

**FINANCE COMMITTEE MEETING**

**October 16, 2024 – 8:30 a.m.**

**AGENDA**

This meeting of the Metropolitan Area Planning Agency Finance Committee will be conducted in compliance with the Nebraska Statutes of the Open Meetings Act. The Open Meetings Act is available for reference upon request.

**A. FINANCE COMMITTEE INFORMATION**

1. Monthly Financial Statements (August Preliminary) –
  - a. Bank Reconciliations and Statements on Investments
  - b. Receipts and Expenditures
  - c. Schedules of Accounts Receivable & Accounts Payable
  - d. Statement of Financial Position
  - e. Statement of Revenues and Expenditures
2. MAPA Projects / Activities –
  - a. New / Anticipated Transportation and Community Development Projects

**B. FOR FINANCE COMMITTEE APPROVAL**

1. Contract Payments –
  - a. Benesch - La Vista Active Mobility Plan - PMT # 11 - \$20,488.99
  - b. Felsburg Holt & Ullevig - CB PEL - PMT #2 - \$21,019.07
  - c. HDR - Ft Crook Road Transit Planning & Environmental Feasibility - PMT #2 - \$3,357.33
  - d. HDR - Ft Crook Road Transit Planning & Environmental Feasibility - PMT # 3 - \$9,799.67
  - e. HDR - MAPA Travel Demand Model Update - PMT #4 - \$12,524.29
  - f. Oracle America Inc (NetSuite) - PMT #6 - \$2,949.22
  - g. WSP USA Inc - SS4A & Comprehensive Safety Action Plan - PMT #4 - 32,208.25
2. Travel –
  - a. NROC All-Staff Retreat - 3 Staff - Kearney, NE: November 20-21, 2024 – \$1,815.03

**C. RECOMMENDATIONS TO THE BOARD**

1. Budget –
  - a. Amend FY 2025 UPWP
  - b. Amend FY 2025 Agency Budget
  - c. Approve new "MAPA Cash Reserve Plan", replacing "MAPA Investment Strategy"

**D. DISCUSSION**

**E. PUBLIC COMMENT – See Footnote**

**F. ADJOURNMENT**

*Executive Session: We reserve the right to enter into an executive session in order to protect the public interest with respect to discussion regarding litigation, personnel matters, and contract negotiations.*

*\* Individuals interested in addressing the MAPA Finance Committee during the Public Comment period about agenda items should identify themselves by name and address before speaking. Individuals interested in addressing the MAPA Finance Committee regarding non agenda items must sign the request to speak list located in the Board Room prior to the beginning of the meeting. Requests to speak may also be made to MAPA in writing by regular U.S. mail or email (mapa@mapacog.org) provided that requests are received by close of business on the day prior to the meeting. Speakers will be limited to three minutes. The presiding officer shall have authority to limit discussion or presentation by members and non-members of the Finance Committee or to take other appropriate actions necessary to conduct all business in an orderly manner.*

Metropolitan Area Planning Agency  
American National Bank Reconciliation  
August 2024

Balance per bank, August 31, 2024		\$820,210.33
Less: Checks Outstanding	119,059.31	
		<u>-\$119,059.31</u>
Cash in bank August 31, 2024		<u><u>\$701,151.02</u></u>
General Ledger Balance, July 31, 2024		\$1,175,538.03
Transfer from NPAIT		\$645,000.00
Cash Receipts		\$647,718.00
Less: Cash Disbursements	1,549,826.47	
Transfer to NPAIT		
Bank Charges		
Postalia		
Square Fee		
Payroll Expenses	208,287.27	
ACH Payroll	109,678.45	
ACH Payroll Taxes	43,339.51	
Nationwide Payroll Contribution	20,910.82	
Blue Cross Blue Shield of NE Health Ins.	32,322.61	
Wex- FSA	645.18	
ADP Payroll Processing	541.86	
Wage Garnishment	848.84	
ACH VISA card	8,991.27	
Accounts Payable	133.28	
Advertising	424.79	
Agency Memberships / Subscriptions	195.99	
Auto - Gas/Maintenance	27.50	
Computer Equipment	936.84	
Conference Registration	175.00	
Copier Paper & Supplies	49.99	
Data Processing	458.99	
Events - Other	34.22	
Postage	38.01	
Public Relations - Website Software/Fees	5,132.00	
Staff Certifications/Memberships	175.00	
Supplies	340.79	
Travel	868.87	
Less designated deposits		-\$1,767,105.01
General Ledger Balances, August 31, 2024		<u><u>\$701,151.02</u></u>
Less designated deposits		<u>-\$201,376.97</u>
Available Cash Balance		<u><u>\$499,774.05</u></u>

MAPA Foundation  
 American National Bank Reconciliation  
 August 2024

Per Bank		General Ledger	
Balance August 31, 2024	\$ 129,120.20	Balance July 31, 2024	\$ 129,119.03
		Cash Receipts	\$8,780.74
		Interest	\$1.17
Less: Checks Outstanding	\$0.00	Less: Cash Disbursements	\$0.00
		Less: Transfers to NPAIT	(\$8,780.74)
Available Cash - August 31, 2024	\$ 129,120.20	General Ledger Balances, August 31, 2024	\$ 129,120.20

MAPA Foundation  
Washington County Bank Reconciliations  
August 2024

SAVINGS		CHECKING	
Cash in bank August 31, 2024	\$ 429,126.23	Balance per bank August 31, 2024	\$ 119.63
		Less: Checks Outstanding	\$ (119.63)
		Cash in bank August 31, 2024	\$ -
General Ledger Balances, July 31, 2024	\$ 429,063.63	General Ledger Balances, July 31, 2024	\$ -
WCB Savings Interest Earned	\$ 182.23	Transfer to Savings	
Transfer from Checking		Wire Transfer Fee	
Transfer to Checking	\$ (119.63)	Transfer from Savings	\$ 119.63
		Deposit - Orchard Valley	
		Less: Cash Disbursements	\$ (119.63)
General Ledger Balances, August 31, 2024	\$ 429,126.23	General Ledger Balances, August 31, 2024	\$ -

STATEMENT ON INVESTMENTS  
Treasury Bills  
August 2024

**American Wealth Partners**

Type	Account	Purchase Date	Maturity Date	Cost	Percent	Market Value
CD	Discover BK	5/11/2022	5/12/2025	250,000.00	2.950%	247,012.50
CD	Goldman Sachs BK	5/11/2022	5/12/2025	250,000.00	3.000%	247,095.00
CD	Capital One Bank	5/11/2022	5/11/2026	25,000.00	3.150%	24,595.00
CD	Morgan Stanley BK	5/15/2024	5/17/2027	75,000.00	4.900%	76,823.25
CD	Wells Fargo Bank	5/21/2024	5/21/2026	75,000.00	5.000%	76,100.25
CD	Synchrony Bank	10/7/2022	10/7/2027	115,000.00	4.350%	116,472.00
	Money Market				0.400%	25,804.35
	Accrued Interest					8,074.13
Total Account Value				\$ 790,000.00		\$ 821,976.48

**Nebraska Public Agency Investment Trust**

Acct #	Account	Purchase Date	Maturity Date	Cost	Percent	Market Value
109	Trust			2,548.84	5.287%	2,571.78
109	60201-1	5/31/2023	11/15/2024	94,449.22	4.740%	99,144.53
109	60202-1	5/31/2023	5/31/2025	128,991.41	4.400%	135,622.27
109	63534-1	2/29/2024	2/28/2026	99,845.16	4.491%	102,405.94
109	64410-1	5/16/2024	5/15/2026	131,219.26	4.590%	133,543.16
109	64411-1	5/16/2024	5/15/2027	131,251.84	4.380%	133,809.22
109	64412-1	5/16/2024	5/15/2028	130,895.16	4.290%	133,719.84
Total Fixed Term Account				\$ 719,200.89		\$ 740,816.74

**MAPA Operating**

Acct #	Account	Beginning Balance	Purchases	Dividends	AN Bank Transfers	Ending Balance
101	General	326,456.31	1,349.60	667.98	(325,000.00)	3,473.89
102	Capital	106,355.52	-	218.14	(105,000.00)	1,573.66
108	NIROC	215,980.08		438.40	(215,000.00)	1,418.48
Total MAPA Operating		\$ 648,791.91	\$ 1,349.60	\$ 1,324.52	\$ (645,000.00)	\$ 6,466.03

**MAPA Foundation**

Acct #	Account	Beginning Balance	Purchases	Dividends	AN Bank Transfers	Ending Balance
103	Foundation	37,787.33	-	169.66	-	37,956.99
106	NDO	85,237.09	-	382.69	-	85,619.78
110	NAHTF-Dana Suites	70,009.46		314.35		70,323.81
111	Plattsmouth CDBG	96,520.46	8,780.74	457.65		105,758.85
112	Blair CDBG RLF	33,409.37	-	150.00		33,559.37
Total MAPA Foundation		\$ 322,963.71	\$ 8,780.74	\$ 1,474.35	\$ -	\$ 333,218.80

Metropolitan Area Planning Agency  
Cash Receipts Report  
August 2024

Date	Payer	Amount	Account	Amount
8/8/2024	Sarpy County	60,841.00	Aerial Photo Revenue	58,784.00
8/9/2024	Lower Platte South NRD	22,650.00	Federal Revenue	269,437.49
8/9/2024	Cass County	8,490.00	Local Revenue	292,471.00
8/9/2024	IAP2 USA	400.00	MAPA Service Agreements	25,769.10
8/9/2024	Pottawattamie County, Iowa	29,899.00	Miscellaneous Revenue	856.41
8/9/2024	Douglas County	186,581.00	Travel & Conferences: Refund	400.00
8/9/2024	Pottawattamie County Housing Trust	4,520.47	Total Receipts	<u>\$ 647,718.00</u>
8/9/2024	Pottawattamie County Housing Trust	20,661.62		
8/16/2024	Region 12 COG	587.01		
8/16/2024	NARC	856.41		
8/16/2024	Douglas County	36,134.00		
8/16/2024	Washington County	6,660.00		
8/21/2024	FTA-Federal Transit Administration	26,440.00		
8/22/2024	IDOT-Iowa Department of Transportation	28,090.00		
8/22/2024	IDOT-Iowa Department of Transportation	28,343.00		
8/23/2024	FTA-Federal Transit Administration	67,203.00		
8/28/2024	UDOT-U.S. Department of Transportation	38,778.49		
8/29/2024	EDA-Economic Development Administration	70,000.00		
8/30/2024	FTA-Federal Transit Administration	10,583.00		
	Total Receipts	<u>\$ 647,718.00</u>		

Metropolitan Area Planning Agency  
Cash Disbursements  
August 2024

Check #	Date	Payee	Amount	Check Disbursement Detail	Debit Amount
18957	8/1/2024	The Daily Record	24.67	Advertising	360.55
18958	8/1/2024	Douglas County GIS	2,772.77	Aerial Photo Expense	1,258,885.00
18959	8/1/2024	Fidelity Security Life Insurance Co. (eye med)	422.73	Agency Memberships / Subscriptions	2,500.00
18960	8/1/2024	HiTouch Business Services LLC	68.78	Auto - Gas/Maintenance	18.52
18961	8/1/2024	Nebraska Regional Officials Council - NROC	2,500.00	Capital Lease Equipment	306.00
18962	8/1/2024	Oracle America, Inc.	12,687.30	Conference Registration	585.00
18963	8/1/2024	Plumb Web Strategy, LLC	600.00	Copier Charges	673.15
18964	8/1/2024	Principal Life Insurance Company	891.76	Copier Paper & Supplies	43.50
18965	8/1/2024	U.S. Bank Equipment Finance	511.15	Employee Benefits/Withholding	2,837.39
18966	8/1/2024	Verdis, LLC	5,850.00	358.15 H2050 Site Visit Travel	30.00
18967	8/13/2024	AFLAC	446.24	Prepaid Expenses	1,600.00
18968	8/13/2024	Alfred Benesch & Co.	11,898.87	Professional Services	1,682.50
18969	8/13/2024	BenefitPlansInc.	682.50	SBITA - Data Processing	13,073.18
18970	8/13/2024	The Daily Record	117.33	Supplies	365.79
18971	8/13/2024	HDR Engineering Inc.	8,442.31	Travel & Conferences	128.46
18972	8/13/2024	HDR Engineering Inc.	4,434.10	MAPA Activities	1,283,089.04
18973	8/13/2024	HDR Engineering Inc.	10,010.80	Contracts	13,912.13
18974	8/13/2024	HDR Engineering Inc.	30,202.55	Pass Through Contracts - Com.Dev.	
18975	8/13/2024	HDR Engineering Inc.	3,901.33	Pass Through Contracts - Planning	189,641.00
18976	8/13/2024	High Street Consulting Group LLC	97,667.39	Pass Through Contracts - STP/ CMAQ	52,600.81
18977	8/13/2024	Opinion Tribune	24.95	Pass-Through Contracts - 5310	10,583.49
18978	8/13/2024	Oracle America, Inc.	385.88	Contracts Subtotal	266,737.43
18979	8/13/2024	WSP USA INC	47,408.23		
18980	8/28/2024	Black Hills Works Inc	10,583.49		
18981	8/28/2024	Carlos Morales	30.00		
18982	8/28/2024	City of Council Bluffs	5,551.00		
18983	8/28/2024	City of Omaha Cashier	620.97		
18984	8/28/2024	The Daily Record	57.34		
18985	8/28/2024	Douglas County Treasurer	18.52		
18986	8/28/2024	Firespring	136.26		
18987	8/28/2024	Heartland Bike Share (ROAM)	1,000.00		
18988	8/28/2024	HiTouch Business Services LLC	155.23		
18989	8/28/2024	Ideal Pure Water	114.10		
18990	8/28/2024	Kissel, Kohout, E&S Associates LLC	1,000.00		
18991	8/28/2024	Landis, Evans and Partners, Inc.	215.29		
18992	8/28/2024	Laura Heilman	128.46		
18993	8/28/2024	Metro	27,178.33		
18994	8/28/2024	Mia Haschenburger	71.18		
18995	8/28/2024	NARC	585.00		
18996	8/28/2024	Pictometry International Corp.	22,650.00		
18997	8/28/2024	Principal Life Insurance Company	1,076.66		
18998	8/28/2024	U.S. Bank Equipment Finance	468.00		
2400091	8/27/2024	Pictometry International Corp.	1,236,235.00	315.00	
		<b>Total Disbursements</b>	<b>\$ 1,549,826.47</b>		

MAPA Foundation  
Cash Disbursements  
August 2024

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Account</u>	<u>Amount</u>
		Total Disbursements	<u><u>\$0.00</u></u>	Total Disbursements	<u><u>\$0.00</u></u>



Metropolitan Area Planning Agency  
Payroll Detail  
August 2024

Pay Types/Benefits	Amount	Deductions/Employee Taxes	Amount
Gift Card	-	457-%	3,525.84
OT Hourly	-	457-Roth \$	100.00
Bonus	-	457-Roth%	797.34
Annual Leave	-	AFLAC pre-tax	441.96
Misc Adjustment	640.97	AFLAC post-tax	4.30
Insurance Adjustment	-	Child Support	848.84
Sick Leave	-	Garnishment	-
Regular (Salary & Hourly)	159,572.59	Dental Ins	192.24
Gross Pay	160,213.56	FSA	1,710.76
		Gift Card	
Dental Insurance	1,234.28	Health Ins	3,859.86
BCycle Membership	124.00	Pension Plan	5,620.80
ER Health Ins.	27,036.44	Pension Loan	1,030.36
Life & Disability	959.58	United Way	-
Gross Benefits	29,354.30	Vision	214.98
		Zoo	37.00
Employer Expenses	Amount	Federal	14,904.10
ER Pension	9,836.48	Medicare	2,115.60
Medicare	2,115.60	Soc Security	9,046.00
Soc Security	9,045.99	State - NE	6,085.13
SUTA	27.09	Deductions/Employee Taxes	50,535.11
Additional Employer Expenses	21,025.16		
GRAND TOTAL EXPENSE	210,593.02	GRAND TOTAL NET PAY	109,678.45

Metropolitan Area Planning Agency  
Preliminary Aged Accounts Receivable Report  
August 2024

Client Name	0-30	31-60	61-90	90+	Credit	Balance
City of Council Bluffs	\$0.00	\$0.00	\$87,862.40	\$0.00		\$87,862.40
City of Omaha	\$0.00	\$0.00	\$6,481.46	\$0.00	(\$9,101.74)	(\$2,620.28)
Front Porch Investments	\$150,000.00	\$0.00	\$0.00	\$0.00		\$150,000.00
FTA-Federal Transit Administration	\$0.00	\$0.00	\$286,791.73	\$0.00		\$286,791.73
ICOG-Iowa Council of Governments	\$0.00	\$0.00	\$26,284.44	\$0.00		\$26,284.44
Mills County	\$0.00	\$0.00	\$4,624.00	\$0.00		\$4,624.00
NDOT- STP	\$0.00	\$0.00	\$120,768.90	\$0.00		\$120,768.90
NDOT-Nebraska Department of Transportation	\$0.00	\$0.00	\$371,591.90	\$0.00		\$371,591.90
Pacific Junction, IA	\$0.00	\$0.00	\$2,250.00	\$206,050.00		\$208,300.00
Sai Management II, LLC	\$1,755.00	\$0.00	\$0.00	\$0.00		\$1,755.00
South Central Economic Development District, Inc.	\$1,904.11	\$0.00	\$0.00	\$0.00		\$1,904.11
UDOT-U.S. Department of Transportation	\$0.00	\$0.00	\$127,324.56	\$0.00		\$127,324.56
	<u>\$153,659.11</u>	<u>\$0.00</u>	<u>\$1,033,979.39</u>	<u>\$206,050.00</u>		<u>\$1,384,586.76</u>

Metropolitan Area Planning Agency  
Preliminary Aged Accounts Payable Report  
August 2024

Vendor Name	0-30	31-60	61-90	90+	Credits	Balance
Alfred Benesch & Co.	\$5,129.31	\$1,303.21	\$0.00	\$0.00	\$0.00	\$6,432.52
Black Hills Works Inc	\$0.00	\$0.00	\$47,592.67	\$0.00	\$0.00	\$47,592.67
Blackbaud	\$10,559.48	\$0.00	\$0.00	\$0.00	\$0.00	\$10,559.48
Bradley Grefe	\$66.99	\$0.00	\$0.00	\$0.00	\$0.00	\$66.99
Carlos Morales	\$81.07	\$0.00	\$0.00	\$0.00	\$0.00	\$81.07
Carol Vinton	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$70.00
City of Council Bluffs	\$0.00	\$0.00	\$13,078.00	\$0.00	\$0.00	\$13,078.00
City of Papillion	\$0.00	\$0.00	\$18,336.00	\$0.00	\$0.00	\$18,336.00
Council Bluffs Community School District	\$0.00	\$0.00	\$1,206.44	\$0.00	\$0.00	\$1,206.44
The Daily Record	\$56.67	\$0.00	\$0.00	\$0.00	\$0.00	\$56.67
Felsburg Holt & Ullevig	\$0.00	\$9,520.30	\$0.00	\$0.00	\$0.00	\$9,520.30
Florence Home for the Aged	\$0.00	\$0.00	\$13,667.00	\$0.00	\$0.00	\$13,667.00
The Hartford	\$0.00	\$0.00	\$159.00	\$0.00	\$0.00	\$159.00
HDR Engineering Inc.	\$7,331.60	\$8,043.69	\$254.70	\$0.00	\$0.00	\$15,629.99
Heartland Bike Share (ROAM)	\$51,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,000.00
High Street Consulting Group LLC	\$0.00	\$22,350.15	\$0.00	\$0.00	\$0.00	\$ 22,350.15
HiTouch Business Services LLC	\$200.81	\$0.00	\$0.00	\$0.00	\$0.00	\$200.81
Ideal Pure Water	\$176.80	\$0.00	\$0.00	\$0.00	\$0.00	\$176.80
Iowa State University	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Jim Boerner	\$0.00	\$77.05	\$0.00	\$0.00	\$0.00	\$77.05
Kissel, Kohout, E&S Associates LLC	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Landis, Evans and Partners, Inc.	\$0.00	\$0.00	\$7,269.57	\$0.00	\$0.00	\$7,269.57
Metro	\$7,494.58	\$0.00	\$0.00	\$0.00	\$0.00	\$7,494.58
New Cassel Inc.	\$0.00	\$0.00	\$16,356.97	\$0.00	\$0.00	\$16,356.97
Omaha Douglas Public Bldg.Comm	\$0.00	\$0.00	\$0.00	\$0.00	(\$7.00)	-\$7.00
Oracle America, Inc.	\$2,425.23	\$0.00	\$0.00	\$0.00	\$0.00	\$ 2,425.23
The 712 Initiative	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00
WSP USA INC	\$0.00	\$32,208.25	\$14,080.08	\$0.00	\$0.00	\$46,288.33
<b>Total Accounts Payable</b>	<b>\$84,522.54</b>	<b>\$73,502.65</b>	<b>\$141,070.43</b>	<b>\$0.00</b>	<b>(\$7.00)</b>	<b>\$299,088.62</b>

Metropolitan Area Planning Agency  
Preliminary Statement of Financial Position  
August 2024

Assets		Liabilities	
10-1000 Petty Cash	\$138.33	10-2000 Accounts Payable	\$299,088.62
10-1007 Gift Cards	\$100.00	10-2015 Credit Card Payable	\$1,798.51
10-1010 Cash - American National Bank	\$701,151.02	10-2100 Federal Withholding & FICA Payable	(\$507.83)
10-1030 Treasury Bills	\$821,976.48	10-2115 AFLAC W/H Payable	\$0.26
10-1040 NPAIT Investments General	\$3,473.89	10-2125 Dental Insurance W/H Payable	(\$1.75)
10-1043 NPAIT Investments Special Projects	\$1,418.48	10-2126 Life & Disability Insurance Payable	(\$967.21)
10-1045 NPAIT Investments Capital Reserve	\$1,573.66	10-2130 Flex W/H Payable	\$3,504.60
10-1057 NPAIT Fixed Term Investments	\$740,816.74	10-2132 Vision Insurance Payable	\$1.27
10-1100 Accounts Receivable	\$1,384,586.76	10-2135 Health Insurance Payable	(\$23.01)
10-1110 Due To/Due From Funds	(\$1,093,627.13)	10-2160 SUTA Tax	\$4.72
10-1140 Due from Employee	\$1,320.66	10-2210 Accrued Compensated Absences	\$311,914.12
10-1300 Prepaid Expenses	\$40,859.70	10-2220 Accrued Audit Fees	\$37,220.00
10-1310 Prepaid Insurance	\$14,131.30	10-2400 Deferred Revenue	\$6,000.00
11-1110 Due To/Due From Funds	\$7,344.74	13-2560 Capital Lease Payable	\$1,611.00
13-1190 Deposits	\$27,846.51	13-2570 Subscription Payable	\$1,929.41
13-1200 Furniture, Fixtures & Equipment	\$160,699.05	20-2550 <u>Long Term Payable-City of Blair</u>	<u>\$250,000.00</u>
13-1205 Vehicles	\$67,960.00	Total Liabilities	<u>\$911,572.71</u>
13-1210 Capital Lease	\$1,602.71		
13-1220 Less: Accumulated Depreciation	\$204,387.17		
13-1230 Subscription Asset	\$335.76		
13-1235 Less: Accumulated Subscription Amortization	\$335.76		
20-1020 Cash - ANB Foundation	\$129,120.20		
20-1027 Cash-Washington County- Savings - MAPA Foundaiton	\$429,126.23		
20-1060 NPAIT Investments Foundation	\$37,956.99		
20-1065 NPAIT Investments FD NDO	\$85,619.78		
20-1075 NPAIT Plattsmouth CDBG	\$105,758.85		
20-1085 NPAIT NAHTF-Dan Suites (Angel Share)	\$70,323.81		
20-1090 NPAIT BLAIR CDBG RLF	\$33,559.37		
20-1110 Due To/Due From Funds	\$86,282.39		
20-1435 Note Receivable - Con-Cret, LLC	\$399,523.67		
20-1440 Note Receivable - Sai Management II LLC - Working Capital	\$58,380.00		
20-1441 Note Receivable - Sai Management II LLC - Equipment, Hotel	\$97,626.00		
20-1501 Note Receivable NDED Housing	\$205,200.00		
20-1502 Note Receivable NIFA Housing	\$148,200.00		
20-1503 Note Receivable MAPA Housing	\$57,000.00		
20-1504 Note Receivable Blair Housing	\$148,200.00		
20-1505 Note Receivable Local Housing	\$11,400.00		
20-1510 Note Receivable - Angels Share, Inc.	\$336,000.00		
50-1110 Due To/Due From Funds	<u>\$1,000,000.00</u>		
Total Assets	<u>\$6,118,263.02</u>		
		Fund Balance	
		10-3000 Fund Balance Undesignated	\$1,138,822.31
		10-3010 Fund Balance Assigned	\$178,265.28
		10-3020 Fund Balance Committed	\$642,800.00
		11-3000 Fund Balance Undesignated	\$3,335.78
		11-3020 Fund Balance Committed	\$4,008.96
		13-3005 Invested in Capital Assets	\$24,271.88
		13-3007 Invested in Right to Use Assets	\$25,908.81
		20-3000 Fund Balance Undesignated	(\$257,643.88)
		20-3100 Fund Balance Restricted	\$2,446,921.17
		50-3020 <u>Fund Balance Committed</u>	<u>\$1,000,000.00</u>
		Total Fund Balance	<u>\$5,206,690.31</u>
		Total Liabilities and Fund Balance	<u>\$6,118,263.02</u>

Metropolitan Area Planning Agency  
Preliminary Statement of Revenues & Expenditures  
August 2024

	7.1.2024 - 7.31.2024		7.1.2024 - 6.30.2025		% to YTD Budget	Prior Year to Date	Increase/ (Decrease) YTD to PYTD	FY 2025 Final Budget
	Actual	Budget	Actual YTD	Budget YTD				
<b>Revenue</b>								
Federal and State Revenue								
Federal Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$17,947.00	-100.00%	\$6,462,970.00
State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,200.00	-100.00%	\$232,000.00
Subtotal Federal and State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,147.00	-100.00%	\$6,694,970.00
Local Government Revenue								
Local Revenue	\$0.00	\$0.00	\$297,095.00	\$302,793.00	98.12%	\$228,032.50	30.29%	\$605,586.00
TIP Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$180,000.00
Subtotal Local Government Revenue	\$0.00	\$0.00	\$297,095.00	\$302,793.00	98.12%	\$228,032.50	30.29%	\$785,586.00
Charges for Services								
MAPA Service Agreements	\$1,904.11	\$0.00	\$1,904.11	\$0.00	0.00%	\$0.00	0.00%	\$190,669.00
Aerial Photo Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$41,600.00
Subtotal Charges for Services	\$1,904.11	\$0.00	\$1,904.11	\$0.00	0.00%	\$0.00	0.00%	\$232,269.00
Forums Revenue								
Council of Officials Quarterly Meeting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$1,250.00
Council of Officials Annual Meeting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	(\$850.00)	-100.00%	\$2,500.00
Heartland 2050 Summit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$7,000.00
Heartland 2050 Speaker Series	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$3,000.00
Subtotal Forums Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	(\$850.00)	-100.00%	\$13,750.00
In-kind Revenue								
In-Kind Revenue	\$0.00	\$79,682.31	\$0.00	\$159,364.62	0.00%	\$1,076.61	-100.00%	\$956,226.00
Subtotal In-kind Revenue	\$0.00	\$79,682.31	\$0.00	\$159,364.62	0.00%	\$1,076.61	-100.00%	\$956,226.00
Investment Income								
Investment Earnings	\$15,148.97	\$8,333.33	\$32,026.82	\$16,666.66	192.16%	\$16,742.25	91.29%	\$100,000.00
Subtotal Investment Income	\$15,148.97	\$8,333.33	\$32,026.82	\$16,666.66	192.16%	\$16,742.25	91.29%	\$100,000.00
Miscellaneous Revenue								
Match Contributions	\$0.00	\$0.00	\$87,500.00	\$0.00	0.00%	\$0.00	0.00%	\$827,546.00
Site Visit Registration	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$25,000.00
Miscellaneous	\$1,349.60	\$0.00	\$2,732.75	\$0.00	0.00%	\$1,834.38	48.97%	\$0.00
Subtotal Miscellaneous Revenue	\$1,349.60	\$0.00	\$90,232.75	\$0.00	0.00%	\$1,834.38	48.97%	\$852,546.00
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00
<b>Total Revenue</b>	<b>\$18,402.68</b>	<b>\$88,015.64</b>	<b>\$421,258.68</b>	<b>\$478,824.28</b>	<b>87.98%</b>	<b>\$265,982.74</b>	<b>58.38%</b>	<b>\$9,635,347.00</b>

Metropolitan Area Planning Agency  
Preliminary Statement of Revenues & Expenditures  
August 2024

	7.1.2024 - 7.31.2024		7.1.2024 - 6.30.2025		% to YTD Budget	Prior Year to Date	Increase/ (Decrease) YTD to PYTD	FY 2025 Final Budget
	Actual	Budget	Actual YTD	Budget YTD				
<b>Expenses</b>								
Agency Operations								
MAPA Personnel								
Wages & Accrued Leave	\$139,439.24	\$157,948.83	\$472,992.07	\$621,569.16	76.10%	\$467,559.04	1.16%	\$2,447,351.00
Employee Benefits	\$50,441.37	\$56,048.97	\$98,604.19	\$112,097.94	87.96%	\$83,426.18	18.19%	\$698,354.00
Subtotal MAPA Personnel	\$189,880.61	\$213,997.80	\$571,596.26	\$733,667.10	77.91%	\$550,985.22	3.74%	\$3,145,705.00
MAPA Non-personnel								
Public Engagement & Forums	\$1,048.28	\$1,749.93	\$7,253.01	\$3,499.86	207.24%	\$6,310.57	14.93%	\$67,000.00
Office Expense	\$14,302.05	\$26,016.25	\$30,942.14	\$52,032.46	59.47%	\$19,817.80	56.13%	\$312,200.00
Capital Outlays	\$2,578.23	\$28,453.86	\$15,912.41	\$56,907.72	27.96%	\$0.00	0.00%	\$341,450.00
Travel	\$2,162.90	\$3,333.20	\$4,956.24	\$6,666.40	74.35%	\$11,923.24	-58.43%	\$40,000.00
Professional Development	\$2,534.25	\$5,958.09	\$14,318.84	\$11,916.18	120.16%	\$9,689.35	47.78%	\$74,500.00
Subtotal MAPA Non-personnel	\$22,625.71	\$65,511.33	\$73,382.64	\$131,022.62	56.01%	\$47,740.96	53.71%	\$835,150.00
<b>Total Agency Operations</b>	<b>\$212,506.32</b>	<b>\$279,509.13</b>	<b>\$644,978.90</b>	<b>\$864,689.72</b>	<b>74.59%</b>	<b>\$598,726.18</b>	<b>7.73%</b>	<b>\$3,980,855.00</b>
Procurement & Subawards								
Transportation Projects	\$63,460.91	\$401,907.08	\$145,328.82	\$803,814.16	18.08%	\$26,054.33	457.79%	\$5,717,737.00
Community Development Projects	\$0.00	\$0.00	\$6,000.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00
<b>Total Procurement &amp; Subawards</b>	<b>\$63,460.91</b>	<b>\$401,907.08</b>	<b>\$151,328.82</b>	<b>\$803,814.16</b>	<b>18.83%</b>	<b>\$26,054.33</b>	<b>480.82%</b>	<b>\$5,717,737.00</b>
Transfers Out	\$0.00	\$1,250.00	\$0.00	\$2,500.00	0.00%	\$0.00	0.00%	\$279,725.00
<b>Total Expenses</b>	<b>\$275,967.23</b>	<b>\$682,666.21</b>	<b>\$796,307.72</b>	<b>\$1,671,003.88</b>	<b>47.65%</b>	<b>\$624,780.51</b>	<b>27.45%</b>	<b>\$9,978,317.00</b>
<b>STRUCTURAL NET SURPLUS/(DEFICIT)</b>	<b>(\$257,564.55)</b>	<b>(\$594,650.57)</b>	<b>(\$375,049.04)</b>	<b>(\$1,192,179.60)</b>	<b>31.46%</b>	<b>(\$358,797.77)</b>	<b>4.53%</b>	<b>(\$342,970.00)</b>
Designated Cash Brought Forward								\$342,970.00
<b>ADJUSTED NET SURPLUS/(DEFICIT)</b>								<b>\$0.00</b>

