



# 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 261	Project Name ITD - Augment Asphalt Mix	Date 5/9/2019
Agreement Administrator Mike Santi	Progress Report Number EN1751-KLK581-28	Agreement Number UI-17-01	
Consultant's Name		Report/Billing Period (From and To) 4/1/19-4/30/19	
Prompt Payment To Subconsultant(s) Verified <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorization Number	Invoice Number Invoice #24	
Describe Work Accomplished During the Month (List Major Activities that were in progress during this period and estimate the remaining time for each.) - All the tasks of the project have been completed and the researchers prepared the draft report. The report documents the research methodology, presents the results and analysis, summarizes the findings, and provides recommendations and proposes plans for future studies and implementation.			
Summarize Work Completed to Date (Milestones Completed and Dates) (List Major Activities that were completed, including completion dates.) Please see attached GANTT chart. All the tasks (except the final report) have been completed.			
List Information Required from ITD to Avoid Delays			
List Changes in Scope or Complexity that Requires a Supplemental Agreement or Time Adjustments			
Printed Name Emad Kassem	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
		28	UI-17-01
Agreement Time	Time Passed	Percent of Agreement Time Elapsed	Percent of Work Completed
31 months	29	93.55%	96%
Original Agreement Amount	Supplemental(s)	Current Agreement Amount	Payments (Including this Payment)
\$169,998.97	\$0.00	\$169,998.97	\$151,795.71
Percent of Agreement Dollars Paid			89.30%
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 #24	\$1,594.36		
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

	Yr 2016	Yr 2017												Yr 20						
		Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Task 1</b>	Literature review	5%	20%	50%	75%	100%														
<b>Task 2</b>	Identify and select pavement sites for evaluation			20%	40%	50%	60%	90%	90%	95%	100%									
<b>Task 3</b>	Conduct field performance evaluation and collect cores and virgin materials				10%	20%	25%	30%	40%	40%	50%	55%	65%	75%	80%	80%	85%	85%	100%	
<b>Task 4</b>	Conduct laboratory performance tests						3%	5%	10%	13%	17%	25%	28%	33%	40%	50%	60%	65%	70%	75%
<b>Task 5</b>	Comprehensive evaluation of laboratory and field performance data											3%	5%	10%	15%	30%	40%	55%	60%	70%
<b>Task 6</b>	Develop performance test specifications																		10%	25%
<b>Task 7</b>	Prepare the Final report																			10%

<b>Deliverable No.</b>		1	2	3	4	5
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18							Yr 2019				
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
80%	85%	88%	90%	92%	94%	96%	100%				
75%	80%	85%	87%	90%	95%	96%	100%				
35%	50%	70%	75%	80%	85%	90%	95%	100%			
15%	20%	30%	40%	45%	48%	50%	60%	70%	90%		
							6		7		8