

**State of Florida
Department of Transportation**



EXHIBIT "B" METHOD OF COMPENSATION

**TO PROVIDE COMMUNICATIONS CONSULTING SERVICES
FOR THE GOLDEN GLADES INTERCHANGE DESIGN
PROJECTS FOR THE FLORIDA DEPARTMENT OF
TRANSPORTATION**

RFP-DOT-17/18-6161RC

METHOD OF COMPENSATION

1.0 PURPOSE:

This Exhibit defines the limits and method of compensation to be made to the Vendor for services set forth in Exhibit "A" and the method by which payments shall be made.

2.0 ASSIGNMENT OF WORK:

The Department shall request Vendor services on an as-needed basis; services to be provided will be initiated and completed as directed by the Department's Project Manager. The Department's Project Manager may issue a Notice of Available Funds when subsequent funding is approved and encumbered, followed by the issuance of a Letter of Authorization (LOA) for the assignment of work.

3.0 COMPENSATION:

The vendor shall be paid up to a Maximum Amount of TBA. It is agreed that this amount will be the limit of all compensation due to the Vendor for satisfactory performance of the services described in Exhibit "A". The Vendor shall not provide services that exceed the maximum amount without an approved Amendment from the Department.

Currently, TBA, of the total amount has been approved and encumbered on this contract. The Department will provide written authorization if and when subsequent funding is approved and encumbered for this contract.

This is a Term Contract for an Indefinite Quantity whereby the Vendor agrees to furnish services during a prescribed period of time. The specific period of time completes such a contract. The Department, based on need and availability of budget, may increase or decrease the Budgetary Ceiling by Amendment. Execution of this Agreement does not guarantee that the work will be authorized.

The total amount of this Contract is expected to be funded by multiple appropriations and the State of Florida's performance and obligation to pay under this Contract is contingent upon annual appropriation by the Legislature.

4.0 ESTABLISHMENT OF FUNDS AND LETTER OF AUTHORIZATION (LOA):

The Department's Project Manager shall obtain a funds approval by an approved encumbrance prior to issuing a Notice of Available Funds/Letter of Authorization (LOA).

For each Letter of Authorization (LOA), the Department shall request services from the Vendor based on the rates established in Exhibit "C", and allowable expenses. Once an acceptable maximum limiting amount has been established for services by the Department and the Vendor, the Department's Project Manager will issue a Task Work Order

The Department's Project Manager will issue a Task Work Order (TWO) for requested services as needed. All Task Work Orders (TWOs) shall be completed within the term of the Contract.

Therefore, it is agreed that the Vendor may not perform services except pursuant to receipt of the Task Work Order (TWO). The Vendor will not be obligated to perform services, nor incur costs, which would result in exceeding the approved Task Work Order (TWO); nor will the Department be obligated to reimburse the Vendor for services, or costs, or make payments in excess of the approved Task Work Order (TWO).

5.0 PROGRESS PAYMENTS:

The Vendor shall submit monthly invoices (2 copies) in a format acceptable to the Department. For the satisfactory performance of the services detailed in each Task Work Order (TWO), the Vendor shall be paid up to the maximum limiting amount of each Task Work Order. Payment shall be made at the contract hourly billing rates in Exhibit "C", for services provided, as approved by the Department. The contract hourly billing rates shall include the costs of salaries, overhead, travel and phone expenses, quality control, general and administrative costs, incidental expenses, fringe benefits, operating margin and subcontractor(s)/subconsultant(s). The invoice shall include documentation of man-hours provided and itemization of costs incurred (including receipts).

Invoices shall be submitted to: Florida Department of Transportation
Attn: Tish Burgher – District Public Information Office
1000 NW 111 Avenue
Miami, Florida 33172

The Vendor has certified that ___% MBE would be achieved for this contract. If MBE utilization was certified by the Vendor, an MBE payment certification form shall be submitted with each invoice to verify the MBE utilization.

If DBE utilization was certified, DBE payments are to be input each month at the following link:
<https://www3.dot.state.fl.us/EqualOpportunityOffice/bizweb/>

New users reporting DBE payments will need to contact the FDOT Service Desk at FDOT.ServiceDesk@dot.state.fl.us to get a BizWeb user ID and password to access the application.

6.0 DETAILS OF UNIT RATES:

Details of Unit Rates for the performance of the Vendor's services set forth in Exhibit "A" are contained in Exhibit "C", attached hereto and made a part hereof.

7.0 TANGIBLE PERSONAL PROPERTY:

This contract does not involve the purchase of Tangible Personal Property, as defined in Chapter 273, F.S.