MAPA Foundation  
Preliminary Statement of Revenues & Expenditures  
August 2024

		<u>Revolving Loan</u>		<u>Housing Activities</u>		<u>Metropolitan Area Motorist Assist</u>		<u>MAPA Foundation</u>		<u>Total</u>
		<u>Aug 1-31</u>	<u>Aug 1 - June 30</u>	<u>Aug 1-31</u>	<u>Aug 1 - June 30</u>	<u>Aug 1-31</u>	<u>Aug 1 - June 30</u>	<u>Aug 1-31</u>	<u>Aug 1 - June 30</u>	<u>Aug 1 - June 30</u>
Revenues										
20-4520	Investment Earnings	\$1,010.31	\$1,992.60	\$476.61	\$951.91	\$170.83	\$340.75	\$0.00	\$0.00	\$3,285.26
20-4540	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	\$1,500,000.00
<b>Total Revenues</b>		<b>\$1,010.31</b>	<b>\$1,992.60</b>	<b>\$476.61</b>	<b>\$951.91</b>	<b>\$170.83</b>	<b>\$340.75</b>	<b>\$150,000.00</b>	<b>\$150,000.00</b>	<b>\$1,503,285.26</b>
Expenses										
20-5700	Postage-MAPA Foundation	\$0.00	\$0.00	\$0.00	\$0.64	\$0.00	\$0.00	\$2.59	\$2.59	\$3.23
<b>Total Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2.59</b>	<b>\$2.59</b>	<b>\$3.23</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$1,010.31</b>	<b>\$1,992.60</b>	<b>\$476.61</b>	<b>\$951.27</b>	<b>\$170.83</b>	<b>\$340.75</b>	<b>\$149,997.41</b>	<b>\$149,997.41</b>	<b>\$1,503,282.03</b>

FY 2025 Anticipated Contracts

Project	Description	Funding Source(s)	RFP Release Date	Contract Approval	Total Project Cost (Estimate)	MAPA Lead
<b>TRANSPORTATION</b>						
Project	Description	Funding Source(s)	RFP Release Date	Contract Approval	Total Project Cost (Estimate)	MAPA Lead
Master Agreement for On-Call Services	Multi-use contract for delivering mini-grants and other planning projects.	STBG, PL, CMAQ	Fall 2024	Spring 2025	\$2,500,000	Court Barber
5310 Contracts	Multi-use contract for delivering mini-grants and other planning projects.	Sec. 5310	Fall 2024	Spring 2025	TBD	Court Barber
SS4A 712 Community Based Organization Public Outreach	SS4A Public outreach component	SS4A	NA	Fall 2024	TBD	Lindsey Button
SS4A One Omaha Community Based Organization Public Outreach	SS4A Public outreach component	SS4A	NA	Fall 2024	TBD	Lindsey Button
Master Agreement for On-Call Services - Travel Demand Model	Contract for delivering Travel Demand Model updates and scenario development.	MAPA PL	September 2024	December 2024	\$98,804	Jim Boerner
<b>COMMUNITY DEVELOPMENT</b>						
Project	Description	Funding Source(s)	Contract Approval	Total Project Cost (Estimate)	Total Project - All Sources	MAPA Lead
Regional Housing Market Value Analysis	Regional data analysis of real estate markets and the creation of a GIS tool for MAPA's six county region	Front Porch Investments	October 2024	\$150,000	150,000	Grant Anderson
		Funding Source(s)	Funding Source(s)			
		Regional Transportation Planning Funds (Federal)	MAPA PL			
		Regional Surface Transportation Block Grant (Federal)	MAPA STBG			
		US Department of Transportation (Federal)	USDOT			
		Congestion Management & Air Quality Funding (Federal)	CMAQ			
		Environmental Protection Agency (Federal)	EPA			
		Economic Development Administration (Federal)	EDA			
		Nebraska Environmental Trust (State)	NET			
		Hazard Mitigation Grant Program	HMGP			
		Iowa Flood Mitigation Fund	FMF			
		Community Development Block Grant	CDBG			



Finance Team  
Contract Payment Review

Vendor	Benesch	
PMT#	11	\$ 26,488.99
Date Received	10/2/24	
FC	10-16-24	BOD _____

Reviewer	Approving Initials	
<b>Elise</b>	10/7/24	EE
<b>Connie</b>	10/10/24	CW
<b>Natasha</b>		✓
<b>Amanda</b>	dm	10/10/24
<b>Matt</b>	N/A	

# Cost Breakdown Form

## for Actual Cost Plus Fixed Fee (CPFF) Agreements

Company Name:		Alfred Benesch & Company			
Project Location:		La Vista Active Mobility Plan			
Agreement #:	UK2304 ✓	Expiration Date:	12/31/2024 ✓		
Invoice #:	296676	Invoice Date:	10/2/2024		
% Work Completed:	69%				
Current Billing Period:	8/26/2024 ✓	thru	9/22/2024 ✓		
<b>Agreement #</b>	<b>UK2304 ✓</b>	<b>Direct Labor Costs</b>	<b>All Other Costs</b>	<b>Max Fixed Fee (Profit)</b>	<b>Total Contract Amount</b>
Budgeted:		\$25,909.41 ✓	\$65,797.80 ✓	\$8,106.11 ✓	\$99,813.32 ✓
			<b>This Period</b>	<b>Previously Billed</b>	<b>To Date</b>
<b>Direct Labor Costs</b>			✓ \$6,901.90	\$12,513.65 ✓	\$19,415.55 ✓
Overhead @ 165.26% ✓ of direct labor			\$11,406.08 ✓	\$20,680.05 ✓	\$32,086.13 ✓
Fixed Fee @ 11.60% ✓ of labor+overhead			\$2,123.73 ✓	\$3,850.48 ✓	\$5,974.21 ✓
FCCM @ 0.830% ✓ of direct labor			\$57.29 ✓	\$103.88 ✓	\$161.17 ✓
<b>Direct Costs (Non-Labor)</b>			\$0.00	\$0.00	\$0.00
<b>Outside Services (Subconsultants):</b>					
Name		Max Amount			
Big Muddy Workshop		21,759.58 ✓	\$0.00	\$11,077.40 ✓	\$11,077.40 ✓
			\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00
<b>Adjustments:</b>					
Overhead			\$0.00	\$0.00	\$0.00
Fixed Fee for profit			\$0.00	\$0.00	\$0.00
FCCM			(.01) \$0.00	\$0.00	(.01) \$0.00
Other:			\$0.00	\$0.00	\$0.00
<b>Total Amount DUE &gt;&gt;</b>			✓ <b>\$20,488.99</b>	✓ \$48,225.46	\$68,714.45
By submitting this form, Consultant certifies submitted costs are actual and allowed by contract.		Total Agreement Amount Remaining:		\$31,098.87	
		Total Fixed Fee Remaining:		\$2,131.90	
Signature (typed or signed name required):		Title:		Date:	
<i>Kathy Thibault</i>		Project Accounting Coordinator		10/2/2024	



Value Focused. Community Minded. Quality Driven.

Court Barber  
Omaha-Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, NE 68102-4328

October 02, 2024  
Project No: 0000-120824.00  
Invoice No: 296676

Project No. MAPA-77(69)  
Control No. 22897  
La Vista Active Mobility Plan  
Agreement No. UK2304

**Professional Services from August 26, 2024 to September 22, 2024**

Task 00002 Public Outreach & Presentations

**Professional Personnel**

	Hours	Rate	Amount	
Designer II				
Holst, Nathan	36.00 ✓	34.00	1,224.00 ✓	
McGill, Madeline	32.00 ✓	34.00	1,088.00 ✓	
Public Involvement Specialist I				
Lamb, Faith	7.00	35.50	248.50 ✓	
Totals	75.00 ✓		2,560.50	
<b>Total Labor</b>				<b>2,560.50 ✓</b>

**Additional Fees**

Overhead	165.26 % of 2,560.50		4,231.48 ✓	
Fixed Fee	11.60 % of 6,791.98		787.87 ✓	
FCCM	0.83 % of 2,560.50		21.25 ✓	
<b>Total Additional Fees</b>			<b>5,040.60</b>	<b>5,040.60 ✓</b>
			<b>Total this Task</b>	<b>\$7,601.10 ✓</b>

Task 00004 Plan Development

**Professional Personnel**

	Hours	Rate	Amount	
Sr Project Manager				
Keller, Christopher	12.00 ✓	60.70	728.40 ✓	
Mielke, Craig	16.00 ✓	67.00 ✓	1,072.00 ✓	
Royster, John	6.50 ✓	70.00 ✓	455.00 ✓	
Project Manager II				
Carpenter, Daniel	14.00 ✓	66.00 <i>OK</i>	924.00 ✓	
Designer II				
Holst, Nathan	7.00 ✓	34.00 ✓	238.00 ✓	
Najera, Gabriel	21.00 ✓	44.00 ✓	924.00 ✓	
Totals	76.50 ✓		4,341.40	
<b>Total Labor</b>				<b>4,341.40 ✓</b>

**Additional Fees**

Overhead	165.26 % of 4,341.40		7,174.60 ✓	
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Project	0000-120824.00	MAPA LaVista Active Mobility Plan	Invoice	296676
Fixed Fee		11.60 % of 11,516.00	1,335.86	✓
FCCM		0.83 % of 4,341.40	36.03	✓
<b>Total Additional Fees</b>			<b>8,546.49</b>	<b>8,546.49</b> ✓
			<b>Total this Task</b>	<b>\$12,887.89</b> ✓
<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings		20,488.99	48,225.46	68,714.45
Limit				99,813.32
Remaining				31,098.87
			<b>Total this Invoice</b>	<b>\$20,488.99</b> ✓

**Outstanding Invoices**

Number	Date	Balance
290015	8/5/2024	1,303.21 ✓
293252	9/5/2024	5,129.31 ✓
<b>Total</b>		<b>6,432.52</b>

<b>MAPA Expense Authorization Voucher</b>	
Date <u>9-22-24</u>	Amt. <u>\$ 20,488.99</u> ✓
Project <u>27000-60</u>	✓
Account <u>10-5430</u>	✓
Grant <u>23NDOT20</u>	✓
Acctg. Dir. <u><i>[Signature]</i></u>	
Exec. Dir. _____	
Treasurer _____	

Match 20%

10-3000 (4,097.80) ✓

10-3010 \$ 4,097.80 ✓



# Billing Backup

Wednesday, October 2, 2024

Benesch

Invoice 296676 Dated 10/2/2024

1:52:28 PM

Task 00002 Public Outreach & Presentations

## Professional Personnel

			Hours	Rate	Amount	
Designer II						
21093	Holst, Nathan <b>NEW</b>	9/13/2024	8.00	34.00	272.00	
21093	Holst, Nathan	9/16/2024	8.00	34.00	272.00	
21093	Holst, Nathan	9/17/2024	8.00	34.00	272.00	
21093	Holst, Nathan	9/18/2024	8.00	34.00	272.00	
21093	Holst, Nathan	9/19/2024	4.00	34.00	136.00	
21088	McGill, Madeline <b>NEW</b>	8/29/2024	1.00	34.00	34.00	
21088	McGill, Madeline	8/30/2024	3.00	34.00	102.00	
21088	McGill, Madeline	9/3/2024	5.00	34.00	170.00	
21088	McGill, Madeline	9/4/2024	8.00	34.00	272.00	
21088	McGill, Madeline	9/12/2024	1.00	34.00	34.00	
21088	McGill, Madeline	9/13/2024	3.00	34.00	102.00	
21088	McGill, Madeline	9/16/2024	8.00	34.00	272.00	
21088	McGill, Madeline	9/17/2024	3.00	34.00	102.00	
Public Involvement Specialist I						
20520	Lamb, Faith <b>NEW</b>	9/18/2024	1.00	35.50	35.50	
20520	Lamb, Faith	9/19/2024	3.00	35.50	106.50	
20520	Lamb, Faith	9/20/2024	3.00	35.50	106.50	
Totals			75.00 ✓		2,560.50	
<b>Total Labor</b>						<b>2,560.50</b>
					<b>Total this Task</b>	<b>\$2,560.50</b>

*New staff  
ok per Court*

Task 00004 Plan Development

## Professional Personnel

			Hours	Rate	Amount	
Sr Project Manager						
20232	Keller, Christopher	9/3/2024	2.00	60.70 ✓	121.40	
20232	Keller, Christopher	9/5/2024	2.00	60.70	121.40	
20232	Keller, Christopher	9/6/2024	4.00	60.70	242.80	
20232	Keller, Christopher	9/9/2024	3.00	60.70	182.10	
20232	Keller, Christopher	9/10/2024	1.00	60.70	60.70	
02968	Mielke, Craig	8/29/2024	2.00	67.00 ✓	134.00	
02968	Mielke, Craig	8/30/2024	2.00	67.00	134.00	
02968	Mielke, Craig	9/3/2024	1.00	67.00	67.00	
02968	Mielke, Craig	9/4/2024	1.00	67.00	67.00	
02968	Mielke, Craig	9/5/2024	2.00	67.00	134.00	
02968	Mielke, Craig	9/6/2024	2.00	67.00	134.00	
02968	Mielke, Craig	9/11/2024	3.00	67.00	201.00	
02968	Mielke, Craig	9/13/2024	1.00	67.00	67.00	
02968	Mielke, Craig	9/17/2024	2.00	67.00	134.00	
21094	Royster, John	9/13/2024	1.50	70.00 ✓	105.00	
21094	Royster, John	9/16/2024	3.50	70.00	245.00	

Project	0000-120824.00	MAPA LaVista Active Mobility Plan			Invoice	296676
21094	Royster, John	9/17/2024	1.00	70.00	70.00	
21094	Royster, John	9/19/2024	.50	70.00	35.00	
Project Manager II						
21099	Carpenter, Daniel	<i>NEW</i> 9/4/2024	1.00	66.00	66.00	<i>ok per court</i>
21099	Carpenter, Daniel	9/5/2024	2.00	66.00	132.00	
21099	Carpenter, Daniel	9/6/2024	4.00	66.00	264.00	
21099	Carpenter, Daniel	9/9/2024	1.00	66.00	66.00	
21099	Carpenter, Daniel	9/10/2024	2.00	66.00	132.00	
21099	Carpenter, Daniel	9/12/2024	2.00	66.00	132.00	
21099	Carpenter, Daniel	9/16/2024	2.00	66.00	132.00	
Designer II						
21093	Holst, Nathan	9/10/2024	2.00	34.00	68.00	
21093	Holst, Nathan	9/11/2024	3.00	34.00	102.00	
21093	Holst, Nathan	9/12/2024	2.00	34.00	68.00	
12003	Najera, Gabriel	9/5/2024	1.00	44.00 ✓	44.00	
12003	Najera, Gabriel	9/6/2024	5.00	44.00	220.00	
12003	Najera, Gabriel	9/9/2024	6.00	44.00	264.00	
12003	Najera, Gabriel	9/10/2024	7.00	44.00	308.00	
12003	Najera, Gabriel	9/11/2024	1.00	44.00	44.00	
12003	Najera, Gabriel	9/16/2024	1.00	44.00	44.00	
Totals			76.50 ✓		4,341.40	
<b>Total Labor</b>						<b>4,341.40</b>
					<b>Total this Task</b>	<b>\$4,341.40</b>
					<b>Total this Project</b>	<b>\$6,901.90</b>
					<b>Total this Report</b>	<b>\$6,901.90</b>



Court Barber <cbarber@mapacog.org>

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## CN 22897 La Vista Active Mobility Plan - Benesch Invoice 296676

1 message

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Mielke, Craig <CMielke@benesch.com>

Fri, Oct 4, 2024 at 10:56 AM

To: Court Barber <cbarber@mapacog.org>, Lindsey Button <lbutton@mapacog.org>

Court and Lindsey,

Please see the attached invoice for the La Vista Active Mobility Plan, dated 10/2/24. If you have any questions, please reach out.

You will notice a few additional names on this invoice, and you will also notice that it is a larger invoice than others recently, but that's because we've been up to a lot lately!! Here's a summary of what's been going on.

First, we have been developing the **10 proposals** (conceptual design, costs, etc...) and **met with the City on September 11<sup>th</sup>** to review them. Based on their input, we revised and combined some of them going forward. We also developed some graphics to illustrate them for the public and City leadership. We also met with and discussed with the City the Phasing for all projects. There are a few projects that the City would like to get ready to submit for TAP funding yet this year, and I think you'll be excited to see them!

We also worked a lot this month on **preparing for and holding the Public Open House on September 26<sup>th</sup>** (last week). I've already shared the first wave of comments/results from that meeting. The open house will be **online until October 14<sup>th</sup>**, so please be sure to visit the website and share it around, so we can garner additional input from the public.  
<https://www.cityoflavista.org/2311/Active-Mobility-Plan---FEEDBACK>

The City will be holding a "Let's Talk, La Vista" event on October 12<sup>th</sup> where they will have the boards available to talk with residents in person as well. I will not be attending this event.

Our **upcoming efforts** are focused on **finalizing the proposals** and costs estimates and **preparing the final report**. Our intent is to have the "Draft Report" available for the City planning staff to review in early November, and then we intend to present the revised Draft Report to Planning Commission and City Council in early and mid-December.

Cale and I have discussed the presentations to the Commission and Council as a way for them to see the "Draft Report" and ask questions, as well as to then have time AFTER the presentations to consider the recommendations. We could then make edits to the report throughout and through the end of December, and then Cale would take the "Final Report" back to them in January sometime for their actual approval or adoption. We wouldn't have to be present for this then. This approach would give us a little more breathing/editing room and would give the Commission and Council a chance to read and ask questions, without having to approve it "on the spot" as it were.

Anyway, please share the website so we can get more feedback and then let me know if you have any issues with the invoice. I didn't update the budget summary to move the Big Muddy Workshop fees yet, as we haven't heard back from NDOT officially. You can see though that we have plenty in their column to cover the overage in the Public Outreach Task 2.

Craig



## Craig Mielke, PWS

Senior Project Manager | Associate

[cmielke@benesch.com](mailto:cmielke@benesch.com)

direct: 402-590-8209 mobile: 402-850-9753 office: 402-333-5792

4530 Maass Road, Suite 240, Bellevue, NE 68133



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**00120824.00-Inv296676.pdf**  
368K

Date	Invoice Total	Expenses	Task 1 Project Management	Task 2 Public Outreach	Task 3 Existing Conditions	Task 4 Develop the Plan	Big Muddy Workshop
1/2/2024	267961	\$ 1,350.71	\$ 1,350.71				
1/26/2024	270246	\$ 3,272.14	\$ 783.71		\$ 2,488.43		
2/27/2024	273895	\$ 4,734.02	\$ 1,591.17		\$ 1,125.11		\$ 2,017.74
3/27/2024	276925	\$ 6,638.65	\$ 994.48	\$ 2,158.63			\$ 3,485.54
4/24/2024	279726	\$ 10,075.13	\$ 1,591.17	\$ 4,767.58			\$ 3,716.38
5/23/2024	283180	\$ 3,823.42	\$ 1,193.39	\$ 1,202.28	\$ 1,427.75		
7/3/2024	286847	\$ 8,935.33	\$ 1,255.72		\$ 3,143.15	\$ 4,536.46	
7/10/2024	287919	\$ 2,963.54	\$ 198.90		\$ 509.11	\$ 397.79	\$ 1,857.74
8/5/2024	290015	\$ 1,303.21	\$ 198.90		\$ 180.19	\$ 924.12	
9/5/2024	293252	\$ 5,129.31	\$ 198.90			\$ 4,930.41	
10/2/2024		\$ 20,488.99		\$ 7,601.10		\$ 12,887.89	
		\$ -					
		\$ -					
<b>Total Spent</b>	✓ \$ 68,714.45	\$ -	\$ 9,357.05	\$ 15,729.59	\$ 8,873.74	\$ 23,676.67	\$ 11,077.40
<b>BUDGET</b>	✓ \$ 99,813.32	\$ 155.69	\$ 11,450.03	\$ 6,110.77	\$ 10,722.80	\$ 49,614.45	\$ 21,759.58
<b>% Spent</b>	69%	0%	82%	257%	83%	48%	51%
<b>Remaining</b>	✓ \$ 31,098.87	\$ 155.69	\$ 2,092.98	\$ (9,618.82)	\$ 1,849.06	\$ 25,937.78	\$ 10,682.18



October 2, 2024

Court Barber  
 Associate Planner  
 Omaha – Council Bluffs Metropolitan Area Planning Agency  
 2222 Cuming Street  
 Omaha, NE 68102

RE: **City of LaVista Active Mobility Plan  
 Progress Report**  
 Benesch Project No. 00120824.00  
 MAPA-77(69)  
 Benesch Invoice No. **296676**

Dear Court:

Enclosed you will find Invoice No. **296676** in the amount of **\$20,488.99** for the period of **August 26, 2024 through September 22, 2024** as described below. If you have questions, please do not hesitate to contact us.

Task	Description	Work Completed this period
1	<b>Project Management &amp; Administration</b>	Limited coordination with LaVista and MAPA and internal staff.
2	<b>Public Outreach &amp; Presentations</b>	Preparing for Public Hearing September 26. Prepared boards, comment forms, and other materials for the open house and digital forum to follow.
3	<b>Existing Conditions Inventory &amp; Analysis</b>	None this period.
4	<b>Develop the Plan</b>	Development of conceptual level project proposals and proposals for the plan. Met with City to review

**Upcoming Tasks/Effort/Meetings**

- Public Meeting (Open House September 26)
- Refine proposals (10-12 projects) with more details (costs, concepts, pros/cons, benefits, etc...)
- Develop the final plan for review by the City

**Items of Concern/Out of Scope/Needed from MAPA**

- None at this time.

**Summary of Budget and Percent Complete:**

- See the attached Invoice/Task Summary Sheet
- Budget amounts will be adjusted to address shifting compensation from Big Muddy to Benesch

Sincerely,



Craig Mielke  
Project Manager

Enclosure(s): Benesch Invoice **296676**

Please submit invoices to:

Alfred Benesch & Company  
825 M Street, Suite 100  
Lincoln, NE 68508

Paid by **MAPA**

Benesch & Company	Project				Existing Conditions		Labor & Rates	Other Direct Expenses:		Total Labor & Other
	Management & Administration	Public Outreach & Presentations	Inventory & Analysis	Develop the Plan	Printing	Mileage/Travel				
PR	\$ 88.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
PM	\$ 73.00	37 \$ 2,701.00	\$ -	\$ -	\$ -	\$ -	\$ 2,701.00			
ENG	\$ 53.75	8 \$ 430.00	21 \$ 1,128.75	32 \$ 1,720.00	42 \$ 2,257.50	\$ -	\$ 5,536.25			
PLNR	\$ 60.16	12 \$ 721.92	16 \$ 962.56	32 \$ 1,925.12	216 \$ 12,994.56	\$ -	\$ 16,604.16			
ENV	\$ 63.00	\$ -	\$ -	\$ -	16 \$ 1,008.00	\$ -	\$ 1,008.00			
PI	\$ 33.50	\$ -	\$ -	\$ -	0 \$ -	\$ -	\$ -			
DT	\$ 33.00	\$ -	\$ -	\$ -	0 \$ -	\$ -	\$ -			
ADM	\$ 30.00	\$ -	\$ -	\$ -	2 \$ 60.00	\$ -	\$ 60.00			
Subtotal		57 \$ 3,852.92	37 \$ 2,091.31	64 \$ 3,645.12	276 \$ 16,320.06	\$ -	\$ 25,909.41			
Overhead	169.71%	\$ 6,538.79	\$ 3,549.16	\$ 6,186.13	\$ 27,696.77	\$ -	\$ 43,970.86			
FCCM	0.26%	\$ 10.02	\$ 5.44	\$ 9.48	\$ 42.43	\$ -	\$ 67.36			
Fixed Fee	11.60%	\$ 1,205.44	\$ 654.29	\$ 1,140.43	\$ 5,105.95	\$ -	\$ 8,106.11			
<b>Budget</b>		\$ 11,607.17	\$ 6,300.20	\$ 10,981.16	\$ 49,165.22	\$ -	\$ 78,053.75	\$ -		\$ 78,053.75

Big Muddy Workshop	Task 1	Task 2	Task 3	Task 4	Total	Printing	Mileage/Travel	Total
PR	\$ 58.18	26 \$ 1,512.68	36 \$ 2,094.48	\$ -	\$ -	\$ -	\$ -	\$ 3,607.16
PM	\$ 59.71	16 \$ 955.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955.36
ILA	\$ 30.52	\$ -	5 \$ 152.60	\$ -	\$ -	\$ -	\$ -	\$ 152.60
PLNR	\$ 38.35	\$ -	15 \$ 575.25	\$ -	\$ -	\$ -	\$ -	\$ 575.25
Subtotal		42 \$ 2,468.04	56 \$ 2,822.33	0 \$ -	0 \$ -	\$ -	\$ -	\$ 5,290.37
Overhead	262.10%	\$ 6,468.73	\$ 7,397.33	\$ -	\$ -	\$ -	\$ -	\$ 13,866.06
Fixed Fee	11.60%	\$ 1,036.67	\$ 1,185.48	\$ -	\$ -	\$ -	\$ -	\$ 2,222.15
<b>Budget</b>		\$ 9,973.44	\$ 11,405.14	\$ -	\$ -	\$ -	\$ 250.00	\$ 21,759.58

<b>Combined Budget</b>	\$ 21,580.61	\$ 17,705.34	\$ 10,981.16	\$ 49,165.22	\$ 99,432.32	\$ 250.00	\$ 131.00	\$ 99,813.32
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Billings	Task 1	Task 2	Task 3	Task 4	Total	Printing	Mileage/Travel	Total
Payment 1	Inv. #							
Benesch & Co.	267961	\$ 1,350.71			\$ 1,350.71			\$ 1,350.71
Big Muddy W.					\$ -			\$ -
Payment 2								
Benesch & Co.	270246	\$ 783.71	\$ 2,488.43		\$ 3,272.14			\$ 3,272.14
Big Muddy W.					\$ -			\$ -
Payment 3								
Benesch & Co.	273895	\$ 1,591.17	\$ 1,125.11		\$ 2,716.28			\$ 2,716.28
Big Muddy W.	6243	\$ 2,001.36			\$ 2,001.36		\$ 16.38	\$ 2,017.74
Payment 4								
Benesch & Co.	276925	\$ 994.48	\$ 2,158.63		\$ 3,153.11			\$ 3,153.11
Big Muddy W.	6257	\$ 584.82	\$ 2,893.51		\$ 3,478.33		\$ 7.21	\$ 3,485.54
Payment 5								
Benesch & Co.	279726	\$ 1,591.17	\$ 4,767.58		\$ 6,358.75			\$ 6,358.75
Big Muddy W.	6271	\$ 3,667.77			\$ 3,667.77	\$ 41.40	\$ 7.21	\$ 3,716.38
Payment 6								
Benesch & Co.	283180	\$ 1,193.39	\$ 1,202.28	\$ 1,427.75	\$ 3,823.42			\$ 3,823.42
Big Muddy W.					\$ -			\$ -
Payment 7								
Benesch & Co.	286847	\$ 1,255.72	\$ 3,143.15	\$ 4,536.46	\$ 8,935.33			\$ 8,935.33
Big Muddy W.					\$ -			\$ -
Payment 8								
Benesch & Co.	287919	\$ 198.90	\$ 509.11	\$ 397.79	\$ 1,105.80			\$ 1,105.80
Big Muddy W.	6287	\$ 1,354.76	\$ 470.21		\$ 1,824.97		\$ 32.77	\$ 1,857.74
Payment 9								
Benesch & Co.	290015	\$ 198.90	\$ 180.19	\$ 924.12	\$ 1,303.21			\$ 1,303.21
Big Muddy W.					\$ -			\$ -
Payment 10								
Benesch & Co.	293252	\$ 198.90		\$ 4,930.41	\$ 5,129.31			\$ 5,129.31
Big Muddy W.					\$ -			\$ -
Payment 11								
Benesch & Co.	296676	\$ 7,601.10		\$ 12,887.89	\$ 20,488.99			\$ 20,488.99
Big Muddy W.					\$ -			\$ -
Payment 12								
Benesch & Co.								
Big Muddy W.								
Payment 13								
Benesch & Co.								
Big Muddy W.								
Payment 14								
Benesch & Co.								
Big Muddy W.								
Subtotals:								
Benesch & Co.	\$ 16,958.15	\$ 8,128.49	\$ 8,873.74	\$ 23,676.67	\$ 37,148.06	\$ -	\$ -	\$ 57,637.05
Big Muddy W.	\$ 3,940.94	\$ 7,031.49	\$ -	\$ -	\$ 10,972.43	\$ 41.40	\$ 63.57	\$ 11,077.40
<b>Total Billed</b>	\$ 20,899.09	\$ 15,159.98	\$ 8,873.74	\$ 23,676.67	\$ 48,120.49	\$ 41.40	\$ 63.57	\$ 68,714.45

Remaining Budget	Task 1	Task 2	Task 3	Task 4	Total	Printing	Mileage/Travel	Total
Benesch & Co.	\$ (5,350.98)	\$ (1,828.29)	\$ 2,107.42	\$ 25,488.55	\$ 20,416.70	\$ -	\$ -	\$ 20,416.70
Big Muddy W.	\$ 6,032.50	\$ 4,373.65	\$ -	\$ -	\$ 10,406.15	\$ 208.60	\$ 67.43	\$ 10,682.18
<b>Total</b>	\$ 681.52	\$ 2,545.36	\$ 2,107.42	\$ 25,488.55	\$ 30,822.84	\$ 208.60	\$ 67.43	\$ 31,098.87

Finance Team  
Contract Payment Review

Vendor	FHU	
PMT#	2	\$21,019.07
Date Received	9/25/24	
FC	10-16-24	BOD _____

Reviewer	Approving Initials
<b>Elise</b>	10/7/24 EE
<b>Connie</b>	10/10/24 CV
<b>Natasha</b>	✓
<b>Amanda</b>	AM 10/11/24
<b>Matt</b>	

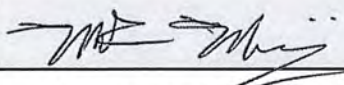
10/11/24  
 10/11/24  
 10/11/24

# Cost Breakdown Form

## for Actual Cost Plus Fixed Fee (CPFF) Agreements

Company Name:	Felsburg Holt & Ullevig		
1. Control No.:	n/a	Project No.:	n/a
Project Location:	Council Bluffs, Iowa		
Agreement No.:	25902200001 ✓	2. Expiration Date:	6/30/2026 ✓
Invoice No.:	42564	Invoice Date:	9/24/2024
% Work Completed:	7%		
Current Billing Period:	8/1/2024 ✓	thru	8/31/2024 ✓

AGR # 25902200001 Amount thru sup # 000	3. Direct Labor Costs	3. All Other Costs	Max Fixed Fee (Profit)	Total Contract Amount
	\$70,310.53 ✓	\$341,518.71 ✓	\$24,901.60 ✓	\$436,730.84 ✓
		Amount		
		This Period	Previously Billed	To Date
Direct Labor Costs		\$4,987.38 ✓	\$2,914.24 ✓	\$7,901.62
Overhead @ 190.30% ✓ of direct labor		\$9,490.98 ✓	\$5,545.80 ✓	\$15,036.78
Fixed Fee @ 12.20% ✓ of labor+overhead		\$1,766.36 ✓	\$1,032.12 ✓	\$2,798.48
FCCM @ of direct labor		\$0.00	\$0.00	
Direct Costs (Non-Labor)		\$24.12 ✓	\$28.14 ✓	\$52.26
Outside Services (Subconsultants):				
Name	Max Amount			
HG Consult, Inc.	\$90,324.24 ✓	\$3,550.45 ✓	\$0.00	\$3,550.45 ✓
Boothe Transit Consulting	\$57,556.34 ✓		\$0.00	
Benesch	\$55,620.79 ✓	\$1,199.78 ✓	\$0.00	\$1,199.78 ✓
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
Comments:			\$0.00	
			\$0.00	
Adjustments:				
Overhead				
Fixed Fee for profit			\$0.00	
FCCM			\$0.00	
Other:			\$0.00	
<b>Total Amount DUE &gt;&gt;</b>		<b>\$21,019.07 ✓</b>	<b>\$9,520.30 ✓</b>	<b>\$30,539.37 ✓</b>

By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract.		Total Agreement Amount Remaining:	\$406,191.47 ✓
		Total Fixed Fee Remaining:	\$22,103.12 ✓
Signature (typed or signed name required):	Title:	Date:	
	Principal	9/24/2024	
Consultant's email contact for invoice-related questions: <a href="mailto:accounting@fhueng.com">accounting@fhueng.com</a>			



James Boerner &lt;jboerner@mapacog.org&gt;

---

**FHU Invoice 122606-02-42564**

1 message

**Accounting** <Accounting@fhueng.com>

Wed, Sep 25, 2024 at 10:16 AM

To: jboerner &lt;jboerner@mapacog.org&gt;, Court Barber &lt;cbarber@mapacog.org&gt;

Cc: Mark Meisinger &lt;Mark.Meisinger@fhueng.com&gt;, Greg Youell &lt;Greg.Youell@fhueng.com&gt;

Please find attached FHU's invoice and progress report for MAPA Project 25902200001, Council Bluffs 1st Ave Multimodal PEL Phase 2 services, provided through August 2024. Please feel free to contact us with any questions regarding this submittal.

