENDITURE AUTHORIZATION (EA):

I. Task Order Description

(Describe Project. If the Agreement is for a firm fixed price, state whether the task order is for "Additional Design Services" or for "Additional Construction Support Services".)

II. Scope of Services

(Include task order scope of work, expected results, and task order deliverables.)

III. Reports and/or Meetings

Shall be in accordance with Exhibit A of the Agreement.

IV. Period of Performance

Work under this Task Order shall begin on (Date) and terminate on (Date)

V. Task Schedule

(Outline here or attach as separate page.)

VI. Cost

A. The Consultant will be paid in accordance with Exhibit A, Item VIII - Task Orders, Exhibit B, Item II, - Compensation & Payments, the Consultant's Cost Proposal referenced as Attachment 2 to this Agreement No., (Insert No.) and with the attached Task Order Cost Estimate.

B. In addition, the Consultant will be paid for actual direct costs, other than salary costs, that are identified in the attached cost estimate pursuant to Exhibit B, Item

State of California, Department of Transportation (Department)

AGREEMENT NO. _____ TASK ORDER NO._____

II, Paragraph B – Compensation and Payments, and the Consultant's Cost Proposal referenced as Attachment 2 of this Agreement No.

C. The total amount payable by the State under this Task Order shall not exceed $ *(AMOUNT).*

VII. Project Coordinator

The Project Coordinator from the Department for this task order will be _____.

VIII. Approval Signatures

I certify that this Task Order and attachments comply with the provisions of Agreement No. (insert no.) and are necessary for the satisfactory completion of the product(s) contracted for, and that sufficient funding has been encumbered to pay for this work.

_____
(Type name as signed above)
DEPARTMENT CONTRACT MANAGER

I certify that this Task Order and any Attachments are within the scope of the project and are necessary for the successful completion of the project.

_____
(Type name as signed above)
DEPARTMENT PROJECT MANAGER

IN WITNESS WHEREOF, this Task Order has been executed under the provisions of Agreement No. (Insert No.) between the State of California, Department of Transportation, and (Consultant Name). By signature below, the parties hereto agree that all terms and conditions of this Task Order No. (Insert No.) and Agreement No. (Insert No.) shall be in full force and effect.

(CONSULTANT'S BUSINESS NAME)

By: _____
(Type *Name as written above*)

State of California, Department of Transportation (Department)

AGREEMENT NO. _____ TASK ORDER NO._____

Title: _____

Date: _____

IN WITNESS WHEREOF, this Task Order has been executed under the provisions of Agreement No. (Insert No.) between the State of California, Department of Transportation, and (Consultant Name). By signature below, the parties hereto agree that all terms and conditions of this Task Order No. (Insert No.) and Agreement No. (Insert No.) shall be in full force and effect.

I further certify that I have read the "Description of Services" for this Agreement and in my expert opinion:

1. The work described in this Task Order is included in the required services and
2. The work described in this Task Order is an Architectural and Engineering (A&E) service, as defined in Government Code 4525 (d) through (f).

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

By: _____
(Type *Name as written above*)

Title: _____
(Delete titles that do not apply)
SUPERVISING OR PRINCIPAL TRANSPORTATION ENGINEER
SUPERVISING OR PRINCIPAL BRIDGE ENGINEER
SUPERVISING TRANSPORTATION ELECTRICAL ENGINEER
SUPERVISING TRANSPORTATION SURVEYOR
SUPERVISING OR PRINCIPAL LANDSCAPE ARCHITECT
SUPERVISING EQUIPMENT ENGINEER
SUPERVISING MECHANICAL & ELECTRICAL ENGINEER
SUPERVISING TELECOMMUNICATIONS ENGINEER
SUPERVISING ENGINEERING GEOLOGIST
SUPERVISING ENVIRONMENTAL PLANNER
SUPERVISING TRANSPORTATION PLANNER

Date: _____

TASK ORDER REQUEST

Contract Number: _____ Date: _____

Submitted By: _____

Proposed Consultant: _____

Project Description _____

C0-RTE-KP _____-_____-_____ PN / EA:_____

Personnel Needed

_____ Date Needed _____ How long? _____
(Classification)
Total hours per Consultant _____ Straight Time _____ Overtime _____

