

Invoicing Instructions

Instructions to providers of GSI and ERG planning and design services
managed by PWD's GSI Unit

General

The Philadelphia Water Department's GSI Unit has developed an invoice package that must be used by providers (consultants) working on Green Stormwater Infrastructure (GSI) and Ecological Restoration Group (ERG) projects managed by the GSI Unit. The invoice package includes these instructions and the "Invoice_Form.xls" Microsoft Excel file. These files are intended to facilitate the task-based invoicing process.

Invoice Preparation

The invoice template is included in the "Invoice_Form.xls" file. This file consists of three template tabs and an instructions tab. The first template tab summarizes billing for the prime provider and subcontractors and a breakdown of amounts across the full project by tasks, the second is a supplementary break-down of the prime provider employees' hours and labor costs by task, and the third is a template for invoicing of non-hourly unit costs specific to the contract.

The completion of each tab in the Microsoft Excel file is relatively self-explanatory, but supplemental instructions are provided in the file. The invoice number listed by the vendor should be unique to the invoice submission and should be limited to no more than 16 characters. If the invoice is the final last invoice for a project, the vendor should indicate final = Yes on the first page of the template. It is important that the company logo and address be inserted on all invoice forms where indicated in the templates. Two example invoices, one showing non-hourly and one showing hourly invoicing, are attached herein (for demonstration purposes only) to show the look and feel of a completed template.

In addition to the completed invoice template, the invoice must include the following supporting documentation.

If invoicing non-hourly costs specific to the contract (flat fee for scoping, design project unit costs, or other direct costs):

- *Request for Payment* – Simple letter on company letterhead requesting payment for the invoiced amount and highlighting any unusual particulars of the invoice.
- *Unit Cost Breakdown* – Tab in the invoice template listing quantities and costs for items with unit costs established in the contract.
- *PAF* – The signed Proposal Authorization Form (PAF) with approved project proposal attached. Map attachments should be excluded to limit the overall page count of invoice submissions.
- *Sub Markups* – Any request for prime fees resulting from marking up sub-consultant work should be clearly annotated, either through adding a new row for these fees, markups to the sub supporting documentation, or other clear methods of differentiating these fees.

If invoicing for hours worked on a task:

- *Request for Payment* – Simple letter on company letterhead requesting payment for the invoiced amount and highlighting any unusual particulars of the invoice.
- *Prime Cost Breakdown* – Tab in the invoice template. Supplementary tabulation of the prime provider employees' hours and rates.
- *Time Summary* – Should show hours spent on the PWD project for each employee by day. If time summaries include work other than the task being invoiced for, invoice-specific hours should be highlighted. More than one day or person can be listed per page in order to limit the overall page count of invoices.
- *Subcontractor Documentation* – Invoices from subcontractors, including hours, rates, and time summaries.
- *Reimbursable/Direct Expense Documentation* – Invoices and other relevant documentation for non-hourly charges (if applicable).

Encumbrance Numbers

All invoices should list the PWD encumbrance number, as indicated on the template. Vendors receive encumbrances from procurement when contracts and contract amendments are conformed.

- If the encumbrance is operating funds, then the encumbrance expires at the end of the fiscal year. The vendor should use the encumbrance for the contract year that corresponds to the year of the date of services.
- If the encumbrance is capital funds, then the encumbrance rolls over across fiscal years. The vendor should use the older encumbrance until the encumbrance is at a zero balance before using newer encumbrances under the same contract.

Submission Requirements and Procedures

An invoice is submitted once the PWD project manager approves a task. Examples of planning tasks include, but are not limited to, the planning initiatives memorandum, drainage area mapping, drainage area analysis, GSI identification, and the stormwater improvements plan. Examples of design tasks are geotechnical report, field survey, baseplan, concept design, substantially complete design, PS&E (plans, specs, and estimate) design, final design, and ADA ramp design. Proposal preparation is also considered a task but should be invoiced combined with other tasks to meet the \$1,500 threshold detailed below.

