



# 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 270	Project Name ITD MSF Walls	Date 10/22/2018
Agreement Administrator John Ingram	Progress Report Number KLK586-9	Agreement Number UI-18-01	
Consultant's Name		Report/Billing Period (From and To) 9/1/2018-9/30/2018	
Prompt Payment To Subconsultant(s) Verified <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorization Number	Invoice Number No Invoice	
Describe Work Accomplished During the Month (List Major Activities that were in progress during this period and estimate the remaining time for each.) 1. Review and collection of data is ongoing, but at a slow pace. 2. VPN access has been granted by ITD. Hopefully, this will provide direct access to some of the as-constructed MSE files. 3. The fourth Project Meeting was completed in early September.			
Summarize Work Completed to Date (Milestones Completed and Dates) (List Major Activities that were completed, including completion dates.) 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 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	Agreement Number
		9	UI-18-01
Agreement Time	Time Passed	Percent of Agreement Time Elapsed	Percent of Work Completed
12 months	9 months	75.00%	85%
Original Agreement Amount	Supplemental(s)	Current Agreement Amount	Payments (Including this Payment)
\$30,000.00	\$0.00	\$30,000.00	\$26,042.45
Percent of Agreement Dollars Paid			
86.81%			
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		
No Invoice	\$0.00		
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

