



# 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 266	Project Name ITD Skid Resistance Pavement	Date 1/15/2019
Agreement Administrator James Poorbaugh	Progress Report Number EN1797-KLK583-19	Agreement Number UI-17-03	
Consultant's Name		Report/Billing Period (From and To) 12/1/18-12/31/18	
Prompt Payment To Subconsultant(s) Verified <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorization Number	Invoice Number Invoice #16	
Describe Work Accomplished During the Month (List Major Activities that were in progress during this period and estimate the remaining time for each.) - The PI met with the project manager at ITD HQ and discussed the progress of the project and the first version of the software. In addition, they discussed the remaining tests to be conducted by ITD.  - We are working on a journal paper to present the main findings of this study.  - We continue working on the software to improve its functionality.  - We are working on the final report.			
Summarize Work Completed to Date (Milestones Completed and Dates) (List Major Activities that were completed, including completion dates.) Please see attached GANTT chart. The research team completed Task 1 (Literature Review) and identified the test sites for evaluation under Task 2. In addition, we submitted a technical memorandum (Tech Memo No. 3) that summarized the work done so far in the project.			
List Information Required from ITD to Avoid Delays The laser sensor mounted on the ITD skid van requires repair to collect the mean profile depth data. Such information is needed to predict skid number at a given speed. Also, ITD skid crew will test 10 sites in D3. This information will be used to complete the model development and validation.			
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
		19	UI-17-03
Agreement Time	Time Passed	Percent of Agreement Time Elapsed	Percent of Work Completed
25	19	76.00%	85%
Original Agreement Amount	Supplemental(s)	Current Agreement Amount	Payments (Including this Payment)
\$119,999.71	\$	\$119,999.71	\$89,445.97
Percent of Agreement Dollars Paid			
74.54%			
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 #16	\$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

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

		Yr 2017							Yr 2018													
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
<b>Task 1</b>	Literature review	25%	50%	100%																		
<b>Task 2</b>	Identify and select pavement sites for evaluation	15%	30%	40%	50%	65%	70%	85%	100%													
<b>Task 3</b>	Measure skid number at different speeds	5%	15%	20%	40%	40%	40%	40%	40%	40%	40%	40%	45%	60%	80%	85%	85%	85%	85%			
<b>Task 4</b>	Measure the surface friction characteristics	5%	15%	20%	40%	40%	40%	40%	40%	40%	40%	40%	45%	60%	80%	80%	85%	85%	85%			
<b>Task 5</b>	Analyze the collected data				10%	20%	25%	30%	40%	50%	55%	65%	70%	75%	80%	80%	90%	90%	95%	100%		
<b>Task 6</b>	Establish correlations at different speeds												20%	30%	35%	40%	50%	60%	70%	80%	85%	90%
<b>Task 7</b>	Prepare the Final report																			10%	20%	

<b>Deliverable No.</b>		1		2				3
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