**Please remit payment to:**

Felsburg Holt &amp; Ullevig

Dept 1539, PO Box 30106

Salt Lake City, UT 84130-0106

Thank you for your business,

**JENNIE SUTTON**

Accounting Specialist

**Office:** 402.438.7530

200 S. 21st Street, Suite 250, Lincoln, NE 68510

**Connect:** [www.fhueng.com](http://www.fhueng.com) | [LinkedIn](#) | [Instagram](#)

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 **122606-02-42564 092524.pdf**  
3072K





MAPA Expense Authorization Voucher

Date 8-31-24 Amt. \$ 21,019.07  
 Project 22000-90  
 Account 10-5430  
 Grant 161170701  
 Acctg. Dir. \_\_\_\_\_  
 Exec. Dir. \_\_\_\_\_  
 Treasurer \_\_\_\_\_

**Please Remit to:**  
 Dept 1539, PO Box 30106  
 Salt Lake City, UT 84130-0106  
 phone: 303.721.1440  
 email: accounting@fhueng.com

**INVOICE**

Jim Boerner  
 Transportation Planner  
 Metropolitan Area Planning Agency Omaha Council Bluffs  
 2222 Cuming St  
 Omaha, NE 68102

September 24, 2024  
 Project No: 122606-02  
 Invoice No: 42564

Project 122606-02 CB 1st Ave Multimodal PEL Phase 2  
 MAPA Contract No. 25902200001  
 Fixed Fee Maximum \$24,901.60  
 Total Contract Amount \$436,730.84  
 Contract End Date 6/30/2026

**Professional Services for the Period: August 01, 2024 to August 31, 2024**

Phase 01 Project Management

**Professional Personnel**

	Hours	Rate	Amount
Principal II			
Meisinger, Mark	4.50 ✓	93.75 ✓	421.88 ✓
Engineer I			
Weiss, Peyton	9.00 ✓	36.06 ✓	324.54 ✓
Sr Transportation Planner			
Miller, Eric	1.00 ✓	67.79 ✓	67.79 ✓
Youell, Greg	4.75 ✓	66.35 ✓	315.16 ✓
Transportation Planner III			
Montenegro, Sebastian	1.00 ✓	41.83 ✓	41.83 ✓
Accounting Specialist			
Sutton, Jennie	1.00 ✓	32.75 ✓	32.75 ✓
Labor	21.25 ✓		1,203.95 ✓
<b>Total Labor</b>		<b>2.903 times</b>	<b>1,203.95</b>

**3,495.07 ✓**

**Fixed Fee**

12.20% of Labor	12.20 % of 3,495.07	426.40	
<b>Total Fixed Fee</b>		<b>426.40</b>	<b>426.40 ✓</b>

**Contract Limits**

	Current	Prior	To-Date
Total Billings	3,921.47	3,892.08	7,813.55
Contract Maximum			24,648.88
Remaining Contract			16,835.33

**Phase Sub-Total \$3,921.47**

Phase 02 Public Outreach and Presentations

**Professional Personnel**

	Hours	Rate	Amount
Principal II			
Meisinger, Mark	3.50 ✓	93.75 ✓	328.13 ✓
Engineer I			
Weiss, Peyton	.50 ✓	36.06 ✓	18.03 ✓
Sr Transportation Planner			
Youell, Greg	22.50 ✓	66.35 ✓	1,492.88 ✓



Project	122606-02	CB 1st Ave Multimodal PEL Phase 2	Invoice	42564
Transportation Planner I				
Al Hajri, Nabhan	6.75 ✓	34.62 ✓	233.69 ✓	
Community Engagement Specialist				
Howland, Drew	7.25 ✓	34.00 ✓	246.50 ✓	
Community Engagement Manager				
Denning, Amanda	.25 ✓	47.36 ✓	11.84 ✓	
Graphic Design I				
Mayer, Molly	6.00 ✓	27.00 ✓	162.00 ✓	
Labor	46.75 ✓		2,493.07 ✓	
<b>Total Labor</b>		<b>2.903 times</b>	<b>2,493.07 ✓</b>	<b>7,237.38 ✓</b>
<b>Fixed Fee</b>				
12.20% of Labor		12.20 % of 7,237.38	882.96	
<b>Total Fixed Fee</b>			<b>882.96</b>	<b>882.96 ✓</b>
<b>Contract Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings		8,120.34	4,214.15	12,334.49
Contract Maximum				60,700.10
Remaining Contract				48,365.61
			<b>Phase Sub-Total</b>	<b>\$8,120.34 ✓</b>

Phase 04 Develop the Study

**Professional Personnel**

	Hours	Rate	Amount	
Principal II				
Meisinger, Mark	1.25 ✓	93.75 ✓	117.19 ✓	
Sr Transportation Planner				
Miller, Eric	5.00 ✓	67.79 ✓	338.95 ✓	
Youell, Greg	4.50 ✓	66.35 ✓	298.58 ✓	
Transportation Planner III				
Montenegro, Sebastian	10.25 ✓	41.83 ✓	428.76 ✓	
Labor	21.00 ✓		1,183.48 ✓	
<b>Total Labor</b>		<b>2.903 times</b>	<b>1,183.48 ✓</b>	<b>3,435.64 ✓</b>
<b>Fixed Fee</b>				
12.20% of Labor		12.20 % of 3,435.64	419.15	
<b>Total Fixed Fee</b>			<b>419.15</b>	<b>419.15 ✓</b>
<b>Contract Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings		3,854.79	1,385.93	5,240.72
Contract Maximum				136,809.69
Remaining Contract				131,568.97
			<b>Phase Sub-Total</b>	<b>\$3,854.79 ✓</b>

Phase 05 Deliverables

**Professional Personnel**

	Hours	Rate	Amount	
Principal II				
Meisinger, Mark	.50 ✓	93.75 ✓	46.88 ✓	
Intern I				
Daake, Colten ✓	2.50 ✓	24.00 ✓	60.00 ✓	
Labor	3.00 ✓		106.88 ✓	
<b>Total Labor</b>		<b>2.903 times</b>	<b>106.88 ✓</b>	<b>310.27 ✓</b>
<b>Fixed Fee</b>				
12.20% of Labor		12.20 % of 310.27	37.85	
<b>Total Fixed Fee</b>			<b>37.85</b>	<b>37.85 ✓</b>

<b>Contract Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	348.12	0.00	348.12	
Contract Maximum			6,854.40	
Remaining Contract			6,506.28	
			<b>Phase Sub-Total</b>	<b>\$348.12</b>

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Phase	ODC	Direct Expenses
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<b>Reimbursable Expenses</b>				
Mileage	8/6/2024	Youell, Greg	Mileage_project meeting	24.12
<b>Total Reimbursables</b>				<b>24.12</b>

<b>Contract Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	24.12	28.14	52.26	
Contract Maximum			4,216.40	
Remaining Contract			4,164.14	
			<b>Phase Sub-Total</b>	<b>\$24.12</b>

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Phase	S1	Benesch
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<b>Subconsultants</b>				
Alfred Benesch & Company	8/31/2024	Alfred Benesch & Company	Professional Svcs 7/1/24-8/25/24	1,199.78
<b>Total Subconsultants</b>				<b>1,199.78</b>

<b>Contract Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	1,199.78	0.00	1,199.78	
Contract Maximum			55,620.79	
Remaining Contract			54,421.01	
			<b>Phase Sub-Total</b>	<b>\$1,199.78</b>

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Phase	S2	Hg Consult
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<b>Subconsultants</b>				
HG Consult, Inc	8/31/2024	HG Consult, Inc	Professional Svcs 7/1/24-8/25/24	3,550.45
<b>Total Subconsultants</b>				<b>3,550.45</b>

<b>Contract Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	3,550.45	0.00	3,550.45	
Contract Maximum			90,324.24	
Remaining Contract			86,773.79	
			<b>Phase Sub-Total</b>	<b>\$3,550.45</b>

**TOTAL AMOUNT DUE                    \$21,019.07**

**Billed-To-Date Summary**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	14,478.36	8,460.04	22,938.40
Subconsultant	4,750.23	0.00	4,750.23
Expense	24.12	28.14	52.26
Fixed Fee	1,766.36	1,032.12	2,798.48
<b>Totals</b>	<b>21,019.07</b>	<b>9,520.30</b>	<b>30,539.37</b>

# Billing Backup

Wednesday, September 18, 2024

Felsburg Holt & Ullevig

Invoice 42564 Dated 9/24/2024

9:43:02 AM

Project 122606-02 CB 1st Ave Multimodal PEL Phase 2

Phase 01 Project Management

## Professional Personnel

			Hours	Rate	Amount
<b>Principal II</b>					
5 - Meisinger, Mark	8/1/2024		1.00	93.75 ✓	93.75
5 - Meisinger, Mark	8/2/2024		.50	93.75	46.88
5 - Meisinger, Mark	8/5/2024		.50	93.75	46.88
5 - Meisinger, Mark	8/7/2024		.25	93.75	23.44
5 - Meisinger, Mark	8/13/2024		1.00	93.75	93.75
5 - Meisinger, Mark	8/16/2024		.50	93.75	46.88
5 - Meisinger, Mark	8/19/2024		.25	93.75	23.42
5 - Meisinger, Mark	8/21/2024		.25	93.75	23.44
5 - Meisinger, Mark	8/22/2024		.25	93.75	23.44
<b>Engineer I</b>					
28 - Weiss, Peyton	8/1/2024		1.00	36.06 ✓	36.06
28 - Weiss, Peyton	8/5/2024		2.00	36.06	72.12
28 - Weiss, Peyton	8/6/2024		4.00	36.06	144.24
28 - Weiss, Peyton	8/7/2024		2.00	36.06	72.12
<b>Sr Transportation Planner</b>					
40 - Miller, Eric	8/1/2024		1.00	67.79 ✓	67.79
40 - Youell, Greg	8/1/2024		1.50	66.35 ✓	99.53
40 - Youell, Greg	8/2/2024		.50	66.35	33.18
40 - Youell, Greg	8/5/2024		.25	66.35	16.59
40 - Youell, Greg	8/7/2024		.25	66.35	16.59
40 - Youell, Greg	8/13/2024		.75	66.35	49.76
40 - Youell, Greg	8/22/2024		.50	66.35	33.16
40 - Youell, Greg	8/29/2024		1.00	66.35	66.35
<b>Transportation Planner III</b>					
46 - Montenegro, Sebastian	8/28/2024		1.00	41.83 ✓	41.83
<b>Accounting Specialist</b>					
197 - Sutton, Jennie	8/15/2024		1.00	32.75 ✓	32.75
	Labor		21.25		1,203.95
	<b>Total Labor</b>			<b>2.903 times</b>	<b>1,203.95</b>
				<b>Phase Sub-Total</b>	<b>\$3,495.07</b>

Phase 02 Public Outreach and Presentations

## Professional Personnel

			Hours	Rate	Amount
<b>Principal II</b>					
5 - Meisinger, Mark	8/6/2024		1.00	93.75	93.75
5 - Meisinger, Mark	8/8/2024		.25	93.75	23.44
5 - Meisinger, Mark	8/15/2024		1.00	93.75	93.75
5 - Meisinger, Mark	8/19/2024		.25	93.75	23.44
5 - Meisinger, Mark	8/27/2024		1.00	93.75	93.75
<b>Engineer I</b>					
28 - Weiss, Peyton	8/26/2024		.50	36.06	18.03
<b>Sr Transportation Planner</b>					
40 - Youell, Greg	8/1/2024		1.50	66.35	99.53
40 - Youell, Greg	8/2/2024		.50	66.35	33.18
40 - Youell, Greg	8/6/2024		3.00	66.35	199.05
40 - Youell, Greg	8/7/2024		.25	66.35	16.59
40 - Youell, Greg	8/8/2024		1.00	66.35	66.35

Project	122606-02	CB 1st Ave Multimodal PEL Phase 2	Invoice	42564	
40 - Youell, Greg		8/9/2024	1.50	66.35	99.53
40 - Youell, Greg		8/12/2024	.75	66.35	49.76
40 - Youell, Greg		8/13/2024	1.25	66.35	82.94
40 - Youell, Greg		8/15/2024	1.00	66.35	66.35
40 - Youell, Greg		8/16/2024	.50	66.35	33.18
40 - Youell, Greg		8/22/2024	1.00	66.35	66.32
40 - Youell, Greg		8/23/2024	1.25	66.35	82.94
40 - Youell, Greg		8/26/2024	1.00	66.35	66.35
40 - Youell, Greg		8/27/2024	1.50	66.35	99.53
40 - Youell, Greg		8/28/2024	2.00	66.35	132.70
40 - Youell, Greg		8/29/2024	4.00	66.35	265.40
40 - Youell, Greg		8/30/2024	.50	66.35	33.18
Transportation Planner I					
48 - Al Hajri, Nabhan		8/16/2024	2.00	34.62 ✓	69.23
48 - Al Hajri, Nabhan		8/19/2024	1.25	34.62	43.28
48 - Al Hajri, Nabhan		8/27/2024	.75	34.62	25.97
48 - Al Hajri, Nabhan		8/29/2024	2.75	34.62	95.21
Community Engagement Specialist					
158 - Howland, Drew		8/1/2024	.25	34.00 ✓	8.50
158 - Howland, Drew		8/13/2024	.25	34.00	8.50
158 - Howland, Drew		8/15/2024	1.25	34.00	42.50
158 - Howland, Drew		8/19/2024	.75	34.00	25.50
158 - Howland, Drew		8/23/2024	.25	34.00	8.50
158 - Howland, Drew		8/26/2024	.50	34.00	17.00
158 - Howland, Drew		8/27/2024	1.25	34.00	42.50
158 - Howland, Drew		8/28/2024	.50	34.00	17.00
158 - Howland, Drew		8/29/2024	2.00	34.00	68.00
158 - Howland, Drew		8/30/2024	.25	34.00	8.50
Community Engagement Manager					
159 - Denning, Amanda		8/13/2024	.25	47.36 ✓	11.84
Graphic Design I					
168 - Mayer, Molly		8/29/2024	3.00	27.00 ✓	81.00
168 - Mayer, Molly		8/30/2024	3.00	27.00	81.00
Labor			46.75		2,493.07
<b>Total Labor</b>				<b>2.903 times</b>	<b>2,493.07</b>
				<b>Phase Sub-Total</b>	<b>\$7,237.38</b>

Phase 04 Develop the Study

Professional Personnel

		Hours	Rate	Amount
Principal II				
5 - Meisinger, Mark	8/8/2024	.25	93.75	23.44
5 - Meisinger, Mark	8/15/2024	1.00	93.75	93.75
Sr Transportation Planner				
40 - Miller, Eric	8/12/2024	2.00	67.79	135.58
40 - Miller, Eric	8/15/2024	1.00	67.79	67.79
40 - Miller, Eric	8/28/2024	2.00	67.79	135.58
40 - Youell, Greg	8/6/2024	.50	66.35	33.18
40 - Youell, Greg	8/8/2024	.50	66.35	33.18
40 - Youell, Greg	8/12/2024	1.25	66.35	82.94
40 - Youell, Greg	8/15/2024	.25	66.35	16.59
40 - Youell, Greg	8/16/2024	.25	66.35	16.59
40 - Youell, Greg	8/21/2024	.50	66.35	33.16
40 - Youell, Greg	8/23/2024	1.25	66.35	82.94
Transportation Planner III				
46 - Montenegro, Sebastian	8/7/2024	.25	41.83	10.46
46 - Montenegro, Sebastian	8/15/2024	1.00	41.83	41.83
46 - Montenegro, Sebastian	8/16/2024	.50	41.83	20.92

Project	122606-02	CB 1st Ave Multimodal PEL Phase 2	Invoice	42564
46 - Montenegro, Sebastian	8/22/2024	2.50	41.83	104.56
46 - Montenegro, Sebastian	8/26/2024	.50	41.83	20.92
46 - Montenegro, Sebastian	8/27/2024	1.50	41.83	62.75
46 - Montenegro, Sebastian	8/28/2024	4.00	41.83	167.32
Labor		21.00		1,183.48
<b>Total Labor</b>			<b>2.903 times</b>	<b>1,183.48</b>
			<b>Phase Sub-Total</b>	<b>\$3,435.64</b>

Phase 05 Deliverables

Professional Personnel

		Hours	Rate	Amount
Principal II				
5 - Meisinger, Mark	8/7/2024	.50	93.75 ✓	46.88 ✓
Intern I				
148 - Daake, Colten	8/13/2024	2.50	24.00	60.00 ✓
Labor		3.00		106.88
<b>Total Labor</b>			<b>2.903 times</b>	<b>106.88</b>
			<b>Phase Sub-Total</b>	<b>\$310.27</b>

*OK per Jim*

Phase ODC Direct Expenses

Reimbursable Expenses

Mileage				
EX 000000011763	8/6/2024	Youell, Greg / Mileage_project meeting / 36.00 miles @ 0.67		24.12
<b>Total Reimbursables</b>				<b>24.12</b>
			<b>Phase Sub-Total</b>	<b>\$24.12</b>

Phase S1 Benesch

Subconsultants

Alfred Benesch & Company				
AP 48377	8/31/2024	Alfred Benesch & Company / Professional Svcs 7/1/24-8/25/24 / Invoice: 293255, 9/5/2024		1,199.78
<b>Total Subconsultants</b>				<b>1,199.78</b>
			<b>Phase Sub-Total</b>	<b>\$1,199.78</b>

Phase S2 Hg Consult

Subconsultants

HG Consult, Inc				
AP 48368	8/31/2024	HG Consult, Inc / Professional Svcs 7/1/24-8/25/24 / Invoice: 24.016.1.01, 9/5/2024		3,550.45
<b>Total Subconsultants</b>				<b>3,550.45</b>
			<b>Phase Sub-Total</b>	<b>\$3,550.45</b>

**Project Total \$19,252.71**  
**Total this Report \$19,252.71**

# Agreement Invoice Travel Log

NDOT Form 163 v22.0112

Agreement #:           N/A          

Travel Date: **Tuesday**  
**8/6/2024**

[1] <b>Travel Info</b>	Traveler's Name	Greg Youell					
	Departure Time	1:30pm					
	Return Time	3:00pm					
[2] <b>Mileage Expenses</b>	Location(s) Traveled	STAC Meeting					
	Miles Traveled	36					
	Mileage Rate	\$ 0.670	\$ 0.655	\$ 0.655	\$ 0.655	\$ 0.655	
	Allowable Mileage Cost	\$ 24.12	\$ -	\$ -	\$ -	\$ -	
[3] <b>Meal &amp; Incidental Expenses</b>	Federal Per Diem Rate	\$59.00	\$59.00	\$59.00	\$59.00	\$59.00	
	Check box if first or last day of travel →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Check box for each meal reimbursed allowed for each day	Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	State's Allowable Per Diem M&IE	\$ -	\$ -	\$ -	\$ -	\$ -	
[4] <b>Lodging Expenses</b>	Max Daily Allowance (excl taxes)	\$ -	\$ -	\$ -	\$ -	\$ -	
	Actual Lodging Rate	\$ -	\$ -	\$ -	\$ -	\$ -	
	Actual Lodging Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	
	Allowable Lodging Expense	\$ -	\$ -	\$ -	\$ -	\$ -	
[5] <b>Other Travel Expenses</b>	Airfare	\$ -	\$ -	\$ -	\$ -	\$ -	
	Rental Auto	\$ -	\$ -	\$ -	\$ -	\$ -	
	Rental Auto Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	
	Transportation (i.e. taxi)	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	
	Allowable Other Expense	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL ALLOWABLE COSTS:</b>		<b>\$ 24.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>\$ 24.12</b>							

Notes: (provide clarification of expenses or additional breakdown of expenses by project, if applicable)

**Any non-labor cost charged as a direct cost to NDOT cannot be included in Consultant's overhead rate calculation.**

- [1] Enter traveler's name (different column for each traveler), enter Departure Time on first day of travel, Return Time on last day of travel.
- [2] Enter travel origination, primary destination, and daily miles traveled. Mileage rate eff. Jan. 2022 is \$0.585
- [3] Max. daily allowance for meals and incidentals set at 70% of federal GSA rate obtained from <http://www.gsa.gov/portal/category/100120> (based on work location). Incidentals include fees/tips given to baggage carriers or hotel staff. Enter full daily GSA rate in first row.
- [4] Enter lodging rate and taxes separately. Reimbursement of lodging taxes is prorated, if necessary. Rates eff. 10/21-09/22 are \$110 Omaha, \$96 Rest of Nebraska
- [5] Attach detailed receipts and add description of other travel expenses not pre-listed on the form.





September 24, 2024

Jim Boerner  
Transportation Planner  
Metropolitan Area Planning Agency Omaha-Council Bluffs  
2222 Cuming Street  
Omaha, NE 68102

RE: Council Bluffs 1st Ave Multimodal PEL Phase 2  
MAPA Contract No. 25902200001  
FHU Reference 122606-02

Dear Mr. Boerner:

Enclosed please find Invoice No. 42564 for professional services associated with the above-referenced project. The total amount due for this invoice is \$21,019.07 and reflects professional services provided from August 1, 2024 to August 31, 2024.

**Progress this Period:**

Task 1 Project Management

- 1.1 Project Management and Coordination
- 1.3 Prepared and conducted August PMT Meeting

Task 2 Public Outreach and Presentations

- 2.2 Social Pinpoint site development; FTA Region 7 Coordination
- 2.3 Prep for October 2 workshop

Task 4 Develop the Study

- 4.2 Develop Purpose & Need
- 4.3 STOPS Model kickoff and data requests
- 4.4 Develop and Evaluate alternatives; screening criteria

**Anticipated Progress in the Next Period:**

- Task 1 – September PMT Meeting
- Task 2 – September STAC and CAC meetings; Social Pinpoint site development; FTA Region 7 Coordination, Prep for October workshop
- Task 4 – STOPS model data requests

**Notes:**

- None

September 24, 2024

Mr. Jim Boerner

Page 2

Please remit payment to the following address:

Felsburg Holt & Ullevig

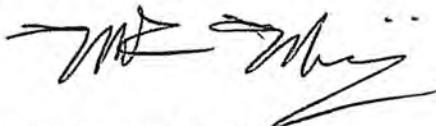
Dept 1539, PO Box 30106

Salt Lake City, UT 84130-0106

Should you have any questions regarding this progress report, please contact me at 402.445.4405 or [mark.meisinger@fhueng.com](mailto:mark.meisinger@fhueng.com).

Sincerely,

**FELSBURG HOLT & ULLEVIG**

A handwritten signature in black ink, appearing to read 'Mark Meisinger', with a stylized flourish at the end.

Mark Meisinger, PE, PTOE

Principal

Attachment



# SUMMARY SHEET

Remit To: Felsburg Holt & Ullevig  
 Dept 1539, PO Box 30106  
 Salt Lake City, UT 84130-0106

MAPA Contract No. 2590220001

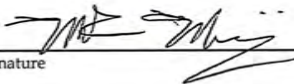
Submit To:  
 Metropolitan Area Planning Agency Omaha-Council Bluffs  
 Attn: Jim Boerner  
 2222 Cuming Street  
 Omaha, NE 68102

Expenses and Progress Through 8/31/2024

Invoice #: 42564

Contract Task	Task Title	Initial Amount	Total Task Amount	Current Billing	Prior Billings	Total Billings	Percent of Budget Spent	Estimated Work Percent Complete	Estimated Fee at Completion
Task 1	Project Management	\$ 24,648.88	\$ 24,648.88	\$ 3,921.47	\$ 3,892.08	\$ 7,813.55	31.70%	20.00%	\$ 24,648.88
Task 2	Public Outreach & Presentations	\$ 60,700.10	\$ 60,700.10	\$ 8,120.34	\$ 4,214.15	\$ 12,334.49	20.32%	20.00%	\$ 60,700.10
Task 4	Develop the Study	\$ 136,809.69	\$ 136,809.69	\$ 3,854.79	\$ 1,385.93	\$ 5,240.72	3.83%	3.00%	\$ 136,809.69
Task 5	Deliverables	\$ 6,854.40	\$ 6,854.40	\$ 348.12	\$ -	\$ 348.12	5.08%	5.00%	\$ 6,854.40
SUB1	Subconsultant - Boothe Transit Consulting	\$ ✓ 57,556.34	\$ 57,556.34		\$ -	\$ -	0.00%	0.00%	\$ 57,556.34
SUB2	Subconsultant - Benesch	\$ ✓ 55,620.79	\$ 55,620.79	\$ 1,199.78	\$ -	\$ 1,199.78	2.16%	2.00%	\$ 55,620.79
SUB3	Subconsultant - Hg Consulting	\$ ✓ 90,324.24	\$ 90,324.24	\$ 3,550.45	\$ -	\$ 3,550.45	3.93%	4.00%	\$ 90,324.24
ODC	Other Direct Costs	\$ 4,216.40	\$ 4,216.40	\$ 24.12	\$ 28.14	\$ 52.26	1.24%	1.00%	\$ 4,216.40
<b>Total - Contract</b>		<b>\$ ✓ 436,730.84</b>				<b>\$ 30,539.37</b>	<b>6.99%</b>	<b>7.00%</b>	<b>\$ 436,730.84</b>

**Invoice Total \$ 21,019.07**

  
 Signature

Mark Meisinger  
 Printed Name

Project Manager  
 Title

9/24/2024  
 Date

# Cost Breakdown Form

## for Actual Cost Plus Fixed Fee (CPFF) Agreements

Company Name:	Alfred Benesch & Company		
Control No.:	N/A	Project No.:	2023-47
Project Location:	Council Bluffs Iowa		
Agreement No.:	25902200001 ✓	Expire Date:	June 30, 2026 ✓
Invoice No.:	293255	Invoice Date:	September 5, 2024
% Work Completed:	2%		
Current Billing Period:	7/1/2024 thru 8/25/2024		

<b>AGR # 25902200001</b>	Direct Labor Costs	All Other Costs	Max Fixed Fee (Profit)	Total Contract Amount
Amount thru sup #	<b>\$18,476.16</b> ✓	<b>\$31,165.43</b> ✓	<b>\$5,979.20</b> ✓	<b>\$55,620.79</b> ✓
	Amount			
	This Period	Previously Billed	To Date	
Direct Labor Costs	✓ \$402.00 ✓	\$0.00	\$402.00 ✓	
Overhead @ 165.26% ✓ of direct labor	✓ \$664.35 ✓	\$0.00	\$664.35 ✓	
Fixed Fee @ 12.20% ✓ of labor+overhead	✓ \$130.09 ✓	\$0.00	\$130.09 ✓	
FCCM @ 0.830% ✓ of direct labor	✓ ✓ \$3.34 ✓	\$0.00	\$3.34 ✓	
Direct Costs (Non-Labor)	\$0.00	\$0.00		
Outside Services (Subconsultants):				
Name	Max Amount			
Adjustments:				
Overhead				
fixed fee for profit				
FCCM				
Other:				
<b>Total Amount DUE &gt;&gt;</b>	<b>\$1,199.78</b> ✓	<b>\$0.00</b>	<b>\$1,199.78</b> ✓	

By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract.	Total Agreement Amount Remaining: ✓ \$54,421.01 Total Fixed Fee Remaining: ✓ \$5,849.11	
Signature (typed or signed name required): <div style="font-family: cursive; font-size: 1.2em; margin-top: 5px;">Kathy Thibault</div>	Title: Project Accounting Coordinator	Date: 9/6/2024
Consultant's email contact for invoice-related questions: <a href="mailto:kthibault@benesch.com">kthibault@benesch.com</a>		

September 5, 2024

Mark Meisinger  
Felsburg Holt & Ullevig  
215 S. Main Street, Suite 207  
Council Bluffs, IA 51503

RE: **Council Bluffs 1<sup>st</sup> Ave Multimodal PEL Phase 2**  
**City Project Number 2023-47**  
**FHU Reference 122606-01**  
**Benesch Project Number 00120587.01**

Dear Mr. Meisinger,

Enclosed please find Invoice #293255 for professional services associated with the above referenced project. The total amount due for this invoice is \$1,199.78 for professional services provided from July 1, 2024 to August 25, 2024.

**Progress this Period:**

- Attended progress meetings (internal and external)

**Anticipated Progress in the Next Period:**

- STAC/CAC meetings
- Revisions to environmental base mapping and study area memo as needed

Should you have any questions regarding this progress report, please contact me at 402-590-8209 or [CMielke@benesch.com](mailto:CMielke@benesch.com).

Sincerely,



Craig Mielke, PWS  
Senior Project Manager



Value Focused. Community Minded. Quality Driven.