Invoices for an amount higher than the established task budget will only be accepted in certain circumstances and must be pre-approved by the PWD project manager. Unapproved cost overruns may result in timesheets or supporting documentation indicating a larger amount than invoiced. In this situation, supporting documentation should be sufficiently annotated and an explanation should be included in the Request for Payment.

The services period covers the time that the task was worked on. If a task takes any longer than six (6) months, provider may request that an interim invoice be submitted. Requests should be coordinated with the PWD project manager in advance of the invoice submission.

In order to reduce administrative burden, an invoice for less than \$1,500 should NOT be submitted unless it is the final invoice. These small amounts should be combined with the next invoice. Additionally, invoices for separate tasks should be combined if they are submitted within four weeks of each other.

The invoice form should be completed, signed, and dated where indicated and submitted as follows:

- The invoice with backup documentation should be compiled into a single electronic PDF file with the following file name convention: [\[VendorNameInvoiceNumber_DateofInvoice\]](#). Vendors should utilize the best efforts to limit overall page counts of invoice submissions.
- This PDF file should then be submitted by email to PWD's Finance Division at PWD-Invoices-ProfSvsPubWrks@phila.gov, with copy to PWD.GSIIPAdmin@phila.gov and the PWD project manager.
- The subject of the email should include vendor name, contract number, and invoice number in the following format: [\[VendorName, ContractNumber, Invoice Number, Date of Invoice\]](#).
- All emails should be sent with a read receipt request. If you do not receive a read receipt within two business days, send a follow-up email (without attachment) requesting an update.

Direct Deposit of Payments

To set up or modify direct deposit for payment, contact PWD-Invoices-ProfSvsPubWrks@phila.gov and request the DIRECT DEPOSIT (ACH) ENROLLMENT AND CHANGE FORM.

Common Invoicing Errors

Below is a list of common errors that are encountered when invoices are submitted to PWD. Limiting these issues can streamline the process and result in faster payments.

- Not copying the PWD project manager and PWD.GSIIPAdmin@phila.gov on invoice submissions.
- Rates listed in invoice don't match that year's amendment.
- Insufficient supporting documentation (e.g. PAF, timesheets, receipts).
- Failure to explain why all hours are not being invoiced for when vendor went over budget on a task.
- Failure to annotate prime fees from with sub-contractor mark-ups.
- Invoice does not list full project budget. The amount being invoiced is specific to the contract number; however, the full project budget, including rollovers across contracts and phase 1 and 2 authorizations should be listed.
- Not indicating that the invoice is the final, last invoice for the project.
- Not gaining approval for partial payment requests from PWD project manager prior to invoice submission.

Questions

Questions about invoices should be directed to PWD-Invoices-ProfSvsPubWrks@phila.gov and the contract manager, Jillian.Simmons@phila.gov. Please copy Bridget.Anderson@phila.gov, David.Colby@phila.gov, and Lawrence.Rich@phila.gov on all correspondence.

Example A:
Non-Hourly Invoice



GSI/ERG Planning/Design Invoice

ABC ENGINEERS, INC
1234 Sunshine Road
Philadelphia, PA, 19100
(215) 999-9999

Task: Survey/Baseplan

Services Period Start Date: 1/1/2021

Services Period End Date: 2/29/2021

Attn:

Alicia Robertson
Philadelphia Water Department
Finance Division
1101 Market Street - 5th floor
Philadelphia, PA, 19107

Project: Example GSI Design Project

Work Number: 50999

Contract Number: 1620999

P-Number: P-1999

Unique Invoice Number: 169989

Invoice Date: 3/2/2019

Encumbrance Number: MDXX2000123456

Final: No

GSI Unit Contract Mgr: Jillian Simmons

PWD Project Mgr: Benjamin Clements

Brief Description of Contract and Project:

Contract is for the provision of planning and design services for Green Stormwater Infrastructure systems. Specific project is for the design and production of construction ready documents for GSI systems in Anywhere Park located on Anywhere Street in South Philadelphia.

