



Regional Brownfields Partnership of West Central Connecticut

c/o Naugatuck Valley Council of Governments
49 Leavenworth Street, Third Floor, Waterbury, CT 06702 | 203.757.0535 | nvcogct.org

2017 RBP Project Oversight Form

Background

The goal of the form is to provide a single, multi-use worksheet capable of standardizing all bid submissions, tracking project progress, standardizing all change order submissions, and standardizing all invoice submissions. Consistency across the project will allow staff to review progress while ensuring payment aligns with actual items delivered. NVCOG hopes this format will ultimately control projects costs and provide a detailed summation of all work delivered for public benefit.

The values entered in this form must be as informed and accurate as possible. NVCOG will only process payment based on actual services rendered, as reflected by the project oversight form. The form must be accompanied by a cover letter. Firms must utilize NVCOG’s project oversight cover letter template.

Using NVCOG’s RBP Project Oversight Form

1. Open the RBP Project Oversight Form in Excel. If you are opening the file from an email, the workbook may open in protected view. Click “enable editing” in the yellow notification window.



2. Fill out the project information. You may want to save a copy of this form once this section is complete in order to use for all future form submittals, as this section will remain the same.

3. Select the type of form you wish to use. The selection box is at the top of Sheet 1 (Summary). There are three options: **Bid proposal**, **Invoice**, and **Change Order** request.



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Row headings throughout the four excel sheets will populate with appropriate headings according to the form type selected.

RBP PROJECT OVERSIGHT FORM

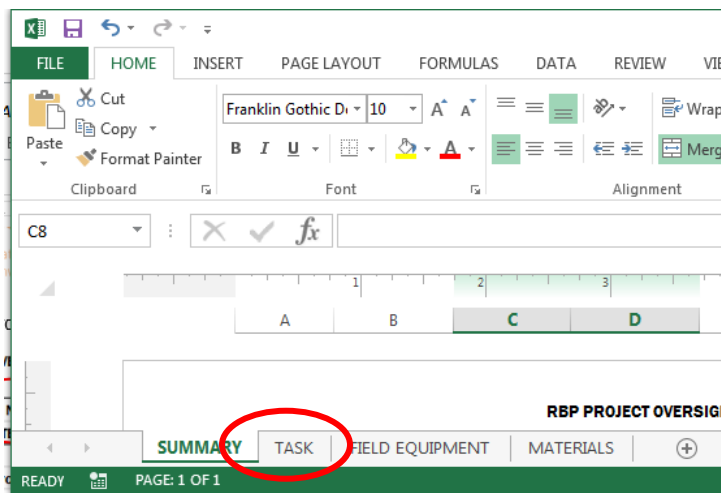
PROJECT NO.:		INVOICE:	
SUBMITTED:			
Billing Cycle:			
Project Name:		Consultant:	
Project Address:		Address:	
Town:		Telephone:	
TASK	BUDGET	FEE EARNED	% COMPLETE
		BUDGET BALANCE	BILLED TO DATE
			CURRENT BILLING

4. Fill out the project information box. All sheets will populate with the information provided.

RBP PROJECT OVERSIGHT FORM

PROJECT NO.: 10001		INVOICE: 1	
SUBMITTED: 3/10/2017			
Billing Cycle:			
Consultant:			
Address:			

5. Select the TASK sheet at the bottom of the worksheet in order to begin populating values appropriate to the selected form type.



If you selected the form type correctly, all row headings should be logical. The appearance of the Bid Proposal form is below. As you can see, inapplicable row heading are marked “not applicable”. Do not enter values in these rows and ignore any values that populate.



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Task Description	BUDGET NO. UNITS	UNIT NAME	BUDGET UNIT COST (\$)	BUDGET	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
I PHASE I ENVIRONMENTAL SITE ASSESSMENT - Document Preparation								
a. Project Manager/LEP Oversight		Hours		0.00		0.00	0.00	0.0%
b. Geologist		Hours		0.00		0.00	0.00	0.0%
c. Field Technician		Hours		0.00		0.00	0.00	0.0%
d. Draftsperson		Hours		0.00		0.00	0.00	0.0%
e. Admin		Hours		0.00		0.00	0.00	0.0%
TASK I SUBTOTAL	0	Hours		0.00	0	0.00	0.00	0.0%

6. Once the TASK sheet is complete, move on to filling out the Field Equipment and Materials sheets. Like the TASK sheet, a few columns have been set to automatically populate. Fill in only rows relevant to the project.



7. Return to the SUMMARY sheet. If the form has been completed correctly, you should notice columns have automatically populated with the appropriate figures. The only column you will need to adjust on the SUMMARY sheet is the BILLED TO DATE column on both the Invoice and Change Order request forms. This column needs to be filled manually by entering in the appropriate values after reviewing previous invoices.

RBP PROJECT OVERSIGHT FORM

PROJECT NO.		CHANGE ORDER: +				
SUBMITTED:						
Billing Cycle:						
Project Name:		Contract:				
Project Address:		Address:				
Town:		Contact:				
		Telephone:				
TASK	BUDGET	PROPOSED BUDGET	% BUDGET CHANGE	BUDGET BALANCE	BILLED TO DATE	NOT APPLICABLE
Task I						
SUBTOTAL	0.00	0.00	0.0%	0.00	0.00	0.00
Task II						
SUBTOTAL	0.00	0.00	0.0%	0.00	0.00	0.00
Task III						
SUBTOTAL	0.00	0.00	0.0%	0.00	0.00	0.00
Task IV						
SUBTOTAL	0.00	0.00	0.0%	0.00	0.00	0.00
Task V						
SUBTOTAL	0.00	0.00	0.0%	0.00	0.00	0.00
Field Equipment						



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Tips

- ✓ Once the bid proposal has been finalized and attached to the final contract as a scope of services, you may want to save a copy of the form with budget information entered as a template for all future form submittals.
- ✓ You only need to fill in rows relevant to the project. If you find yourself in need of additional rows, highlight the full row below where you wish to insert a new row, copy the full row, right-click, and insert the copied row (shift cells down). This will ensure the new row has all relevant formulas. You only need edit the details information to the left.
- ✓ Feel free to call Max at 203.489.0375 if you have any questions!