

Aug 19, 2015

To All TW Consultants:

There have been variance in regards to valid reimbursable expenses; in an attempt to correct, attention is drawn to the following paragraph (4.8) from the Prime Consultant Agreement (PCA):

4.8 The Client will pay for day-to-day routine expenses such as; long distance charges, reproduction costs, client presentations and submissions, original contract documents (hardcopy), courier services, travel over 50 km from office on an agreed fixed amount, All routine expenses to be charged at cost. Meals, Private Vehicle usage, and incidental expense are to be paid on the basis of Government Rates at time of this Agreement.

Clarification for valid reimbursable expenses is listed below:

Kilometers Rates

Mileage less than 50 km from the consultant office is not reimbursable. This is not only an “in the city” item (e.g. if the consultant is based in Grand Falls and commutes to Botwood, distance of 36 km, it is not reimbursable).

Personal Vehicle mileage rates are set at the government BASIC rate at the time of signing the PCA http://www.exec.gov.nl.ca/exec/hrs/working_with_us/auto_reimbursement.html.

If a site vehicle is agreed to in the contract for daily use, then the daily/weekly/monthly rate is to be negotiated and stated clearly in the contract, as per kilometer rate will not apply.

Rental Vehicle Insurance

Consultants travelling for business relating to Government projects shall understand that the optional insurances offered by rental agencies are not reimbursable.

Meal Rates

Meal reimbursement is paid at the government rate at the time of signing the PCA. Note, for agreements signed:

- prior to November 15, 2013 - breakfast \$7.30, lunch \$10.95, dinner \$18.25
- after November 15, 2013 - breakfast \$8.00, lunch \$14.00, dinner \$21.70

http://www.exec.gov.nl.ca/exec/hrs/working_with_us/meal_rates.html.

Basic Fee

The agreed upon fee will only be changed via a change order with an approved change in scope. The process for change orders will follow the “Guidelines Covering the Hiring of External Consultants”. Invoices containing charges for additional work without an approved change order will not be processed.

Reproduction Costs / Printing

Reimbursement for printing shall only be for those copies delivered/submitted to government department(s) or agencies. Cost of copies of convenience, for use by the consultant, will not be reimbursed. The number of copies required at each submittal stage is to be confirmed with the department representative.

The preferred printing options will be to utilize the department’s standing offer for printing services; please confirm with department representative for printer contact information. Note that our negotiated rates will be eligible for reimbursement with no mark-ups.

Color copies should only be used when black and white does not adequately depict the important information. Only those pages which are necessary to be color are to be printed in color, and the remainder of the document is to be in black and white. For example, colored tables or logos typically add no extra clarity to the project and, as such, should be printed in black and white.

Miscellaneous

Items on some past invoices which are not reimbursable include but are not limited to:

- hotel movies
- alcohol/mini-bar
- gratuities
- personal calls
- cleaning/laundry
- personal use taxi
- personal entertainment

Hourly Rates

Hourly rates used for invoicing and change orders should be those as noted in the PCA. Changes to the hourly rates throughout the project will not be approved.

This notification shall form an addendum to the Project Management and Design Administration Manual (PMDA).

Yours truly,

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Director
Bldg. Design & Construction Division