



# 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 252	Project Name ITD Idaho IT-144 & AASHTO T-84	Date 8/9/2018
Agreement Administrator Mark Wheeler	Progress Report Number KLK574-31	Agreement Number UI-16-01	
Consultant's Name		Report/Billing Period (From and To) 71/18-7/31/2018	
Prompt Payment To Subconsultant(s) Verified <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorization Number	Invoice Number Invoice #26	
Describe Work Accomplished During the Month (List Major Activities that were in progress during this period and estimate the remaining time for each.) 1. After receiving lab test results from ALLWEST, started preliminary data analysis.			
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 A request for a no-cost, time extension has been submitted. Awaiting response.			
List Changes in Scope or Complexity that Requires a Supplemental Agreement or Time Adjustments The time extension has been requested as additional funds for outside testing by ALLWEST were not confirmed until mid-June. As a result of the delay, a 3-month extension has been requested. This additional time will allow us to complete the data analysis using the additional results from tests performed by UI and ALLWEST in July and August. The project will be completed by the end of November.			
Printed Name Sunil Sharma	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 31	Agreement Number UI-16-01
Agreement Time 32 months	Time Passed 31	Percent of Agreement Time Elapsed 96.88%	Percent of Work Completed 79%
Original Agreement Amount \$113,675.04	Supplemental(s) \$0.00	Current Agreement Amount \$113,675.04	Payments (Including this Payment) \$111,280.26
Percent of Agreement Dollars Paid 97.90%			
Prompt Payment To Subconsultant(s) Verified <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Fixed Fee</b> This Invoice \$	To Date \$
Negotiated \$			
If There is a Significant Variance Between the Percentages, Please Explain			
Consultant Invoice Number Invoice #26		This Payment Amount \$7,195.56	
Report Reviewed By			Review Date

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

Work planned for this period was completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Quality of work was completed satisfactory <input type="checkbox"/> Yes <input type="checkbox"/> No	Discussed performance with Consultant <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
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