

This form must be completed in its entirety for billing authorization. Send the completed form along with your service request form to **Jacobs Project Management Co., Attn: Ralph Godinez via email to ralph.godinez@jacobs.com**

Billing Information:

- Jacobs Payroll and Timesheet Recording Policy are based on a Saturday to Friday work week.
- Jacobs overtime calculations are based on daily hours worked by flagger (regardless of their assigned projects).
- All specified rates are for NCTD fiscal year 2027 – 2028, ending June 30, 2028, with yearly rate escalations per NCTD master service agreement.
- Services must be requested a minimum of 21 days in advance of the dates requested approval is subject to availability.
- A minimum of four (4) hours for Flagging Services, not to exceed twelve (12) hours per day for each worker, which includes actual travel time, preparation, set-up, breakdown, and lunch if necessary. For shifts that exceed four (4) hours, a lunch period of thirty (30) minutes must be taken within the first five (5) hours of the start of a shift as per State of California's Labor Code. If a worker completes a regular eight (8) hour shift while not being allowed to take a lunch period, a penalty of one (1) hour at the standard hourly rate shall be billed to the contractor. At ten (10) hours worked in the shift per State of California's Labor Code, the worker is to take a second thirty (30) minute lunch period also subject to a penalty if missed as stated above.
- A minimum of 8 hours will be charged for Services performed in which the duration of the Services is more than 4 hours but less than 8 hours.
- Work which requires shifts longer than twelve (12) hours could require additional flagging personnel to be called out.
- Holidays are based on the applicable wage rate determinations for both Prevailing and Non-Prevailing wage projects.
- Any night shift that is less than 40 hours in one (1) week will be subject to an eight (8) hour rate charge to return the flagman to his normal day shift.
- 72 hours' notice is required for cancellation. If less than 72 hours of notification are given, the full amount of the scheduled flagging services will be invoiced. For cancellation: Contact Jacobs Project Manager, Ralph Godinez
- **Non-Prevailing Wage Projects** – Contractor shall be billed for flagging services at the hourly rate of \$149.87 for straight time and \$228.80 for a composite overtime hourly rate. For any shift exceeding eight (8) hours for each worker in a day and over 40 hours in the week and all work on the 6th and 7th consecutive days, Thursday and Friday, will be billed at composite overtime hourly rate.
- **Prevailing Wage Projects** – based on the applicable Prevailing Wage Determination: Laborer Engineering Construction SD-23-102-3-2022-1 (includes OT calculations in accordance with the Prevailing Wage Determination)
- Flagging/RWIC – Option Year 1 Rates FY 2027 (7/1/26-6/30/27) ST = \$179.33 OT = \$208.07 DT = \$236.82
- Flagging/RWIC – Option Year 2 Rates FY 2028 (7/1/27-6/30/28) ST = \$183.28 OT = \$213.04 DT = \$242.79
- On Saturday, up to 12 hours will be billed as overtime and any additional hours at double-time.
- On Sunday, all hours will be billed at double-time.
- All Saturday and Sunday hours count towards the 40-hour calculation.

For cancellations, or any other inquiries, please contact Ralph at (760) 422-7797.

MUST BE FILLED OUT COMPLETELY

NAME OF CONTRACTOR: _____	Billing Contact Person: _____
Billable Party: _____	Phone: _____
Address: _____	Email: _____
City: _____ State: _____ ZIP: _____	Billing Email: _____
Scope of Work: _____	
Contractor's Signature: _____	Date: _____

Note: Please forward this with your Flagging/RWIC Request Form to:

Jacobs Project Management Co.
 Ralph Godinez
ralph.godinez@jacobs.com
 (760) 422-7797