



# Professional Agreement Invoice and Progress Report

ITD 0771 (Rev. 01-17)

Idaho Transportation Department

itd.idaho.gov

**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 ITD RP 283	Project Name ITD-Bridge Asbestos Assessment	Date 7/10/2019
Agreement Administrator Shannon Murgoitio		Progress Report Number EN3254-6	Agreement Number UI-19-04
Consultant's Name			Report/Billing Period (From and To) 6/1/19-6/30/19
Prompt Payment To Subconsultant(s) Verified <input type="checkbox"/> Yes <input type="checkbox"/> No		Authorization Number	Invoice Number Invoice #5
Describe Work Accomplished During the Month (List Major Activities that were in progress during this period and estimate the remaining time for each.) The research team is continuing revieweing bridge plans on File 360 and ProjectWise. A progress update will be sent on August 2019.			
Summarize Work Completed to Date (Milestones Completed and Dates) (List Major Activities that were completed, including completion dates.) Please see attached GANTT chart			
List Information Required from ITD to Avoid Delays			
List Changes in Scope or Complexity that Requires a Supplemental Agreement or Time Adjustments			
Printed Name Ahmed Ibrahim		Title Principal Investigator	Consultant's Signature

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## Status Report **This page must be completed by the Agreement Administrator**

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

Key Number	Program Number	Progress Report Number	Agreement Number
		6	UI-19-04
Agreement Time	Time Passed	Percent of Agreement Time Elapsed	Percent of Work Completed
15 months	6	40.00%	10%
Original Agreement Amount	Supplemental(s)	Current Agreement Amount	Payments (Including this Payment)
\$60,000.00	\$0.00	\$60,000.00	\$8,545.67
Percent of Agreement Dollars Paid			
14.24%			
Prompt Payment To Subconsultant(s) Verified	<b>Fixed Fee</b>	This Invoice	To Date
<input type="checkbox"/> Yes <input type="checkbox"/> No		\$	\$
Negotiated			
\$			
If There is a Significant Variance Between the Percentages, Please Explain			
Consultant Invoice Number	This Payment Amount		
Invoice #5	\$5,598.85		
Report Reviewed By			Review Date

## Consultant Performance **To Be Completed Monthly by the Agreement Administrator**

Work planned for this period was completed	Quality of work was completed satisfactory	Discussed performance with Consultant
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain		
Performance: Describe the Consultants performance during this period		

**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

Distribution: DRI (Original) - Project File

Copy - Prime Consultant

### Bridge Asbestos Project

Task No.	Task	Year	2019/2020																	
		Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
		Elapsed Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
Task 1	Literature Survey		100%	100%																
Task 2	Review of bridge record plans built from 1918 to 1980			100%	100%	100%	50%													
Task 3	Review of available asbestos tests for bridge structures			100%	100%	100%	100%	50%												
Task 4	Develop a database framework for all bridge plans						50%	50%	50%											
Task 5	Develop an approach to identify ACM suspect bridges																			
Task 6	Final Report																			
a	Submit report outline to ITD for review																			
b	Meet with ITD to discuss outline																			
c	Send draft to peer reviewer and make necessary changes																			
d	Send draft to editor and make necessary changes																			
e	Submit draft of required output to ITD/FHWA for review																			
f	ITD/FHWA review of the draft completed (due 30 days after completion)																			
g	Revise report as needed in response to ITD review comments (allow 30 days)																			
h	Submit final draft to ITD (allow 30 days for final review and revision of the report)																			
	Deliverables																			
TAC Meetings						1			2				3			4			5	
						*			*				*			*			*	