Total Amount Invoiced (Prime Contractor)

	Current Invoice	Total Invoiced Previously	Total Invoiced to Date	Total Prime Budget
ABC Engineers	\$1,450.00	\$2,400.00	\$3,850.00	\$109,405.00

Total Amount Invoiced (Subcontractors)

	M/WBE	% of Project Budget	Current Invoice	Invoiced Previously	Total Invoiced to Date	Subcontract Budget
DEF Inc.	-	5%		\$8,000.00	\$8,000.00	\$8,000.00
GHI Inc.	M	18%	\$22,000.00		\$22,000.00	\$26,015.00
JKL Inc.	W	2%			\$0.00	\$3,400.00
	-	0%			\$0.00	
	-	0%			\$0.00	
	-	0%			\$0.00	
<i>*If there are more than six subcontractors, please insert row for each additional subcontractor</i>						
Total for Subcontractors		25%	\$22,000.00	\$8,000.00	\$30,000.00	\$37,415.00

Total Amount Invoiced (Prime Contractor and Subcontractors)

	Current Invoice	Invoiced Previously	Total Invoiced to Date	Total Project Budget
Totals	\$23,450.00	\$10,400.00	\$33,850.00	\$146,820.00

SUBMITTED BY: Signatory Name

Provider's Designated Signatory

APPROVED BY:

PWD Contract Manager

DATE:

DATE:



GSI/ERG Planning/Design Invoice

ABC ENGINEERS, INC
1234 Sunshine Road
Philadelphia, PA, 19100
(215) 999-9999

Task: Survey/Baseplan

Services Period Start Date: 1/1/2021

Services Period End Date: 2/29/2021

Task	Current Invoice	Total Invoiced Previously	Total Task Budget	% of Line Item Budget Invoiced to Date
Proposal Preparation		\$2,000.00	\$2,000.00	100%
Geotechnical Testing/Report	\$23,450.00		\$23,450.00	100%
Field Survey		\$10,780.00	\$11,000.00	98%
Baseplan			\$16,570.00	0%
Preliminary Design			\$10,000.00	0%
Substantially Complete Design			\$45,000.00	0%
PS&E Design			\$30,000.00	0%
Final Design			\$5,000.00	0%
ADA Ramp Design			\$3,800.00	0%
<i>*Insert more lines if needed</i>				
	Current Invoice	Total Invoiced Previously	Total Project Budget	% of Project Budget Invoiced to Date
Totals	\$23,450.00	\$12,780.00	\$146,820.00	25%



Non-Hourly Cost Breakdown

ABC ENGINEERS, INC
1234 Sunshine Road
Philadelphia, PA, 19100
(215) 999-9999

Task: Survey/Baseplan

Services Period Start Date: 1/1/2021

Services Period End Date: 2/29/2021

	Item	Description	Quantity	Unit	Unit Cost	Total Cost
SCOPING	I	Attendance at Project Scoping Meeting		Ea.	\$ 500.00	\$ -
	II	Preparation of Project Proposals		Ea.	\$ 500.00	\$ -
ADA CURB RAMP DESIGNS	IV.A	ADA Design		Ea.		\$ -
	IV.C	Ramp As-Builts		Ea.		\$ -
GEOTECHNICAL TESTING	V.A	Borings	10	LF	\$ 45.00	\$ 450.00
	V.B	Double Ring	2	Ea.	\$ 1,500.00	\$ 3,000.00
	V.C	Borehole Percolation (\leq 5ft)	20	Ea.	\$ 1,000.00	\$ 20,000.00
	V.C	Borehole Percolation ($>$ 5ft)		Ea.		\$ -
	V.D	Cased Borehole Infiltration (\leq 5ft)		Ea.		\$ -
	V.D	Cased Borehole Infiltration ($>$ 5ft)		Ea.		\$ -
	V.E	Mobilization		LS		\$ -
						\$ 23,450.00

