

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT



**Project Title:** 2018 SW 3rd Street Water Main Improvements (Design)  
**Contractor:** MSA Professional Services, Inc.  
**Address:** 1555 SE Delaware Avenue, Suite F Ankeny, IA 50021  
**Finance Budget Code:** 610.3610.4210 **Finance Project #** 610.4210  
**Vendor Project or Invoice #:** **PO #**  
**Original Contract Date:** November 6, 2017 **Vendor #** 6447

**Date of Council Meeting:** March 5, 2018 **PAYMENT REQUEST #** 4  
**PAYMENT PERIOD:** From: January 21, 2018 Through: February 17, 2018

## Contract Summary

Original Contract Amount:	\$	36,500.00	
Net change by Change Orders:	\$	-	
Contract Amount to Date: (line 1 ± 2)	\$	36,500.00	
Total completed and stored to date:	\$	34,194.63	
Retainage: 0 % of Completed Work:	\$	-	
Total Earned less Retainage:	\$	34,194.63	
Less previous applications for payment:	\$	29,361.68	
SUBTOTAL	\$		4,832.95

OTHER CHARGES (Attach an itemized list) \$ -

**CURRENT PAYMENT DUE** \$ 4,832.95

Balance to finish, including retainage: \$ 2,305.37

Contract Time Remaining (If applicable) - Working Days

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all the amounts have been paid by the Contractor for work for which previous Certificate(s) for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**Construction Contractor Approval:** Not Applicable  
Firm Name

Signature Date

**Engineer / Consultant Approval:** MSA Professional Services, Inc.  
Firm Name

Signature: *Nicholas J. Jurgens* Date: 02/22/2018

**City of Ankeny Staff Approval:**

Signature: *Donald Clark* Date: 2-23-18

**Submit to:** Don Clark  
**E-mail:** DClark@Ankenylowa.gov **Phone:** (515) 963-3529 **Fax:** (515) 963-3535

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT

## Previous Applications for Payment

No.	Date	Amount
1	December 4, 2017	\$ 7,038.90
2	January 2, 2018	\$ 10,429.21
3	February 5, 2018	\$ 11,893.57
4		
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## Previous Applications for Payment

No.	Date	Amount
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TOTAL \$ 29,361.68

## Record of Change Orders

No.	Date	Amount
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TOTAL \$ -

## Contract Time Remaining

Contract Period:	Working Days
Original Contract Date:	
Original Contract Time:	
Added by Change Order:	
Contract Time to Date:	-
Time Used to Date:	
Contract Time Remaining:	-



# INVOICE

Payment due upon receipt of invoice.  
Interest at the rate of 1.5% per  
month on unpaid balance will be  
added to your next statement.

**REMIT TO:**  
MSA PROFESSIONAL SERVICES INC  
PO Box 435  
BARABOO WI 53913-0435

Don Clark  
City of Ankeny  
220 West First Street  
Ankeny, IA 50023-1751

February 22, 2018  
Project No: R09085030.0  
Invoice No: 4  
Client Liaison: Jason Miller  
Project Manager: Nichole Sungren

Project R09085030.0 2018 SW 3<sup>rd</sup> Street Water Main Improvements  
Professional Services from January 21, 2018 to February 17, 2018

Description	Contract Amount	Percent Complete	Amount Earned	Previous Invoices	This Invoice
Survey and Mapping	\$ 6,900.00	100%	\$ 6,900.00	\$ 6,900.00	\$ 0.00
Preliminary Design	\$ 9,400.00	100%	\$ 9,400.00	\$ 9,400.00	\$ 0.00
Final Design	\$13,400.00	100%	\$ 13,400.00	\$10,010.18	\$ 3,390.00
Easement Preparation	\$ 1,100.00	53.36%	\$ 587.00	\$ 587.00	\$ 0.00
Bidding	\$ 1,900.00	27.84%	\$ 529.00	0.00	\$ 529.00
Project Administration	\$ 3,800.00	88.91%	\$ 3,378.45	\$ 2,464.50	\$ 913.95
Total	\$36,500.00		\$ 34,194.63	\$ 29,361.68	\$ 4,832.95
				<b>Total Fee</b>	<b>\$4,832.95</b>
			<b>AMOUNT DUE THIS INVOICE</b>		<b>\$4,832.95</b>



February 22, 2018

Mr. Don Clark  
Director of Municipal Utilities  
City of Ankeny  
220 W. 1<sup>st</sup> Street  
Ankeny, IA 50023

Re: 2018 SW 3rd Street Water Main Improvements  
Project # 09085030

Dear Mr. Clark:

Please find attached the Engineering Invoice #4 for work completed between January 21, 2018 and February 17, 2018. Work completed during this time period included preparation and submittal of the final plans, addressing City staff comments, and upload of the plans to Quest for bidding. The project letting will take place next Tuesday, February 27<sup>th</sup>.

We will be in attendance at the March 5th Ankeny City Council meeting if you have any questions regarding the information in this submittal. We appreciate the opportunity to work with the City of Ankeny and look forward to a successful project.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in blue ink that reads "Nichole Sungren". The signature is fluid and cursive, with the first name "Nichole" and last name "Sungren" clearly distinguishable.

Nichole Sungren, P.E.  
Project Manager

nes  
Enc.

*Offices in Illinois, Iowa, Minnesota, and Wisconsin*

1555 SE DELAWARE AVE., SUITE F • ANKENY, IA 50021  
515.964.1920 • 800.844.4122 • FAX: 515.964.4003  
www.msa-ps.com

