This is the basis of payment worksheet is used in all Contracts, Work Orders and Amendments. Copy and paste the appropriate language into the appropriate cover signage page. Use exact language based on the method(s) of payment(s) in the contract. Show prime consultant basis of payment lines first. Show subconsultant basis of payment lines under next highest tier.

* Section A is to be used for the prime consultant
* Section B is to be used for a 1st tier subconsultant
* Section C is to be used for a 2nd tier subconsultant
* Section D is to be used for a 3rd tier subconsultant
* Section E is to be used for Real Estate Appraisal and Appraisal Review consultant
* Section F is to be used for Real Estate Appraisal and Appraisal Review subconsultant
* Section G total contract is required.

**A. Prime Consultant Basis of Payment**

**Actual Cost Plus Fixed Fee:**

For *(insert description of services or “all contract services”)*, actual costs to the CONSULTANT up to $ \_\_\_\_\_\_\_\_\_\_, plus a fixed fee of $ \_\_\_\_\_\_\_, not to exceed $\_\_\_\_\_\_\_\_.

**Lump Sum:**

For *(insert description of services or “all contract services”)*, a lump sum of $ \_\_\_\_\_\_\_\_\_.

**Cost per Unit:**

For *(insert description of services or “all contract services”)*, compensation not to exceed $ \_\_\_\_\_\_\_\_\_ for units delivered by the CONSULTANT based on rates in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Description | Quantity | Unit Type | Unit Cost Rate | Totals |
|  |  |  |  |  |

**Specific Hourly Rate:**

For *(insert description of services or “all contract services”)*, compensation for direct labor hours and non-labor direct costs not to exceed $\_\_\_\_\_\_\_\_ based on rates in the tables below.

Specific hourly rates to be paid for hours in which the CONSULTANT’S employees are directly engaged in performing the services required by this CONTRACT:

|  |  |  |
| --- | --- | --- |
| Employee name (if applicable) | Employee Classification | Hourly Rate |
|  |  |  |

Classifications or employees not listed above cannot be invoiced unless added to the contract through an amendment.

The following non-labor direct costs will be reimbursed based on the CONSULTANT’S actual cost:

|  |  |  |
| --- | --- | --- |
| Item Description | Unit Type ( “$” for Pass-Through) | Unit Rate (Leave blank for Pass-Through) |
|  |  |  |

Non-labor direct costs not listed above cannot be invoiced unless added to the contract through an amendment.

B. **Subcontract Basis of Payment 1st Tier Subconsultant**

**Actual Cost Plus Fixed Fee 1st Tier Subconsultant:**

For *(insert description of services)* subcontracted to *(insert name of subconsultant)*, the CONSULTANT’S actual cost to *(insert name of subconsultant)* based on *(insert name of subconsultant)*’s actual cost up to $\_\_\_\_ plus fixed fee of $ \_\_\_\_\_ not to exceed $ \_\_\_\_\_\_\_\_.

**Lump Sum 1st Tier Subconsultant:**

For *(insert description of services)* subcontracted to *(insert name of subconsultant),* the CONSULTANT’S actual cost to *(insert name of subconsultant)* based on a lump sum of $\_\_\_\_\_.

**Cost per Unit 1st tier Subconsultant:**

For *(insert description of services)* subcontracted to *(insert name of subconsultant)*, the CONSULTANT’S actual cost to *(insert name of subconsultant)* not to exceed $\_\_\_\_ for units delivered based on rates in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Description | Quantity | Unit Type | Unit Cost Rate | Totals |
|  |  |  |  |  |

**Specific Hourly Rate 1st tier Subconsultant:**

For *(insert description of services)* subcontracted to *(insert name of subconsultant)*, the CONSULTANT’S actual cost to *(insert name of subconsultant)* as compensation for direct labor hours and non-labor direct costs not to exceed $\_\_\_\_\_\_\_\_ based on rates in the tables below.

Specific hourly rates to be paid for hours in which *(insert name of subconsultant)*’s employees are directly engaged in performing the services required by this CONTRACT:

|  |  |  |
| --- | --- | --- |
| Employee name (if applicable) | Employee Classification | Hourly Rate |
|  |  |  |

Classifications or employees not listed above cannot be invoiced unless added to the contract through an amendment.

The following non-labor direct costs will be reimbursed based on *(insert name of subconsultant)*’s actual cost:

|  |  |  |
| --- | --- | --- |
| Item Description | Unit Type ( “$” for Pass-Through) | Unit Rate (Leave blank for Pass-Through) |
|  |  |  |

Non-labor direct costs not listed above cannot be invoiced unless added to the contract through an amendment.

**C. Subcontract Basis of Payment 2nd Tier Subconsultant**

**Actual Cost Plus Fixed Fee 2nd Tier Subconsultant:**

For *(insert description of services)* subcontracted to *(insert name of lower tier)*, a lower tier subconsultant to *(insert name of higher tier)* the CONSULTANT’S actual cost to (insert name of higher tier)’s based on *(insert name of higher tier)*’s actual cost to *(insert name of lower tier)*’s based on actual cost up to $\_\_\_\_ plus fixed fee of $ \_\_\_\_\_ not to exceed $ \_\_\_\_\_\_\_\_.

**Lump Sum 2nd Tier Subconsultant:**

For *(insert description of services)* subcontracted to *(insert name of lower tier firm)*, a lower tier subconsultant to *(insert name of higher tier),* the CONSULTANT’S actual cost to *(insert name of higher tier)* based on *(insert name of higher tier)*’s actual cost paid to *(insert name of lower tier)* based on a lump sum of $\_\_\_\_\_.