_____ Date Needed _____ How long? _____
(Classification)
Total hours per Consultant _____ Straight Time _____ Overtime _____

_____ Date Needed _____ How long? _____
(Classification)
Total hours per Consultant _____ Straight Time _____ Overtime _____

_____ Date Needed _____ How long? _____
(Classification)
Total hours per Consultant _____ Straight Time _____ Overtime _____

Who will supervise the listed personnel?_____

Where do the listed personnel report?_____

Special Conditions or Comments

_____

_____

Requested by:

_____ _____
Name and Title Date

Approval Recommended:

_____ _____
Name and Title Date

Approved by:

_____ _____
Name and Title Date

DISTRICT 8
CONSULTANT SERVICES UNIT

INSTRUCTIONS FOR DEVELOPING A COST PROPOSAL "ON-CALL" CONTRACTS

1. Cost Proposal should be on Consultant's letterhead.
2. Consultant's address, phone number and fax number should be pre printed.
3. Identify Contract Number and Task Order Number.
4. The Cost Proposal Package should include the following:
    a. Prime Consultant Direct Labor Cost Proposal
    b. Prime Consultant Other Direct Cost Proposal
    c. Sub-Consultant Direct Labor Cost Proposal
    d. Sub-Consultant Other Direct Cost Proposal

NOTE: Please refer to attached format. Sub-Consultant should prepare a separate Cost Proposal to be attached to the Prime Consultant Cost Proposal. Format is the same as the Prime Cost Proposal.

5. Direct Labor Cost

Proposal:

    a. The names of employees who are to be used in the task order should be listed alphabetical with their job classification, work breakdown structure (WBS) code, hourly loaded rate, total regular hours, total overtime hours and total labor cost.
    b. The name of employees must be on the main contract cost proposal.
    c. If you plan to include new employees or employees who were not originally included in the main contract cost proposal, and approved personnel request is required prior to inclusion in the cost proposal. A resume and Certified Payroll should be submitted.
    d. Work Breakdown Structure is provided in the Scope of Work.

6. Other Direct Cost

Proposal:

    a. List other direct cost items which are not included in the overhead and are anticipated to be incurred for the task order.
    b. List the travel and per diem cost, equipment cost and other (itemized) cost to arrive at the Total Other Direct Cost.

7. Sub-Consultant Cost Proposal (see attached Format)
    a. Direct Labor Cost Proposal – Follow the # 5 instruction.
    b. Other Direct Cost Proposal – Follow the # 6 instruction.
    c. The Sub-Consultant Cost Proposal Total should be carried forward to the Prime Consultant Cost Proposal.
8. The Project Number should be indicated on the Cost Proposal.

NOTE: The font size of the print should be Arial / 12 pt.

PRIME CONSULTANT COST PROPOSAL

CONSULTANT LETTERHEAD (Company Name, Address, Phone No. & Fax No.)

REVISED: 7/1/12

Attn: (Contract Manager)
State of California
Department of Transportation
District X
(District Address)

Contract No.:
Task Order No.:
Task Order Amt.: (Enter amount from Task Order)
Task Order Period of Performance: (Enter dates from Task Order)

Prime Consultant Costs:

Direct Labor Costs:

Employee Name	Classification	Reg./OT (R/O	Project No.	WBS	Billing Rate 7/1/12-12/31/12	Hours	Billing Rate 1/1/13-6/30/13	Hours	Amendment Hours	Labor Cost
A	Project Manager	Reg	08000000043	100	$210.00	5	$220.00	2	2	$1,930.00
SUB-TOTAL			**08000000043**	**100**		**5**		**2**	**2**	**$1,930.00**
A	Project Manager	Reg	08000000043	270	$210.00	5	$220.00	2	2	$1,930.00
B	ARE/Construction Inspector	Reg	08000000043	270	$128.00	150	$138.00	25	25	$26,100.00
C	Office Engineer	Reg	08000000043	270	$115.00	150	$125.00	25	25	$23,500.00
SUB-TOTAL			**08000000043**	**270**		**305**		**52**	**52**	**$51,530.00**
A	Project Manager	Reg	08000007043	270	$210.00	5	$220.00	2	2	$1,930.00
B	ARE/Construction Inspector	Reg	08000007043	270	$128.00	150	$138.00	25	25	$26,100.00
C	Office Engineer	Reg	08000007043	270	$115.00	150	$125.00	25	25	$23,500.00
SUB-TOTAL			**08000007043**	**270**		**305**		**52**	**52**	**$51,530.00**
			Total Prime Consultant Direct Labor Cost :			**615**		**106**	**106**	**$104,990.00**