Mark Meisinger  
Felsburg Holt & Ullevig  
11422 Miracle Hills Drive, Suite 410  
Omaha, NE 68154

September 05, 2024  
Project No: 0000-120857.01  
Invoice No: 293255

Council Bluffs Multimodal Connection PEL Phase 2

**Professional Services from July 1, 2024 to August 25, 2024**

Task 00001 Project Management

**Professional Personnel**

	Hours	Rate	Amount
Sr Project Manager Mielke, Craig	3.00 ✓	67.00 ✓	201.00
Totals	3.00		201.00
<b>Total Labor</b>			<b>201.00 ✓</b>

**Overhead**

Overhead	165.26 % of 201.00		332.17 ✓
Fixed Fee	12.20 % of 533.17		65.05 ✓
FCCM	0.83 % of 201.00		1.67 ✓
<b>Total Overhead</b>			<b>398.89 ✓</b>

**Total this Task \$599.89 ✓**

Task 00002 Public Outreach

**Professional Personnel**

	Hours	Rate	Amount
Sr Project Manager Mielke, Craig	3.00 ✓	67.00 ✓	201.00
Totals	3.00		201.00
<b>Total Labor</b>			<b>201.00 ✓</b>

**Overhead**

Overhead	165.26 % of 201.00		332.17 ✓
Fixed Fee	12.20 % of 533.17		65.05 ✓
FCCM	0.83 % of 201.00		1.67 ✓
<b>Total Overhead</b>			<b>398.89 ✓</b>

**Total this Task \$599.89 ✓**

**Billing Limits**

	Current	Prior	To-Date
Total Billings	1,199.78	0.00	1,199.78
Limit			55,620.79
Remaining			54,421.01

**Total this Invoice \$1,199.78**

# Billing Backup

Friday, September 6, 2024

Benesch

Invoice 293255 Dated 9/5/2024

5:37:51 AM

Task 00001 Project Management

## Professional Personnel

			Hours	Rate	Amount	
Sr Project Manager						
02968	Mielke, Craig	8/1/2024	1.00	67.00	67.00	
02968	Mielke, Craig	8/2/2024	1.00	67.00	67.00	
02968	Mielke, Craig	8/21/2024	1.00	67.00	67.00	
Totals			3.00		201.00	
<b>Total Labor</b>						<b>201.00</b>

## Overhead

Overhead	165.26 % of 201.00	332.17	
Fixed Fee	12.20 % of 533.17	65.05	
FCCM	0.83 % of 201.00	1.67	
<b>Total Overhead</b>		<b>398.89</b>	<b>398.89</b>

**Total this Task \$599.89**

Task 00002 Public Outreach

## Professional Personnel

			Hours	Rate	Amount	
Sr Project Manager						
02968	Mielke, Craig	8/6/2024	3.00	67.00	201.00	
Totals			3.00		201.00	
<b>Total Labor</b>						<b>201.00</b>

## Overhead

Overhead	165.26 % of 201.00	332.17	
Fixed Fee	12.20 % of 533.17	65.05	
FCCM	0.83 % of 201.00	1.67	
<b>Total Overhead</b>		<b>398.89</b>	<b>398.89</b>

**Total this Task \$599.89**

**Total this Project \$1,199.78**

**Total this Report \$1,199.78**

# Cost Breakdown Form

## for Actual Cost Plus Fixed Fee (CPFF) Agreements

Company Name:	Hg Consult, Inc.		
Control No.:	City 2023-47	Project No.:	XX
Project Location:	Council Bluffs, IA		
Agreement No.:	25902200001	Expire Date:	6/30/2026
Invoice No.:	24.016.1.01	Invoice Date:	9/5/2024
% Work Completed:	4%		
Current Billing Period:	7/1/2024	thru	8/25/2024

AGR # 25902200001	Direct Labor Costs	All Other Costs	Max Fixed Fee (Profit)	Total Contract Amount
Amount thru sup #	\$30,190.07	\$50,817.56	\$9,316.61 ✓	\$90,324.24 ✓

Amount	Amount		
	This Period	Previously Billed	To Date
Direct Labor Costs	✓ \$1,282.27 ✓	\$0.00	\$1,282.27
Overhead @ 146.78% ✓ of direct labor	✓ \$1,882.12 ✓	\$0.00	\$1,882.12
Fixed Fee @ 12.20% ✓ of labor+overhead	✓ \$386.06 ✓	\$0.00	\$386.06
FCCM @ 0.000% ✓ of direct labor	\$0.00	\$0.00	
Direct Costs (Non-Labor)	\$0.00	\$0.00	

Outside Services (Subconsultants) :			
Name	Max Amount		

Adjustments:			
Overhead			
fixed fee for profit			
FCCM			
Other:			

<b>Total Amount DUE &gt;&gt;</b>	✓ \$3,550.45 ✓	\$0.00	\$3,550.45 ✓
----------------------------------	----------------	--------	--------------

By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract.	Total Agreement Amount Remaining:	Total Fixed Fee Remaining:	✓ \$86,773.79 ✓
			✓ \$8,930.55 ✓

Signature (typed or signed name required):	Title:	Date:
	Senior Vice President	9/5/2024

Consultant's email contact for invoice-related questions: [swells@hgcons.com](mailto:swells@hgcons.com)





## SUMMARY SHEET

**Council Bluffs Multimodal Linkages PEL - Phase 2**  
 Project No. MAPA -XX Council Bluffs No. 2023-47  
 Control No. XX  
 Agreement No. XX

Remit to: **Hg Consult, Inc.**  
 7733 N. Wallace Avenue  
 Kansas City, MO 64158

Submit to: Mark Meisinger, FHU

Progress through: [August 25, 2024](#)

Invoice # [24.016.1.01](#)

Contract Task	Task Title	Initial Amount	Amendment Amount	Total Task Amount	Current Billing	Prior Billings	Total Billings	Percent of Budget Spent	Estimated Work Percent Complete	Estimated Fee at Completion
I.	Project Management	\$ 15,575.51	\$ -	\$ 15,575.51	\$ 2,889.05	\$ -	\$ 2,889.05	18.5%	19%	\$ 15,575.51
II.	Public Outreach & Presentations	\$ 4,833.07	\$ -	\$ 4,833.07	\$ 67.03	\$ -	\$ 67.03	1.4%	1%	\$ 4,833.07
IV.	Develop the Study	\$ 50,696.46	\$ -	\$ 50,696.46	\$ 594.37	\$ -	\$ 594.37	1.2%	1%	\$ 50,696.46
V.	PEL Report	\$ 14,577.20	\$ -	\$ 14,577.20	\$ -	\$ -	\$ -	0.0%	0%	\$ 14,577.20
	Direct Expenses	\$ 4,642.00	\$ -	\$ 4,642.00	\$ -	\$ -	\$ -	0.0%	0%	\$ 4,642.00
<b>Total - Contract</b>				<b>\$ 90,324.24</b>			<b>\$ 3,550.45</b>	<b>3.9%</b>	<b>3.9%</b>	<b>\$ 90,324.24</b>

Invoice Total \$ **3,550.45**

\_\_\_\_\_  
 Stephen Wells, Senior Vice President

Project Manager  
 \_\_\_\_\_  
 Title

9/5/2024  
 \_\_\_\_\_  
 Date



**PLEASE NOTE NEW ADDRESS:**  
 7733 N. Wallace Ave.  
 Kansas City, MO 64158

**INVOICE**

From **HG Consult, Inc.**  
 7733 N. Wallace Ave.  
 Kansas City, MO 64158

Invoice ID **24.016.1.01**  
 Issue Date **9/5/2024**  
 Due Date **(Net 30 days)**  
 Hg Project No. **24.016.1**  
 Project Name **Council Bluffs Multi-Modal Connection PEL Phase 2**

Invoice For **Felsburg Holt & Ullevig**  
 6300 S. Syracuse Way, Suite 600  
 Centennial, CO 80111  
**Attn: Mark Meisinger**

Invoice Term | For services from NTP through August 25, 2024

**Invoice Summary**

Description	Current Billed	Prior Billed	Total Billed	Contract Amount	Remaining
I. PROJECT MANAGEMENT	2,889.04	0.00	2,889.04	15,575.51	12,686.47
II. PUBLIC OUTREACH AND PRESENTATIONS	67.03	0.00	67.03	4,833.07	4,766.04
IV. DEVELOP THE STUDY	594.37	0.00	594.37	50,696.46	50,102.09
V. PEL REPORT	0.00	0.00	0.00	14,577.20	14,577.20
DIRECT EXPENSES	0.00	0.00	0.00	4,642.00	4,642.00
ROUNDING ADJUSTMENT	0.01	0.00	0.01	0.00	-0.01
<b>Total</b>	<b>3,550.45</b>	<b>0.00</b>	<b>3,550.45</b>	<b>90,324.24</b>	<b>86,773.79</b>

**Professional Services by Phase**

**I. Project Management**

Professional Fees

	Hours	Cost Rate	Cost Amount	Billed Amount
Kyle Kroner	3.00	81.23	243.69	
Mari Czachowski	1.00	74.44	74.44	
Stephen Wells	7.00	103.61	725.27	
<b>Subtotal</b>	<b>11.00</b>		<b>1,043.40</b>	
	<b>Rate</b>	<b>Basis</b>	<b>Markup</b>	<b>Amount</b>
Overhead	146.78%	1,043.40	1,531.50	2,574.90
Profit	12.20%	2,574.90	314.14	2,889.04
		<b>Professional Fees subtotal</b>		<b>2,889.04</b>

*Handwritten notes: OK per Jim, 74.52, increases ok per J, 96.83*

**II. Public Outreach and Presentations**

Professional Fees

	Hours	Cost Rate	Cost Amount	Billed Amount
Stephen Wells	0.25	96.83	24.21	
<b>Subtotal</b>	<b>0.25</b>		<b>24.21</b>	
	<b>Rate</b>	<b>Basis</b>	<b>Markup</b>	<b>Amount</b>
Overhead	146.78%	24.21	35.53	59.74

**Professional Services by Phase**

**II. Public Outreach and Presentations**

Professional Fees

Profit	12.20%	59.74	7.29	67.03	67.03
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**IV. Develop the Study**

Professional Fees

	Hours	Cost Rate	Cost Amount	Billed Amount
(Adm.) Erica Day-Esker	0.50	42.00	21.00	
Stephen Wells	2.00	96.83	193.66	
<b>Subtotal</b>	<b>2.50</b>		<b>214.66</b>	

	Rate	Basis	Markup	Amount	
Overhead	146.78%	214.66	315.07	529.73	
Profit	12.20%	529.73	64.64	594.37	594.37
<b>Professional Fees subtotal</b>					<b>594.37</b>

Invoice subtotal	3,550.44
Invoice adjustment	0.01
<b>Amount to be Paid:</b>	<b>\$3,550.45</b>

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
24.016.1.01	09/05/2024	3,550.45	3,550.45				
	<b>Total</b>	<b>3,550.45</b>	<b>3,550.45</b>	0.00	0.00	0.00	0.00

**Erica Day-Esker**

Timesheet Date: 07/21/2024

Project	Phase	Activity	Employee Type	Mon-15	Tue-16	Wed-17	Thu-18	Fri-19	Sat-20	Sun-21	Total
24.016.1 Council Bluffs Multi-Modal Connection PEL Phase 2	IV. Develop the Study	Billable Labor	Administrator				0.50				0.50

**Kyle Kroner**

Timesheet Date: 08/25/2024

Project	Phase	Activity	Employee Type	Mon-19	Tue-20	Wed-21	Thu-22	Fri-23	Sat-24	Sun-25	Total
24.016.1 Council Bluffs Multi-Modal Connection PEL Phase 2	I. Project Management	Billable Labor	Project Manager			3.00					3.00

**Mari Czachowski**

Timesheet Date: 08/04/2024

Project	Phase	Activity	Employee Type	Mon-29	Tue-30	Wed-31	Thu-01	Fri-02	Sat-03	Sun-04	Total
24.016.1 Council Bluffs Multi-Modal Connection PEL Phase 2	I. Project Management	Billable Labor	Administrator					1.00			1.00

**Stephen Wells**

Timesheet Date: 08/04/2024

*\$ 103.64/hr.*

Project	Phase	Activity	Employee Type	Mon-29	Tue-30	Wed-31	Thu-01	Fri-02	Sat-03	Sun-04	Total
24.016.1 Council Bluffs Multi-Modal Connection PEL Phase 2	I. Project Management	Billable Labor	Project Manager			2.00	5.00				7.00

Timesheet Date: 07/28/2024

*\$96.83/hr*

Project	Phase	Activity	Employee Type	Mon-22	Tue-23	Wed-24	Thu-25	Fri-26	Sat-27	Sun-28	Total
24.016.1 Council Bluffs Multi-Modal Connection PEL Phase 2	IV. Develop the Study	Billable Labor	Project Manager	2.00							2.00

Timesheet Date: 07/21/2024

*\$96.83/hr*

Project	Phase	Activity	Employee Type	Mon-15	Tue-16	Wed-17	Thu-18	Fri-19	Sat-20	Sun-21	Total
24.016.1 Council Bluffs Multi-Modal Connection PEL Phase 2	II. Public Outreach and Presentations	Billable Labor	Project Manager				0.25				0.25

September 5, 2024

Mr. Mark Meisinger  
Felsburg, Holt & Ullevig  
11422 Miracle Hills Drive, Suite 115  
Omaha, NE 68154

**RE: Council Bluffs Multimodal Linkages PEL Phase 2**

Project No. 2023-47

Progress Report for NTP to August 25, 2024

Dear Mark:

Hg Consult is pleased to submit this project report for the above-referenced project for the period identified. This report describes progress made in the past period, deliverables submitted, the status of the budget and schedule, and estimates progress to be made in the upcoming period.

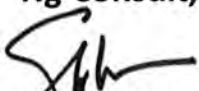
**Progress this Pay Period**

- Project Management
  - Project Mgmt. Team Meeting
  - Internal progress meetings
- Public Outreach and Presentations
- Develop the Study
  - Began outline of Purpose & Need chapter.
  - Addressed comments on the Statutory Memo

Should you have any questions regarding this progress report, please call me at (816) 519-2332 or email me at [swells@hgcons.com](mailto:swells@hgcons.com)

Sincerely,

**Hg Consult, Inc.**



Stephen Wells, AICP  
Project Manager

Enclosures



Elise Emanuel <eemanuel@mapacog.org>

**Re: [EXT] New FHU Project Staff**

3 messages

**James Boerner** <jboerner@mapacog.org>

Mon, Oct 7, 2024 at 12:27 PM

To: Mark Meisinger <Mark.Meisinger@fhueng.com>

Cc: Greg Youell <Greg.Youell@fhueng.com>, Court Barber <cbarber@mapacog.org>, Elise Emanuel <eemanuel@mapacog.org>

Mark,

Final question - Steve Wells billed for \$103.61 for 7 hours of project management, and the rest of the time at \$96.83. If Hg Consult had pay raises, could you please have them provide documentation? If instead this rate was billed in error, please have Hg Consult submit an updated invoice.

Thanks,

Jim



**Jim Boerner**

Transportation Planner  
Metropolitan Area Planning Agency

(402) 444-6866 ext. 3231  
2222 Cuming Street | Omaha, NE 68102  
jboerner@mapacog.org  
www.mapacog.org



On Fri, Oct 4, 2024 at 2:51 PM James Boerner <jboerner@mapacog.org> wrote:

Mark,

Perfect, thank you. I should have bundled these questions - I have one more for you. Hg Consult added a new staff member, Mari Czachowski. Could you please have Steve provide us the same information? (Classification and title).

Thanks,

Jim



**Jim Boerner**

Transportation Planner  
Metropolitan Area Planning Agency

(402) 444-6866 ext. 3231  
2222 Cuming Street | Omaha, NE 68102  
jboerner@mapacog.org  
www.mapacog.org



On Fri, Oct 4, 2024 at 2:31 PM Mark Meisinger <[Mark.Meisinger@fhueng.com](mailto:Mark.Meisinger@fhueng.com)> wrote:

Jim,

Colten is an intern. He would be classified under "Engineer" and will be at \$24.00/hour.

Thanks.



**Mark Meisinger, PE, PTOE**

Great Plains Regional Director

office: 712.435.3070 cell: 402.708.9175

215 S Main Street, Suite 207, Council Bluffs, IA 51503

Email: [mark.meisinger@fhueng.com](mailto:mark.meisinger@fhueng.com)

Connect: [www.fhueng.com](http://www.fhueng.com) | [LinkedIn](#) | [Instagram](#)

**From:** James Boerner <[jboerner@mapacog.org](mailto:jboerner@mapacog.org)>

**Sent:** Friday, October 4, 2024 2:25 PM

**To:** Mark Meisinger <[Mark.Meisinger@FHUENG.COM](mailto:Mark.Meisinger@FHUENG.COM)>

**Cc:** Greg Youell <[Greg.Youell@fhueng.com](mailto:Greg.Youell@fhueng.com)>; Court Barber <[cbarber@mapacog.org](mailto:cbarber@mapacog.org)>

**Subject:** [EXT] New FHU Project Staff

Mark,

You had previously introduced Sebastian so I will let our Finance staff know I approve that addition in my invoice review. Can you please tell me what Classification Colten Daake belongs to?

Thanks,

Jim



**Jim Boerner**

Transportation Planner

Metropolitan Area Planning Agency

(402) 444-6866 ext. 3231

2222 Cuming Street | Omaha, NE 68102

[jboerner@mapacog.org](mailto:jboerner@mapacog.org)

[www.mapacog.org](http://www.mapacog.org)



**Mark Meisinger** <Mark.Meisinger@fhueng.com>

Mon, Oct 7, 2024 at 3:58 PM

To: [jboerner <jboerner@mapacog.org>](mailto:jboerner@mapacog.org)

Cc: [Greg Youell <Greg.Youell@fhueng.com>](mailto:Greg.Youell@fhueng.com), [Court Barber <cbarber@mapacog.org>](mailto:Court.Barber@mapacog.org), [Elise Emanuel <eemanuel@mapacog.org>](mailto:Elise.Emanuel@mapacog.org)

Jim,

I received the following from Steve Wells as Hg:

1. Mari Czachowski is classified as a Senior Planner and is assisting with progress reporting, invoice review, project reviews and some QA/QC of deliverables.
2. Hg does their raises in July of each year so, yes, the salary adjustment for Steve was a result of that raise. Attached is a payroll journal page from June and another from September to show the difference. Since the rates aren't specifically shown in these journals, the appropriate numbers are highlighted to show which numbers to use to make the calculation to get to the rates referenced.

[Quoted text hidden]





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**2 attachments**

 **Hg\_SRWells\_PayrollJournal\_06202024.pdf**  
12K

 **Hg\_SRWells\_PayrollJournal\_09262024.pdf**  
12K

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**James Boerner** <jboerner@mapacog.org>

Mon, Oct 7, 2024 at 4:01 PM

To: Mark Meisinger <Mark.Meisinger@fhueng.com>

Cc: Greg Youell <Greg.Youell@fhueng.com>, Court Barber <cbarber@mapacog.org>, Elise Emanuel <eemanuel@mapacog.org>

Mark,

This all sounds good. Thank you very much.

[Quoted text hidden]

STEPHEN R WELLS  
32799 W. 91ST TERRACE  
DE SOTO KS 66018

**PERSONAL AND CHECK INFORMATION**

Stephen R Wells  
32799 W. 91st Terrace  
De Soto, KS 66018  
Employee ID: 19

Pay Period: 06/03/24 to 06/16/24  
Check Date: 06/20/24 Check #: 20693

**NET PAY ALLOCATIONS**

DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
Check Amount	0.00	0.00
Chkg 767	4698.92	62558.40
<b>NET PAY</b>	<b>4698.92</b>	<b>62558.40</b>

**EARNINGS**

BASIS OF PAY	DESCRIPTION	HRS/UNITS	RATE	CURRENT (\$)	YTD HRS/UNITS	YTD (\$)
Regular		80.0000		7746.40	1040.0000	100703.20
<b>Total Hours</b>		80.0000				
<b>Total Hrs Worked</b>		80.0000				
<b>Gross Earnings</b>				7746.40		100703.20
Exp Reimb Non Ta				160.09		3553.63
<b>REIMB &amp; OTHER PAYMENTS</b>				160.09		3553.63

**OTHER ITEMS**

Do not increase Net Pay

DESCRIPTION	HRS/UNITS	RATE	CURRENT (\$)	YTD HOURS	YTD (\$)
PX401 ERMTCH			310.99		4042.87
STD/LTD FRINGE			28.26		367.38

**WITHHOLDINGS**

DESCRIPTION	FILING STATUS	CURRENT (\$)	YTD (\$)
Social Security		482.03	6266.38
Medicare		112.73	1465.52
Fed Income Tax	J +\$550	1461.77	19003.01
KS Income Tax	S 0	373.57	4856.41
<b>TOTAL</b>		<b>2430.10</b>	<b>31591.32</b>

**DEDUCTION**

DESCRIPTION	CURRENT (\$)	YTD (\$)
PX401 EEPRE	777.47	10107.11
<b>TOTAL</b>	<b>777.47</b>	<b>10107.11</b>

**NET PAY**

THIS PERIOD (\$)  
4698.92

YTD (\$)  
62558.40

STEPHEN R WELLS  
32799 W. 91ST TERRACE  
DE SOTO KS 66018

**PERSONAL AND CHECK INFORMATION**

Stephen R Wells  
32799 W. 91st Terrace  
De Soto, KS 66018  
Employee ID: 19

Pay Period: 09/09/24 to 09/22/24  
Check Date: 09/26/24 Check #: 21334

**NET PAY ALLOCATIONS**

DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
Check Amount	0.00	0.00
Chkg 767	5625.52	161231.18
<b>NET PAY</b>	<b>5625.52</b>	<b>161231.18</b>

**EARNINGS**

BASIS OF PAY	DESCRIPTION	HRS/UNITS	RATE	CURRENT (\$)	YTD HRS/UNITS	YTD (\$)
Regular		M80.0000		8288.80	M1600.0000	157097.60
Bonus						50000.00
<b>Total Hours</b>		80.0000			1600.0000	
<b>Total Hrs Worked</b>		80.0000				
<b>Gross Earnings</b>				8288.80		207097.60
Dividend Reimburs						23333.49
Exp Reimb Non Ta				314.09		4231.81
<b>REIMB &amp; OTHER PAYMENTS</b>				314.09		27565.30

**OTHER ITEMS**

Do not increase Net Pay

DESCRIPTION	HRS/UNITS	RATE	CURRENT (\$)	YTD HOURS	YTD (\$)
PX401 ERMTCH			332.68		6306.56
STD/LTD FRINGE			28.26		565.20

**WITHHOLDINGS**

DESCRIPTION	FILING STATUS	CURRENT (\$)	YTD (\$)
Social Security			10453.20
Medicare		189.57	3080.08
Fed Income Tax	J +\$550	1569.16	34230.96
KS Income Tax	S 0	386.93	9901.12
<b>TOTAL</b>		2145.66	57665.36

**DEDUCTION**

DESCRIPTION	CURRENT (\$)	YTD (\$)
PX401 EEPRE	831.71	15766.36
<b>TOTAL</b>	831.71	15766.36


**NET PAY**


THIS PERIOD (\$)  
5625.52

YTD (\$)  
161231.18



Finance Team  
Contract Payment Review

Vendor	HDR - Ft. Crook Road	
PMT#	2	\$3,357.33
Date Received		
FC	10-16-24	BOD 

Reviewer	Approving Initials
<b>Elise</b>	EE 9/30/24
<b>Connie</b>	CW 10/2/24
<b>Natasha</b>	✓
<b>Amanda</b>	
<b>Matt</b>	N/A

# Cost Breakdown Form

## for Actual Cost Plus Fixed Fee (CPFF) Agreements

Company Name:	HDR Engineering, Inc.		
1. Control No.:	22863	Project No.:	MAPA-77(65)
Project Location:	Fort Crook Road Transit Planning & Environmental Feasibility		
Agreement No.:	UK2404	2. Expiration Date:	9/30/2025
Invoice No.:	1200643616	Invoice Date:	8/7/2024
% Work Completed:	5%		
Current Billing Period:	7/1/2024 thru 7/27/2024		

<b>AGR # UK2404</b>	<b>3. Direct Labor Costs</b>	<b>All Other Costs</b>	<b>Max Fixed Fee (Profit)</b>	<b>Total Contract Amount</b>
Amount thru sup # 000	\$42,988.98	\$68,736.89	\$13,272.25	\$124,998.12

	Amount		
	This Period	Previously Billed	To Date
Direct Labor Costs	\$1,160.32	\$1,532.46	\$2,692.78
Overhead @ 157.94% of direct labor	\$1,832.61	\$2,420.37	\$4,252.98
Fixed Fee @ 12.00% of labor+overhead	\$359.15	\$474.34	\$833.49
FCCM @ 0.4525% of direct labor	\$5.25	\$6.93	\$12.18

Direct Costs (Non-Labor) \$0.00

Outside Services (Subconsultants):

Name	Max Amount
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00

Comments: \$0.00

Adjustments:

Overhead	\$0.00
Fixed Fee for profit	\$0.00
FCCM	\$0.00
Other:	\$0.00

**Total Amount DUE >> \$3,357.33 \$4,434.10 \$7,791.43**

By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract.

Total Agreement Amount Remaining:	\$117,206.69
Total Fixed Fee Remaining:	\$12,438.76

Signature (typed or signed name required): Kevin Moody	Title: Project Manager	Date: 8/7/2024
---	---------------------------	-------------------

Consultant's email contact for invoice-related questions: kevin.moody@hdrinc.com

# Invoice



HDR Engineering, Inc.  
 1917 S. 67th Street  
 Omaha, NE 68106  
 (402)399-1000

Metro Area Planning Agency  
 2222 Cuming Street  
 Omaha, NE 68102  
 Attn: Court Barber

<b>Invoice No.</b>	1200643616
<b>Invoice Date</b>	8/7/2024
<b>Period Ending</b>	7/27/2024
<b>Project No.</b>	10400589 \$3,357.33
<b>Client No.</b>	002750

NTP 04/25/2024

**Fort Crook Road Transit Planning & Environmental Feasibility**  
 Project No. MAPA-77(65)  
 Control No. 22863, Agreement UK2404

Professional engineering services.

(Period July 1, 2024 to July 27, 2024)

Direct Salary Costs (per attached)	=			\$1,160.32	=	\$1,160.32 ✓
Overhead: 157.94% ✓	x		\$1,160.32	=		\$1,832.61 ✓
					Sub-Total	\$2,992.93
<b>Profit:</b>						
\$2,992.93	x	12.00% ✓	=	\$359.15		\$359.15 ✓
Facilities Cost of Capital:		0.004525	x	\$1,160.32	=	\$5.25 ✓
Travel Expenses (per attached)						\$0.00
Other Expenses (per attached)						\$0.00
						\$0.00
Subconsultants (per attached)						\$0.00
					Total Expenses	\$0.00

**SUMMARY**

Maximum Actual Cost Limit:	\$111,725.87
Fixed Fee:	\$13,272.25
Maximum Contract Amount:	\$124,998.12

Fee Billed to Date:	\$6,957.94
Fixed Fee Billed to Date:	\$833.49
Total Billed to Date:	\$7,791.43

Please send remittance with copy of invoice to:  
 P.O. Box 74008202  
 Chicago, IL 60674-8202

**MAPA Expense Authorization Voucher**

Date 7-27-24 Amt. \$ 3,357.33

Project 27000 - 60

Account 10-5430

Grant 23NDOT15

Acctg. Dir. [Signature]

Exec. Dir. \_\_\_\_\_

Treasurer \_\_\_\_\_

*Match 202*

*10-3000*  
*(671.47)*

*10-3010*  
*\$ 671.47*

**Amount Due This Invoice** **\$3,357.33**

**Fort Crook Road Transit Planning & Environmental Feasibility  
Project No. MAPA-77(65)  
Control No. 22863, Agreement UK2404**

(Period July 1, 2024 to July 27, 2024)

<u>Name</u>	<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
B. TenHulzen	Public Involvement	✓ 0.75 ✓	\$29.7000 ✓	\$22.28 ✓
E. George	Public Involvement	✓ 3.75 ✓	\$40.8700 ✓	\$153.26 ✓
J. Merserau	Sr Transit Planner	✓ 1.00 ✓	\$82.5000 ✓	\$82.50 ✓
J. Weiss	Traffic Engineer	✓ 8.00 ✓	\$61.5000 ✓	\$492.00 ✓
K. Moody	Project Manager	✓ 5.00 ✓	\$76.5600 ✓	\$382.80 ✓
T. McKinley	Accounting	✓ 0.50 ✓	\$54.9600 ✓	\$27.48 ✓
		19.00		\$1,160.32 ✓

**Travel Expenses**

\$0.00

**Other Expenses**

\$0.00

**Total Expenses**

\$0.00



Project Number	Project Name	Resource Type	Employee (ID)	Task Number	Task Name	Begin Date	Quantity
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	George, Elizabeth (032492)	01	Project Management	07-17-2024	1.75
			<b>George, Elizabeth (032492) Total</b>				1.75
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	McKinley, Theresa (002192)	01	Project Management	07-02-2024	0.50
			<b>McKinley, Theresa (002192) Total</b>				0.50
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	Moody, Kevin (020455)	01	Project Management	07-24-2024	1.00
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	Moody, Kevin (020455)	01	Project Management	07-18-2024	2.00
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	Moody, Kevin (020455)	01	Project Management	07-19-2024	2.00
			<b>Moody, Kevin (020455) Total</b>				5.00
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	Weiss, Jacob (021311)	01	Project Management	07-18-2024	1.00
			<b>Weiss, Jacob (021311) Total</b>				1.00
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	George, Elizabeth (032492)	02	Public Outreach & Presentations	07-11-2024	0.50
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	George, Elizabeth (032492)	02	Public Outreach & Presentations	07-01-2024	1.00
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	George, Elizabeth (032492)	02	Public Outreach & Presentations	07-02-2024	0.50
			<b>George, Elizabeth (032492) Total</b>				2.00
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	TenHulzen, Breanna (054330)	02	Public Outreach & Presentations	07-01-2024	0.50
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	TenHulzen, Breanna (054330)	02	Public Outreach & Presentations	07-09-2024	0.25
			<b>TenHulzen, Breanna (054330) Total</b>				0.75
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	Mersereau, James (024009)	03	Transit Options & High Level Env Analysis	07-24-2024	0.50
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	Mersereau, James (024009)	03	Transit Options & High Level Env Analysis	07-25-2024	0.50
			<b>Mersereau, James (024009) Total</b>				1.00
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	Weiss, Jacob (021311)	03	Transit Options & High Level Env Analysis	07-17-2024	4.00
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	Weiss, Jacob (021311)	03	Transit Options & High Level Env Analysis	07-18-2024	1.00
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	Weiss, Jacob (021311)	03	Transit Options & High Level Env Analysis	07-16-2024	1.00
10400589	MAPA-Ft Crook Trans Feas Stdy	Labor	Weiss, Jacob (021311)	03	Transit Options & High Level Env Analysis	07-25-2024	1.00
			<b>Weiss, Jacob (021311) Total</b>				7.00
			<b>Grand Total</b>				19.00

8.25

2.75

8

# Staffing Plan (CPFF)

Enter General Project Type HERE

**Project Name:** Fort Crook Road Transit Planning & Environmental Feasibility  
**Consultant:** HDR  
**Consultant PM:** Kevin Moody  
**LPA RC:** Example: Sue Jones, 402-777-0000, sue@lpa.gov  
**NDOT PC:** Example: Jane Smith, 402-479-0001, jane.smith@nebraska.gov  
**Date:** July 30, 2024

**Project Number:** \_\_\_\_\_  
**Control Number:** \_\_\_\_\_



#	Code	Classification	#	Code	Classification
1	PR	Principal	6	DES	Designer
2	PM	Program Manager	7	TECH	Technician
3	SENG	Sr. Engineer / Planner	8	ADM	Administrative
4	ENG	Engineer / Planner	9	SADV	Senior Advisor
5	JENG	Jr. Engineer / Planner	10	UD2	User Defined 2

<b>Overhead Rate</b> <sup>[1]</sup>
157.94%
<b>Fee for Profit Rate</b> <sup>[2]</sup>
12.00%
<b>FCCM (if applicable)</b>
0.4525%

## BLENDING RATES TABLE

Template: T-WB-Generic Fee Proposal (rev 01-13-2023) CPFF

Employee Name	Job Title & Certifications <sup>[3]</sup>	Current Actual Salary Rate/Hr <sup>[4]</sup>	% Assigned
<b>Principal</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Blended Rate:</b>		_____	_____
<b>Program Manager</b>			
Kevin Moody	Senior Project Manager	\$76.56	100%
_____	_____	_____	_____
<b>Blended Rate:</b>		<b>\$76.56</b>	_____
<b>Sr. Engineer / Planner</b>			
Jim Mersereau	Senior Transit Engineer	\$82.50	40%
Stephanie McQueen	Senior Transportation Planner	\$69.96	25%
Dean Prestegaard	Senior Economist	\$68.40	10%
Jessica Hekter	Senior Environmental Project Manager	\$67.21	25%
_____	_____	_____	_____
<b>Blended Rate:</b>		<b>\$74.13</b>	_____
<b>Engineer / Planner</b>			
Jacob Weiss	Transportation Planner	\$61.50	50%
Eric Wilke	Travel Demand Modeler	\$45.58	10%
Brett Guy	Traffic Engineer	\$43.09	10%
Bill Shrader	GIS Specialist	\$48.36	10%
Andy Gorham	Urban Design	\$56.74	20%
_____	_____	_____	_____
<b>Blended Rate:</b>		<b>\$55.80</b>	_____
<b>Jr. Engineer / Planner</b>			
Jeremy Williams	Transportation Planner	\$39.65	25%
Bryce Hallmark	Traffic Engineer	\$41.61	25%
Morgan McCullough	Traffic Engineer	\$43.41	25%
Alex Sick	Transportation Planner	\$31.56	25%
_____	_____	_____	_____
<b>Blended Rate:</b>		<b>\$39.06</b>	_____
<b>Designer</b>			
Bre TenHulzen	Strategic Communications Coordinator	\$29.70	50%
_____	_____	_____	_____

**BLENDED RATES TABLE**

Template: T-WB-Generic Fee Proposal (rev 01-13-2023) CPFF

<b>Employee Name</b>	<b>Job Title &amp; Certifications<sup>[3]</sup></b>	<b>Current Actual Salary Rate/Hr<sup>[4]</sup></b>	<b>% Assigned</b>
Mary Catherine Ruesch	Multimedia Specialist	\$29.94	25%
Elizabeth George	Multimedia Specialist	\$40.87	25%
		<b>Blended Rate:</b>	<b>\$32.55</b>
<b>Technician</b>			
		<b>Blended Rate:</b>	
<b>Administrative</b>			
Theresa McKinley	Accountant	\$54.95	100%
		<b>Blended Rate:</b>	<b>\$54.95</b>
<b>Senior Advisor</b>			
Doug Bisson	Urban Design Principal	\$87.21	50%
Ryan Bauman	Senior Transit Project Manager	\$85.80	50%
		<b>Blended Rate:</b>	<b>\$86.51</b>
<b>User Defined 2</b>			
		<b>Blended Rate:</b>	

**PROFESSIONAL SERVICES INVOICE SUMMARY**

Breakdown of Costs

Agreement No. UK2404  
Control No. 22863

Invoice Date 8/7/2024  
Invoice # 1200643616

<i>Feasibility Study</i>	<i>Negotiated Hours</i>	<i>Negotiated Fee</i>	<i>Previous Hrs wrk</i>	<i>Previously billed</i>	<i>Hours this period</i>	<i>\$ This Invoice</i>	<i>Total Hrs worked</i>	<i>Total \$ Billed to date</i>	<i>Balance of Hours</i>	<i>Balance \$</i>	<i>% Spent</i>	<i>% Work Complete</i>
Project Management & Administration	128	\$ 25,892.28	14.5	\$ 2,815.64	8.3 ✓	\$ 1,572.01 ✓	22.8 ✓	\$4,387.65 ✓	105.3	\$21,504.63	18%	15%
Public Outreach & Presentations	275	\$ 36,063.22	0.5	\$ 42.97 ✓	2.8 ✓	\$ 300.98 ✓	3.3 ✓	\$343.95 ✓	271.8	\$35,719.27	1%	1%
Transit Options & High-Level Env Analysis	308	\$ 43,568.87	9.0	\$ 1,575.49 ✓	8.0 ✓	\$ 1,484.34 ✓	17.0 ✓	\$3,059.83 ✓	291.0	\$40,509.04	7%	6%
Final Report & Presentations	140	\$ 18,472.75					0.0	\$0.00	140.0	\$18,472.75	0%	0%
Direct Expenses		\$ 1,001.00					0.0	\$0.00	0.0	\$1,001.00	0%	0%
<b>Subtotals</b>	851	\$ 124,998.12	24	\$ 4,434.10 ✓	19.0 ✓	\$ 3,357.33 ✓	43.0 ✓	\$7,791.43 ✓	808.0	\$117,206.69	6%	5%
<b>Grand Total</b>	851	\$ 124,998.12	24.0	\$4,434.10 ✓	19.0 ✓	\$ 3,357.33 ✓	43.0	\$7,791.43 ✓	808	\$117,206.69 ✓	6%	5%

# Invoice Progress Report

Date: Tuesday, August 06, 2024

---

Project: Fort Crook Road Transit Planning & Environmental Feasibility Study

---

To: Court Barber

---

From: Jacob Weiss

---

Subject: **Progress Report for June 30, 2024 to July 27, 2024**

The work completed during the period includes:

**Task 1: Project Management & Coordination** 8.25

- HDR project manager updated internal project tracking software and project milestones / schedule.
- The second progress meeting was held on July 18 virtually – Notes and PPT slides from the progress meetings were distributed via Sharepoint

**Task 2. Public Outreach & Presentations** 2.75

- HDR's strategic communications team continued working on Task 2.1 (Engagement Action Plan)
- HDR reached out to Offutt AFB to coordinate an initial meeting with a key stakeholder – still narrowing down a meeting time.

