



2019 Consultant & Construction Contractor Symposium

CIP Professional Services Payment Process

City of Austin





Public Works Department

Presenters

Robyn Haasch – Project Management Division

Toni Bright – Finance Division

This session will cover...

- **Common oversights**
- **Ways to expedite approval**
- **How to check status of payment**

The Payment Application

Standard (Loaded) Hourly Rate

- Consultant Cover Sheet (CCS)
- Summary of progress & completion of tasks
- Name of all employees & sub-consultants charging time, amount of time billed, hourly rates & activities performed
- Eligible reimbursables, with backup
- Subk

The Payment Application

Stipulated (Lump) Sum

- Consultant Cover Sheet (CCS)
- Progress summary
- Eligible reimbursables with backup
- Subk

Consultant Payments

Time is of the essence

- Must pay consultants within 30 days of receipt of acceptable payment application

Project kick-off meeting – payment procedures briefing

- Consultant Cover Sheet & required elements
- Verify address matches City Vendor registration records
- Verify DO/CT numbers for accuracy
- Multiple DO's = separate Cover Sheet

Reviewing the Payment Application

Public Works Project Accounting

- Records invoice receipt in database
- Rate verification
- Audits CCS & Subk form balances
- Verifies math is correct
- Verifies project/contract/solicitation number
- Verifies consultants name/address match PSA and eCapris
- If errors, returns to Consultant for resubmittal – clock restarts

NOTE: DATE MUST BE REVISED UPON RESUBMITTAL

- If OK, sends to Project Manager for review/approval

Reviewing the Payment Application

Public Works Project Manager

- Work performed is consistent with RAP and within scope of work
- Reimbursables claimed are eligible & fully documented (receipts required)
- Sub-consultants are in approved Compliance Plan
- MBE/WBE sub-consultant utilization per Compliance Plan & SubK accuracy
- Math is correct

Payment Timetable

30-day clock starts	Payment application received by Public Works Project Accounting
Within 1-3 working days of receipt	Pay application logged in, reviewed for errors, and sent to PM for approval If errors, returns to Consultant - clock restarts NOTE: DATE MUST BE REVISED UPON RESUBMITTAL
Within 7 working days of PM receipt	PM reviews If errors, advises Project Accountant to reject invoice – clock restarts NOTE: DATE MUST BE REVISED UPON RESUBMITTAL



Final Payment

Submit MBE/WBE close-out documentation prior to submission of final payment application

- PM cannot authorize final payment until SMBR approves
- Similar to construction contract
- SMBR audits consultant compliance

Common Oversights

- Math errors
- Address and/or Vendor name provided on Cover Sheet must match City's Vendor Registration records
- Incorrect CT/DO's
- Subk not updated

How to Expedite the Process

- Double-check math
- Provide bank info on company letterhead or invoice
- Verify accurate CT/DO on invoice
- Send to correct email address
pwdprojectaccounting@austintexas.gov
- If resubmittal, notate REVISION in subject line

Check Status of a Payment

<https://www.austintexas.gov/financeonline/finance>

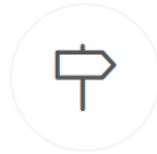


Rectangular Snip



Financial Documents

Find all financial documents, reports, and additional information that Financial Services provides.



Strategic Plan

Browse our six priority Outcomes in Austin Strategic Direction 2023.



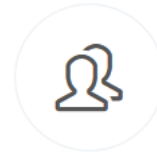
Checkbook

The data in the Checkbook represents purchases of goods and services made by City departments from third parties. Checkbook does include ACH, wire, and check activity. Checkbook does not include employee payroll data.



Procurement

View detailed information about current business opportunities with the City of Austin. Subscribe to solicitations and download solicitation documents. Vendors may also register to be notified of any new business opportunities based on commodity codes that they select.



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Questions & Contact Information

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Thank You