Other Direct Costs:

Name / In House / Vendor	Description	Reference No	Project No.	WBS	Unit Price	No.of Units				ODC
B	Per Diem for Field Crew		08000000043	270	$280.000	10				$2,800.00
SUB-TOTAL			**08000000043**	**270**						**$2,800.00**
					Total Prime Consultant Other Direct Cost:					**$2,800.00**

Total Prime Consultant Cost: **$107,790.00**

Sub-Consultant Costs:

(Attach Detail Sub-Consultant Cost Proposal in the same format as the Prime)

Name of Sub-Consultant	DBE/DVBE/SBE	Reference/Description	Project No.	WBS	Hours	Labor	ODC		Labor + ODC
ABC Consulting	DBE		08000000043	100	9	$1,930.00	$0.00		$1,930.00
SUB-TOTAL			**08000000043**	**100**	**9**	**$1,930.00**	**$0.00**		**$1,930.00**
ABC Consulting	DBE		08000000043	270	74	$9,210.00	$860.00		$10,070.00
SUB-TOTAL			**08000000043**	**270**	**74**	**$9,210.00**	**$860.00**		**$10,070.00**
123 Engineering	DVBE		08000007043	270	35	$5,000.00	$300.00		$5,300.00
SUB-TOTAL			**08000007043**	**270**	**35**	**$5,000.00**	**$300.00**		**$5,300.00**
				Total Sub Consultant Costs:	**118**	**$16,140.00**	**$1,160.00**		**$17,300.00**

	Total Hours				Total Amount
Grand Total (Prime + Subs):	**945**				**$125,090.00**

Project Summary (Prime + Subs):

EA No.	Project No.	WBS	Hours	Labor	ODC	Labor + ODC
007173	08000000043	100	18	$3,860.00	$0.00	$1,930.00
SUB-TOTAL	**08000000043**	**100**	**18**	**$3,860.00**	**$0.00**	**$3,860.00**
007173	08000000043	270	483	$60,740.00	$3,660.00	$64,400.00
SUB-TOTAL	**08000000043**	**270**	**483**	**$60,740.00**	**$3,660.00**	**$64,400.00**
4440U3	08000007043	270	444	$56,530.00	$300.00	$56,830.00
SUB-TOTAL	**08000007043**	**270**	**444**	**$56,530.00**	**$300.00**	**$56,830.00**
		Total:	**945**	**$121,130.00**	**$3,960.00**	**$125,090.00**

Approval Signatures:

I the undersigned hereby certify that I have examined the charges contained in this cost proposal and that they are true and correct to the best of my knowledge.

(Printed Name Here) **Date**
Consultant Project Manager

APPROVED:

(Printed Name Here) **Date**
Caltrans Contract Manager

SUB CONSULTANT COST PROPOSAL

CONSULTANT LETTERHEAD (Company Name, Address, Phone No. & Fax No.)

REVISED: 7/1/12

Attn: (Contract Manager)
State of California
Department of Transportation
District X
(District Address)

Contract No.:
Task Order No.:
Task Order Amt.: (Including Prime, enter dates from Task Order)
Task Order Period of Performance: (Enter dates from Task Order)

Sub Consultant Costs:

Direct Labor Costs:

Employee Name	Classification	Reg./OT (R/O)	Project No.	WBS	Billing Rate 7/1/12-12/31/12	Hours	Billing Rate 1/1/13-6/30/13	Hours	Amendment Hours	Labor Cost
A	Project Manager	Reg	08000000043	100	$210.00	5	$220.00	2	2	$1,930.00
SUB-TOTAL			**08000000043**	**100**		**5**		**2**	**2**	**$1,930.00**
B	ARE/Construction Inspector	Reg	08000000043	270	$123.00	31	$132.00	3	3	$4,605.00
C	ARE/Construction Inspector	Reg	08000000043	270	$123.00	31	$132.00	3	3	$4,605.00
SUB-TOTAL			**08000000043**	**270**		**62**		**6**	**6**	**$9,210.00**
				Total Sub Consultant Direct Labor Cost :		67		8	8	**$11,140.00**