**Task 3. Transit Options & High-Level Environmental Analysis** 8

- HDR continued Task 3.1 (data collection and review of previous plans)
- HDR began Task 3.2 (BRT Concept Development) including operational analysis at key intersections
- HDR continued Task 3.5 (environmental feasibility) – specifically the updated flood maps that will go into effect in 2025. It was determined that the deliverable for the study would be AGOL maps for easy distribution to study members.

**Task 4. Final Report** 0

- No items were performed on Task 4 for this period

HDR - UK2404

HDR		Task 1	Task 2	Task 3	Task 4	Total	Other Direct Expenses:		Total Labor & Other	
							Printing and Reproduction	Mileage / Travel		
	Program Manager	\$ 76.56	52 \$ 3,981.12	33 \$ 2,526.48	10 \$ 765.60	12 \$ 918.72	\$		\$ 8,191.92	
	Sr. Engineer / Planner	\$ 72.50	18 \$ 1,305.00	18 \$ 1,305.00	22 \$ 1,595.00	4 \$ 290.00	\$		\$ 4,495.00	
	Engineer / Planner	\$ 54.90	30 \$ 1,647.00	50 \$ 2,745.00	112 \$ 6,148.80	34 \$ 1,866.60	\$		\$ 12,407.40	
	Jr. Engineer / Planner	\$ 39.06	\$ -	26 \$ 1,015.56	160 \$ 6,249.60	20 \$ 781.20	\$		\$ 8,046.36	
	Designer	\$ 31.70	\$ -	144 \$ 4,564.80	\$ -	64 \$ 2,028.80	\$		\$ 6,593.60	
	Administrative	\$ 54.95	12 \$ 659.40	\$ -	\$ -	\$ -	\$		\$ 659.40	
	Senior Advisor	\$ 86.51	16 \$ 1,384.16	4 \$ 346.04	4 \$ 346.04	6 \$ 519.06	\$		\$ 2,595.30	
	Subtotal		128 \$ 8,976.68	275 \$ 12,502.88	308 \$ 15,105.04	140 \$ 6,404.38	\$		\$ 42,988.98	
	Overhead	157.28%	\$ 14,118.52	\$ 19,664.53	\$ 23,757.21	\$ 10,072.81	\$		\$ 67,613.07	
	FCCM	0.286%	\$ 25.65	\$ 35.72	\$ 43.16	\$ 18.30	\$		\$ 122.83	
	Fixed Fee	12.00%	\$ 2,771.42	\$ 3,860.09	\$ 4,663.47	\$ 1,977.26	\$		\$ 13,272.25	
	<b>Budget</b>		<b>\$ 25,892.28</b>	<b>\$ 36,063.22</b>	<b>\$ 43,568.88</b>	<b>\$ 18,472.75</b>	<b>\$</b>	<b>870.00</b>	<b>\$ 131.00</b>	<b>\$ 124,998.12</b>

Billings		Task 1	Task 2	Task 3	Task 4	Total	Printing and Reproduction	Mileage / Travel	Total
INV. # 1200634449	PMT #1	\$ 2,815.64	\$ 42.97	\$ 1,575.49		\$ 4,434.10			\$ 4,434.10
INV. # 1200643616	PMT #2	\$ 1,572.01	\$ 300.98	\$ 1,484.34		\$ 3,357.33			\$ 3,357.33
INV. # 1200651769	PMT #3	\$ 2,801.15	\$ 1,329.13	\$ 5,669.39		\$ 9,799.67			\$ 9,799.67
INV. #	PMT #4					\$ -			\$ -
INV. #	PMT #5					\$ -			\$ -
INV. #	PMT #6					\$ -			\$ -
INV. #	PMT #7					\$ -			\$ -
INV. #	PMT #8					\$ -			\$ -
INV. #	PMT #9					\$ -			\$ -
INV. #	PMT #10					\$ -			\$ -
INV. #	PMT #11					\$ -			\$ -
INV. #	PMT #12					\$ -			\$ -
INV. #	PMT #13					\$ -			\$ -
INV. #	PMT #14					\$ -			\$ -
<b>Total Billed</b>		<b>\$ 7,188.80</b>	<b>\$ 1,673.08</b>	<b>\$ 8,729.22</b>	<b>\$ -</b>	<b>\$ 17,591.10</b>			<b>\$ 17,591.10</b>

Remaining Budget		Task 1	Task 2	Task 3	Task 4	Total	Printing and Reproduction	Mileage / Travel	Total	
<b>Total</b>		<b>\$ 18,703.48</b>	<b>\$ 34,390.14</b>	<b>\$ 34,839.66</b>	<b>\$ 18,472.75</b>	<b>\$ 106,406.02</b>	<b>\$</b>	<b>870.00</b>	<b>\$ 131.00</b>	<b>\$ 107,407.02</b>



Finance Team  
Contract Payment Review

Vendor	HDR - Ft. Creek Road	
PMT#	<del>2</del> 3	\$ 9,799.67
FC	10-16-24	BOD —

Reviewer	Approving Initials
Elise	9/20/24 EE
Connie	9/24/24 CW
Natasha	✓
Amanda	AM
Matt	N/A

# Cost Breakdown Form

## for Actual Cost Plus Fixed Fee (CPFF) Agreements

Company Name:	HDR Engineering, Inc.		
1. Control No.:	22863	Project No.:	MAPA-77(65)
Project Location:	Fort Crook Road Transit Planning & Environmental Feasibility		
Agreement No.:	UK2404	2. Expiration Date:	9/30/2025
Invoice No.:	1200651769	Invoice Date:	9/17/2024
% Work Completed:	11%		
Current Billing Period:	7/28/2024 ✓ thru 8/24/2024 ✓		

AGR # <b>UK2404</b> ✓	3. Direct Labor Costs	All Other Costs	Max Fixed Fee (Profit)	Total Contract Amount ✓
Amount thru sup # 000	<b>\$42,988.98</b> ✓	<b>\$68,736.89</b> ✓	<b>\$13,272.25</b> ✓	<b>\$124,998.12</b>

	Amount		
	This Period	Previously Billed	To Date
Direct Labor Costs	✓ \$3,386.84	✓ \$2,692.78	\$6,079.62
Overhead @ 157.94% ✓ of direct labor	✓ \$5,349.18	✓ \$4,252.98	\$9,602.16
Fixed Fee @ 12.00% ✓ of labor+overhead	✓ \$1,048.32	✓ \$833.49	\$1,881.81
FCCM @ 0.4525% ✓ of direct labor	✓ \$15.33	✓ \$12.18	\$27.51
Direct Costs (Non-Labor)		\$0.00	

Outside Services (Subconsultants):			
Name	Max Amount		
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Comments:		\$0.00
		\$0.00

Adjustments:			
Overhead		\$0.00	
Fixed Fee for profit		\$0.00	
FCCM		\$0.00	
Other:		\$0.00	

<b>Total Amount DUE &gt;&gt;</b>	<b>\$9,799.67</b> ✓	<b>\$7,791.43</b> ✓	<b>\$17,591.10</b> ✓
----------------------------------	---------------------	---------------------	----------------------

By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract.	Total Agreement Amount Remaining:	\$107,407.02 ✓
	Total Fixed Fee Remaining:	\$11,390.44 ✓

Signature (typed or signed name required):	Title:	Date:
Kevin Moody	Project Manager	9/17/2024

Consultant's email contact for invoice-related questions: [kevin.moody@hdrinc.com](mailto:kevin.moody@hdrinc.com)



# Invoice



HDR Engineering, Inc.  
1917 S. 67th Street  
Omaha, NE 68106  
(402)399-1000

Metro Area Planning Agency  
2222 Cuming Street  
Omaha, NE 68102  
Attn: Court Barber

<b>Invoice No.</b>	1200651769
<b>Invoice Date</b>	9/17/2024
<b>Period Ending</b>	8/24/2024
<b>Project No.</b>	10400589 \$9,799.67
<b>Client No.</b>	002750

NTP 04/25/2024

**Fort Crook Road Transit Planning & Environmental Feasibility**  
Project No. MAPA-77(65)  
Control No. 22863, Agreement UK2404

Professional engineering services.

(Period July 28, 2024 to August 24, 2024)

Direct Salary Costs (per attached)	=	\$3,386.84	=	\$3,386.84 ✓
Overhead: 157.94% ✓ x				\$5,349.18 ✓
			Sub-Total	\$8,736.02 ✓
<b>Profit:</b>				
\$8,736.02 x		12.00% ✓	=	\$1,048.32 ✓
Facilities Cost of Capital:		0.004525 ✓	x	\$3,386.84 =
				\$15.33 ✓
Travel Expenses (per attached)				\$0.00
Other Expenses (per attached)				\$0.00
				\$0.00
Subconsultants (per attached)				\$0.00
				\$0.00
			Total Expenses	\$0.00

**SUMMARY**

Maximum Actual Cost Limit:	\$111,725.87
Fixed Fee:	\$13,272.25
Maximum Contract Amount:	\$124,998.12

Fee Billed to Date:	\$15,709.29
Fixed Fee Billed to Date:	\$1,881.81
Total Billed to Date:	\$17,591.10

Please send remittance with copy of invoice to:  
P.O. Box 74008202  
Chicago, IL 60674-8202

**MAPA Expense Authorization Voucher**

Date 8-24-24 Amt. \$9,799.67

Project 27000-60

Account 10-5430

Grant 23 NDOT 15 ✓

Acctg. Dir. [Signature]

Exec. Dir. \_\_\_\_\_

Treasurer \_\_\_\_\_

*Match 20%*

*10-3000*

*(1959.93)*

*10-3010*

*4 1959.93*

<b>Amount Due This Invoice</b>	<b>\$9,799.67</b>
--------------------------------	-------------------

**Fort Crook Road Transit Planning & Environmental Feasibility  
Project No. MAPA-77(65)  
Control No. 22863, Agreement UK2404**

(Period July 28, 2024 to August 24, 2024)

<u>Name</u>	<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
✓ J. Merserau	Sr Transit Planner	1.50	\$82.5000	\$123.75
✓ J. Weiss	Traffic Engineer	20.50	\$61.5000	\$1,260.75
✓ K. Moody	Project Manager	9.00	\$76.5600	\$689.04
✓ M. McCullough	Traffic Engineer	17.50	\$45.1500	\$790.13
✓ T. McKinley	Accounting	0.50	\$54.9600	\$27.48
✓ W. Shrader	GIS Technician	10.25	\$48.3600	\$495.69
		59.25		\$3,386.84

— see Court's note

Travel Expenses

\_\_\_\_\_ \$0.00

Other Expenses

\_\_\_\_\_ \$0.00

Total Expenses

\$0.00

Project Number	Project Name	Resource Type	Employee (ID)	Task Number	Task Name	Item Date	Quantity
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	McKinley, Theresa (002192)	01	Project Management	08-01-2024	0.50
			<b>McKinley, Theresa (002192) Total</b>				0.50
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Moody, Kevin (020455)	01	Project Management	08-08-2024	2.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Moody, Kevin (020455)	01	Project Management	08-02-2024	1.00
			<b>Moody, Kevin (020455) Total</b>				3.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Shrader, William (058286)	01	Project Management	08-05-2024	1.50
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Shrader, William (058286)	01	Project Management	08-14-2024	0.25
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Shrader, William (058286)	01	Project Management	08-07-2024	6.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Shrader, William (058286)	01	Project Management	08-06-2024	0.50
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Shrader, William (058286)	01	Project Management	08-08-2024	2.00
			<b>Shrader, William (058286) Total</b>				10.25
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Weiss, Jacob (021311)	01	Project Management	08-21-2024	1.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Weiss, Jacob (021311)	01	Project Management	08-15-2024	1.50
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Weiss, Jacob (021311)	01	Project Management	08-06-2024	1.00
			<b>Weiss, Jacob (021311) Total</b>				3.50
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Moody, Kevin (020455)	02	Public Outreach & Presentations	08-14-2024	2.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Moody, Kevin (020455)	02	Public Outreach & Presentations	08-21-2024	2.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Moody, Kevin (020455)	02	Public Outreach & Presentations	08-23-2024	2.00
			<b>Moody, Kevin (020455) Total</b>				6.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	McCullough, Morgan (036041)	03	Transit Options & High Level Env Analysis	08-15-2024	2.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	McCullough, Morgan (036041)	03	Transit Options & High Level Env Analysis	08-16-2024	2.50
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	McCullough, Morgan (036041)	03	Transit Options & High Level Env Analysis	08-20-2024	4.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	McCullough, Morgan (036041)	03	Transit Options & High Level Env Analysis	08-21-2024	6.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	McCullough, Morgan (036041)	03	Transit Options & High Level Env Analysis	08-19-2024	3.00
			<b>McCullough, Morgan (036041) Total</b>				17.50
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Mersereau, James (024009)	03	Transit Options & High Level Env Analysis	08-13-2024	0.50
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Mersereau, James (024009)	03	Transit Options & High Level Env Analysis	08-15-2024	1.00
			<b>Mersereau, James (024009) Total</b>				1.50
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Weiss, Jacob (021311)	03	Transit Options & High Level Env Analysis	07-31-2024	1.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Weiss, Jacob (021311)	03	Transit Options & High Level Env Analysis	08-22-2024	2.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Weiss, Jacob (021311)	03	Transit Options & High Level Env Analysis	08-09-2024	1.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Weiss, Jacob (021311)	03	Transit Options & High Level Env Analysis	08-14-2024	6.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Weiss, Jacob (021311)	03	Transit Options & High Level Env Analysis	08-19-2024	3.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Weiss, Jacob (021311)	03	Transit Options & High Level Env Analysis	07-30-2024	3.00
10400589	MAPA-Ft Crook Trans Feas Styd	Labor	Weiss, Jacob (021311)	03	Transit Options & High Level Env Analysis	08-20-2024	3.00
			<b>Weiss, Jacob (021311) Total</b>				17.00
			<b>Grand Total</b>				59.25

T1 = 17.25

T2 = 6

T3 = 36

# Invoice Progress Report

Date: Wednesday, August 28, 2024

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Project: Fort Crook Road Transit Planning & Environmental Feasibility Study

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To: Court Barber

---

From: Jacob Weiss

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Subject: Progress Report for July 28 to August 24, 2024

The work completed during the period includes:

## Task 1: Project Management & Coordination

- HDR project manager updated internal project tracking software and project milestones / schedule.
- The third progress meeting was held on August 15 virtually – Notes and PPT slides from the progress meetings were distributed via Sharepoint
- HDR met with Metro and MAPA on August 21 to discuss the project as a whole and gain feedback on the current project direction.

## Task 2. Public Outreach & Presentations

- HDR's strategic communications team continued working on Task 2.1 (Engagement Action Plan)
- HDR continued effort to coordinate with Offutt AFB to schedule an initial meeting – Meeting now set for August 28<sup>th</sup>. HDR began developing Transit Propensity Survey questions to distribute to Offutt members.

## Task 3. Transit Options & High-Level Environmental Analysis

- HDR continued Task 3.1 (data collection and review of previous plans) – and began working on the data collection memorandum
- HDR continued Task 3.2 (BRT Concept Development) including operational analysis at key intersections
  - Typical sections were developed as part of this task.
- HDR continued Task 3.5 (environmental feasibility) – specifically the updated flood maps that will go into effect in 2025. It was determined that the deliverable for the study would be AGOL maps for easy distribution to study members.
  - The AGOL Hub site was distributed and will continually be added to as new items are developed.

## Task 4. Final Report

- No items were performed on Task 4 for this period

**PROFESSIONAL SERVICES INVOICE SUMMARY**

Breakdown of Costs

Agreement No. UK2404  
Control No. 22863

Invoice Date 9/17/2024  
Invoice # 1200651769

17.25

Feasibility Study	Negotiated Hours	Negotiated Fee	Previous Hrs wrk	Previously billed	Hours this period	\$ This Invoice	Total Hrs worked	Total \$ Billed to date	Balance of Hours	Balance \$	% Spent	% Work Complete
Project Management & Administration	128	\$ 25,892.28	22.8	\$ 4,387.65	17.3	\$ 2,801.15	40.0	\$7,188.80	88.0	\$18,703.48	28%	25%
Public Outreach & Presentations	275	\$ 36,063.22	3.3	\$ 343.95	6.0	\$ 1,329.13	9.3	\$1,673.08	265.8	\$34,390.14	5%	5%
Transit Options & High-Level Env Analysis	308	\$ 43,568.87	17.0	\$ 3,059.83	36.0	\$ 5,669.39	53.0	\$8,729.22	255.0	\$34,839.65	20%	15%
Final Report & Presentations	140	\$ 18,472.75					0.0	\$0.00	140.0	\$18,472.75	0%	0%
Direct Expenses		\$ 1,001.00					0.0	\$0.00	0.0	\$1,001.00	0%	0%
<b>Subtotals</b>	851	\$ 124,998.12	43	\$ 7,791.43	59.3	\$ 9,799.67	102.3	\$17,591.10	748.8	\$107,407.02	14%	11%
<b>Grand Total</b>	851	\$ 124,998.12	43.0	\$7,791.43	59.3	\$ 9,799.67	102.3	\$17,591.10	749	\$107,407.02	14%	11%

59.25

# Staffing Plan (CPFF)

Enter General Project Type HERE

**Project Name:** Fort Crook Road Transit Planning & Environmental Feasibility

**Project Number:** \_\_\_\_\_

**Consultant:** HDR

**Control Number:** \_\_\_\_\_

**Consultant PM:** Kevin Moody

**NEBRASKA**

**LPA RC:** \_\_\_\_\_ Example: Sue Jones, 402-777-0000, sue@lpa.gov

Good Life. Great Journey.

**NDOT PC:** \_\_\_\_\_ Example: Jane Smith, 402-479-0001, jane.smith@nebraska.gov

DEPARTMENT OF TRANSPORTATION

**Date:** August 26, 2024

#	Code	Classification	#	Code	Classification
1	PR	Principal	6	DES	Designer
2	PM	Program Manager	7	TECH	Technician
3	SENG	Sr. Engineer / Planner	8	ADM	Administrative
4	ENG	Engineer / Planner	9	SADV	Senior Advisor
5	JENG	Jr. Engineer / Planner	10	UD2	User Defined 2

<b>Overhead Rate</b> <sup>[1]</sup>	157.94%
<b>Fee for Profit Rate</b> <sup>[2]</sup>	12.00%
<b>FCCM (if applicable)</b>	0.4525%

## BLENDING RATES TABLE

Template: T-WB-Generic Fee Proposal (rev 01-13-2023) CPFF

Employee Name	Job Title & Certifications <sup>[3]</sup>	Current Actual Salary Rate/Hr <sup>[4]</sup>	% Assigned
<b>Principal</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		<b>Blended Rate:</b>	_____
<b>Program Manager</b>			
Kevin Moody	Senior Project Manager	\$76.56	100%
_____	_____	_____	_____
		<b>Blended Rate:</b>	<b>\$76.56</b>
<b>Sr. Engineer / Planner</b>			
Jim Mersereau	Senior Transit Engineer	\$82.50	40%
Stephanie McQueen	Senior Transportation Planner	\$69.96	25%
Dean Prestegaard	Senior Economist	\$68.40	10%
Jessica Hekter	Senior Environmental Project Manager	\$67.21	25%
_____	_____	_____	_____
		<b>Blended Rate:</b>	<b>\$74.13</b>
<b>Engineer / Planner</b>			
Jacob Weiss	Transportation Planner	\$61.50	50%
Eric Wilke	Travel Demand Modeler	\$45.58	10%
Brett Guy	Traffic Engineer	\$43.09	10%
Bill Shrader	GIS Specialist	\$48.36	10%
Andy Gorham	Urban Design	\$56.74	20%
_____	_____	_____	_____
		<b>Blended Rate:</b>	<b>\$55.80</b>
<b>Jr. Engineer / Planner</b>			
Jeremy Williams	Transportation Planner	\$39.65	25%
Bryce Hallmark	Traffic Engineer	\$41.61	25%
Morgan McCullough	Traffic Engineer	\$45.15	25%
Alex Sick	Transportation Planner	\$31.56	25%
_____	_____	_____	_____
		<b>Blended Rate:</b>	<b>\$39.49</b>
<b>Designer</b>			
Bre TenHulzen	Strategic Communications Coordinator	\$29.70	50%
Mary Catherine Ruesch	Multimedia Specialist	\$29.94	25%
_____	_____	_____	_____

**BLENDED RATES TABLE**

Template: T-WB-Generic Fee Proposal (rev 01-13-2023) CPFF

Employee Name	Job Title & Certifications <sup>[3]</sup>	Current Actual Salary Rate/Hr <sup>[4]</sup>	% Assigned
Elizabeth George	Multimedia Specialist	\$40.87	25%
<b>Blended Rate:</b>		<b>\$32.55</b>	
<b>Technician</b>			
<b>Blended Rate:</b>			
<b>Administrative</b>			
Theresa McKinley	Accountant	\$54.95	100%
<b>Blended Rate:</b>		<b>\$54.95</b>	
<b>Senior Advisor</b>			
Doug Bisson	Urban Design Principal	\$87.21	50%
Ryan Bauman	Senior Transit Project Manager	\$85.80	50%
<b>Blended Rate:</b>		<b>\$86.51</b>	
<b>User Defined 2</b>			
<b>Blended Rate:</b>			

HDR - UK2404

HDR					Labor & Rates	Other Direct Expenses:		Total Labor & Other	
	Task 1	Task 2	Task 3	Task 4	Total	Printing and Reproduction	Mileage / Travel	Total	
Program Manager	\$ 76.56	52 \$ 3,981.12	33 \$ 2,526.48	10 \$ 765.60	12 \$ 918.72	\$		<b>8,191.92</b>	
Sr. Engineer / Planner	\$ 72.50	18 \$ 1,305.00	18 \$ 1,305.00	22 \$ 1,595.00	4 \$ 290.00	\$		<b>4,495.00</b>	
Engineer / Planner	\$ 54.90	30 \$ 1,647.00	50 \$ 2,745.00	112 \$ 6,148.80	34 \$ 1,866.60	\$		<b>12,407.40</b>	
Jr. Engineer / Planner	\$ 39.06	\$ -	26 \$ 1,015.56	160 \$ 6,249.60	20 \$ 781.20	\$		<b>8,046.36</b>	
Designer	\$ 31.70	\$ -	144 \$ 4,564.80	\$ -	64 \$ 2,028.80	\$		<b>6,593.60</b>	
Administrative	\$ 54.95	12 \$ 659.40	\$ -	\$ -	\$ -	\$		<b>659.40</b>	
Senior Advisor	\$ 86.51	16 \$ 1,384.16	4 \$ 346.04	4 \$ 346.04	6 \$ 519.06	\$		<b>2,595.30</b>	
<b>Subtotal</b>		128 \$ 8,976.68	275 \$ 12,502.88	308 \$ 15,105.04	140 \$ 6,404.38	\$		<b>42,988.98</b>	
Overhead	157.28%	\$ 14,118.52	\$ 19,664.53	\$ 23,757.21	\$ 10,072.81	\$		<b>67,613.07</b>	
FCCM	0.286%	\$ 25.65	\$ 35.72	\$ 43.16	\$ 18.30	\$		<b>122.83</b>	
Fixed Fee	12.00%	\$ 2,771.42	\$ 3,860.09	\$ 4,663.47	\$ 1,977.26	\$		<b>13,272.25</b>	
<b>Budget</b>		<b>\$ 25,892.28</b>	<b>\$ 36,063.22</b>	<b>\$ 43,568.88</b>	<b>\$ 18,472.75</b>	<b>\$ 123,997.12</b>	<b>\$ 870.00</b>	<b>\$ 131.00</b>	<b>\$ 124,998.12</b>

Billings	Task 1	Task 2	Task 3	Task 4	Total	Printing and Reproduction	Mileage / Travel	Total
INV. # 1200634449	PMT #1 \$ 2,815.64	\$ 42.97	\$ 1,575.49		\$ 4,434.10			\$ 4,434.10
INV. # 1200643616	PMT #2 \$ 1,572.01	\$ 300.98	\$ 1,484.34		\$ 3,357.33			\$ 3,357.33
INV. # 1200651769	PMT #3 \$ 2,801.15	\$ 1,329.13	\$ 5,669.39		\$ 9,799.67			\$ 9,799.67
INV. #	PMT #4				\$ -			\$ -
INV. #	PMT #5				\$ -			\$ -
INV. #	PMT #6				\$ -			\$ -
INV. #	PMT #7				\$ -			\$ -
INV. #	PMT #8				\$ -			\$ -
INV. #	PMT #9				\$ -			\$ -
INV. #	PMT #10				\$ -			\$ -
INV. #	PMT #11				\$ -			\$ -
INV. #	PMT #12				\$ -			\$ -
INV. #	PMT #13				\$ -			\$ -
INV. #	PMT #14				\$ -			\$ -
<b>Total Billed</b>	<b>\$ 7,188.80</b>	<b>\$ 1,673.08</b>	<b>\$ 8,729.22</b>	<b>\$ -</b>	<b>\$ 17,591.10</b>			<b>\$ 17,591.10</b>

Remaining Budget	Task 1	Task 2	Task 3	Task 4	Total	Printing and Reproduction	Mileage / Travel	Total
<b>Total</b>	<b>\$ 18,703.48</b>	<b>\$ 34,390.14</b>	<b>\$ 34,839.66</b>	<b>\$ 18,472.75</b>	<b>\$ 106,406.02</b>	<b>\$ 870.00</b>	<b>\$ 131.00</b>	<b>\$ 107,407.02</b>





Finance Team  
Contract Payment Review

Vendor	HDR-Travel Demand Model Update	
PMT#	4	\$ 12,524.29
Date Received	9/9/24	
FC	10-16-24	BOD _____

Reviewer	Approving Initials
<b>Elise</b>	10/7/24 EE
<b>Connie</b>	10/10/24 CW
<b>Natasha</b>	✓
<b>Amanda</b>	AM
<b>Matt</b>	N/A

# Cost Breakdown Form

## for Actual Cost Plus Fixed Fee (CPFF) Agreements

Company Name:	HDR Engineering, Inc.		
1. Control No.:	01047M	Project No.:	PLM-1(60)
Project Location:	MAPA Travel Demand Model Update		
Agreement No.:	UK2014-03 ✓	2. Expiration Date:	12/31/2024 ✓
Invoice No.:	1200651766	Invoice Date:	9/9/2024
% Work Completed:	41%		
Current Billing Period:	7/30/2024 ✓ thru 8/24/2024 ✓		

AGR # UK2014-03 Amount thru sup # 000	3. Direct Labor Costs \$23,015.49 ✓	All Other Costs \$36,264.52 ✓	Max Fixed Fee (Profit) \$7,105.71 ✓			Total Contract Amount \$66,385.72 ✓
			Amount			
		This Period	Previously Billed	To Date		
Direct Labor Costs		\$4,328.49 ✓	✓ ✓ \$7,725.87 ✓	\$12,054.36 ✓		
Overhead @ 157.94% ✓ of direct labor		\$6,836.42 ✓	✓ ✓ \$12,202.23 ✓	\$19,038.65 ✓		
Fixed Fee @ 12.00% ✓ of labor+overhead		\$1,339.79 ✓	✓ ✓ \$2,391.38 ✓	\$3,731.17 ✓		
FCCM @ 0.4525% ✓ of direct labor		\$19.59 ✓	✓ ✓ \$34.96 ✓	\$54.55 ✓		
Direct Costs (Non-Labor)			\$0.00			
Outside Services (Subconsultants):						
Name		Max Amount				
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
Comments:				\$0.00		
				\$0.00		
Adjustments:						
Overhead				\$0.00		
Fixed Fee for profit				\$0.00		
FCCM				\$0.00		
Other:				\$0.00		
<b>Total Amount DUE &gt;&gt;</b>		<b>\$12,524.29 ✓</b>	<b>\$22,354.44 ✓</b>	<b>\$34,878.73 ✓</b>		

By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract.

Total Agreement Amount Remaining: \$31,506.99 ✓  
 Total Fixed Fee Remaining: \$3,374.54 ✓

Signature (typed or signed name required): Jason Carbee	Title: Project Manager	Date: 9/9/2024
--	---------------------------	-------------------

Consultant's email contact for invoice-related questions: [jason.carbee@hdrinc.com](mailto:jason.carbee@hdrinc.com)

# Invoice



HDR Engineering, Inc.  
 1917 S. 67th Street  
 Omaha, NE 68106  
 (402)399-1000

Metro Area Planning Agency  
 2222 Cuming Street  
 Omaha, NE 68102  
 Attn: Jim Boerner

<b>Invoice No.</b>	<b>1200651766</b>
<b>Invoice Date</b>	<b>9/9/2024</b>
<b>Period Ending</b>	<b>8/24/2024</b>
<b>Project No.</b>	<b>10401778 \$12,524.29</b>
<b>Client No.</b>	<b>008526</b>

**MAPA Travel Demand Model Update**  
 Project No. PLM-1(60), CN 01047M, Agreement UK2014-03

*July 28 - 1 hr. not on previous invoice*

Professional engineering services.

