

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT



**Project Title:** SE Magazine Road Sidewalk Upgrades - Phase 3 (Design)  
**Contractor:** MSA Professional Services, Inc.  
**Address:** 1555 SE Delaware Avenue, Suite F Ankeny, IA 50021  
**Finance Budget Code:** 936.2936.4210 **Finance Project #** 936.4210  
**Vendor Project or Invoice #:** **PO #**  
**Original Contract Date:** March 4, 2019 **Vendor #** 6447

**Date of Council Meeting:** December 2, 2019 **PAYMENT REQUEST #** 7  
**PAYMENT PERIOD:** From: October 20, 2019 Through: November 16, 2019

## Contract Summary

Original Contract Amount:	\$	38,200.00	
Net change by Change Orders:	\$	32,235.00	
Contract Amount to Date: (line 1 ± 2)	\$		70,435.00
Total completed and stored to date:	\$	68,255.91	
Retainage: 0 % of Completed Work:	\$	-	
Total Earned less Retainage:	\$		68,255.91
Less previous applications for payment:	\$		60,744.41
SUBTOTAL			\$ 7,511.50

OTHER CHARGES (Attach an itemized list) \$ -

CURRENT PAYMENT DUE \$ 7,511.50

Balance to finish, including retainage: \$ 2,179.09

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: *Michelle Jungren*  
 Date: 11/22/19

**City of Ankeny Staff Approval:**  
 Signature: *[Signature]* Date: 11/22/19

**Submit to:** Aaron Putnam, Public Works Operations Manager  
**E-mail:** [aputnam@ankenyiowa.gov](mailto:aputnam@ankenyiowa.gov) **Phone:** (515) 963-3525 **Fax:** (515) 963-3535

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT

## Previous Applications for Payment

No.	Date	Amount
1	May 6, 2019	\$ 14,528.67
2	June 3, 2019	\$ 12,235.25
3	July 1, 2019	\$ 6,576.30
4	August 5, 2019	\$ 4,859.25
5	October 7, 2019	\$ 13,004.30
6	November 4, 2019	\$ 9,540.64
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## Previous Applications for Payment

No.	Date	Amount
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TOTAL \$ 60,744.41

## Record of Change Orders

No.	Date	Amount
1	July 15, 2019	\$ 31,400.00
2	December 2, 2019	\$ 835.00
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TOTAL \$ 32,235.00

## 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: -



## **SE Magazine Road Sidewalk Upgrade – Phase 3 (Construction)**

### **CONTACT INFORMATION:**

Nichole Sungren

Phone: (515) 964-1920

[nsungren@msa-ps.com](mailto:nsungren@msa-ps.com)

### **DATE:**

November 22, 2019

### **PROJECT NUMBERS:**

City of Ankeny:

SDW-00-001



Innsbruck additional ramp removal

MSA:

09085042

### **TASK 1: CONSTRUCTION ADMINISTRATION PHASE**

Task 1: 91.79% Complete

A partial pay application will be completed for the month of November. Final pay application and closeout documentation will occur upon seeding and punchlist list item completion.

### **TASK 2: CONSTRUCTION STAKING**

Task 2: 52.64% Complete

The remonumentation process has been completed for the project and all pin locations have been verified.

### **TASK 3: CONSTRUCTION OBSERVATION PHASE**

Task 3: 100% Complete

Construction observation task is complete.

### **TASK 4: SIDEWALK AND CURB RAMP COMPLIANCE**

Task 4: 100% Complete

Sidewalk and curb ramp compliance task is complete. Completed forms will be provided as a part of the as-built documentation.

### **TASK 5: POST CONSTRUCTION PHASE**

Task 5: 10% Complete

As-built drawings preparation has been started for the project and will be completed at the beginning of December.

**UPDATE**







**Remit to:**  
MSA Professional Services, Inc.  
1230 South Boulevard  
Baraboo, WI 53913

# 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.

For questions, contact: (800) 362-4505

City of Ankeny IA  
410 West First Street  
Ankeny, IA 50023

November 21, 2019  
Project No: R09085042.0  
Invoice No: 3

00-04-28  
Project Manager Nichole Sungren  
Client Liaison Nichole Sungren

Project R09085042.0 Ankeny IA SE Magazine Sidewalk Construction 2019  
Professional Services from October 20, 2019 to November 16, 2019

Phase 100 SE Magazine Sidewalk Construction

Description	Contract Amount	Percent Complete	Amount Earned	Previous Invoices	This Invoice
Construction Administration	\$ 9,000.00	91.79%	\$ 8,261.44	\$ 6,996.57	\$1,264.87
Construction Staking	\$ 6,500.00	100.00%	\$ 6,500.00	\$ 3,421.50	\$3,078.50
Construction Observation	\$13,435.00	100.00%	\$13,435.00	\$10,767.50	\$2,667.50
Sidewalk and Curb Ramp Compliance	\$ 1,700.00	100.00%	\$ 1,700.00	\$ 1,359.37	\$ 340.63
Post Construction	\$ 1,600.00	10.00%	\$ 160.00	0.00	\$ 160.00
Total Fee	\$32,235.00		30,056.44	22,544.94	\$7,511.50

Total Fee 7,511.50

AMOUNT DUE THIS INVOICE: \$7,511.50

**For ACH notification, remit to:**

ach@msa-ps.com

Account Number: 101065930 Routing Number: 075901590

Bank Information: Baraboo State Bank, 101 3<sup>rd</sup> Ave., PO Box 50., Baraboo, WI 53913, (608) 356-7703

MSA ENABLES PEOPLE TO POSITIVELY IMPACT THE LIVES OF OTHERS.

We are proud to be a 100% employee-owned firm.



November 22, 2019

Mr. Aaron Putman  
Public Works Operations Manager  
City of Ankeny  
220 W. 1st Street  
Ankeny, IA 50023

Re: SE Magazine Sidewalk Upgrades – Phase 3  
Project # 0908542

Dear Mr. Putnam:

Please find attached the Engineering Invoice #7 for work completed between October 20, 2019 and November 16, 2019. Please refer to the attached Project Update for a summary of the work completed to date.

The contractor is approximately 97% complete with construction at this time. They are completing the dormant seeding and the project punchlist in the next couple of weeks as the weather allows.

We will be in attendance at the December 2<sup>nd</sup> 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".

Nichole Sungren, P.E.  
Project Manager

Cc: Mark Mueller, City of Ankeny

nes  
Enc.

1555 SE Delaware Ave  
Suite F  
Ankeny, IA 50021

P (515) 964-1920  
TF (800) 844-4122  
F (515) 964-4003

[www.msa-ps.com](http://www.msa-ps.com)