Other Direct Costs:

Name / In House / Vendor	Description	Reference No.	Project No.	WBS	Unit Price	No.of Units				ODC
A	Per Diem for Field Crew		08000000043	270	430.00	1				$430.00
B	Per Diem for Field Crew		08000000043	270	430.00	1				$430.00
SUB-TOTAL			**08000000043**	**270**	**860.00**					**$860.00**
					Total Sub Consultant Other Direct Cost:					**$860.00**

Total Consultant Cost: **$12,000.00**

	Total Hours				Total Amount
Grand Total:	**83**				**$12,000.00**

Summary:

EA	Project No.	WBS	Hours	Labor	ODC	Labor + ODC
007173	08000000043	100	9	$1,930.00	$0.00	$1,930.00
SUB-TOTAL	**08000000043**	**100**	**9**	**$1,930.00**	**$0.00**	**$1,930.00**
007173	08000000043	270	74	$9,210.00	$860.00	$10,070.00
SUB-TOTAL	**08000000043**	**270**	**74**	**$9,210.00**	**$860.00**	**$10,070.00**
		Total:	**83**	**$11,140.00**	**$860.00**	**$12,000.00**

Approval Signatures:

I the undersigned hereby certify that I have examined the charges contained in this cost proposal and that they are true and correct to the best of my knowledge.

(Printed Name Here) **Date**
Sub-Consultant Project Manager

APPROVED:

(Printed Name Here) **Date**
Prime-Consultant Project Manager

CAPITAL PROJECTS PN PHASE TO ACTIVITY CODE (WBS LEVEL 5) CORRELATION

Revised June30, 2010

The following table shows acceptable PN phase-to-Activity Code (WBS Level 5) combinations when recording direct labor charges to Capital Project Multi-phase PNs in Time Reporting System (TRS).

If last character of the PN is:	The Activity Code (AO) should be one of the following:	IF NOT, TRS displays Error Message:
K	100 - Project Management 150 - Project Initiation Document (PID) *160 - Perform Preliminary Engineering Studies and Prepare Draft Project Report* *165 - Perform Environmental Studies and Prepare DED* 205 - Obtain Permits, Agreements, and Route Adoptions 235 - Mitigate Environmental Impacts & Clean-up Hazardous Waste	**"Warning AO 100 150 *160 165* 205 235 Expected"** Check with your supervisor to verify that you are using the appropriate PN Phase/activity code.
0	100 - Project Management 160 - Perform Preliminary Engineering Studies and Prepare Draft Project Report 165 - Perform Environmental Studies and Prepare DED 175 - Circulate DED and Select Preferred Project Alternative 180 - Prepare and Approve Project Report and Final ED *185 - Prepare Base Maps and Plan Sheets* *190 - Prepare Structures Site Plans* *200 - Coordinate Utilities* 205 - Obtain Permits, Agreements, and Route Adoptions *210 - Prepare Preliminary Structures Design Data* *215 - Prepare Structures General Plans* *220 - Perform Right of Way Engineering* *230 - Prepare Draft PS&E* 235 - Mitigate Environmental Impacts & Clean-up Hazardous Waste	"Warning AO 100 160 165 175 180 *185 190 200* 205 *210 215 220 230* 235 Expected" Check with your supervisor to verify that you are using the appropriate PN phase/activity code.
1	100 - Project Management 185 - Prepare Base Maps and Plan Sheets 190 - Prepare Structures Site Plans 200 - Coordinate Utilities 205 - Obtain Permits, Agreements, and Route Adoptions 210 - Prepare Preliminary Structures Design Data 215 - Prepare Structures General Plans 230 - Prepare Draft PS&E 235 - Mitigate Environmental Impacts & Clean-up Hazardous Waste 240 - Prepare Draft Structures PS&E 250 - Prepare Final Structures PS&E Package 255 - Circulate, review, and Prepare Final District PS&E Package 260 - Prepare Contract Documents 265 - Advertise, Open Bids, Award, and Approve Contract	"Warning AO 100 185 190 200 205 210 215 230 235 240 250 255 260 265 Expected" Check with your supervisor to verify that you are using the appropriate PN phase/activity code.
2	100 - Project Management 195 - R/W Property Management and Excess Land 200 - Coordinate Utilities 205 - Obtain Permits, Agreements, and Route Adoptions 220 - Perform Right of Way Engineering 225 - Obtain R/W Interests for Project R/W Certification 235 - Mitigate Environmental Impacts & Clean-up Hazardous Waste 245 - Post R/W Certification Work 300 - Perform Final R/W Engineering Activities	"Warning AO 100 195 200 205 220 225 235 245 300 Expected" Check with your supervisor to verify that you are using the appropriate PN phase/activity code.
3	100 - Project Management 205 - Obtain Permits, Agreements, and Route Adoptions 235 - Mitigate Environmental Impacts & Clean-up Hazardous Waste 270 - Perform Construction Engineering and General Contract Administration 285 - Prepare and Administer Contract Change Orders 290 - Resolve Contract Claims 295 - Accept Contract, Prepare Final Construction Estimate, and Prepare Final Report	"Warning AO 100 205 235 270 285 290 295 Expected" Check with your supervisor to verify that you are using the appropriate PN phase/activity code.