(Period July 28, 2024 to August 24, 2024)

Direct Salary Costs (per attached)	=	\$4,328.49	=		\$4,328.49 ✓	
Overhead: 157.94%	x				\$6,836.42 ✓	
				Sub-Total	\$11,164.91	
Fixed Fee:						
\$11,164.91	x	12.00%	Fixed fee this period:	\$1,339.79	\$1,339.79 ✓	
Facilities Cost of Capital:						
		0.004525	x	\$4,328.49	=	\$19.59 ✓
Travel Expenses (per attached)					\$0.00	
Other Expenses (per attached)					\$0.00	
					\$0.00	
					\$0.00	

**MAPA Expense Authorization Voucher**

Date 8-24-24 Amt. 12,524.29 ✓

Project 25000-30 ✓

Account 10-5420 ✓

Grant 19ND0T01 ✓

Acctg. Dir. AM

Exec. Dir. \_\_\_\_\_

Treasurer \_\_\_\_\_

**SUMMARY**

Maximum Billable: \$66,385.72  
 Total Billed to Date: \$34,878.73

Please send remittance with copy of invoice to:  
 P.O. Box 74008202  
 Chicago, IL 60674-8202

<b>Amount Due This Invoice</b>	<b>\$12,524.29</b>
--------------------------------	--------------------

**MAPA Travel Demand Model Update  
Project No. PLM-1(60), CN 01047M, Agreement UK2014-03**

(Period July 28, 2024 to August 24, 2024)

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
E. Wilke Traffic Engineer	3.00	\$45.58 ✓	\$136.74
M. Hasan Traffic Engineer	115.00	\$35.37 ✓	\$4,067.55
T. McKinley Project Accountant	0.50	\$54.95 ✓	\$27.48
W. Shrader GIS Technician	2.00	\$48.36 ✓	\$96.72
	<u>120.50</u>		<u>\$4,328.49</u>

NEW

OK per Jim

**Travel Expenses**

\$0.00

**Other Expenses**

\$0.00

**Total Expenses**

\$0.00

Project Number	Project Name	Resource Type	Employee ID	Task Number	Task Name	Start Date	Quantity
10401778	MAPA-2024 Model Updates	Labor	McKinley, Theresa (002192)	01	Coordination & Communication	07-30-2024	0.50
			<b>McKinley, Theresa (002192) Total</b>				0.50
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-09-2024	4.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-05-2024	4.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-01-2024	8.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	07-31-2024	6.50
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-06-2024	7.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-02-2024	7.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	07-29-2024	2.50
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-12-2024	6.50
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-19-2024	2.50
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-20-2024	7.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-14-2024	7.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-22-2024	6.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-21-2024	7.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-07-2024	4.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-23-2024	7.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-13-2024	8.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-15-2024	6.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-08-2024	4.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	08-10-2024	4.00
10401778	MAPA-2024 Model Updates	Labor	Hasan, Mithila (060807)	02	Base Model Inputs	07-30-2024	7.00
			<b>Hasan, Mithila (060807) Total</b>				115.00
10401778	MAPA-2024 Model Updates	Labor	Shrader, William (058286)	02	Base Model Inputs	07-29-2024	1.00
10401778	MAPA-2024 Model Updates	Labor	Shrader, William (058286)	02	Base Model Inputs	08-01-2024	1.00
			<b>Shrader, William (058286) Total</b>				2.00
10401778	MAPA-2024 Model Updates	Labor	Wilke, Eric (034755)	02	Base Model Inputs	07-31-2024	1.50
10401778	MAPA-2024 Model Updates	Labor	Wilke, Eric (034755)	02	Base Model Inputs	08-16-2024	0.50
10401778	MAPA-2024 Model Updates	Labor	Wilke, Eric (034755)	02	Base Model Inputs	08-15-2024	1.00
			<b>Wilke, Eric (034755) Total</b>				3.00
			<b>Grand Total</b>				120.50

OK

# Invoice Period Progress

Date: Wednesday, September 04, 2024

Project: Metropolitan Area Planning Agency (MAPA) Model Updates

To: Jim Boerner  
Owen Stuckey

From: Jason Carbee  
Eric Wilke

Subject: August 2024 Invoice

**Invoice Period:** July 28 to August 24, 2024

## **Work Completed During the Period:**

### Task 1 – Coordination and Communication

- Completed progress report and internal accounting and created an invoice for August 2024.

### Tasks 2 Base Model Inputs

- Meetings:
  - Model Monthly Update Meeting – 8/26
- Tasks
  - Added local road around TAZ boundaries to allow proper loading of traffic to network
    - Updated the centroid connectors accordingly
  - Updated Omaha intersection information
  - Base transit route alignment and attribute updates
  - Processed StreetLight data for External-External trip inputs
  - Parcel data review and model field preparation
  - Gathering other model inputs and revising for updated zone and network structure to prepare to start running script

### Tasks 3 Calibration

- Calibration work was initiated during the period.

### Problems Encountered

Please note that during the period, additional effort on parcel data review and clean up occurred. The data did not arrive as cleanly as was anticipated during scoping, so we are running over budget on baseline model inputs. We are taking measures to complete calibration more efficiently.

**PROFESSIONAL SERVICES INVOICE SUMMARY**

Breakdown of Costs

Agreement No. UK2014-03  
Control No. 01047M

Invoice Date 9/9/2024  
Invoice # 1200651766

<i>Roadway Design</i>	<i>Negotiated Hours</i>	<i>Negotiated Fee</i>	<i>Previous Hrs wrk</i>	<i>Previously billed</i>	<i>Hours this period</i>	<i>\$ This Invoice</i>	<i>Total Hrs worked</i>	<i>Total \$ Billed to date</i>	<i>Balance of Hours</i>	<i>Balance \$</i>	<i>% Spent</i>	<i>% Work Complete</i>
I. Coordination and Communication	40	\$ 6,290.20	9.50	\$ 1,687.49	0.50 ✓	\$ 79.51 ✓	10.00	\$1,767.00	30.00	\$4,523.20	28%	30%
II. Base Model Inputs	190	\$ 22,394.26	199.00	\$ 20,666.95	120.00 ✓	\$ 12,444.78 ✓	319.00	\$33,111.73	-129.00	-\$10,717.47	148%	100%
III. Calibration and Validation	234	\$ 29,422.31					0.00	\$0.00	234.00	\$29,422.31	0%	10%
IV. Future Model	32	\$ 3,109.60					0.00	\$0.00	32.00	\$3,109.60	0%	0%
V. Documentation	42	\$ 5,169.35					0.00	\$0.00	42.00	\$5,169.35	0%	0%
<b>Subtotals</b>	<b>538</b>	<b>\$ 66,385.72</b>	<b>208.50</b>	<b>\$ 22,354.44</b>	<b>120.50</b>	<b>\$ 12,524.29</b>	<b>329.00</b>	<b>\$34,878.73</b>	<b>209.00</b>	<b>\$31,506.99</b>	<b>53%</b>	<b>41%</b>
<b>Grand Total</b>	<b>538</b>	<b>\$ 66,385.72</b>	<b>208.50</b>	<b>\$22,354.44</b>	<b>120.50</b>	<b>\$ 12,524.29</b>	<b>329.00</b>	<b>\$34,878.73</b>	<b>209.00</b>	<b>\$31,506.99</b>	<b>53%</b>	<b>41%</b>



James Boerner <jboerner@mapacog.org>

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## MAPA Travel Demand Model Update, Project No. PLM-1(60), CN 01047M

1 message

---

**McKinley, Theresa** <Theresa.McKinley@hdrinc.com>

Mon, Sep 9, 2024 at 1:47 PM

To: jboerner <jboerner@mapacog.org>

Cc: "Carbee, Jason" <jason.carbee@hdrinc.com>

Attached is HDR's August invoice for the MAPA Travel Demand Model Update, Project No. PLM-1(60), CN 01047M. If you have any questions please contact Jason Carbee at (402) 399-1370. Thanks.

**Theresa McKinley**

**Senior Project Accountant**

**HDR**

1917 S. 67<sup>th</sup> Street


Omaha, NE 68106

D 402.399.4818

[theresa.mckinley@hdrinc.com](mailto:theresa.mckinley@hdrinc.com)

[hdrinc.com/follow-us](http://hdrinc.com/follow-us)

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 **10401778 Aug 24.pdf**  
400K



HDR - UK2014-03 - On-Call TDM  
(Task Order 4)

							Labor & Rates
HDR		Task 1	Task 2	Task 3	Task 4	Task 5	Total
	Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Program Manager	\$ 79.61	\$ 955.32	\$ 796.10	\$ 318.44	\$ 159.22	\$ 2,229.08
	SR. Modeler	\$ 88.04	\$ -	\$ -	\$ 528.24	\$ -	\$ 528.24
	Modeling Lead	\$ 45.58	\$ 592.54	\$ 3,464.08	\$ 6,928.16	\$ 1,093.92	\$ 12,078.70
	Modeler	\$ 33.69	\$ 303.21	\$ 3,503.76	\$ 2,425.68	\$ 539.04	\$ 7,849.77
	Administrative	\$ 54.95	\$ 329.70	\$ -	\$ -	\$ -	\$ 329.70
Subtotal		40 \$ 2,180.77	190 \$ 7,763.94	234 \$ 10,200.52	32 \$ 1,078.08	42 \$ 1,792.18	\$ 23,015.49
Overhead	157.28%	\$ 3,429.92	\$ 12,211.12	\$ 16,043.38	\$ 1,695.60	\$ 2,818.74	\$ 36,198.76
FCCM	0.286%	\$ 6.23	\$ 22.18	\$ 29.15	\$ 3.08	\$ 5.12	\$ 65.76
Fixed Fee	12.00%	\$ 673.28	\$ 2,397.01	\$ 3,149.27	\$ 332.84	\$ 553.31	\$ 7,105.71
<b>Budget</b>		<b>\$ 6,290.20</b>	<b>\$ 22,394.25</b>	<b>\$ 29,422.32</b>	<b>\$ 3,109.61</b>	<b>\$ 5,169.35</b>	<b>\$ 66,385.72</b>

Billings	Task 1	Task 2	Task 3	Task 4	Task 5	Total
Payment#1 - Inv 1200629252	\$ 211.40	\$ 3,689.93				\$ 3,901.33
Payment#2 - Inv 1200634448	\$ 919.17	\$ 9,091.63				\$ 10,010.80
Payment#3 - Inv 1200641706	\$ 556.93	\$ 7,885.38				\$ 8,442.31
Payment#4 - Inv 1200651766	\$ 79.51	\$ 12,444.78				\$ 12,524.29
Payment#5						\$ -
Payment#6						\$ -
Payment#7						\$ -
Payment#8						\$ -
Payment#9						\$ -
Payment#10						\$ -
Payment#11						\$ -
Payment#12						\$ -
Payment#13						\$ -
Payment#14						\$ -
<b>Total Billed</b>	<b>\$ 1,767.01</b>	<b>\$ 33,111.72</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,878.73</b>

Remaining Budget	Task 1	Task 2	Task 3	Task 4	Task 5	Total
<b>Total</b>	<b>\$ 4,523.19</b>	<b>\$ (10,717.47)</b>	<b>\$ 29,422.32</b>	<b>\$ 3,109.61</b>	<b>\$ 5,169.35</b>	<b>\$ 31,506.99</b>



Finance Team  
Contract Payment Review

PMT #4 was  
Cloud Services  
so it was moved to  
#1 under C.S.

Vendor <b>Oracle</b>	
PMT# <del>7</del> <b>6</b>	\$ <b>2,949.22</b>
FC <b>10-16-24</b>	BOD <b>_____</b>

Reviewer	Approving Initials
<b>10/3 Elise</b>	<b>contract # does not match files</b>
<b>Connie</b>	<b>10/3/24 CW</b>
<b>Natasha</b>	<b>✓</b>
<b>Amanda</b>	<b>AM</b>
<b>Matt</b>	<b>MC</b>

— Matt emailed  
Oracle about  
this. **EE**  
No contract  
Scanned by  
Knact  
only TO

**Total Amount** 2,949.22  
**Due Date** 23-OCT-2024  
**Invoice Number** 101558660

**PO Number** US-16029738  
**Invoice Date** 23-SEP-2024  
**Payment Terms** Net Due in 30 Days  
**Contract Number** 300944671

### Payment Instructions

Reference Invoice Number: **101558660**

**Wire Funds To**  
 Wells Fargo Bank  
 ACCT: 4522-020841  
 SWIFT Code: WFBUS6S  
 ABA: 121000248  
 Beneficiary: Oracle America, Inc.

**Mail Checks To**  
 Oracle America, Inc.  
 PO Box 203448  
 Dallas, TX  
 75320-3448

Credit card, PayPal,  
 or eCheck Payments

Visit shop.oracle.com

**Subtotal** 2,949.22  
**Tax** 0.00  
**Total** 2,949.22 USD

**Bill To**  
**Metropolitan Area Planning Agency**  
 Matthew Eash  
 2222 Cuming St  
 Omaha, NE 68102  
 United States

**Ship To**  
**Metropolitan Area Planning Agency**  
 2222 Cuming St  
 Omaha, NE 68102  
 United States

No.	Description	Qty	Tax	Extended Amount
1	Time and Materials Labor: Baig, Mirza Mohammed Akhtar Hours @ 110.25 USD <i>8/28-9/6</i>	6.25	1 N	689.08
2	Time and Materials Labor: Velazquez, Michael <i>8/30-9/11</i> 7 Hours @ 110.25 USD	7	1 N	771.75
3	Time and Materials Labor: Mulo, Richard <i>8/28-9/20</i> 13.5 Hours @ 110.25 USD	13.5	1 N	1,488.39

**MAPA Expense Authorization Voucher**

Date 9-23-24 Amt. 2949.22

Project 99100-01

Account 10-5948

Grant 21XXXX00

Acctg. Dir. AM

Exec. Dir. \_\_\_\_\_

Treasurer \_\_\_\_\_

Please beware of phishing attempts. Should you have any questions or concerns about your invoice, please contact your Oracle collections department for assistance.

*Misc.*  
13-1190 Dr.  
13-3007 Cr.

Invoice Expenditure Details

Contract Number	300944671
Project Number / Name	400301205 / LGGIU_TM_MAPA_NS4GIm
Draft Invoice Number	6

Consultant	Transaction Date	Task Number	Task Name	Expenditure Type	Quantity	Hrs	Bill Rate	Amount (Contract Currency) (USD)	Currency Conversion Rate	Amount (Invoice Currency) (USD)	Explanation/Comments
Baig, Mirza Mohammed Akhtar	2024-08-28	1.01.01	Labor-Billable Cost	LABOR	0	.75	110.25	82.69	1.00	82.69	
Baig, Mirza Mohammed Akhtar	2024-08-29	1.01.01	Labor-Billable Cost	LABOR	0	1	110.25	110.25	1.00	110.25	
Baig, Mirza Mohammed Akhtar	2024-08-30	1.01.01	Labor-Billable Cost	LABOR	0	.5	110.25	55.13	1.00	55.13	
Baig, Mirza Mohammed Akhtar	2024-09-04	1.01.01	Labor-Billable Cost	LABOR	0	1.5	110.25	165.38	1.00	165.38	
Baig, Mirza Mohammed Akhtar	2024-09-05	1.01.01	Labor-Billable Cost	LABOR	0	2	110.25	220.50	1.00	220.50	
Baig, Mirza Mohammed Akhtar	2024-09-06	1.01.01	Labor-Billable Cost	LABOR	0	.5	110.25	55.13	1.00	55.13	

Total: Baig, Mirza Mohammed Akhtar	0.00	6.25		689.08		689.08
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Consultant	Transaction Date	Task Number	Task Name	Expenditure Type	Quantity	Hrs	Bill Rate	Amount (Contract Currency) (USD)	Currency Conversion Rate	Amount (Invoice Currency) (USD)	Explanation/Comments
Mulo, Richard	2024-08-28	1.01.01	Labor-Billable Cost	LABOR	0	2.5	110.25	275.63	1.00	275.63	
Mulo, Richard	2024-09-03	1.01.01	Labor-Billable Cost	LABOR	0	3	110.25	330.75	1.00	330.75	
Mulo, Richard	2024-09-10	1.01.01	Labor-Billable Cost	LABOR	0	3	110.25	330.75	1.00	330.75	
Mulo, Richard	2024-09-11	1.01.01	Labor-Billable Cost	LABOR	0	1.5	110.25	165.38	1.00	165.38	
Mulo, Richard	2024-09-16	1.01.01	Labor-Billable Cost	LABOR	0	2	110.25	220.50	1.00	220.50	
Mulo, Richard	2024-09-17	1.01.01	Labor-Billable Cost	LABOR	0	.5	110.25	55.13	1.00	55.13	
Mulo, Richard	2024-09-20	1.01.01	Labor-Billable Cost	LABOR	0	1	110.25	110.25	1.00	110.25	

Total: Mulo, Richard	0.00	13.50		1,488.39		1,488.39
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Invoice Expenditure Details

Consultant	Transaction Date	Task Number	Task Name	Expenditure Type	Quantity	Hrs	Bill Rate	Amount (Contract Currency) (USD)	Currency Conversion Rate	Amount (Invoice Currency) (USD)	Explanation/Comments
Velazquez, Michael	2024-08-30	1.01.01	Labor-Billable Cost	LABOR	0	2	110.25	220.50	1.00	220.50	Historical Data Migration Work
Velazquez, Michael	2024-09-03	1.01.01	Labor-Billable Cost	LABOR	0	1	110.25	110.25	1.00	110.25	
Velazquez, Michael	2024-09-04	1.01.01	Labor-Billable Cost	LABOR	0	1	110.25	110.25	1.00	110.25	
Velazquez, Michael	2024-09-10	1.01.01	Labor-Billable Cost	LABOR	0	2	110.25	220.50	1.00	220.50	MAPA Workflow Discussion
Velazquez, Michael	2024-09-11	1.01.01	Labor-Billable Cost	LABOR	0	1	110.25	110.25	1.00	110.25	Procurement Customization Discussion

Total: Velazquez, Michael					0.00	7.00		771.75		771.75	
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Total: LABOR					0.00	26.75		2,949.22		2,949.22	
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Grand Total :					0.00	26.75		2,949.22		2,949.22	
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Connie Viner <cviner@mapacog.org>

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**Fwd: Your Oracle Transaction 101558660**

1 message

---

**Matt Eash** <meash@mapacog.org>  
To: Connie Viner <cviner@mapacog.org>

Tue, Sep 24, 2024 at 9:15 AM

fyi

----- Forwarded message -----

From: **ORCL US** <collections\_us@oracle.com>  
Date: Tue, Sep 24, 2024 at 4:56 AM  
Subject: Your Oracle Transaction 101558660  
To: <meash@mapacog.org>

**ORACLE**

**Dear Valued Customer,**



Oracle appreciates and values your business. A copy of your most recent invoice is attached to this message.

Company Name: Metropolitan Area Planning Agency

Account Number: A6RGR2

Transaction Date: 23-Sep-2024

Transaction Number: 101558660

Transaction Amount: 2,949.22 USD

Reference Number: 300944671

PO Number/Payment Reference: US-16029738

Visit [oracle.com/invoicing](https://oracle.com/invoicing) to explore available resources and frequently asked questions.

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Sincerely,

Oracle Collections Department  
Email: [collections\\_us@oracle.com](mailto:collections_us@oracle.com)  
Phone: (888) 803-7414

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 **101558660\_1.pdf**  
78K

Finance Team  
Contract Payment Review

Vendor	WSP / HDR / Vireo	
PMT#	4	\$ 32,208.25
Date Received		
FC	10-16-24	BOD —

Reviewer	Approving Initials
Elise	9/30/24 EE
Connie	10/3/24 CW
Natasha	✓
Amanda	10/03/24 AM
Matt	

10/3 - ok  
to pay per  
Matt



7/1 - 7/31

Task 1

2

3

4

8

subs.

HDR 1, 4, 6

Video 1, 4

# Cost Breakdown Form

## for Actual Cost Plus Fixed Fee (CPFF) Agreements

Company Name: WSP USA Inc.	
1. Control No.: N/A	Project No.: 693JJ32340243
Project Location: MAPA SS4A Public Outreach and CSAP	
Agreement No.: 24022400001	2. Expiration Date: 06/30/2025 ✓
Invoice No.: 40076426	Invoice Date: 8/26/2024
% Work Completed: 17.74%	
Current Billing Period: 7/1/2024 ✓ thru 7/31/2024 ✓	

AGR #	3. Direct Labor Costs	3. All Other Costs	Max Fixed Fee (Profit)	Total Contract Amount
24022400001	\$106,793.26 ✓	\$407,332.09 ✓	\$33,143.02 ✓	\$547,268.37 ✓
Amount thru sup # 000				

	Amount		
	This Period	Previously Billed	To Date
Direct Labor Costs	\$4,269.50 ✓	\$6,741.59 ✓	\$11,011.09
Overhead @ 140.30% ✓ of direct labor	\$5,990.11 ✓	\$9,458.45 ✓	\$15,448.56
Fixed Fee @ 12.60% ✓ of labor+overhead	\$1,292.71 ✓	\$2,041.20 ✓	\$3,333.91
FCCM @ 0.320% ✓ of direct labor	\$13.66 ✓	\$21.57 ✓	\$35.23
Direct Costs (Non-Labor)	\$0.00	\$0.00	

Outside Services (Subconsultants):			
Name	Max Amount		
HDR	\$193,547.11	✓ \$17,525.79 ✓	50,270.64 - \$40,870.80 - \$58,396.59
Vireo	\$53,106.05	✓ \$3,116.48 ✓	-312.41 - \$5,730.59 - \$8,847.07
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Comments:

Adjustments:			
Overhead			\$0.00
Fixed Fee for profit			\$0.00
FCCM			\$0.00
Other:			\$0.00

<b>Total Amount DUE &gt;&gt;</b>	<b>\$32,208.25</b>	<b>\$64,864.20</b>	<b>\$97,072.45</b>
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By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract.		Total Agreement Amount Remaining:	\$450,195.92
		Total Fixed Fee Remaining:	\$29,809.11
Signature (typed or signed name required):	Title:		Date:
Timothy Adams	Project Manager	75,875.86	6/6/2024
Consultant's email contact for invoice-related questions: <a href="mailto:angi.kennedy@wsp.com">angi.kennedy@wsp.com</a>			

SS4A Public Outreach and Comprehensive Safety Action Plan

Agreement Number - 24022400001

Project Number - 693JJ32340243

Task 1 -	Project Management			
	Personnel	Hours	Rate	Labor
	Adams, Timothy 7/3	2.00 ✓	\$62.79 ✓	\$125.58 ✓
	Brown, Lauren 7/15,16,18,26	15.25 ✓	\$39.43 ✓	\$601.31 ✓
	Carder, Kevin 7/11,12	1.50 ✓	\$57.70 ✓	\$86.55 ✓
	Kennedy, Angela (Angi) 7/2,8,11	1.25 ✓	\$33.90 ✓	\$42.38 ✓
	<b>Total Labor</b>	<b>20.00</b>		<b>\$855.82 ✓</b>
		Overhead (140.30%)		\$1,200.72 ✓
		FCCM (0.320%)		\$2.74 ✓
		<b>Subtotal Labor + Overhead + FCCM</b>		<b>\$1,203.46</b>
Task 2 -	Leadership Commitment			
	Personnel	Hours	Rate	Labor
	Adams, Timothy 7/15,19,24,25,31	12.00 ✓	\$62.79 ✓	\$753.48 ✓
	Brown, Lauren 7/29,30,31	9.50 ✓	\$39.43 ✓	\$374.59 ✓
	Lynch, Andrea 7/2,3,5	11.00 ✓	\$37.75 ✓	\$415.25 ✓
	<b>Total Labor</b>	<b>32.50</b>		<b>\$1,543.32 ✓</b>
		Overhead (140.30%)		\$2,165.28 ✓
		FCCM (0.320%)		\$4.94 ✓
		<b>Subtotal Labor + Overhead + FCCM</b>		<b>\$2,170.22</b>
Task 3 -	SS4A Planning Structure			
	Personnel	Hours	Rate	Labor
	Adams, Timothy 7/8,9,10,18,19	12.00 ✓	\$62.79 ✓	\$753.48 ✓
	Boehm, Joshua 7/8,9	1.00 ✓	\$60.61 ✓	\$60.61 ✓
	Brown, Lauren 7/18,19	12.50 ✓	\$39.43 ✓	\$492.88 ✓
	Lynch, Andrea 7/11,12,15,16	3.00 ✓	\$37.75 ✓	\$113.25 ✓
	<b>Total Labor</b>	<b>28.50</b>		<b>\$1,420.22 ✓</b>
		Overhead (140.30%)		\$1,992.57 ✓
		FCCM (0.320%)		\$4.54 ✓
		<b>Subtotal Labor + Overhead + FCCM</b>		<b>\$1,997.11</b>

SS4A Public Outreach and Comprehensive Safety Action Plan

Agreement Number - 24022400001

Project Number - 693JJ32340243

Task 4 - Public Outreach

Personnel	Hours	Rate	Labor
Adams, Timothy 7/23,26	4.00 ✓	\$62.79 ✓	\$251.16 ✓
Hedenkamp, Steffany (Steff) 7/25	2.75 ✓	\$66.33 ✓	\$182.41 ✓
	<u>0.00</u>		<u>\$0.00</u>
Total Labor	6.75		\$433.57 ✓
		Overhead (140.30%)	\$608.30 ✓
		FCCM (0.320%)	\$1.39 ✓
		Subtotal Labor + Overhead + FCCM	<u>\$609.69</u>

Task 8 - Plan Development

Personnel	Hours	Rate	Labor
Hedenkamp, Steffany (Steff) 7/11	0.25 ✓	\$66.33 ✓	\$16.58 ✓
Total Labor	0.25		\$16.58
		Overhead (140.30%)	\$23.26 ✓
		FCCM (0.320%)	\$0.05 ✓
		Subtotal Labor + Overhead + FCCM	<u>\$23.31</u>

Total Labor - this Invoice	\$4,269.51
Overhead (140.30%)	\$5,990.10
FCCM (0.320%)	\$13.66
Subtotal Labor + Overhead + FCCM - this Invoice	<u>\$10,273.27</u>
Fixed Fee - 12.60% of Labor and Overhead	<u>\$1,292.71</u>
Total Labor, Overhead, FCCM and Fixed Fee	\$11,565.98

SS4A Public Outreach and Comprehensive Safety Action Plan  
Agreement Number - 24022400001  
Project Number - 693JJ32340243

Subconsultant

HDR	Inv. 36751864	\$17,525.79
Vireo	Inv. 37881539	<u>\$3,116.48</u>
	Total Subconsultants	\$20,642.27

Total Amount this Invoice **\$32,208.25**

MAPA Expense Authorization Voucher	
Date	<u>7-31-24</u> Amt. <u>\$32,208.25</u>
Project	<u>22000-02</u>
Account	<u>10-5420</u>
Grant	<u>18,362.96 24 UDOT01</u>
Acctg. Dir.	_____
Exec. Dir.	_____
Treasurer	_____

\$13,845.29  
24 SHWF01



WSP USA Inc.  
One Penn Plaza  
New York, NY 10119

August 26, 2024

Jim Boerner  
Omaha-Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, NE 68102-4328

File No. 24022400001

Subject: SS4A Public Outreach and Comprehensive Safety Action Plan  
Invoice No. 04  
Project Number - 693JJ32340243  
Agreement Number - 24022400001  
AR No. 40076426

Invoice for professional services rendered from July 01, 2024 through July 31, 2024 in accordance with our NTP dated March 14, 2024, and the Agreement dated February 26, 2024 for professional services related to the WSP Safe Streets- SS4A Public Outreach and Comprehensive Safety Action Plan project.

**TOTAL AMOUNT DUE THIS INVOICE:**

**\$32,208.25**

I certify the expenses listed above have been properly incurred in the accomplishment of the services of this Agreement.

\_\_\_\_\_  
Timothy Adams  
Project Manager

If there are any questions regarding this Invoice, please call Angi Kennedy at (316) 262-9131.