* Modify table to fit particulars of contract

** Insert rows for any other non-hourly costs

Example B:
Hourly Invoice



GSI/ERG Planning/Design Invoice

ABC ENGINEERS, INC
1234 Sunshine Road
Philadelphia, PA, 19100
(215) 999-9999

Task: Preliminary Design

Services Period Start Date: 1/15/2021

Services Period End Date: 4/27/2021

Attn:

Alicia Robertson
Philadelphia Water Department
Finance Division
1101 Market Street - 5th floor
Philadelphia, PA, 19107

Project: Example GSI Design Project

Work Number: 50999

Contract Number: 1620999

P-Number: P-1999

Unique Invoice Number: 169999

Invoice Date: 5/2/2019

Encumbrance Number: MDXX200012345

Final: No

GSI Unit Contract Mgr: Jillian Simmons

PWD Project Mgr: Ben Clements

Brief Description of Contract and Project:

Contract is for the provision of planning and design services for Green Stormwater Infrastructure systems. Specific project is for the design and production of construction ready documents for GSI systems in Anywhere Park located on Anywhere Street in South Philadelphia.

Total Amount Invoiced (Prime Contractor)

	Current Invoice	Total Invoiced Previously	Total Invoiced to Date	Total Prime Budget
ABC Engineers	\$9,309.00	\$3,728.13	\$13,037.13	\$109,405.00

Total Amount Invoiced (Subcontractors)

	M/WBE	% of Project Budget	Current Invoice	Invoiced Previously	Total Invoiced to Date	Subcontract Budget
DEF Inc.	-	5%		\$8,000.00	\$8,000.00	\$8,000.00
GHI Inc.	M	18%		\$26,015.00	\$26,015.00	\$26,015.00
JKL Inc.	W	2%			\$0.00	\$3,400.00
	-	0%			\$0.00	
	-	0%			\$0.00	
	-	0%			\$0.00	
<i>*If there are more than six subcontractors, please insert row for each additional subcontractor</i>						
Total for Subcontractors		25%	\$0.00	\$34,015.00	\$34,015.00	\$37,415.00

Total Amount Invoiced (Prime Contractor and Subcontractors)

	Current Invoice	Invoiced Previously	Total Invoiced to Date	Total Project Budget
Totals	\$9,309.00	\$37,743.13	\$47,052.13	\$146,820.00

SUBMITTED BY: Signatory Name

Provider's Designated Signatory

APPROVED BY:

PWD Contract Manager

DATE:

DATE:



GSI/ERG Planning/Design Invoice

ABC ENGINEERS, INC
1234 Sunshine Road
Philadelphia, PA, 19100
(215) 999-9999

Task: Preliminary Design

Services Period Start Date: 1/15/2021

Services Period End Date: 4/27/2021

Task	Current Invoice	Total Invoiced Previously	Total Task Budget	% of Line Item Budget Invoiced to Date
Proposal Preparation		\$2,000.00	\$2,000.00	100%
Geotechnical Testing/Report		\$23,450.00	\$23,450.00	100%
Field Survey		\$10,780.00	\$11,000.00	98%
Baseplan		\$16,570.00	\$16,570.00	100%
Preliminary Design	\$9,309.00		\$10,000.00	93%
Substantially Complete Design			\$45,000.00	0%
PS&E Design			\$30,000.00	0%
Final Design			\$5,000.00	0%
ADA Ramp Design			\$3,800.00	0%
<i>*Insert more lines if needed</i>				
	Current Invoice	Total Invoiced Previously	Total Project Budget	% of Project Budget Invoiced to Date
Totals	\$9,309.00	\$52,800.00	\$146,820.00	42%



Task: Preliminary Design

Services Period Start Date: 1/15/2021**Services Period End Date: 4/27/2021**[illegible]

**Multiplier and employee titles and rates must match current contract.*