

Professional Agreement Invoice and Progress Report

Idaho Transportation Department



This page must be filled out monthly by the Consultant and forwarded to the Agreement Administrator with the monthly invoice. If necessary, attach additional sheets for continuation.

Key Number	Project Number UI-15-05	Project Name ITD Bicycle & Pedestrian Facility	Date 12/12/2016
Agreement Administrator Brian Shea	Progress Report Number KLK573-17	Agreement Number UI-15-05	
Consultant	Report/Billing Period (From and To) 11/1/16-11/30/2016		
Certification of Payment Submitted <input type="checkbox"/> Yes <input type="checkbox"/> No	Certification Date	PSA Number	Invoice Number No Invoice
Description of Work Accomplished During the Month We had two phone meetings with ITD to discuss next steps. (1) We will prepare a draft story map for USBR 10 and (2) we will update the Bicycle Information Website for review by the TAC and BPAC. The first item is anticipated to be ready for review in March. The second item is anticipated to be ready for review in January.			
Summary of Work Completed to Date (Milestones Completed and Dates) We have completed the First Interim Report. (Feb 2016) Identified a preliminary list of layers for IPLAN. (Feb 2016) Draft online Bicycle Information Map (April 2016)			
Information Required from ITD to Avoid Delays None			
List Changes in Scope or Complexity Requiring a Supplemental Agreement or Time Adjustments None			
Consultant's Signature <i>Michael Lowry</i>		Printed Name and Title Michael Lowry, Principal Investigator	

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Key Number	Program (Work Authority)	Progress Report Number 17	Agreement Number UI-15-05
Report Reviewed By			Review Date
The Following was Initiated			

Status Report

A completed status report must accompany all Agreement invoices recommended for payment. The requested percentage measurements of progress to this report are required.

Agreement Time 25 months	Time Passed 17 months	Percent of Agreement Time Elapsed 68.00%	Percent of Work Completed 60%
Original Agreement Amount \$100,000.00	Supplemental(s) \$0.00	Current Agreement Amount \$100,000.00	Payments (Including this Payment) \$55,174.05
Percent of Agreement Dollars Paid 55.18%			
Certification of Payment Submitted <input type="checkbox"/> Yes <input type="checkbox"/> No	Certification Date	Fixed Fee \$	This Invoice \$
		To Date \$	Negotiated \$
If There is a Significant Variance Between the Percentages, Please Explain			
Consultant Invoice Number No Invoice		This Payment Amount \$0.00	

- Progress Payment:** I certify that the Agreement provisions have been reviewed, the invoice amount checked, progress is substantiated, significant material expenses have support documentation (receipts), and the costs billed are project related and represent the work accomplished. I hereby approve the progress estimate for payment.
- Final Payment:** I certify that all work under the terms of the Agreement has been satisfactorily completed, any capital assets acquired have been delivered or value received, an affidavit of indebtedness received, and the project reviewed or audited and costs verified for work performed. I hereby approve final payment under the Agreement.

Agreement Administrator's Signature	Date	Second (Independent) Reviewer's Signature
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