Contract Amount	\$547,268.38
Total Billed To Date	\$94,004.03
Total Paid To Date	\$61,795.78
Total Amount Due	<b>\$32,208.25</b>

**Breakdown of Costs**  
 Invoice 4, Period 07/1/24 - 07/31/24

Agreement No. 2.4022E+10  
 Control No. N/A  
 MAPA SS4A Public Outreach and CSAP

Service	Responsible Firm	Negotiated Hrs	Negotiated Fee	Prev Hours wrk	Previously billed	WSP Hours this Period	WSP Billed this Period	HDR Hours this Period	HDR Billed this Period	Vireo Hours this Period	Vireo Billed this Period	This Invoice	Total hours worked	Total Billed to date	Balance of Hours	Balance	% Complete
1) Project Mgmt	WSP+HDR+Vireo	281.00	\$52,239.89	76.25	\$16,438.83	20.00	\$2,318.41	2.50	\$465.91	1.50	\$151.82	\$2,936.14	96.25	\$19,374.97	184.75	\$32,864.92	37.09%
2) Leadership	WSP+HDR+Vireo	156.00	\$26,714.99	12.00	\$2,041.16	32.50	\$4,180.81					\$4,180.81	44.50	\$6,221.97	111.50	\$20,493.02	23.29%
3) Planning	WSP+HDR+Vireo	94.00	\$14,914.74	16.50	\$2,704.07	28.50	\$3,847.32					\$3,847.32	45.00	\$6,551.39	49.00	\$8,363.34	43.93%
4) Outreach	WSP+HDR+Vireo	1552.00	\$219,928.53	50.50	\$50,734.50	6.75	\$1,174.54	85.25	\$9,706.09	25.00	\$2,964.66	\$13,845.29	57.25	\$64,579.78	1494.75	\$155,348.75	29.36%
5) Data Analysis	WSP+HDR+Vireo	54.00	\$9,944.49	0.00	\$0.00							\$0.00	0.00	\$0.00	54.00	\$9,944.49	0.00%
6) Policy & Process	WSP+HDR+Vireo	314.00	\$44,055.56	0.00	\$0.00			55.80	\$7,353.79			\$7,353.79	0.00	\$0.00	314.00	\$44,055.56	0.00%
7) Strategy & Selection	WSP+HDR+Vireo	360.00	\$55,645.90	0.00	\$0.00							\$0.00	0.00	\$0.00	360.00	\$55,645.90	0.00%
8) Plan Development	WSP+HDR+Vireo	482.00	\$74,024.67	0.00	\$0.00	0.25	\$44.91					\$44.91	0.25	\$44.91	481.75	\$73,979.76	0.06%
9) SS4A Impl Grant	WSP+HDR+Vireo	271.00	\$45,717.52	0.00	\$0.00							\$0.00	0.00	\$0.00	271.00	\$45,717.52	0.00%
Direct Expense	WSP+HDR+Vireo	0.00	\$4,082.10	0.00	\$0.00							\$0.00	0.00	\$0.00	0.00	\$4,082.10	0.00%
<b>TOTALS</b>		<b>3564.00</b>	<b>\$547,268.37</b>	<b>155.25</b>	<b>\$71,918.56</b>	<b>88.00</b>	<b>\$11,565.98</b>	<b>143.55</b>	<b>\$17,525.79</b>	<b>26.50</b>	<b>\$3,116.48</b>	<b>\$32,208.25</b>	<b>243.25</b>	<b>\$96,773.02</b>	<b>3320.75</b>	<b>\$446,413.26</b>	<b>17.68%</b>



## PROGRESS REPORT

**TO:** Jim Boerner  
**FROM:** Tim Adams  
**SUBJECT:** SS4A Public Outreach and Comprehensive Safety Action Plan; PN 693JJ32340243 - CN 24022400001;  
WSP Proj. No. US0022687.0938  
Progress Report – Invoice 04; Period Starting: 7/01/24 - Period Ending: 07/31/24  
**DATE:** September 19, 2024

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### SUMMARY OF WORK PERFORMED THIS PERIOD

#### Task 1 – Project Management and Administration:

##### *This Period*

- Check-in Meetings
- Project Management Plan
- Invoicing

##### *Next Period*

- Check-in Meetings
- Invoicing

#### Task 2 – Reaffirm Leadership Commitment & Goal Setting:

##### *This Period*

- Review of Round 1 Guidance Document
- Input of Events and People in Zoho
- Local Leadership Prep

##### *Next Period*

- Local Leadership Meeting Scheduling & Prep

#### Task 3 – Develop SS4A Planning Structure:

##### *This Period*

- Prep and Attend TTAC & Safety Committee

##### *Next Period*

- Prep and Attend TTAC & Safety Committee

#### Task 4 – Public Engagement and Outreach:

##### *This Period*

- In-person Engagement Planning
- Meeting in a Box Development

##### *Next Period*

- In-person Engagement
- 1-on-1 Meetings
- Community Meetings





**Task 5 – Crash Data Analysis:**

*This Period*

- No Activity

*Next Period*

- Communicate Data Needs
- Review Questionnaire & Online Poll
- Coordination with Data Team

**Task 6 – Identify and Document Policy & Process Changes:**

*This Period*

- No Activity

*Next Period*

- Review of HDR Tasks

**Task 7 – Develop Strategy and Project Selection:**

*This Period*

- No Activity

*Next Period*

- Setup Planning Document for Task 7 Deliverables
- Planning Meeting with MAPA & City of Omaha

**Task 8 – Plan Development and Deliverables:**

*This Period*

- Discuss Planning Document for Task 8 Deliverables

*Next Period*

- Setup Planning Document for Task 8 Deliverables

**Task 9 – SS4A Implementation Grant Assistance:**

*This Period*

- No Activity

*Next Period*

- TBD

**Deliverables Tracker Updates During Period:**

*This Period:*

- No Activity

*Previously:*

- TBD

**Timecard Details for 12-JUL-2024**

**Employee Name & Number**     Hedenkamp, Steffany (100055940)  
**Organization**                    US000293-AP CPI DELIVERY WEST  
**Approval Status**                APPROVED  
**Approved by**                    Kaim, Brittani (100053139)  
**Approved Timestamp**         2024-07-12 10:33:18

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 06	Jul 07	Jul 08	Jul 09	Jul 10	Jul 11	Jul 12	
US0022687.0938	8	Plan Development	Regular Hours	0.00	0.00	0.00	0.00	0.00	0.25	0.00	0.25

**Comments**

Entry Date	Comment
11-JUL-2024	

### Timecard Details for 26-JUL-2024

**Employee Name & Number**      Hedenkamp, Steffany (100055940)  
**Organization**                      US000293-AP CPI DELIVERY WEST  
**Approval Status**                    APPROVED  
**Approved by**                        Kaim, Brittani (100053139)  
**Approved Timestamp**              2024-07-26 08:23:29

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 20	Jul 21	Jul 22	Jul 23	Jul 24	Jul 25	Jul 26	
US0022687.0938	4.1	Public Outreach: Non-Disadv	Regular Hours	0.00	0.00	0.00	0.00	0.00	2.75	0.00	2.75

### Comments

Entry Date	Comment
25-JUL-2024	



### Timecard Details for 05-JUL-2024

**Employee Name & Number** Adams, Timothy (100049104)  
**Organization** US000233-Transportation NE  
**Approval Status** APPROVED  
**Approved by** Pangborn, Jennifer (100047578)  
**Approved Timestamp** 2024-07-04 08:19:06

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jun 29	Jun 30	Jul 01	Jul 02	Jul 03	Jul 04	Jul 05	
US0022687.0938	1	Project Management	Regular Hours	0.00	0.00	0.00	0.00	2.00	0.00	0.00	2.00

### Comments

Entry Date	Comment
03-JUL-2024	

**Timecard Details for 12-JUL-2024**

**Employee Name & Number** Adams, Timothy (100049104)  
**Organization** US000233-Transportation NE  
**Approval Status** APPROVED  
**Approved by** Pangborn, Jennifer (100047578)  
**Approved Timestamp** 2024-07-12 01:04:49

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 06	Jul 07	Jul 08	Jul 09	Jul 10	Jul 11	Jul 12	
US0022687.0938	3	SS4A Planning Structure	Regular Hours	0.00	0.00	2.00	2.00	4.00	0.00	0.00	8.00

**Comments**

Entry Date	Comment
08-JUL-2024	
09-JUL-2024	
10-JUL-2024	

### Timecard Details for 19-JUL-2024

**Employee Name & Number** Adams, Timothy (100049104)  
**Organization** US000233-Transportation NE  
**Approval Status** APPROVED  
**Approved by** Pangborn, Jennifer (100047578)  
**Approved Timestamp** 2024-07-19 03:49:50

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 13	Jul 14	Jul 15	Jul 16	Jul 17	Jul 18	Jul 19	
US0022687.0938	2	Leadership Commitment	Regular Hours	0.00	0.00	2.00	0.00	0.00	0.00	2.00	4.00
US0022687.0938	3	SS4A Planning Structure	Regular Hours	0.00	0.00	0.00	0.00	0.00	2.00	2.00	4.00

### Comments

Entry Date	Comment
15-JUL-2024	
18-JUL-2024	
19-JUL-2024	
19-JUL-2024	

**Timecard Details for 26-JUL-2024**

Employee Name & Number     Adams, Timothy (100049104)  
 Organization                    US000233-Transportation NE  
 Approval Status                APPROVED  
 Approved by                    Pangborn, Jennifer (100047578)  
 Approved Timestamp          2024-07-26 03:38:28

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 20	Jul 21	Jul 22	Jul 23	Jul 24	Jul 25	Jul 26	
US0022687.0938	2	Leadership Commitment	Overtime 1.00	0.00	0.00	0.00	0.00	4.00	2.00	0.00	6.00
US0022687.0938	4.2	Public Outreach; Disadvantaged	Regular Hours	0.00	0.00	0.00	2.00	0.00	0.00	2.00	4.00

**Comments**

Entry Date	Comment
23-JUL-2024	
24-JUL-2024	
25-JUL-2024	
26-JUL-2024	

**Timecard Details for 02-AUG-2024**

**Employee Name & Number** Adams, Timothy (100049104)  
**Organization** US000233-Transportation NE  
**Approval Status** APPROVED  
**Approved by** Pangborn, Jennifer (100047578)  
**Approved Timestamp** 2024-08-02 05:04:49

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 27	Jul 28	Jul 29	Jul 30	Jul 31	Aug 01	Aug 02	
US0022687.0938	2	Leadership Commitment	Regular Hours	0.00	0.00	0.00	0.00	2.00	0.00	0.00	2.00

**Comments**

Entry Date	Comment
31-JUL-2024	



**Timecard Details for 05-JUL-2024**

**Employee Name & Number** Lynch, Andrea (100095485)  
**Organization** US000228-AP PLAN Midwest MO  
**Approval Status** APPROVED  
**Approved by** Gulbranson, Jared (100047146)  
**Approved Timestamp** 2024-07-03 09:27:13

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jun 29	Jun 30	Jul 01	Jul 02	Jul 03	Jul 04	Jul 05	
US0022687.0938	2	Leadership Commitment	Regular Hours	0.00	0.00	0.00	5.00	4.00	0.00	2.00	11.00

**Comments**

Entry Date	Comment
02-JUL-2024	ZOHO meeting org
03-JUL-2024	ZOHO meeting org
05-JUL-2024	profile edits

### Timecard Details for 12-JUL-2024

**Employee Name & Number** Lynch, Andrea (100095485)  
**Organization** US000228-AP PLAN Midwest MO  
**Approval Status** APPROVED  
**Approved by** Gulbranson, Jared (100047146)  
**Approved Timestamp** 2024-07-12 01:45:07

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 06	Jul 07	Jul 08	Jul 09	Jul 10	Jul 11	Jul 12	
US0022687.0938	3	SS4A Planning Structure	Regular Hours	0.00	0.00	0.00	0.00	0.00	0.50	1.00	1.50

### Comments

Entry Date	Comment
11-JUL-2024	zoho project guidance
12-JUL-2024	zoho project guidance

### Timecard Details for 19-JUL-2024

**Employee Name & Number** Lynch, Andrea (100095485)  
**Organization** US000228-AP PLAN Midwest MO  
**Approval Status** APPROVED  
**Approved by** Gulbranson, Jared (100047146)  
**Approved Timestamp** 2024-07-16 05:16:24

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 13	Jul 14	Jul 15	Jul 16	Jul 17	Jul 18	Jul 19	
US0022687.0938	3	SS4A Planning Structure	Regular Hours	0.00	0.00	0.50	1.00	0.00	0.00	0.00	1.50

### Comments

Entry Date	Comment
15-JUL-2024	project management 1 pager
16-JUL-2024	Zoho updates

**Timecard Details for 12-JUL-2024**

Employee Name & Number      **Brown, Lauren (100062967)**  
 Organization                      US000232-Transportation MO  
 Approval Status                      APPROVED  
 Approved by                          Adams, Timothy (100049104)  
 Approved Timestamp                2024-07-12 03:37:25

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 13	Jul 14	Jul 15	Jul 16	Jul 17	Jul 18	Jul 19	
US0022687.0938	1	Project Management	Regular Hours	0.00	0.00	0.75	4.75	0.00	3.75	0.00	9.25
US0022687.0938	3	SS4A Planning Structure	Regular Hours	0.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00

**Comments**

Entry Date	Comment
08-JUL-2024	PMP
09-JUL-2024	PMP
11-JUL-2024	PMP
12-JUL-2024	Safety Committee Slides

**Timecard Details for 19-JUL-2024**

Employee Name & Number      Brown, Lauren (100062967)  
 Organization                      US000232-Transportation MO  
 Approval Status                      APPROVED  
 Approved by                          Adams, Timothy (100049104)  
 Approved Timestamp                2024-07-19 01:44:37

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 13	Jul 14	Jul 15	Jul 16	Jul 17	Jul 18	Jul 19	
US0022687.0938	1	Project Management	Regular Hours	0.00	0.00	2.50	1.50	0.00	0.00	0.00	4.00
US0022687.0938	3	SS4A Planning Structure	Regular Hours	0.00	0.00	0.00	0.00	0.00	4.50	0.00	4.50

**Comments**

Entry Date	Comment
15-JUL-2024	PMP
16-JUL-2024	PMP
18-JUL-2024	Safety Committee Slides

### Timecard Details for 26-JUL-2024

**Employee Name & Number**      Brown, Lauren (100062967)  
**Organization**                      US000232-Transportation MO  
**Approval Status**                      APPROVED  
**Approved by**                              Adams, Timothy (100049104)  
**Approved Timestamp**                  2024-07-26 04:19:38

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 20	Jul 21	Jul 22	Jul 23	Jul 24	Jul 25	Jul 26	
US0022687.0938	1	Project Management	Regular Hours	0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00

### Comments

Entry Date	Comment
26-JUL-2024	

**Timecard Details for 02-AUG-2024**

Employee Name & Number      Brown, Lauren (100062967)  
 Organization                      US000232-Transportation MO  
 Approval Status                    APPROVED  
 Approved by                        Adams, Timothy (100049104)  
 Approved Timestamp              2024-08-02 03:25:42

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 27	Jul 28	Jul 29	Jul 30	Jul 31	Aug 01	Aug 02	
US0022687.0938	2	Leadership Commitment	Regular Hours	0.00	0.00	1.00	8.00	0.50	0.00	0.00	9.50

**Comments**

Entry Date	Comment
29-JUL-2024	
30-JUL-2024	
31-JUL-2024	

**Timecard Details for 12-JUL-2024**

**Employee Name & Number**      Boehm, Joshua (100069889)  
**Organization**                    US000232-Transportation MO  
**Approval Status**                APPROVED  
**Approved by**                    Church, David (100066444)  
**Approved Timestamp**         2024-07-12 06:53:36

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 06	Jul 07	Jul 08	Jul 09	Jul 10	Jul 11	Jul 12	
US0022687.0938	3	SS4A Planning Structure	Regular Hours	0.00	0.00	0.50	0.50	0.00	0.00	0.00	1.00

**Comments**

Entry Date	Comment
08-JUL-2024	
09-JUL-2024	



**Timecard Details for 12-JUL-2024**

**Employee Name & Number**      Carder, Kevin (100126224)  
**Organization**                    US000233-Transportation NE  
**Approval Status**                APPROVED  
**Approved by**                    Adams, Timothy (100049104)  
**Approved Timestamp**         2024-07-12 03:47:08

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 06	Jul 07	Jul 08	Jul 09	Jul 10	Jul 11	Jul 12	
US0022687.0938	1	Project Management	Regular Hours	0.00	0.00	0.00	0.00	0.00	1.00	0.50	1.50

**Comments**

Entry Date	Comment
11-JUL-2024	
12-JUL-2024	

### Timecard Details for 05-JUL-2024

**Employee Name & Number** Kennedy, Angela (100060320)  
**Organization** US000786-TI PAS  
**Approval Status** APPROVED  
**Approved by** Stodolak, Courtney (100068279)  
**Approved Timestamp** 2024-07-05 01:47:21

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jun 29	Jun 30	Jul 01	Jul 02	Jul 03	Jul 04	Jul 05	
US0022687.0938	1	Project Management	Regular Hours	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.50

### Comments

Entry Date	Comment
02-JUL-2024	

**Timecard Details for 12-JUL-2024**

Employee Name & Number Kennedy, Angela (100060320)  
 Organization US000786-TI PAS  
 Approval Status APPROVED  
 Approved by Stodolak, Courtney (100068279)  
 Approved Timestamp 2024-07-12 12:26:45

**Header Comments:**

Project Number	Task Number	Task Name	Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
				Jul 06	Jul 07	Jul 08	Jul 09	Jul 10	Jul 11	Jul 12	
US0022687.0938	1	Project Management	Regular Hours	0.00	0.00	0.25	0.00	0.00	0.50	0.00	0.75

**Comments**

Entry Date	Comment
08-JUL-2024	
11-JUL-2024	



# AP INVOICE REPORT

Project	Task Number	Task Name	Invoice Number	Supplier Name	Expenditure Type	Expenditure Org	Expenditure Item Date	Amount
US0022687.0938	HDR	HDR	1200644847	HDR ENGINEERING, INC.	Subconsultants	US000626-Midwest Transp Projects	14-MAR-2024	\$17,525.79
US0022687.0938	Vireo	Vireo	P230914	VIREO LLC	Subconsultants	US000626-Midwest Transp Projects	18-MAR-2024	\$3,116.48

# Staffing Plan (CPFF)

**Project Name:** MAPA SS4A Outreach & CSAP

**Project Number:** 693JJ32340243

**Consultant:** WSP USA Inc. (WSP)

**Control Number:**

**Consultant PM:** Timothy Adams, 605-359-8490, timothy.adams@wsp.com



**LPA RC:** James Boerner, 402-444-6866 x3231, jboerner@mapacog.org

**NDOT PC:** *Example: Jane Smith, 402-479-0001, jane.smith@nebraska.gov*

**Date:** September 9, 2024

#	Code	Classification	#	Code	Classification
1	PM	Project Manager	6	ACCT	Accounting
2	DPM	Deputy Project Manager	7	QAQC	QA/QC Manager
3	LENG	Lead Engineer/Planner	8	SENG	Senior Engineer/Planner
4	ENG	Engineer/Planner	9		
5	SCOM	Senior Communications Lead	10		

<b>Overhead Rate</b> <sup>[1]</sup>	140.30%
<b>Fee for Profit Rate</b> <sup>[2]</sup>	12.60%
<b>FCCM (if applicable)</b>	0.32%

## BLENDING RATES TABLE

Template: T-WB-Generic Fee Proposal (rev 01-13-2023) CPFF

Employee Name	Job Title & Certifications <sup>[3]</sup>	Current Actual Salary Rate/Hr <sup>[4]</sup>	% Assigned
<b>Project Manager</b>			
Timothy Adams	Lead Consultant, Traffic Engineer	\$62.79	100%
		<b>Blended Rate:</b>	<b>\$62.79</b>
<b>Deputy Project Manager</b>			
Jennifer Pangborn	Vice President, Traffic Engineer	\$88.47	100%
		<b>Blended Rate:</b>	<b>\$88.47</b>
<b>Lead Engineer/Planner</b>			
Le Zhang	Lead Consultant, Data Scientist	\$64.38	10%
Josh Boehm	Lead Consultant, Data Scientist	\$60.61	10%
Kevin Carder	Lead Consultant, Transportation Planning	\$57.70	80%
		<b>Blended Rate:</b>	<b>\$58.66</b>
<b>Engineer/Planner</b>			
Joe Milsap	Associate Consultant, Traffic Engineer	\$41.79	10%
Lauren Brown	Assistant Consultant, Traffic Engineer	\$39.43	60%
Liz Diapola	Assistant Consultant, Public Involvement	\$41.50	10%
Andrea Lynch	Assistant Consultant, Transp. Planning	\$37.75	10%
Isabel Gunderson	Transportation Planning Intern	\$25.00	10%
		<b>Blended Rate:</b>	<b>\$38.26</b>
<b>Senior Communications Lead</b>			
Steff Hedenkamp	Assistant Vice President, CPI	\$66.33	100%
		<b>Blended Rate:</b>	<b>\$66.33</b>
<b>Accounting</b>			
Angela Kennedy	Consultant, Project Accounting	\$33.90	100%
		<b>Blended Rate:</b>	<b>\$33.90</b>
<b>QA/QC Manager</b>			
David Church	Vice President, Traffic Engineer	\$83.43	90%
Scott Cogan	Vice President, Local Business Leader	\$89.42	10%
		<b>Blended Rate:</b>	<b>\$84.03</b>
<b>Senior Engineer/Planner</b>			
Bryan Luellen	Assistant Vice President, Advisory Services	\$83.33	100%
		<b>Blended Rate:</b>	<b>\$83.33</b>

# Cost Breakdown Form

## for Actual Cost Plus Fixed Fee (CPFF) Agreements

Company Name:	HDR Engineering, Inc.		
1. Control No.:	N/A	Project No.:	693JJ32340243
Project Location:	MAPA Safe Streets for All <i>Outreach + CSAP</i>		
Agreement No.:	24022400001	2. Expiration Date:	6/30/2025 ✓
Invoice No.:	1200644847	Invoice Date:	8/13/2024
% Work Completed:	30%		
Current Billing Period:	7/1/2024 ✓ thru 7/27/2024 ✓		

<b>AGR # 402240000</b>	<b>3. Direct Labor Costs</b>	<b>All Other Costs</b>	<b>Max Fixed Fee (Profit)</b>	<b>Total Contract Amount</b>
	Amount thru sup # 000	<b>\$62,297.69</b> ✓	<b>\$112,004.78</b> ✓	<b>\$19,233.54</b> ✓

	Amount		
	This Period	Previously Billed	To Date
Direct Labor Costs	\$6,057.05	\$17,183.15	\$23,240.20
Overhead @ 157.94% ✓ of direct labor	\$9,566.50	\$27,139.07	\$36,705.57
Fixed Fee @ 12.00% ✓ of labor+overhead	\$1,874.83	\$5,318.67	\$7,193.50
FCCM @ 0.4525% ✓ of direct labor	\$27.41	\$77.75	\$105.16
Direct Costs (Non-Labor)		\$552.00	\$552.00
<b>Outside Services (Subconsultants):</b>			
<u>Name</u>	<u>Max Amount</u>		
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
Comments:		\$0.00	
		\$0.00	
<b>Adjustments:</b>			
Overhead		\$0.00	
Fixed Fee for profit		\$0.00	
FCCM		\$0.00	
Other:		\$0.00	

<b>Total Amount DUE &gt;&gt;</b>	<b>\$17,525.79</b> ✓	<b>\$50,270.64</b> ✓	<b>\$67,796.43</b> ✓
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By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract.	Total Agreement Amount Remaining:	\$125,739.58
	Total Fixed Fee Remaining:	\$12,040.04

Signature (typed or signed name required): Jon Markt	Title: Project Manager	Date: 8/13/2024
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Consultant's email contact for invoice-related questions: [jonathan.markt@hdrinc.com](mailto:jonathan.markt@hdrinc.com)

# Invoice



HDR Engineering, Inc.  
 1917 S. 67th Street  
 Omaha, NE 68106  
 (402)399-1000

WSP  
 Attn: Tim Adams  
 950 S 10th Street  
 Suite 011  
 Omaha, NE 68108

<b>Invoice No.</b>	1200644847
<b>Invoice Date</b>	8/13/2024
<b>Period Ending</b>	7/27/2024
<b>Project No.</b>	10397686 \$17,525.79
<b>Client No.</b>	002750

NTP 05/31/2023

**MAPA Safe Streets for All**  
**Project No. 693JJ32340243**  
**Control No. N/A, Agreement 24022400001**  
**WSP PO P107244US001**

Professional engineering services.

(Period July 1, 2024 to July 27, 2024)

Direct Salary Costs (per attached)	=			\$6,057.05 ✓
Overhead: 157.94% ✓ x		\$6,057.05 =		\$9,566.50 ✓
			Sub-Total	\$15,623.55
<b>Profit:</b>				
\$15,623.55 x	12.00% ✓	=	\$1,874.83	\$1,874.83 ✓
Facilities Cost of Capital:				
	0.004525 ✓	x	\$6,057.05 =	\$27.41 ✓
Travel Expenses (per attached)				\$0.00
Other Expenses (per attached)				\$0.00
				\$0.00
			<b>Total Expenses</b>	<b>\$0.00</b>

**SUMMARY**

Maximum Actual Cost Limit: \$174,302.47  
 Fixed Fee: \$19,233.54  
 Maximum Contract Amount: \$193,536.01

Fee Billed to Date: \$60,602.93  
 Fixed Fee Billed to Date: \$7,193.50  
 Total Billed to Date: \$67,796.43

Please send remittance with copy of invoice to:  
 P.O. Box 74008202  
 Chicago, IL 60674-8202

<b>Amount Due This Invoice</b>	<b>\$17,525.79</b> ✓
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**MAPA Safe Streets for All**  
**Project No. 693JJ32340243**  
**Control No. N/A, Agreement 24022400001**  
**WSP PO P107244US001**

(Period July 1, 2024 to July 27, 2024)

<u>Name</u>	<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
B. TenHulzen	Public Involvement	27.00 ✓	\$29.7000 ✓	\$801.90 ✓
D. Watkins	Public Involvement	3.50 ✓	\$27.2900 ✓	\$95.52 ✓
E. George	Public Involvement	0.50 ✓	\$40.8700 ✓	\$20.44 ✓
G. DesRosiers	Public Involvement	19.00 ✓	\$41.7900 ✓	\$794.01 ✓
J. Aber	Sr Traffic Engineer	5.00 ✓	\$96.1600 ✓	\$480.80 ✓
J. Hagg	Transportation Planner	24.25 ✓	\$30.2900 ✓	\$734.53 ✓
J. Markt	Project Manager	12.00 ✓	\$66.7700 ✓	\$801.24 ✓
K. Hughes	Public Involvement	11.50 ✓	\$27.0600 ✓	\$311.19 ✓
K. Veldhouse	Public Involvement	17.50 ✓	\$56.8200 ✓	\$994.35 ✓
M. McCullough	Traffic Engineer	20.50 ✓	\$45.1500 ✓	\$925.58 ✓
R. O'Keefe	Graphic Designer	0.25 ✓	\$45.9500 ✓	\$11.49 ✓
T. McKinley	Accounting	0.50 ✓	\$54.9500 ✓	\$27.48 ✓
W. Henry	Public Involvement	2.00 ✓	\$29.2600 ✓	\$58.52 ✓
		143.50 ✓		\$6,057.05 ✓

✓

Travel Expenses

\$0.00

Other Expenses

Meeting supplies

\$0.00

Total Expenses

\$0.00





Project Number	Project Name	Resource Type	Employee (ID)	Task Number	Task Name	Start Date	Quantity
10397696	WSP-SSAA Outreach & Compr	Labor	Aber, Jay (063339)	6	Identify & Document Policy & Process Changes	07-18-2024	1.00
			<b>Aber, Jay (063339) Total</b>				<b>5.00</b>
10397696	WSP-SSAA Outreach & Compr	Labor	Hagg, Jenny (062266)	6	Identify & Document Policy & Process Changes	07-02-2024	0.50
10397696	WSP-SSAA Outreach & Compr	Labor	Hagg, Jenny (062266)	6	Identify & Document Policy & Process Changes	07-23-2024	0.75
10397696	WSP-SSAA Outreach & Compr	Labor	Hagg, Jenny (062266)	6	Identify & Document Policy & Process Changes	07-25-2024	0.50
10397696	WSP-SSAA Outreach & Compr	Labor	Hagg, Jenny (062266)	6	Identify & Document Policy & Process Changes	07-10-2024	3.00
10397696	WSP-SSAA Outreach & Compr	Labor	Hagg, Jenny (062266)	6	Identify & Document Policy & Process Changes	07-16-2024	2.00
10397696	WSP-SSAA Outreach & Compr	Labor	Hagg, Jenny (062266)	6	Identify & Document Policy & Process Changes	07-01-2024	3.50
10397696	WSP-SSAA Outreach & Compr	Labor	Hagg, Jenny (062266)	6	Identify & Document Policy & Process Changes	07-24-2024	7.50
10397696	WSP-SSAA Outreach & Compr	Labor	Hagg, Jenny (062266)	6	Identify & Document Policy & Process Changes	07-22-2024	4.50
10397696	WSP-SSAA Outreach & Compr	Labor	Hagg, Jenny (062266)	6	Identify & Document Policy & Process Changes	07-17-2024	2.00
			<b>Hagg, Jenny (062266) Total</b>				<b>24.25</b>
10397696	WSP-SSAA Outreach & Compr	Labor	Markt, Jonathan (021338)	6	Identify & Document Policy & Process Changes	07-03-2024	0.50
10397696	WSP-SSAA Outreach & Compr	Labor	Markt, Jonathan (021338)	6	Identify & Document Policy & Process Changes	07-22-2024	1.00
10397696	WSP-SSAA Outreach & Compr	Labor	Markt, Jonathan (021338)	6	Identify & Document Policy & Process Changes	07-19-2024	1.25
10397696	WSP-SSAA Outreach & Compr	Labor	Markt, Jonathan (021338)	6	Identify & Document Policy & Process Changes	07-09-2024	1.00
10397696	WSP-SSAA Outreach & Compr	Labor	Markt, Jonathan (021338)	6	Identify & Document Policy & Process Changes	07-24-2024	1.00
10397696	WSP-SSAA Outreach & Compr	Labor	Markt, Jonathan (021338)	6	Identify & Document Policy & Process Changes	07-18-2024	0.25
10397696	WSP-SSAA Outreach & Compr	Labor	Markt, Jonathan (021338)	6	Identify & Document Policy & Process Changes	07-16-2024	1.00
			<b>Markt, Jonathan (021338) Total</b>				<b>6.00</b>
10397696	WSP-SSAA Outreach & Compr	Labor	McCullough, Morgan (036041)	6	Identify & Document Policy & Process Changes	07-24-2024	2.50
10397696	WSP-SSAA Outreach & Compr	Labor	McCullough, Morgan (036041)	6	Identify & Document Policy & Process Changes	07-22-2024	3.50
10397696	WSP-SSAA Outreach & Compr	Labor	McCullough, Morgan (036041)	6	Identify & Document Policy & Process Changes	07-16-2024	1.00
10397696	WSP-SSAA Outreach & Compr	Labor	McCullough, Morgan (036041)	6	Identify & Document Policy & Process Changes	07-25-2024	1.00
10397696	WSP-SSAA Outreach & Compr	Labor	McCullough, Morgan (036041)	6	Identify & Document Policy & Process Changes	07-15-2024	3.50
10397696	WSP-SSAA Outreach & Compr	Labor	McCullough, Morgan (036041)	6	Identify & Document Policy & Process Changes	07-10-2024	1.00
10397696	WSP-SSAA Outreach & Compr	Labor	McCullough, Morgan (036041)	6	Identify & Document Policy & Process Changes	07-22-2024	4.00
10397696	WSP-SSAA Outreach & Compr	Labor	McCullough, Morgan (036041)	6	Identify & Document Policy & Process Changes	07-26-2024	1.00
10397696	WSP-SSAA Outreach & Compr	Labor	McCullough, Morgan (036041)	6	Identify & Document Policy & Process Changes	07-12-2024	1.00
10397696	WSP-SSAA Outreach & Compr	Labor	McCullough, Morgan (036041)	6	Identify & Document Policy & Process Changes	07-19-2024	2.00
			<b>McCullough, Morgan (036041) Total</b>				<b>20.50</b>
			<b>Grand Total</b>				<b>143.50</b>

	Task 1	Task 4	Task 6	TOTALS
Aber			5	5
DesRosiers		19		19
George		0.5		0.5
Hagg			24.25	24.25
Henry		2		2
Hughes		11.5		11.5
Markt	2	4	6	12
McCullough			20.5	20.5
McKinnley	0.5			0.5
O'Keefe		0.25		0.25
TenHulzen		27		27
Veldhouse		17.5		17.5
Watkins		3.5		3.5
TOTALS	2.5	85.25	55.75	

# Invoice Period Progress Report

Date: Tuesday, August 13, 2024

Project: MAPA Safe Streets for All

To: Tim Adams

From: Jon Markt

Subject: August 2024 Invoice

**Invoice Period:** July 1, 2024 to July 27, 2024

This is a summary of work completed during the period and work anticipated next period. Please note that the physical percent complete by task are shown in the breakdown of costs attachment in the “% Work Complete” column.

## Task 1 – Project Management and Administration

### *This Period*

- HDR staff continued progress and budget tracking.
- HDR completed monthly invoice and progress report

### *Next Period*

- HDR will continue monthly task-level budget tracking, invoicing and developing progress reporting.

## Task 2: Reaffirm Leadership Commitment & Goal Setting

### *This Period*

- No activity

### *Next Period*

- TBD

## Task 3: Develop SS4A Planning Structure

### *This Period*

- No activity

### *Next Period*

- TBD

## Task 4: Public Engagement and Outreach

### *This Period*

- HDR staff attended bi-weekly planning meetings with MAPA.
- HDR staff attended bi-weekly planning meeting with WSP/Vireo team for collaboration.
- HDR staff supported stakeholder database maintenance.
- HDR finalized, printed and packed engagement booth banner and activity materials.
- HDR ordered engagement booth supplies and created cone of vision activity.
- HDR drafted Spanish and English print versions of online survey.
- HDR drafted outline of compensated engagement plan/matrix.

- HDR coordinated concerning the meeting in a box – re-use by community based partners in disadvantaged communities.
- HDR continued researched and contacted community organizers to find additional potential engagement booth opportunities.
- HDR staffed Carter Lake Days engagement booth and added resulting data and photos to Zoho.
- HDR coordinated staffing for Council Bluffs and Bellevue Music in the Park Days (canceled due to weather).
- HDR drafted, revised, and finalized Outreach Package 1.
- HDR created logistics plans for each of the engagement booth events and prepared staff who were new to the project to attend.
- HDR added additional engagement schedule details into Trello.
- HDR began social media monitoring.

*Next Period*

- HDR to staff NOMAFEST engagement booth.
- HDR to begin logistics first focus groups.
- HDR to deliver first comment and contact + social and traditional media reports.
- HDR to prepare slides for Safety Committee #3.
- HDR to begin planning community presentations.
- HDR to coordinate remaining engagement booth events.

### **Task 6: Identify and Document Policy & Process Changes**

*This Period*

- HDR staff summarized member community plan availability and pertinence to existing processes and practices.
- HDR developed a policy and plan review based on desktop research.

*Next Period*

- HDR to submit draft policy and plan review.
- HDR to research best practices for policy and process changes.
- HDR to outline and begin development of policy and process change primer.

