



# 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 4/9/2018
Agreement Administrator Mark Wheeler	Progress Report Number KLK574-27	Agreement Number UI-16-01	
Consultant's Name		Report/Billing Period (From and To) 3/1/18-3/31/2018	
Prompt Payment To Subconsultant(s) Verified <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorization Number	Invoice Number Invoice #23	
Describe Work Accomplished During the Month (List Major Activities that were in progress during this period and estimate the remaining time for each.) 1. Met with Mark Wheeler in Boise on 3/12 to reviewed testing results from UI and ALLWEST. 2. Selected samples for re-testing at UI (3) and ALLWEST (13). 3. Three additional samples tested at UI. 4. Some preliminary data analysis has been performed using existing data set.			
Summarize Work Completed to Date (Milestones Completed and Dates) (List Major Activities that were completed, including completion dates.)          			
List Information Required from ITD to Avoid Delays          			
List Changes in Scope or Complexity that Requires a Supplemental Agreement or Time Adjustments 1. Discussed a time extension, reallocation of funds in current budget, and a request for additional funds to complete the project. Final detail of the formal request will be submitted to ITD in April.			
Printed Name Sunil Sharma	Title Principal Investigator	Consultant's Signature 	

# Professional Agreement Invoice and Progress Report

ITD 0771 (Rev. 01-17)

Idaho Transportation Department

itd.idaho.gov

## 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
		27	UI-16-01
Agreement Time	Time Passed	Percent of Agreement Time Elapsed	Percent of Work Completed
29 months	27	93.10%	69%
Original Agreement Amount	Supplemental(s)	Current Agreement Amount	Payments (Including this Payment)
\$104,097.00	\$0.00	\$104,097.00	\$102,446.27
Percent of Agreement Dollars Paid			
98.42%			
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 #23	\$3,972.86		
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

