

Section 4 – Monthly Project Status Reporting

- I. Introduction - FIRMs who are contracted for project design and construction-related services are required to generate and submit a project status report along with their monthly payment request for services rendered, in addition to other required forms. This Section contains specific guidelines for FIRMs to follow related to the content and format of these project invoices and status reports.

- II. Content and Format for Engineering Services Invoice
 - A. The template in Attachment A shall be used by each FIRM for any capital or non-capital project to document authorized, billed to date, and the total amount invoiced for each 30-day billing period and submitted as part of each monthly invoice.

- III. Content and Format for Project Status Report
 - A. The template in Attachment B shall be used by each FIRM for any capital and/or non-capital funded project unless otherwise agreed to by the HRSD Project Manager in writing as part of the Record of Negotiation.

 - B. The Project Status Report shall be updated monthly and submitted along with the payment request. Accurate and up-to-date project status reports are necessary so that HRSD Project Managers can update their project status in the Enterprise Project Management (Unifier) system. This information is especially important as projects enter the construction phase for construction website updates viewed by the public, the HRSD Communications Division, and other stakeholders.
 1. For Capital Projects – submit with pay application via Unifier.
 2. For non-Capital Projects – submit with pay application via HRSD’s Enterprise Resource Planning (ERP) system.

- IV. Content and Format for Project Expenditure Tracking
 - A. The example graph in Attachment C shall be generated by each FIRM for any capital and/or non-capital funded project unless otherwise agreed to by the HRSD Project Manager in writing as part of the Record of Negotiation. For each assigned phase of a project, the graph will reflect the following:
 1. Originally forecast project spending based upon the negotiated services fee for the duration of the phase of the project.
 2. Actual expenditures by the FIRM, tracked monthly.

3. Adjustment of fee and scope of services via an approved amendment to the negotiated services for the active phase of work.

V. Content and Format for Diversity Procurement Statement

- B. For Capital Projects - The involvement of small, women-owned, and minority-owned (SWaM) businesses, service-disabled veteran-owned business (SDVOB), or disadvantaged business enterprises (DBE) is to be provided on the diversity data tab in Unifier while creating a payment request
- A. For non-Capital Projects - The template in Attachment D shall be used by each FIRM, unless otherwise agreed to by the HRSD Project Manager in writing as part of the Record of Negotiation, to indicate the involvement of small, women-owned, and minority-owned (SWaM) businesses, service-disabled veteran-owned business (SDVOB), or disadvantaged business enterprises (DBE).

VI. Attachments:

- A. Invoice Template
- B. HRSD Firm Progress Report Template
- C. Example Design Phase Expenditure Graph
- D. Diversity Procurement Statement Template (for use on non-capital project invoices)

End of Section