### **Deliverables Tracker Updates During Period**

- Engagement Booth Banner / Materials and attended 1 booth
- Spanish and English Print Versions of Online Survey
- Outreach Package 1
  - Press release 1
  - Social media for MAPA 1
  - Social media for partners/member jurisdictions 1
  - Website update 1 including Community Engagement Plan (CEP) update and 1 graphic

# Staffing Plan (CPFF)

**Project Name:** MAPA SS4A Public Outreach & CSAP  
**Consultant:** HDR  
**Consultant PM:** Jon Markt, 402-399-1080, jonathan.markt@hdrinc.com  
**LPA RC:** Jim Boemer  
**NDOT PC:** \_\_\_\_\_ *Example: Jane Smith, 402-479-0001, jane.smith@nebraska.gov*  
**Date:** July 30, 2024

**Project Number:** \_\_\_\_\_  
**Control Number:** \_\_\_\_\_



#	Code	Classification	#	Code	Classification
1	PQM	Project / Quality Management	6	SC	Strat Comm Coordinator
2	PR. ADV	Principal Advisors	7	DWA	Digital & Web Accessability
3	MD ENG	Mid-Level Engineer	8	MMD	Multi-Media Designer
4	PL	Planner	9	SM	Social Media
5	SSC	Senior Strat Comm Specialist	10	TIM	TIM Specialist

<b>Overhead Rate <sup>[1]</sup></b>	157.94%
<b>Fee for Profit Rate <sup>[2]</sup></b>	12.00%
<b>FCCM (if applicable)</b>	0.4525%

## BLENDED RATES TABLE

Template: T-WB-Generic Fee Proposal (rev 01-13-2023) CPFF

Employee Name	Job Title & Certifications <sup>[3]</sup>	Current Actual Salary Rate/Hr <sup>[4]</sup>	% Assigned
<b>Project / Quality Management</b>			
Jon Markt	Project Manager	\$66.77	80%
Jason Carbee	Sr Transportation Planner	\$79.61	8%
Mindy Moore	Sr Transportation Planner	\$71.17	4%
Theresa McKinley	Project Controller	\$54.95	8%
		<b>Blended Rate:</b>	<b>\$67.03</b>
<b>Principal Advisors</b>			
Brian Ray	Sr Engineer	\$101.15	22%
Beth Wemple	Sr Transportation Safety Engineer	\$95.06	15%
Theresa McClure	Sr Public Involvement Advisor	\$96.37	15%
Tara Kramer	Sr TIM Engineer	\$78.29	17%
Jay Aber	Sr Traffic Engineer	\$96.16	31%
		<b>Blended Rate:</b>	<b>\$94.09</b>
<b>Mid-Level Engineer</b>			
Dan Cook	Traffic Engineer	\$62.32	5%
Jake Weiss	Traffic Engineer	\$59.70	30%
Kevin Brown	Traffic Engineer	\$50.14	20%
Bryce Hallmark	Traffic Engineer	\$41.61	10%
Morgan McCullough	Traffic Engineer	\$45.15	20%
Kelsey Johns	TIM Engineer	\$44.88	15%
		<b>Blended Rate:</b>	<b>\$50.98</b>
<b>Planner</b>			
Jeremy Williams	Transportation Planner	\$39.65	15%
Alex Sick	Transportation Planner	\$31.56	15%
Carter Ross	Traffic Coordinator	\$32.70	25%
Jenny Hagg	Transportation Planner	\$30.29	45%







**PROFESSIONAL SERVICES INVOICE SUMMARY**

Breakdown of Costs

Agreement No. 24022400001

Invoice Date 8/13/2024

Control No. N/A

Invoice # 1200644847

<i>Roadway Design</i>	<i>Negotiated Hours</i>	<i>Negotiated Fee</i>	<i>Previous Hrs wrk</i>	<i>Previously billed</i>	<i>Hours this period</i>	<i>\$ This Invoice</i>	<i>Total Hrs worked</i>	<i>Total \$ Billed to date</i>	<i>Balance of Hours</i>	<i>Balance \$</i>	<i>% Spent</i>	<i>% Work Complete</i>
Project Management and Administration	81	\$ 15,633.88	20.3	\$ 3,819.67	2.5	\$ 465.91	22.8	\$4,285.58	58.3	\$11,348.30	27%	30%
Reaffirm Leadership Commitment & Goal Setting							0.0	\$0.00	0.0	\$0.00		0%
Develop SS4A Planning Structure	8	\$ 1,429.18	1.0	\$ 136.66			1.0	\$136.66	7.0	\$1,292.52	10%	10%
Public Engagement and Outreach	1040	\$ 125,769.82	356.0	\$ 41,805.02	85.25	\$ 9,706.09	441.3	\$51,511.11	598.8	\$74,258.71	41%	32%
Identify and Document Policy & Process Changes	276	\$ 36,858.13	37.75	\$ 3,957.29	55.8	\$ 7,353.79	93.5	\$11,311.08	182.5	\$25,547.05	31%	31%
Direct Expenses		\$ 13,845.00		\$ 552.00			0.0	\$552.00	0.0	\$13,293.00	4%	5%
<b>Subtotals</b>	1405	\$ 193,536.01	415	\$ 50,270.64	143.50	\$ 17,525.79	558.5	\$67,796.43	846.5	\$125,739.58	35%	30%
<b>Grand Total</b>	1405	\$ 193,536.01	415.0	\$50,270.64	143.50	\$ 17,525.79	558.5	\$67,796.43	847	\$125,739.58	35%	30%

# Cost Breakdown Form

## for Actual Cost Plus Fixed Fee (CPFF) Agreements

Company Name:	Vireo LLC		
1. Control No.:	N/A	Project No.:	693JJ32340243
Project Location:	MAPA SS4A Public Outreach and CSAP		
Agreement No.:	24022400001	2. Expiration Date:	6/30/2025 ✓
Invoice No.:	P23091-4	Invoice Date:	8/1/2024
% Work Completed:	19.25%		
Current Billing Period:	7/1/2024 ✓ thru 7/31/2024 ✓		

<b>AGR #</b> 24022400001	<b>3. Direct Labor Costs</b>	<b>3. All Other Costs</b>	<b>Max Fixed Fee (Profit)</b>	<b>Total Contract Amount</b>
Amount thru sup # 000	\$13,669.95 ✓	\$34,449.30 ✓	\$4,986.80 ✓	\$53,106.05 ✓

	Amount		
	This Period	Previously Billed	To Date
Direct Labor Costs	✓ \$915.32 ✓	\$2,086.43 ✓	\$3,001.75 ✓
Overhead @ 204.00% ✓ of direct labor	\$1,867.25 ✓	\$4,256.31 ✓	\$6,123.56 ✓
Fixed Fee @ 12.00% ✓ of labor+overhead	\$333.91 ✓	\$761.13 ✓	\$1,095.04 ✓
FCCM @ of direct labor	\$0.00	\$0.00	
Direct Costs (Non-Labor)		238.52 \$0.00	\$ 238.52 ✓
Outside Services (Subconsultants):			
Name	Max Amount		
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	

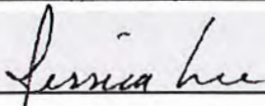
Comments:

Adjustments:			
Overhead		\$0.00	
Fixed Fee for profit		\$0.00	
FCCM		\$0.00	
Other:		\$0.00	10,458.89

<b>Total Amount DUE &gt;&gt;</b>	✓ \$3,116.48	\$7,103.87	\$10,220.35
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By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract.

Total Agreement Amount Remaining: 42,647.16 ✓ \$42,885.70  
Total Fixed Fee Remaining: \$3,891.76 ✓

Signature (typed or signed name required): 	Title: Business Manager	Date: 8/16/2024
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Consultant's email contact for invoice-related questions: [jessica@bevireo.com](mailto:jessica@bevireo.com)



**Remittance Address:**  
**414 Oak Street, Suite 101**  
**Kansas City, Missouri 64106**  
**816.756.5690**  
**www.bevireo.com**

WSP USA, Inc.  
 300 Wyandotte Street, Suite 200  
 Kansas City, MO 64105

August 01, 2024  
 Invoice No: P23091 - 4

Project P23091 MAPA Safe Streets for All Outreach and CSAP

**Professional Services from July 01, 2024 to July 31, 2024**

Phase 01 Project Management and Administration

**Professional Personnel**

	Hours	Rate	Amount
Penelton, Triveece	1.00 ✓	44.59 ✓	44.59
Totals	1.50		44.59
<b>Total Labor</b>			<b>44.59 ✓</b>

**Additional Fees**

Overhead	✓ 204.00 % of 44.59	90.96 ✓
Fixed Fee	✓ 12.00 % of 135.55	16.27 ✓
<b>Total Additional Fees</b>		<b>107.23 ✓</b>

**Total this Phase \$151.82 ✓**

Phase 04 Public Engagement and Outreach

**Professional Personnel**

	Hours	Rate	Amount
Penelton, Triveece	11.00 ✓	44.59 ✓	490.49 ✓
Whitehead, Jamaica	14.00 ✓	27.16 ✓	380.24 ✓
Totals	25.00		870.73 ✓
<b>Total Labor</b>			<b>870.73 ✓</b>

**Additional Fees**

Overhead	✓ 204.00 % of 870.73	1,776.29 ✓
Fixed Fee	✓ 12.00 % of 2,647.02	317.64 ✓
<b>Total Additional Fees</b>		<b>2,093.93 ✓</b>

**Total this Phase** **\$2,964.66** ✓

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	3,116.48	7,342.40	10,458.88
Limit			53,106.05
Remaining			42,647.17

**Total this Invoice** **\$3,116.48**

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
1	5/1/2024	4,449.77
2	6/1/2024	1,280.81
3	7/1/2024	1,611.82
<b>Total</b>		<b>7,342.40</b>

# Billing Backup

Friday, August 16, 2024

Vireo, LLC

Invoice 4 Dated 8/1/2024

9:42:49 AM

Project	P23091	MAPA Safe Streets for All Outreach and CSAP
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Phase	01	Project Management and Administration
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**Professional Personnel**

	Hours	Rate	Amount
Associate V			
28 - Penelton, Triveece 7/2/2024	.50	44.59	22.29
Consultant Team Coordination Meeting			
28 - Penelton, Triveece 7/5/2024	.50	44.59	22.30
Project management and invoicing			
Totals	1.50		44.59
<b>Total Labor</b>			<b>44.59</b>

**Additional Fees**

Overhead	204.00 % of 44.59	90.96	
Fixed Fee	12.00 % of 135.55	16.27	
<b>Total Additional Fees</b>		<b>107.23</b>	<b>107.23</b>
<b>Total this Phase</b>			<b>\$151.82</b>

Phase	04	Public Engagement and Outreach
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**Professional Personnel**

		Hours	Rate	Amount
Associate V				
28 - Penelton, Triveece	7/1/2024	3.00	44.59	133.75
Prep and attend compensated engagement meeting with MAPA and 712 Initiative; Prep and attend compensated engagement scoping meeting with One Omaha				
28 - Penelton, Triveece	7/2/2024	1.50	44.59	66.89
Sample scope and fee structure for One Omaha's compensated engagement				
28 - Penelton, Triveece	7/9/2024	1.50	44.59	66.89
Prep and attend compensated engagement meeting with 712 Initiative				
28 - Penelton, Triveece	7/15/2024	.50	44.59	22.30
Sample compensated engagement scope - 712 Initiative				
28 - Penelton, Triveece	7/17/2024	1.00	44.59	44.59
Sample compensated engagement scope - 712 Initiative				
28 - Penelton, Triveece	7/24/2024	2.00	44.59	89.18
Edit Meeting in a Box				
28 - Penelton, Triveece	7/29/2024	1.00	44.59	44.59
Edit meeting in a box				
28 - Penelton, Triveece	7/31/2024	.50	44.59	22.30
Edit meeting in a box				
Associate I				
23 - Whitehead, Jamaica	7/1/2024	4.00	27.16	108.64
One Omaha Engagement Meeting and 712 Discussion				
23 - Whitehead, Jamaica	7/9/2024	1.00	27.16	27.16
Vireo + 712 Initiative and Chamber compensated engagement scope				

23 - Whitehead, Jamaica	7/11/2024	5.00	27.16	135.80	
	Mapa GIS				
23 - Whitehead, Jamaica	7/31/2024	4.00	27.16	108.64	
	Totals	25.00		870.73	
	<b>Total Labor</b>				<b>870.73</b>

**Additional Fees**

Overhead	204.00 % of 870.73	1,776.29	
Fixed Fee	12.00 % of 2,647.02	317.64	
<b>Total Additional Fees</b>		<b>2,093.93</b>	<b>2,093.93</b>
	<b>Total this Phase</b>		<b>\$2,964.66</b>
	<b>Total this Project</b>		<b>\$3,116.48</b>
	<b>Total this Report</b>		<b>\$3,116.48</b>

July 31, 2024

Tim Adams, PE, PTOE, RSP

Lead Engineer

WSP

950 S 10<sup>th</sup> Street – Suite 011

Omaha, NE 68108

[Timothy.Adams@wsp.com](mailto:Timothy.Adams@wsp.com)

**RE: MAPA Safe Streets for All**

Vireo Project No. 23091

Project No. 693JJ32340243

Control No. N/A, Agreement 24022400001

Invoice No. 4

Dear Tim:

Enclosed you will find Invoice No. 4 in the amount of \$3,116.48 for the period ending July 31, 2024, as described below. If you have questions, please do not hesitate to contact us.

Phase/Task	Description	Work Associated	Anticipated Services
<b>1</b>	<b>Project Management and Administration</b>		
1.1	Project Quality and Management Plan	<ul style="list-style-type: none"> <li>Prep and attend MAPA, and Consultant Team Check-in/Coordination Meetings</li> <li>Project management and invoicing</li> </ul>	<ul style="list-style-type: none"> <li>Attend MAPA, Consultant Team, and MAPA/Consultant Team Coordination Meetings</li> <li>Project management and invoicing</li> </ul>
<b>3</b>	<b>Develop SS4A Planning Structure</b>		
3.1	Transpo. TAC	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
3.2	Safety Committee	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>4</b>	<b>Public Engagement and Outreach</b>		
4.1	Public Engagement Plan	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
4.2	Online Engagement	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
4.3	Public Relations	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
4.4	In-person Engagement	<ul style="list-style-type: none"> <li>Prep and attend compensated engagement meeting with MAPA, 712 Initiative, Council Bluffs Area Chamber of</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate Disadvantaged Community engagement needs with MAPA</li> </ul>



BeVireo.com

Kansas City  
414 Oak Street, Suite 101  
Kansas City MO 64106  
816-756-5690

Omaha  
1111 N. 13th Street Suite 116  
Omaha, NE 68102  
402-553-5485



		Commerce, and One Omaha	
4.5	Disadvantaged Communities Materials Support	<ul style="list-style-type: none"><li>• Develop draft “meeting in a box”</li></ul>	<ul style="list-style-type: none"><li>• Finalize “meeting in a box”</li></ul>

Sincerely,

Jessica Lee  
Business Manager





		Project Management & Administration		Reaffirm Leadership Commitment and Goal Setting		Develop SS4A Planning Structure		Public Engagement & Outreach		Crash Data Analysis		Identify and Document Policy & Process Changes		Develop Strategy and Project Selections		Plan Development and Deliverables		SS4A Implementation Grant Assistance		Labor & Rates		Other Direct Expenses:				Total Labor & Other		
		Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	Total	Printing & Reproduction	Mileage/Travel	Lodging/Meals	Misc.	Total												
WSP																												
PM	\$ 60.10	94 \$ 5,649.40	50 \$ 3,005.00	36 \$ 2,163.60	102 \$ 6,130.20	18 \$ 1,081.80	24 \$ 1,442.40	72 \$ 4,327.20	102 \$ 6,130.20	38 \$ 2,283.80	\$ 2,213.60																	
DFM	\$ 84.78	40 \$ 3,391.20	32 \$ 2,712.96	12 \$ 1,017.36	\$ -	\$ -	\$ -	14 \$ 1,184.92	16 \$ 1,356.48	26 \$ 2,204.28	30 \$ 2,543.40																	
LENG	\$ 43.09	4 \$ 378.54	24 \$ 1,511.16	\$ -	\$ -	\$ -	\$ -	36 \$ 2,271.24	\$ -	\$ -	\$ -																	
ENG	\$ 38.46	\$ -	38 \$ 1,461.48	24 \$ 923.04	34 \$ 1,307.64	\$ -	\$ -	160 \$ 6,153.60	218 \$ 8,384.28	120 \$ 4,615.20	\$ 22,845.24																	
SCOM	\$ 67.30	\$ -	\$ -	\$ -	60 \$ 4,038.00	\$ -	\$ -	\$ -	\$ -	36 \$ 2,422.80	\$ -																	
ACCT	\$ 42.30	18 \$ 761.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																	
QADC	\$ 84.63	18 \$ 1,523.34	4 \$ 338.52	\$ -	\$ -	\$ -	\$ -	12 \$ 1,015.56	20 \$ 1,692.60	23 \$ 1,946.49	\$ 6,516.51																	
SENG	\$ 83.73	8 \$ 669.84	8 \$ 669.84	\$ -	\$ -	\$ -	\$ -	44 \$ 3,484.12	40 \$ 3,349.20	60 \$ 5,023.80	\$ 13,516.80																	
Subtotal	184 \$ 12,373.72	156 \$ 9,701.96	72 \$ 4,104.00	196 \$ 11,475.84	54 \$ 3,353.04	38 \$ 2,429.32	360 \$ 20,070.00	482 \$ 26,706.96	271 \$ 16,412.69	\$ 106,827.53																		
Labor Cost Escr	2.50%	\$ 309.34	\$ 242.55	\$ 102.60	\$ 284.90	\$ 83.83	\$ 65.73	\$ 501.75	\$ 667.67	\$ 410.32	\$ 2,670.49																	
Subtotal	184 \$ 12,683.06	156 \$ 9,944.51	72 \$ 4,206.60	196 \$ 11,760.74	54 \$ 3,436.87	38 \$ 2,495.05	360 \$ 20,571.75	482 \$ 27,374.63	271 \$ 16,823.01	\$ 109,498.02																		
Overhead	140.30%	\$ 17,794.34	\$ 13,952.15	\$ 5,901.86	\$ 16,503.12	\$ 4,821.92	\$ 3,781.16	\$ 28,862.17	\$ 38,406.61	\$ 23,602.68	\$ 153,626.00																	
FCOM	0.30%	\$ 40.59	\$ 31.82	\$ 13.46	\$ 37.64	\$ 11.00	\$ 8.42	\$ 65.83	\$ 87.60	\$ 53.83	\$ 350.39																	
Fixed Fee	12.60%	\$ 3,860.15	\$ 3,010.98	\$ 1,273.67	\$ 3,541.50	\$ 1,040.61	\$ 816.00	\$ 4,228.67	\$ 8,288.44	\$ 5,093.64	\$ 33,153.65																	
Budget	\$ 34,358.14	\$ 26,939.46	\$ 11,395.59	\$ 31,864.99	\$ 9,310.39	\$ 7,300.84	\$ 55,728.42	\$ 74,157.28	\$ 45,573.16	\$ 296,628.26		\$ 1,454.10	\$ 2,232.00	\$ 396.00	\$ 300,710.34													
HDR																												
PDM	\$ 67.03	52 \$ 3,485.56	\$ -	4 \$ 268.12	64 \$ 4,289.92	\$ -	18 \$ 1,206.54	\$ -	\$ -	\$ -	\$ 9,250.14																	
PRADV	\$ 94.09	6 \$ 564.54	\$ -	\$ -	8 \$ 752.72	\$ -	16 \$ 1,505.44	\$ -	\$ -	\$ -	\$ 2,822.70																	
MD ENG	\$ 51.65	\$ -	\$ -	\$ -	28 \$ 1,446.20	\$ -	66 \$ 3,408.90	\$ -	\$ -	\$ -	\$ 4,855.10																	
PL	\$ 35.61	\$ -	\$ -	\$ -	35 \$ 1,246.35	\$ -	180 \$ 5,677.60	\$ -	\$ -	\$ -	\$ 4,943.95																	
SSC	\$ 53.82	23 \$ 1,237.86	\$ -	4 \$ 215.28	132 \$ 7,104.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,557.38																	
SC	\$ 31.55	\$ -	\$ -	\$ -	360 \$ 11,358.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,358.00																	
DWA	\$ 46.26	\$ -	\$ -	\$ -	120 \$ 5,551.20	\$ -	8 \$ 370.08	\$ -	\$ -	\$ -	\$ 5,921.28																	
MMAD	\$ 34.78	\$ -	\$ -	\$ -	213 \$ 7,408.14	\$ -	8 \$ 278.24	\$ -	\$ -	\$ -	\$ 7,686.38																	
SMI	\$ 32.79	\$ -	\$ -	\$ -	58 \$ 1,901.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,901.82																	
SCA	\$ 67.34	\$ -	\$ -	\$ -	22 \$ 1,481.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,481.48																	
Subtotal	81 \$ 5,287.96	0 \$ -	8 \$ 493.49	1040 \$ 43,603.57	0 \$ -	276 \$ 12,466.80	0 \$ -	0 \$ -	0 \$ -	0 \$ -	\$ 62,778.23																	
Labor Cost Escr	2.50%	\$ 132.20	\$ -	\$ 12.09	\$ 1,063.50	\$ -	\$ 311.67	\$ -	\$ -	\$ -	\$ 1,519.46																	
Subtotal	81 \$ 5,420.16	0 \$ -	8 \$ 493.49	1040 \$ 43,603.57	0 \$ -	276 \$ 12,778.47	0 \$ -	0 \$ -	0 \$ -	0 \$ -	\$ 64,297.69																	
Overhead	157.28%	\$ 8,524.83	\$ -	\$ 779.30	\$ 68,579.70	\$ -	\$ 20,097.98	\$ -	\$ -	\$ -	\$ 97,961.80																	
FCOM	0.29%	\$ 15.49	\$ -	\$ 1.42	\$ 124.58	\$ -	\$ 36.51	\$ -	\$ -	\$ -	\$ 177.98																	
Fixed Fee	12.00%	\$ 1,673.40	\$ -	\$ 152.97	\$ 13,461.99	\$ -	\$ 3,945.17	\$ -	\$ -	\$ -	\$ 19,233.54																	
Budget	\$ 16,633.87	\$ -	\$ 1,429.17	\$ 125,749.84	\$ -	\$ 36,858.13	\$ -	\$ -	\$ -	\$ -	\$ 179,491.01	\$ 4,450.00	\$ 9,617.89	\$ 3,280.80	\$ 8,791.00	\$ 193,534.01												
Vireo																												
PM	\$ 44.59	16 \$ 713.44	\$ -	14 \$ 624.26	196 \$ 8,739.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,077.34																	
PLAN	\$ 27.16	\$ -	\$ -	\$ -	120 \$ 3,259.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,259.20																	
Subtotal	16 \$ 713.44	0 \$ -	14 \$ 624.26	316 \$ 11,998.84	0 \$ -	0 \$ -	0 \$ -	0 \$ -	0 \$ -	0 \$ -	\$ 13,336.54																	
Labor Cost Escr	2.50%	\$ 17.84	\$ -	\$ 15.61	\$ 299.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 333.41																	
Subtotal	16 \$ 731.28	0 \$ -	14 \$ 639.87	316 \$ 12,298.81	0 \$ -	0 \$ -	0 \$ -	0 \$ -	0 \$ -	0 \$ -	\$ 13,669.95																	
Overhead	204.00%	\$ 1,491.80	\$ -	\$ 1,305.33	\$ 25,089.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,886.71																	
FCOM	0.29%	\$ 15.49	\$ -	\$ 1.42	\$ 124.58	\$ -	\$ 36.51	\$ -	\$ -	\$ -	\$ 177.98																	
Fixed Fee	12.00%	\$ 266.77	\$ -	\$ 233.42	\$ 4,866.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,966.80																	
Budget	\$ 2,489.85	\$ -	\$ 2,178.63	\$ 41,874.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,543.44																	
Combined Budget	\$ 52,481.86	\$ 15,003.38	\$ 199,509.82	\$ 9,310.39	\$ 55,728.42	\$ 74,157.28	\$ 45,573.16	\$ 522,862.74	\$ 4,450.00	\$ 9,617.89	\$ 3,280.80	\$ 8,791.00	\$ 947,352.43															
Billings																												
Payment 1																												
WSP	40041740	\$ 6,651.43	\$ 170.10	\$ -	\$ 3,114.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,937.78																	
HDR	P23091-1	\$ 1,534.78	\$ -	\$ -	\$ 2,914.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,449.77																	
Payment 2																												
WSP	40053178	\$ 1,347.50	\$ -	\$ 2,567.41	\$ 1,341.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,256.61																	
HDR	1200624916	\$ 3,407.39	\$ -	\$ 136.66	\$ 36,774.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,318.80																	
Vireo	P23091-2	\$ 1,128.99	\$ -	\$ -	\$ 151.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,280.81																	
Payment 3																												
WSP	40072538	\$ 1,197.26	\$ -	\$ 1,871.06																								



# TRAVEL AUTHORIZATION FORM

Person Traveling :	Bradley Grefe		
Dates of Travel:	November 20-21, 2024		
Departure Time:	8:00 AM	Return Time:	5:00 PM
Traveling to :	North Platte, NE		
Purpose:	NROC All Staff Conference		
Coding:			
Block Rate Deadline:	n/a		
# Traveling:	3		

Estimated Travel Expenses:

Registration	\$100.00	Transp. Fares	\$0.00	Parking	\$0.00
Flights	\$0.00	Auto Rental	\$0.00	Other	\$0.00

MAPA Vehicle Miles	558	Personal Vehicle Miles	0	Rate	\$0.670
MAPA Vehicle Mileage	\$373.86	Personal Vehicle Mileage	\$0.00		

Per Diem	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$51.00	\$68.00			\$51.00
Breakfast	\$12.00	\$16.00	x	0	\$12.00
Lunch	\$14.25	\$19.00	x	0	\$14.25
Dinner	\$21.00	\$28.00	x	0	\$21.00
Incidental	\$3.75	\$5.00	x	0	\$3.75
Meals & Incidental					
Total	\$51.00	\$68.00	x	0	\$51.00
Lodging	\$134.00	\$134.00	x	0	
Taxes & Fees on Lodging	\$19.77	\$19.77	x	0	

Deduction for Meals Provided at Conferences \_\_\_\_\_

Total Lodging	\$153.77	Total Meals and Incidentals	\$102.00
---------------	----------	-----------------------------	----------

Total Estimated Travel Expenses: **\$729.63**

Date Submitted: \_\_\_\_\_ by \_\_\_\_\_  
Employee Traveling

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Department Director

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Applies to overnight travel only  
Director of Administration

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Director of Finance

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Executive Director

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Finance Committee Chair/Member (if amount is over \$1000)

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Board of Directors Chair/Member (if amount is over \$2000)

\* See Notes on Page 2

- \* If travel is outside the MAPA six-county region Travel Authorizations are to be approved in advance.
- \* Attach meeting/conference information to this form prior to submission.
- \* Receipts and the Travel Reconciliation Form are to be submitted upon your return along with a copy of the approved Travel Authorization form. If you need reimbursed you will also need to fill out and include the Expense Reimbursement Form.
- \* Detailed meal receipts itemizing all food and drink must be obtained from vendor. A credit card receipt alone is not sufficient documentation.
- \* Seat upgrade fees are not an allowable expense and will be at your own expense.
- \* Meals provided at conferences need to be deducted from per diem table.
- \* Alcohol is not allowable and will be at your own expense.
- \* Tip Maximum is 20% of before tax subtotal.
- \* Lodging & Registration that exceed the discounted rate for block conference may be at your own expense if request was made after the deadline.
- \* If conference hotel doesn't honor GSA per diem rate, alternate hotel within 5 mile radius that does honor GAS per diem rate will be booked. If alternate hotel cannot be found within 5 miles, confrence hotel will be allowed.
- \* Breakfast is allowable if you are required to leave before 6:30 AM or on overnight travel (stayed away previous night).
- \* Lunch is allowable on overnight travel, if you are required to leave before 11:00 AM or return after 2:00 PM.
- \* Dinner is allowable on overnight travel, if you are required to leave before 5:00 PM or return after 7:00 PM.
- \* Meals are not reimbursable if the employee eats within 20 miles of Omaha, unless during training or a business meeting is taking place during the meal.
- \* Personal Mileage is eligible for reimbursement if MAPA vehicles are not available. If a vehicle is not available for each trip, staff members are responsible to ensure that agency vehicles are used for the longest trips.



# TRAVEL AUTHORIZATION FORM

Person Traveling :	Michael Helgerson		
Dates of Travel:	November 20-21, 2024		
Departure Time:	5:30 AM	Return Time:	5:00 PM
Traveling to :	North Platte, NE		
Purpose:	NROC All Staff Conference		
Coding:			
Block Rate Deadline:	n/a		
# Traveling:	3		

Estimated Travel Expenses:

Registration	\$100.00	Transp. Fares	\$0.00	Parking	\$0.00
Flights	\$0.00	Auto Rental	\$0.00	Other	\$0.00

MAPA Vehicle Miles	558	Personal Vehicle Miles	0	Rate	\$0.670
MAPA Vehicle Mileage	\$373.86	Personal Vehicle Mileage	\$0.00		

Per Diem	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$51.00	\$68.00			\$51.00
Breakfast	\$12.00	\$16.00	x	0	\$12.00
Lunch	\$14.25	\$19.00	x	0	\$14.25
Dinner	\$21.00	\$28.00	x	0	\$21.00
Incidental	\$3.75	\$5.00	x	0	\$3.75
Meals & Incidental					
Total	\$51.00	\$68.00	x	0	\$51.00
Lodging	\$134.00	\$134.00	x	0	
Taxes & Fees on Lodging	\$19.77	\$19.77	x	0	

Deduction for Meals Provided at Conferences \_\_\_\_\_

Total Lodging	\$153.77	Total Meals and Incidentals	\$102.00
---------------	----------	-----------------------------	----------

Total Estimated Travel Expenses: **\$729.63**

Date Submitted: \_\_\_\_\_ by \_\_\_\_\_  
Employee Traveling

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Department Director

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Applies to overnight travel only  
Director of Administration

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Director of Finance

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Executive Director

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Finance Committee Chair/Member (if amount is over \$1000)

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Board of Directors Chair/Member (if amount is over \$2000)

\* See Notes on Page 2

- \* If travel is outside the MAPA six-county region Travel Authorizations are to be approved in advance.
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- \* Dinner is allowable on overnight travel, if you are required to leave before 5:00 PM or return after 7:00 PM.
- \* Meals are not reimbursable if the employee eats within 20 miles of Omaha, unless during training or a business meeting is taking place during the meal.
- \* Personal Mileage is eligible for reimbursement if MAPA vehicles are not available. If a vehicle is not available for each trip, staff members are responsible to ensure that agency vehicles are used for the longest trips.



# TRAVEL AUTHORIZATION FORM

Person Traveling :	Ryan Ossell		
Dates of Travel:	November 20-21, 2024		
Departure Time:	8:00 AM	Return Time:	5:00 PM
Traveling to :	North Platte, NE		
Purpose:	NROC All Staff Conference		
Coding:			
Block Rate Deadline:	n/a		
# Traveling:	3		

Estimated Travel Expenses:

Registration	\$100.00	Transp. Fares	\$0.00	Parking	\$0.00
Flights	\$0.00	Auto Rental	\$0.00	Other	\$0.00

MAPA Vehicle Miles	0	Personal Vehicle Miles	0	Rate	\$0.670
MAPA Vehicle Mileage	\$0.00	Personal Vehicle Mileage	\$0.00		

Per Diem	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$51.00	\$68.00			\$51.00
Breakfast	\$12.00	\$16.00	x	0	\$12.00
Lunch	\$14.25	\$19.00	x	0	\$14.25
Dinner	\$21.00	\$28.00	x	0	\$21.00
Incidental	\$3.75	\$5.00	x	0	\$3.75
Meals & Incidental					
Total	\$51.00	\$68.00	x	0	\$51.00
Lodging	\$134.00	\$134.00	x	0	
Taxes & Fees on Lodging	\$19.77	\$19.77	x	0	

Deduction for Meals Provided at Conferences \_\_\_\_\_

Total Lodging	\$153.77	Total Meals and Incidentals	\$102.00
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Total Estimated Travel Expenses: **\$355.77**

Date Submitted: \_\_\_\_\_ by \_\_\_\_\_  
Employee Traveling

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Department Director

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Applies to overnight travel only  
Director of Administration

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Director of Finance

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Executive Director

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Finance Committee Chair/Member (if amount is over \$1000)

Date Approved: \_\_\_\_\_ by \_\_\_\_\_  
Board of Directors Chair/Member (if amount is over \$2000)

\* See Notes on Page 2



- \* If travel is outside the MAPA six-county region Travel Authorizations are to be approved in advance.
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- \* Alcohol is not allowable and will be at your own expense.
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- \* Dinner is allowable on overnight travel, if you are required to leave before 5:00 PM or return after 7:00 PM.
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