**Cost per Unit 2nd Tier Subconsultant:**

For *(insert description of services)* subcontracted to *(insert name of lower tier)*, a lower tier subconsultant to *(insert name of higher tier)*, the CONSULTANT’S actual cost paid to *(insert name of higher tier )* based on *(insert name of higher tier )*’s actual cost to *(insert name of lower tier)* not to exceed $\_\_\_\_ for units delivered based on rates in the table below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Description | Quantity | Unit Type | Unit Cost Rate | Totals |
|  |  |  |  |  |

**Specific Hourly Rate 2nd Tier Subconsultant:**

For (insert description of services) subcontracted to *(insert name of lower tier)*, a lower tier subconsultant to *(insert name of higher tier)*, the CONSULTANT’S actual cost to *(insert name of higher tier)* based on *(insert name of higher tier)*’s actual cost to *(insert name of lower tier)* as compensation for direct labor hours and non-labor direct costs not to exceed $\_\_\_\_\_\_\_\_ based on rates in the tables below.

Specific hourly rates to be paid for hours in which *(insert name of lower tier)*’s employees are directly engaged in performing the services required by this CONTRACT:

|  |  |  |
| --- | --- | --- |
| Employee name (if applicable) | Employee Classification | Hourly Rate |
|  |  |  |

Classifications or employees not listed above cannot be invoiced unless added to the contract through an amendment.

The following non-labor direct costs will be reimbursed based on *(insert name of lower tier)*’s actual cost:

|  |  |  |
| --- | --- | --- |
| Item Description | Unit Type ( “$” for Pass-Through) | Unit Rate (Leave blank for Pass-Through) |
|  |  |  |

Non-labor direct costs not listed above cannot be invoiced unless added to the contract through an amendment.

**D. Subcontract Basis of Payment 3rd Tier Subconsultant**

**Actual Cost Plus Fixed Fee 3rd Tier Subconsultant:**

For *(insert description of services)* subcontracted to *(insert name of 3rd tier )*, a lower tier subconsultant to *(insert name of 2nd tier)*, the CONSULTANT’S actual cost to *(insert name of 1st tier)* based on *(insert name of 1st tier )*’s actual cost to *(insert name of 2nd tier)* based on *(insert name of 2nd tier )*’s actual cost to *(insert name of 3rd tier)* based on actual cost up to $\_\_\_\_ plus fixed fee of $ \_\_\_\_\_ not to exceed $ \_\_\_\_\_\_\_\_.

**Lump Sum 3rd Tier Subconsultant:**

For *(insert description of services)* subcontracted to *(insert name of 3rd tier)*, a lower tier subconsultant to *(insert name of 2nd tier)*, the CONSULTANT’S actual cost to *(insert name of 1st tier)* based on *(insert name of 1st tier)*’s actual cost to *(insert name of 2nd tier)* based on *(insert name of 2nd tier)*’s actual cost to *(insert name of 3rd tier)* based on a lump sum of $\_\_\_\_\_.

**Cost per Unit 3rd Tier Subconsultant:**

For *(insert description of services)* subcontracted to *(insert name of 3rd tier)*, a lower tier subconsultant to *(insert name of 2nd tier)*, the CONSULTANT’S actual cost to *(insert name of 1st tier)* based on *(insert name of 1st tier)*’s actual cost to *(insert name of 2nd tier)* based on *(insert name of 2nd tier)*’s actual cost to *(insert name of 3rd tier)* not to exceed $\_\_\_\_ for units delivered based on rates in the table below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Description | Quantity | Unit Type | Unit Cost Rate | Totals |
|  |  |  |  |  |

**Specific Hourly Rate 3rd Tier Subconsultant:**

For *(insert description of services)* subcontracted to *(insert name of 3rd tier)*, a lower tier subconsultant to *(insert name of 2nd tier)*, the CONSULTANT’S actual cost to *(insert name of 1st tier)* based on *(insert name of 1st tier)*’s actual cost to *(insert name of 2nd tier)* based on *(insert name of 2nd tier)*’s actual cost to *(insert name of 3rd tier)* as compensation for direct labor hours and non-labor direct costs not to exceed $\_\_\_\_\_\_\_\_ based on rates in the tables below.

Specific hourly rates to be paid for hours in which *(insert name of 3rd tier)*’s employees are directly engaged in performing the services required by this CONTRACT:

|  |  |  |
| --- | --- | --- |
| Employee name (if applicable) | Employee Classification | Hourly Rate |
|  |  |  |

Classifications or employees not listed above cannot be invoiced unless added to the contract through an amendment.

The following non-labor direct costs will be reimbursed based on *(insert name of 3rd tier)*’s actual cost:

|  |  |  |
| --- | --- | --- |
| Item Description | Unit Type ( “$” for Pass-Through) | Unit Rate (Leave blank for Pass-Through) |
|  |  |  |

Non-labor direct costs not listed above cannot be invoiced unless added to the contract through an amendment.

**E. Real Estate Appraisal and Appraisal Review Basis of Payment**

**Cost per Unit:**

For *(insert description of services or “all contract services”)*, CONSULTANT’S actual cost not to exceed $ \_\_\_\_\_\_\_\_\_ using the cost per unit based on the attached bid tabulation sheet.

**F.** **Real Estate Appraisal and Appraisal Review Subcontract Basis of Payment**

**Cost per Unit:**

For *(insert description of services)* subcontracted to *(insert name of subconsultant)*, the CONSULTANT’S actual cost paid to *(insert name of subconsultant)* not to exceed $ \_\_\_\_\_\_\_\_\_ using the cost per unit based on the attached bid tabulation sheet.

**G. Total Contract**

Total contract not to exceed $ (*Sum of bases of payments)*.