TASK ORDER CLOSE OUT
(SAMPLE)

CONTRACT NO.: 08AXXXX
TASK ORDER NO.: 1
PN/EA: 08000000000/08-000000
PERIOD OF PERFORMANCE: 1/16/06 - 9/30/07
TOTAL TASK ORDER AMOUNT: $1,000,000.00

INVOICE SUMMARY
As of June 15, 2007

DATE	INVOICE NO.	BILLING PERIOD	INVOICE AMOUNT	AMOUNT PAID	INVOICE OUTSTANDING	PERCENT COMPLETE	STATUS/REMARKS
4/17/2006	052740101	3/1/06 - 3/31/06	$4,702.44	$4,702.44	$0.00		
5/26/2006	052740102	4/1/06 - 4/30/06	$5,992.69	$5,992.69	$0.00		
12/21/2006	05274102A	4/1/06 - 4/30/06	$304.80	$304.80	$0.00		Supplemental Invoice
7/31/2006	052740103	5/1/06 - 5/31/06	$8,795.40	$8,795.40	$0.00		
2/20/2007	052740103B	5/1/06 - 5/31/06	$4,761.73	$4,761.73	$0.00		Supplemental Invoice
8/2/2006	052740104	6/1/06 - 6/30/06	$1,189.19	$1,189.19	$0.00		
2/20/2007	052740104A	6/1/06 - 6/30/06	$4,872.86	$4,872.86	$0.00		Supplemental Invoice
8/21/2006	052740105	7/1/06 - 7/31/06	$262.50	$262.50	$0.00		
	No Invoice	8/1/06 - 8/31/06	$0.00	$0.00	$0.00		
10/13/2006	052740107	9/1/06 - 9/30/06	$22,309.41	$22,309.41	$0.00		
11/16/2006	052740108	10/1/06 - 10/31/06	$24,138.80	$24,138.80	$0.00		
1/15/2007	052740109	11/1/06 - 11/30/06	$23,706.78	$23,706.78	$0.00		
	No Invoice	12/1/06 - 12/31/06	$0.00	$0.00	$0.00		
4/17/2006	052740110	1/1/07 - 1/31/07	$543.36	$543.36	$0.00		
5/22/2007	052740111	2/1/07 - 2/28/07	$23,329.67	$0.00	$23,329.67		
5/23/2007	052740112	3/1/07 - 3/31/07	$13,930.62	$0.00	$13,930.62		
5/29/2007	052740113	4/1/07 - 4/30/07	$47,104.84	$0.00	$47,104.84		
6/25/2007	052740114	5/1/07 - 5/31/07	$47,544.51	$0.00	$47,544.51		
TOTAL EXPENDITURE			**$233,489.60**	**$101,579.96**			
TASK ORDER BALANCE			**$766,510.40**				